

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Monitoring Inspection

Pursuant to section 21 of the *Early Childhood Services Act*, operators of licensed early learning and childcare facilities must post their most recent inspection report in a clearly visible and prominent place in the facility.

Name of operator Elsipogtog Band	Licence Number 2010759	Inspection Date May 03, 2024
Facility Name Elsipogtog Headstart		Telephone Number (506) 523-8254
Address 361 Big Cove Road Elsipogtog First Nation NB E4W 2S3		
Name of Early Learning and Childcare Licensing Staff Stephanie Hickey		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Mar 15, 2024	Apr 16, 2024
Comments: The operator has confirmed that they will not have the staff in question as relief staff who does not have a copy of a valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate until they have received a certificate. The Quality Assurance Monitor has updated the staff as inactive staff. Deficiency is now compliant			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Mar 01, 2024	Apr 16, 2024
Comments: The Quality Assurance Monitor was able to verify and confirm that each staff member and associated person has a criminal record check \ vulnerable sector check at least every 5 years. Deficiency is now compliant.			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Mar 04, 2024	Apr 16, 2024
Comments: In 7 child records verified the child's name, address, birth date and Medicare number was indicated. Deficiency is now compliant.			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Mar 04, 2024	Apr 16, 2024
Comments: In 7 child records verified, the name, address and telephone number of the medical practitioner was indicated. Deficiency is now compliant.			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (iv) the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached,	24(1)(b)(iv)	Mar 04, 2024	Apr 16, 2024

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: In 7 child records verified the name, address, and telephone number of at least 2 emergency contacts was indicated. Deficiency is now compliant.			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (c) staff member records that include (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Mar 15, 2024	Apr 16, 2024
Comments: The operator has confirmed that they will not have the staff in question as relief staff who does not have a copy of a valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate until they have received a certificate. The Quality Assurance Monitor has updated the staff as inactive staff. Deficiency is now compliant			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Feb 28, 2024	Apr 16, 2024
Comments: The Quality Assurance Monitor was able to observe the daily attendance records of children filled out in accordance. Deficiency is now compliant.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c)	Mar 04, 2024	Apr 16, 2024
Comments: In 7 child records verified the signed consent in the child's file for administering medication was checked and signed. Deficiency is now compliant.			

### General Comments

The Quality Assurance Monitor is on site for a follow up inspection. Ratio was respected during the visit.

During the follow-up inspection, the Quality Assurance Monitor audited 7 child record files. In order to comply to the regulation, the operator must ensure that all child records include:

- (i) The child's name, address, birth date and Medicare number.
- (ii) the name, address, and telephone number of the child's medical practitioner.
- (iii) the name, address, and home and work telephone numbers of the child's parent or guardian.
- (iv) the name, address, and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached.
- (v) the child's health history and a copy of the record of immunizations or a copy of an exemption, (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months,
- (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian

original signed by  
Stephanie Hickey

Signature of Early Learning and Childcare Licensing Staff

April 18, 2024

Date

original signed by  
Rena Simon

Signature of Operator/Designate

April 18, 2024

Date