

## 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 Sussex Christian School Inc.		Inspection Date April 15, 2026
Facility Name SCS Shine After School Care		Licence Number 2014152
Address 45 Chapman Dr Sussex NB E4E 1M4		Telephone Number (506) 512-0355
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 58	Ages of Children SCHOOL-AGE
ELCC Licensing Staff Veronique Berube	Position Title Quality Assurance Monitor	

Order for Compliance	Regulation	Date to be corrected	Date corrected
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<p><b>General Comments</b></p> <p>The Quality Assurance Monitor was on site in the afternoon to conduct a monitoring inspection. The child-to-staff ratio was respected during the inspection.</p> <p>The following elements were verified:</p> <ul style="list-style-type: none"> <li>-Daily activities</li> <li>-Posting of all required documents in a visible and prominent location within the facility</li> <li>-Child records</li> <li>-Signed consent forms in the children's records</li> <li>-Medication and medication records</li> <li>-Incident records</li> <li>-Health records</li> <li>-Daily routine</li> </ul> <p>During the review of child records, it was noted that in 4 of the 11 files verified, the address of the emergency contact was missing. Additionally, the address of the medical practitioner was not included. This resulted in a non-compliance being issued to the facility in a past inspection. The Administrator printed and inserted the missing documentation into 3 of the 4 children's files. However, the required document for the fourth child could not be located at the time of the inspection. The Quality Assurance Monitor requested that all child files be reviewed to ensure that no required information is missing.</p> <p>In two staff files, the Criminal Record Check/Vulnerable Sector Verification and the Social Development (SD) verification had expired. Although the verifications had been completed prior to their expiration dates, they had not been filed. The Administrator printed copies of the updated verifications, which were subsequently placed in the staff files.</p> <p>The children were observed arriving at the facility from school. They were also observed having their afternoon snack and participating in outdoor play. An educator was observed actively engaged with the children on the play structure</p>
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original signed by  
Veronique Berube

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Signature of Early Learning and Childcare Licensing Staff

April 17, 2026

\_\_\_\_\_  
Date

original signed by  
Heidi Adams

\_\_\_\_\_  
Signature of Operator/Designated staff

April 17, 2026

\_\_\_\_\_  
Date

*"I hereby acknowledge receipt of this report"*