

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Renewal 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 The Young Women's Christian Association of Moncton Inc.	Licence Number 2017899	Inspection Date January 21, 2025	
Facility Name YW/Academie des Amis / Friends Academy		Telephone Number (506) 855-4349	
Address 135 Kendra Street Moncton NB E1C 9V9			
Name of Early Learning and Childcare Licensing Staff Roxanne Benoit		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	Feb 24, 2025	
Comments: The inspector is made aware that the Board members have changed. However, the inspector was not able to observe the changes made via corporate registry. The operator must ensure that all changes made to the board members are registered under the corporate registry. Some Social Development verification and criminal record check were available to the inspector on site.			
12(0.1)(b)(i-iii) In subsection (1), an operator of a licensed facility includes: (b) in the case of a check with the Department of Social Development, (i) in the case of a corporation or unincorporated association, the directors who have contact with children receiving services in the facility or who manage the finances of the facility, (ii) in the case of a partnership, the partners who have contact with children receiving services in the facility or who manage the finances of the facility, and (iii) in the case of a limited partnership, the general partners who have contact with children receiving services in the facility or who manage the finances of the facility.	12(0.1)(b)(i-iii)	Feb 24, 2025	
Comments: The inspector is made aware that the Board members have changed. However, the inspector was not able to observe the changes made via corporate registry. The operator must ensure that all changes made to the board members are registered under the corporate registry. Some Social Development verification and criminal record check were available to the inspector on site.			
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)	Jan 28, 2025	
Comments: The inspector observed 2 out of 8 child files is missing the information for the medical practitioner. The administrator must ensure that all information is complete in the child files.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Jan 28, 2025	
Comments: The inspector observed 2 out of 8 child files are missing the complete address for the emergency contact. The administrator must ensure that all information is complete in the child files.			
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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jan 30, 2025	
Comments: The inspector observed that 1 staff member is missing their job description in their staff file. The administrator must ensure that all information is complete in the staff file.			
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 (iv) a signed declaration confirming that the staff member has read and understood his or her obligations under the Act and this Regulation.	24(1)(c)(iv)	Jan 30, 2025	
Comments: The inspector observed that 1 staff member is missing their signed declaration in their staff file. The administrator must ensure that all information is complete in the staff file.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Jan 27, 2025	
Comments: The inspector observed that fire extinguishers are expired since December 2024. The administrator must ensure that the fire extinguishers are inspected and up to date.			

General Comments
<p>The inspection was conducted on two days, Tuesday, January 21st and Wednesday, January 22nd. The inspector observed children playing freely inside. Children did not go outside because of the cold weather. Children were playing volleyball inside the classroom with a balloon and some were doing painting. The inspector did not observe the outdoor play area. It will be verified at a later time by a member of the licensing team. Changes need to be made to the parent handbook. A new copy must be sent to the inspector.</p> <p>On the first day of the inspection, the inspector was made aware that an EpiPen is in a locked cabinet. The educator was looking for the EpiPen and was not able to retrieve it. The inspector had a discussion with the administrator and the educator regarding the importance of having it easily accessible and knowing where it is located. On the second day of the inspection, the inspector is made aware by the administrator that the EpiPen was located inside the school bag of the child and the child was not present at the facility yesterday. The administrator had a discussion with the staff members regarding EpiPen.</p> <p>The ratio was respected during the inspection.</p>

original signed by  
Roxanne Benoit

Signature of Early Learning and Childcare Licensing Staff

January 27, 2025

Date

original signed by  
Heather Surette

Signature of Operator/Designate

January 27, 2025

Date