

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 AMY MCEVOY	Licence Number 2018799	Inspection Date November 14, 2025	
Facility Name Little Steps Havelock		Telephone Number (506) 534-2325	
Address 13 Cross Street Havelock NB E4Z 5E8			
Name of Early Learning and Childcare Licensing Staff Monica Maltais		Position Title Inspector	
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: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Nov 21, 2025	
Comments: The inspector observed that 2 out of 12 children's files are missing the child's medicare number and expiration date. Each child's file must include the child's name, address, date of birth, and medicare number prior to the child's entry.			
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)	Nov 21, 2025	
Comments: During the review of 12 children's files, the inspector observes that one file is missing the address of the medical practitioner. Each child's file must be complete, including the name, address, and telephone number of the medical practitioner, prior to the child's entry.			
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)	Nov 14, 2025	Nov 14, 2025
Comments: The inspector reviewed all staff files and found that one file is missing a signed description of duties and responsibilities. The operator must ensure that every staff file contains a signed copy of the employee's duties and responsibilities. The inspector informed the administrator, who printed the document, had the employee sign it, and added it to the file. 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 (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)	Nov 14, 2025	Nov 14, 2025
Comments: The inspector reviewed all staff files and observed that one file is missing a signed statement outlining obligations under the Act and licensing regulations. The operator must ensure that all staff complete this statement and that a copy is placed in their file. The inspector informed the administrator, who printed the statement, had the employee sign it, and placed it in the employee's file. Deficiency is now compliant.			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;	39(2)(a)	Nov 14, 2025	Nov 14, 2025

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: The inspector observed in one classroom that a cabinet intended to be locked was left unlocked, containing toxic products, including one bottle of Goo Gone and one bottle of shaving cream. All toxic products, chemical substances, and cleaning supplies must be kept locked and inaccessible to children. The inspector informed the educator, who immediately locked the cabinet. Deficiency is now compliant.			

<p>General Comments</p> <p>The inspector is on site to conduct the renewal inspection.</p> <p>During the inspection, the inspector observed a sing-along activity and a painting activity using toy cars in one classroom. In another classroom, a free painting activity is observed.</p> <p>Both indoor and outdoor free play took place in the morning, followed by lunch, rest period, and afternoon snacks.</p> <p>The inspector also observed the arrival of school-age children from school.</p> <p>A discussion is held with the administrator to clarify that eligible educators must complete the required 10 hours of professional development before the permit expiration date December 31, 2025.</p> <p>The ratio is respected throughout the inspection.</p>
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original signed by Monica Maltais	November 14, 2025
_____ Signature of Early Learning and Childcare Licensing Staff	_____ Date
original signed by Nicole Wear	November 14, 2025
_____ Signature of Operator/Designate	_____ Date