

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 Boys and Girls Club of Charlotte County Inc.		Inspection Date June 16, 2026
Facility Name Boys and Girls Club of Charlotte County-Milltown		Licence Number 2018857
Address 434 Milltown Blvd St. Stephen NB E3L 1J8		Telephone Number (506) 466-4300
Type of Facility Full-time Early Learning and Childcare Centre	Maximum Number of Children 57	Ages of Children PRESCHOOL SCHOOL-AGE
ELCC Licensing Staff Amanda Wills	Position Title Quality Assurance Monitor	

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: (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)	Jun 26, 2026	
Comments: One staff file missing valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate. Educator cannot be left alone with children until completed. To be added to file.			

<p>General Comments</p> <p>A monitoring inspection occurred in the morning.</p> <p>Preschool children were observed in both the indoor and outdoor environments including transition between the two.</p> <p>Indoors: The children were observed engaged in a variety of activities that included drawing, using alphabet magnets, and reading books. Additionally, the children were observed eating lunch, with hand washing occurring beforehand. Lunch today was shepherd's pie and milk. The educators indicated that the children are currently interested in flowers, cars and ramps, playdough, sensory activities and outdoors.</p> <p>Outdoors: The children were observed engaged in a variety of activities that included picking flowers, using a parachute, playing frisbee, and playing tag. Additionally, the children were observed having sunscreen applied.</p> <p>Positive child guidance techniques were observed. The operator was seen engaging at the children's level, providing appropriate supervision, using encouraging language, offering choices, and assisting children with decision-making.</p> <p>A clearly visible and prominent area was designated for the posting of the facility license, current monitoring reports, and any orders for compliance. Additional documentation reviewed included incident logs, daily attendance records, and records of evacuation and monthly fire drills.</p> <p>A conversation with the administrator occurred on the following:</p>
--

General Comments

- The Administrator to review Appendix 15, Incident Report. The section titled Type of Incident outlines when Licensing must be notified.
- The Administrator to ensure all staff files are onsite, and readily accessible.

original signed by
Amanda Wills

Signature of Early Learning and Childcare Licensing Staff

June 17, 2026

Date

original signed by
Natasha Reid

Signature of Operator/Designated staff

June 17, 2026

Date

"I hereby acknowledge receipt of this report"