

## 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 Gunningsville Baptist Church Inc.	Licence Number 2003952	Inspection Date November 21, 2022
Facility Name GBC Early Learning Centre		Telephone Number (506) 851-5520
Address 160 Old Coach Road Riverview NB E1B 1N8		
Name of Early Learning and Childcare Licensing Staff Erika Hickey		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (e) the name and telephone number of the inspector.	25(e)	Nov 25, 2022	
Comments: While on-site, the Quality Assurance Monitor noticed that the posted contact information for the inspector/investigator was not up to date. The administrator must update this information no later than the date indicated on this report. A proof of compliancy can be sent to the Quality Assurance Monitor to show compliance for this element. If a proof of compliance is not received, the Quality Assurance Monitor will conduct a follow-up inspection on-site to verify this element.			
	39(2)(a)	Nov 21, 2022	
Comments:			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (b) medications.	39(2)(b)	Nov 21, 2022	Nov 21, 2022
Comments: Three bottles of children medication were found on top of a filing cabinet in the administrator's office. The door to this office was open while the administrator had stepped away. Since the medications were not locked up and the door was open, the medications were accessible to the children. The administrator must ensure that proper handling and storage of medications must be maintained at all times and must ensure that medications are locked so that they are kept out of reach to prevent accidental ingestion. The Operator Manual for Full-time and Part-time Early Learning and Childcare Centres Section 10.4 Medication can be reviewed by all staff members so that they understand their responsibility regarding this section of the Act. The administrator placed the mentioned medication in a filing cabinet and placed a pad lock on the drawer. Deficiency is now compliant			
51(3) The operator of a licensed facility shall (b) provide a copy to the parent or guardian.	51(3)(b)	Nov 22, 2022	
Comments: It was brought to the attention of the Department of Education and Early Childhood Development that a reportable incident occurred at the facility on November 15, 2022. QAM conducted a monitoring inspection to follow up as an incident report was not received. The Administrator acknowledged that an incident occurred on November 15, 2022. An incident report must be completed, and a copy must be provided to the parents. The Operator must review, with all staff, the following sections of the Operator Manual which describe their obligations under the Early Childhood Services Act and Licensing Regulation: Section 6.6.2 Incident Reports An incident report signed by the parents must be completed and sent to the Quality Assurance Monitor no later than November 23, 2022.			
51(3) The operator of a licensed facility shall (c) forward the original to the Minister within 24 hours of the incident.	51(3)(c)	Nov 22, 2022	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: It was brought to the attention of the Department of Education and Early Childhood Development that a reportable incident occurred at the facility on November 15, 2022. QAM conducted a monitoring inspection to follow up as an incident report was not received. The Administrator acknowledged that an incident occurred on November 15, 2022. An incident report must be completed and forwarded to the Department within 24 hours of the incident. The Operator must review, with all staff, the following sections of the Operator Manual which describe their obligations under the Early Childhood Services Act and Licensing Regulation: Section 6.6.2 Incident Reports An incident report must be completed and sent to the Quality Assurance Monitor no later than November 23, 2022.</p>			

General Comments
<p>The Quality Assurance Monitor is on-site to follow up on a reportable incident that may have occurred at the facility. The Quality Assurance Monitor had a discussion with the administrator regarding their obligation to notify the minister following reportable incidents.</p> <p>The Quality Assurance Monitor also had a discussion with the administrator regarding the importance of the on-site administrator's presence in the facility. The Quality Assurance Monitor validated that the administrator can certainly leave the facility to complete other administrative tasks but that a balance must be found as the administrator on-site, who is appointed to oversee the day-to-day operations of the facility must be available to offer support and guidance to their team. The Quality Assurance Monitor has made recommendations that could help balance these duties in a way that does not jeopardize the needs of the staff to have someone available on site.</p> <p>The Quality Assurance Monitor and the administrator had a discussion regarding the resources available to the administrator if they feel they need extra support. A follow-up will be conducted to further explore the details of the reportable incident.</p>

original signed by  
Erika Hickey

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

November 22, 2022

\_\_\_\_\_  
Date

original signed by  
Janet Perry

\_\_\_\_\_  
Signature of Operator/Designate

November 22, 2022

\_\_\_\_\_  
Date