

## 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 Lauren Claveau	Licence Number 2019699	Inspection Date December 19, 2022
Facility Name Owls and Friends Learning Tree		Telephone Number (506) 857-1346
Address Unit 1 357 Collishaw St Moncton NB E1C 9R2		
Name of Early Learning and Childcare Licensing Staff Erin MacLaggan		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 (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)	Dec 21, 2022	
Comments: A staff file is missing a signed statement of understanding regarding the employee's responsibilities under the Act and Regulations. The operator must ensure that the staff member signs the statement and places it in the staff file. Operator will email the QA Monitor to verify when completed.			
6(1) An application for the renewal of a licence shall be made at least 90 days before the expiration date of the licence.	6(1)	Dec 21, 2022	
Comments:			
6(3) For the purposes of subsection 11(2) of the Act, the fees are as follows: (a) \$75 for a licence to provide services to up to 25 children; (b) \$112.50 for a licence to provide services to 26 to 60 children; and (c) \$150 for a licence to provide services to more than 60 children.	6(3)	Dec 21, 2022	
Comments:			

General Comments
<p>6(1) and 6(3) A complete application for the renewal of a licence, including the renewal fees, must be received at least 90 days prior to the expiry of the current licence to indicate the operators' intent to renew. Fees have not yet been received and must be received by the Department within 48 hours of this notice. The QA Monitor spoke to the Operator and explained that the fees to renew the licence must be received within 48 hours to indicate the Operator's intent to renew the licence. Operator stated they will send fees by EFT and will send confirmation of EFT to the licensing team no later than Dec 21, 2022.</p> <p>During the inspection, the QA Monitor observed that ratios were respected. They educators and children collected food donations and today a police officer came in to thank the children for their support of the community. The educators arranged the visit with the RCMP to build community connections. The Officer will deliver the food on their behalf to a local food bank.</p>

original signed by

December 20, 2022

Erin MacLaggan

Signature of Early Learning and Childcare Licensing Staff

Date

original signed by

Lauren Claveau

Signature of Operator/Designate

December 20, 2022

Date