

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 Sussex Christian School Inc.		Inspection Date January 09, 2026
Facility Name Shine After School Care		Licence Number 2022052
Address 33 Pine Street Sussex NB E4E 5R7		Telephone Number (506) 512-0355
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 24	Ages of Children SCHOOL-AGE
ELCC Licensing Staff Veronique Berube	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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jan 21, 2026	
Comments: While verifying new staff member's files, the description of duties and responsibilities was missing. Staff member's records must include the description of duties and responsibilities.			
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 21, 2026	
Comments: While verifying new staff member's files, the statement regarding obligations under the Act and licensing regulation was not signed. Staff member's records must include the signed declaration under the Act and licensing regulation.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jan 09, 2026	Jan 09, 2026
Comments: The fire drill for November and December 2025 were not documented. The educator informed the Quality Assurance Monitor that the fire drills were completed but the educator forgot to document it. The administrator documented the fire drills while the Quality Assurance Monitor was on site. Deficiency is now compliant.			

General Comments

The Quality Assurance Monitor is on site in the afternoon to conduct a monitoring inspection. The ratio was respected during the monitoring.

The following elements were observed:

- Child profiles
- Signed consent in the children's profile
- Incident records
- Indoor play area and materials
- If all required documents are posted in a visible and prominent place in the facility

General Comments

- Daily activities
- Staff member's records
- Qualifications and training
- Administrative records maintained on site
- Medication records
- Medication
- Health

The Quality Assurance Monitor had a discussion with the administrator regarding the address of the medical practitioner and the address of the emergency contact on the children's file. The operator and the administrator are aware and are actively making the change in every child's profile at all locations.

The Quality Assurance Monitor observed the children arriving at the facility from school. The children were observed playing in the outdoor play area, creating multiple snowmen and climbing on snow structures. The children were observed transitioning from the outdoor play area to the indoor play area to eat their afternoon snack (lunch box). Positive interactions were observed between the educators and the children.

original signed by
Veronique Berube

Signature of Early Learning and Childcare Licensing Staff

January 09, 2026

Date

original signed by
Heidi Adams

Signature of Operator/Designated staff

January 09, 2026

Date

"I hereby acknowledge receipt of this report"