

## 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 Shiela Lalonde	Licence Number 2022069	Inspection Date March 28, 2023	
Facility Name Our Little Friends Riverview Daycare		Telephone Number (506) 269-3512	
Address 23 Luxor Drive Riverview NB E1B 0V7			
Name of Early Learning and Childcare Licensing Staff Sophie Powers		Position Title Quality Assurance Monitor	

Order for Compliance	Regulation	Date to be corrected	Date corrected
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	Mar 31, 2023	
Comments: The last inspection report (initial inspection) was not posted in the facility. Inspection reports need to be posted in a visible and prominent place in the facility.			
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)	Mar 31, 2023	
Comments: In 3 children record files, the Medicare number was not indicated. Medicare number must be included in all children record files.			
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)	Mar 31, 2023	
Comments: The medical practitioner information was absent from 3 children record files. Name, address and telephone number of the medical practitioner must be included in all children record files.			
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: (iv) the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached,	24(1)(b)(iv)	Mar 31, 2023	
Comments: Emergency contacts of all children records were not included or were incomplete. Name, full address and telephone number of at least 2 emergency contacts must be included in all children records.			
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: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Mar 31, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: In all children record files, a copy of the immunization record or a copy of the exemption was absent. All children records must include a copy of the immunization record or a copy of the exemption. The operator informs QA monitor that proof of immunizations were given via email prior to children's entry. Copies must be printed and inserted in the children's files.			
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: (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months.	24(1)(b)(vi)	Mar 28, 2023	
Comments: The daily information sheet for the infant was not completed for yesterday. Daily information sheets must be completed daily and inserted in the infant record file.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.	27(b)	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent from parents. In the event of illness or soiled clothing, operator cannot bath or shower the child, until signed consent is inserted in the child record file.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c )	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent from parents before administering medication.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (d) permitting the administration of emergency care to the child.	27(d)	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent for emergency care from parents.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (f) permitting the child to participate in an outing.	27(f)	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent from parents before going on outings or excursions off premises.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent from parents before photographing the children for publication or social media.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Mar 31, 2023	
Comments: Signed Consent was not present in one child record file. Operator must get signed consent from parents before posting photographs of children to illustrate learning.			

General Comments
Visit done at the ELC home for a monitoring inspection. This is the first visit after the opening. Ratio was respected. During the visit, the Quality Assurance monitor verified: - Child records - signed consent in children's files

## General Comments

-storage space for children's personal belongings

While Quality Assurance monitor was on site, she was able to observe snack time and indoor playtime. Positive interactions between operator and children were observed. Children were making bird feeders with operator's help, and they were going outside to test them out when QA monitor was leaving.

Quality Assurance monitor had a discussion with the operator regarding child record files. It is important to have a separate file for each child and insert profile, signed consents and all other documents in each of them.

original signed by  
Sophie Powers

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

March 28, 2023

\_\_\_\_\_  
Date

original signed by  
Shiela Lalonde

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

March 28, 2023

\_\_\_\_\_  
Date