

## 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 November 08, 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
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: (i) menu plans and any substitutions.	24(1)(i)	Nov 10, 2023	
Comments: At the time of the inspection, the operator was not aware that menu substitutions are to be documented. According to regulation (24)(1)(i), records of menu substitutions and changes must be documented and kept in accordance with regulation 24(2)			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (h) if a child has or may be affected by a disease that is required to be reported under the Public Health Act and the regulations under that Act by the operator of the licensed facility, the disease that has been reported.	25(h)	Nov 07, 2023	Nov 07, 2023
Comments: When a communicable disease is going around the facility, the operator informs parents via a facebook group. The operator was not aware that a notice to inform parents of the existence of a communicable disease needed to be posted. Operator must use appendix 13 of the operator's manual and post it in a visible and prominent place in the facility when needed. While QA monitor was on site, the operator printed copies of the appendix 13, and will use them when needed. Deficiency is now compliant			
33(3) An operator of a licensed facility shall complete a monthly review and maintenance plan on all stationary equipment that includes the following information: (a) the review and repair dates; (b) the action required and the action taken; and (c) the name of the staff member who conducted the review.	33(3)	Dec 01, 2023	
Comments: The facility has stationary equipment in the outdoor play area. The operator was unaware that a monthly review and a maintenance plan had to be completed on all stationary equipment. A system allowing operator to complete a monthly review and maintenance plan on stationary equipment must be put in place. The monthly review must be completed on all stationary equipment showing: the review and repair dates; the action required and taken; and the name of the staff completing the review.			

General Comments
Monitoring inspection was conducted. Ratio was respected during the visit. The Quality Assurance Monitor verified: - If required documents are posted in a visible and prominent place in the facility

## General Comments

- Daily programming
- incident records
- Administrative records maintained on site

The Quality Assurance Monitor had a discussion with the operator regarding the parent board. QA Monitor recommends that all required documents be posted at the entrance of the home, where parents have easy access. They are currently posted in the basement play area, where parents don't usually go. Postings must be visible for parents, preferably on a parent information board at the facility entrance.

A daily incident log is maintained, showing child's name, date, time and record of event and the parent's signature. The incident logs are maintained in the child file. Since the opening of the facility, no reportable incidents occurred. The operator is aware that incident report forms, provided by the Minister, must be documented in the event of reportable incident. The parents of the child must be informed as soon as possible. A copy of the incident report form must be provided to the parent a copy must also be submitted to the department (Quality Assurance Monitor) within 24 hours of occurrence.

original signed by  
Sophie Powers

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

November 07, 2023

\_\_\_\_\_  
Date

original signed by  
Shiela Lalonde

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

November 07, 2023

\_\_\_\_\_  
Date