

Early Learning and Childcare Facility Inspection Report

Type of Inspection:
Renewal 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 Boys and Girls Club of Charlotte County Inc.	Licence Number 2022107	Inspection Date April 17, 2024	
Facility Name Boys and Girls Club St. Stephen Elementary School		Telephone Number (506) 466-4300	
Address 16 Kings Court St. Stephen NB E3L 3X7			
Name of Early Learning and Childcare Licensing Staff Kiesha Cobbett		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Apr 30, 2024	
Comments: Review of all staff files: Two staff members without valid first aid and CPR certificates- Staff to obtain. Cannot be alone with children until completed. Email in Inspector once obtained.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	May 13, 2024	
Comments: Planning for school-age program not evident. Discussed with Administrator during inspection.			
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)	May 13, 2024	
Comments: Random review of children's files: *One file missing Medicare card information.			
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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Apr 30, 2024	
Comments: Review of all staff files: Two staff members without valid first aid and CPR certificates- Staff to obtain. Cannot be alone with the children until completed. Email to Inspector once obtained.			
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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Apr 17, 2024	
Comments: Reason child(ren) absent not recorded on multiple occasions. Discussed with Administrator during inspection. Children (grades 3-5) not signed in upon arrival to school-age program.			

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)	Apr 19, 2024	
Comments: Book to record menu substitutions no present. One to be purchased. Discussed with Administrator.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Apr 19, 2024	
Comments: Fire Drills have not been completed since opening of facility. These are to be completed and recorded monthly. Discussed with Administrator during inspection.			
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: (k) emergency evacuation and fire drill records.	24(1)(k)	Apr 19, 2024	
Comments: Fire Drills have not been completed since opening of facility. These are to be completed and recorded monthly. Discussed with Administrator during inspection.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (g) whether a child receiving services at the licensed facility has a life-threatening allergy and a description of that allergy.	25(g)	Apr 17, 2024	
Comments: Allergies not posted.			
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)	May 13, 2024	
Comments: Random review of children's files: One child without consent for administration of acetaminophen filled out- To be signed off by 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: (d) permitting the administration of emergency care to the child.	27(d)	May 13, 2024	
Comments: Random review of children's files: One child without consent for emergency care filled out- To be signed off by 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)	May 13, 2024	
Comments: Random review of children's files: One child without consent for outings and excursions off premises filled out- To be signed off by 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: (g) transporting or providing for the transportation of the child.	27(g)	May 13, 2024	
Comments: Random review of children's files: One child without consent for transporting the child or providing transportation filled out- To be signed off by parents.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Apr 19, 2024	
Comments: Fire Drills have not been completed since opening of facility. These are to be completed and recorded monthly. Discussed with Administrator during inspection.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	May 13, 2024	
Comments: Window ledges accumulating dirt and soil- To be cleaned. Upon arrival from school, it was observed not all children washing their hands.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Apr 19, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Floors and carpets dirty- To be cleaned daily. Tables not washed before snack- To be washed before and after snack.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	May 13, 2024	
Comments: Creative art materials lacking for the number of children present. *White liquid glue/glue sticks *Scissors *Paint/paintbrushes *Not enough Lego for the number of children.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Apr 19, 2024	
Comments: *Bookshelf dirty- To be cleaned. *Books torn- To be discarded and replaced. *Cash register in dramatic play area accumulating dust/debris- To be cleaned. *Connect Four game box torn- To be discarded. *Clear Lego bucket broken- To be discarded and replaced. *Food bucket broken-To be discarded and replaced. *Class mugs in dramatic play area accumulating dust/debris-To be cleaned.			
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)	Apr 19, 2024	
Comments: Playground checklist for stationary equipment have not been completed since opening of facility. These are to be completed and recorded monthly. Discussed with Administrator during inspection.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (a) on the premises of the licensed facility.	44(a)	Apr 19, 2024	
Comments: First aid kit checklist not completed, and materials were depleted- Staff to print Appendix 17 from the Operator's manual and ensure this is checked monthly.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (c) on each outing.	44(c)	Apr 19, 2024	
Comments: First aid kit checklist not completed, and materials were depleted- Staff to print Appendix 17 from the Operator's manual and ensure this is checked monthly.			
46(2) Despite subsection (1), the operator of a licensed facility may administer acetaminophen to a child if the parent or guardian of the child gives written or oral consent.	46(2)	Apr 19, 2024	
Comments: Random review of children's files: One child without the consent for acetaminophen not filled out- To be signed by the child's parent.			

General Comments
A renewal inspection occurred today. School-age room was set up prior to the arrival of the children. Discussed with Administrator observations by Inspectors during inspection: 1. Educators with their back to the room not properly supervising and engaging with the children. 2. Educators did not know how many children they had in their care without checking the attendance records. 3. Educators raising their voices to obtain the children's attention in the indoor learning environment as well as in the outdoor learning environment. 4. The lack of materials in the room for the number of children present.

General Comments

5. The need to ensure that floors are cleaned, garbage are emptied, and rugs vacuumed daily.
6. The room was not set up as inviting and engaging for school-age children.
7. Inspector to contact Public Health Inspector with concerns regarding cleaning.

Recommendations:

1. Reviewing Appendix 24 - Equipment and Materials for School-Age Children to help with set-up of school-age room with age-appropriate activities and learning centres.
2. Adding another shelf to the creative art area for more materials.
3. Review Public Health Guidelines regarding handwashing with all staff.
4. Indicating on menu which week food is being served. This can be done by a sticky note/arrow.

original signed by
Kiesha Cobbett

Signature of Early Learning and Childcare Licensing Staff

April 17, 2024

Date

original signed by
Melinda Moffatt

Signature of Operator/Designate

April 17, 2024

Date