

## 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 YMCA OF GREATER SAINT JOHN INC.	Licence Number 283038	Inspection Date August 31, 2020
Facility Name YMCA OF GREATER SAINT JOHN ST. MARK'S AFTER SCHOOL PROGRAM		Telephone Number (506) 693-9057
Address 50 Dexter Drive Saint John NB E2M 4M4		
Name of Early Learning and Childcare Licensing Staff Breanne Jones		Position Title Inspector

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)	Sep 02, 2020	
Comments: Job descriptions were missing from 2 staff 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: (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)	Sep 02, 2020	
Comments: Signed statements were missing form 2 staff 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: (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)	Aug 31, 2020	
Comments: First Aid/CPR certificate was missing from staff file. Coordinator submitted proof of valid certificate prior to completion of inspection. This is to be placed in the staff members file on site.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Sep 04, 2020	
Comments: Window ledges collecting dust/debris within both rooms and in need of cleaning.			
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)	Sep 04, 2020	
Comments: Some toys/materials are collecting dust/debris and in need of cleaning within the younger school aged classroom: kitchen, shelving unit within the vet clinic, shelving unit and area rug within the block construction corner.			
50(1) An operator of a licensed facility shall maintain a chronologically filed daily incident log relating to the health, security and well-being of the children receiving services at the licensed facility.	50(1)	Aug 31, 2020	
Comments: Non-reportable incident reports were not filed properly. These are to be filed chronologically within an incident log binder/folder and not within each child's file.			

General Comments

Completed renewal inspection on August 31/20 (delayed due to COVID-19). Children were engaged in activities throughout the facility. Observed outdoor play, gross motor activities within the mini gym and had discussions with educators.

Improvements were noted within both rooms since the last inspection. The walls are displaying the children's interests and creations. Some topics of interest were apparent within both rooms (vet clinic, Pokémon, teacher/office area, gross motor fidget boards, etc.). Both rooms appear more inviting with more materials. Adding additional materials/accessories to the desk/office center within the older school aged room would make this appear more inviting as well. What could be added to spark more interest?

Screening procedures were implemented upon my arrival to the facility. Signage related to COVID-19 and proper hygiene is posted. Hand washing routines were discussed. Discussed and reviewed group logs. Ensure that these forms are being completed entirely (including the educators name that the group is confirmed by).

Discussed non-reportable incidents and that these should be filed chronologically within an incident report log. A reportable incident form would be kept within the child's file after being reported to the inspector of your facility.

Ensure all staff members (including relief staff) have a complete staff file at the facility in which they are working.

original signed by  
Breanne Jones

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Signature of Early Learning and Childcare Licensing Staff

September 01, 2020

\_\_\_\_\_  
Date

original signed by  
Sarah Caldwell

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

September 01, 2020

\_\_\_\_\_  
Date