

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 Unicorn Children's Center Inc. | Licence Number 322001 | Inspection Date August 07, 2019 | |
| Facility Name UNICORN CHILDREN'S CENTER | | Telephone Number (506) 387-4160 | |
| Address 500 CLEVELAND Avenue Riverview NB E1B 1Y2 | | | |
| Name of Early Learning and Childcare Licensing Staff Nancy Glendenning | | Position Title Quality Assurance Monitor | |
| Order for Compliance | Regulation | Date to be corrected | Date corrected |
| 12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years. | 12(3) | Aug 07, 2019 | Aug 07, 2019 |
| Comments: Deficiency is now compliant | | | |
| 13(2) An operator of a licensed facility shall not employ or otherwise engage a person as a staff member if the person (a) has been convicted of an offence listed in Schedule B for which a pardon has not been granted or in respect of which a record suspension has not been ordered. | 13(2)(a) | Aug 07, 2019 | Aug 07, 2019 |
| Comments: Deficiency is now compliant | | | |
| 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) | Aug 16, 2019 | |
| Comments: Some files are missing two emergency contacts | | | |
| 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) | Aug 16, 2019 | |
| Comments: Please ensure that all staff have descriptions of duties in their files including the director | | | |
| 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) | Aug 16, 2019 | |
| Comments: Please ensure that all staff files have a signed statement that reflect the new regulations and act. Some are missing a signed statement that reflects the change in regulations. | | | |

| 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be. | 24(1)(c)(v) | Aug 16, 2019 | |
| Comments: There were missing criminal record checks and vulnerable sector checks from the files. Staff left to get a copy from home or went directly to the RCMP station. An e-mail was sent to a staff who was on vacation by the administrator stating that she needed to get a vulnerable sector check as hers expired. As the cook sometimes does relief work at lunch time, she must have a vulnerable sector check. Please note that any educator who does not have a current criminal record / vulnerable sector check and social development check can not be present at 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: (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 07, 2019 | Aug 07, 2019 |
| Comments: There was a copy of First Aid Certification missing from a file at time of visit. Educator showed a screen shot of the certification and e-mailed it to be printed by the 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: (f) daily attendance records of the children on forms provided by the Minister. | 24(1)(f) | Aug 08, 2019 | |
| Comments: Parent(s) are signing in on Facility made attendance records and information is being transferred onto government forms at end of week. Government forms must be filled out as children are entering and leaving facility. | | | |
| 25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (b) the weekly menus. | 25(b) | Aug 16, 2019 | |
| Comments: Please post this where parent(s) can see it. | | | |
| 25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (e) the name and telephone number of the inspector. | 25(e) | Aug 16, 2019 | |
| Comments: Please post the name of your QA monitor and Inspector on the bulletin board | | | |
| 33(2) Stationary equipment in the outdoor play area shall be surrounded by a protective surfacing and installed according to the manufacturer's instructions. | 33(2) | Aug 16, 2019 | |
| Comments: The new dome climber has no surfacing underneath it and does not have enough clearance around the fall zone. Please move it or remove it. | | | |
| 39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies; | 39(2)(a) | Aug 16, 2019 | |
| Comments: Please note that all toxic products must be locked up. The current eye and hook on your closet is not acceptable. | | | |
| 39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (b) medications. | 39(2)(b) | Aug 16, 2019 | |
| Comments: Medications are stored in the kitchen and cupboard has a lock on it but it was open. Please be advised that all medication in cupboards or fridge must be locked at all times. | | | |

General Comments

Please be advised that based on new Regulations under the Act that all renewal applications and fees must be sent to the Department 90 days in advance

Due to confidentiality please ensure that any information that is posted in the classrooms does not have identifying information regarding children and their families on it

Please ensure that expiry dates for staff is checked on a regular basis including the criminal record check, vulnerable sector check, social development check and first aid certification.

General Comments

Transportation: Please be advised that a bus, school bus or a motor vehicle designed to carry more than 10 passengers is exempt from using booster seats or car seats however if bus does have seat belts it is recommended that they are used. It is also recommended that the operator checks with their insurance and the Motor Vehicle branch to ensure that you are exempt from their policies or regulations.

All vulnerable sector and criminal record checks were obtained at time of visit. Files were either missing some or had expired. Please note that cook cannot work directly with the children until a vulnerable sector check is received.

Toxic products and medications were inaccessible to children but must be locked.

Evidence of children's learning is posted and evident throughout the facility. Staff engage with children and gently guide them in their interactions.

original signed by
Nancy Glendenning

Signature of Early Learning and Childcare Licensing Staff

August 07, 2019

Date

original signed by
Dawna Steeves

Signature of Operator/Designate

August 07, 2019

Date