

## 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 322012	Inspection Date August 08, 2019
Facility Name UNICORN TOO		Telephone Number (506) 387-8508
Address 404 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(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Aug 08, 2019	
Comments:			
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 08, 2019	
Comments:			
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 08, 2019	
Comments:			
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: (a) financial records.	24(1)(a)	Aug 16, 2019	
Comments: All financial records must be kept in centre. This include QIFS, government grants, Daycare assistance program, etc..			
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: Please get two emergency contacts from each parent.			
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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Aug 16, 2019	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Staff files were not on site. Files need to be maintained at this facility for any educator or staff that is working here.			
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 (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Aug 16, 2019	
Comments:			
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:			
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:			
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 08, 2019	
Comments:			
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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Aug 16, 2019	
Comments:			
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 16, 2019	
Comments:			
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: (d) associated person records that include (i) a copy of a criminal record check.	24(1)(d)(i)	Aug 16, 2019	
Comments:			
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: (d) associated person records that include (ii) a copy of a check with the Department of Social Development.	24(1)(d)(ii)	Aug 16, 2019	
Comments:			
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: Attendance records need to be filled out by educators while children are entering centre and leaving centre.			
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: (g) attendance records of staff members.	24(1)(g)	Aug 08, 2019	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Attendance records for staff are kept at Unicorn Children's Center INC. There must be a log of staff attendance at this facility. Recommend signing in and out on bottom of government attendance records</p>			
<p>28(1) An operator of a licensed facility shall not change the allocation of space used to provide services or add to or alter any building or facility or any part of them unless the Minister has approved the changes in writing.</p>	<p>28(1)</p>	<p>Aug 08, 2019</p>	
<p>Comments: Please be advised that under section 16 of the licensing Act a licensed facility may operate only at the premises specified on the license issued to its operator. Children from Unicorn Childdren's Center Too cannot be combined with Unicorn Children's Centre for the purpose of maintaining ratio. It is to my understanding that under certain circumstances and at end of day children at this facility are combined with children at separate license</p>			
<p>40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (a) labelled with the name of the child.</p>	<p>40(1)(a)</p>	<p>Aug 16, 2019</p>	
<p>Comments: Please provide name labels for children's hooks</p>			
<p>40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (b) used only for the intended child.</p>	<p>40(1)(b)</p>	<p>Aug 08, 2019</p>	
<p>Comments: Please provide name labels for children's hooks</p>			

### General Comments

Renewal application and fee must be sent to the Department 90 days prior to license expiry.

It is recommended that child profile information is updated and new child profiles are used for each file. Each parent must provide two contacts.

Please ensure that incident reports includes full date: day, month, and year and are filed in chronological order for each child in attendance. Reportable incidents should be filed separately and Licensing Department must be notified within 24 hours of occurrence.

Under 28(1) of the Licensing Act it states that any changes to a facility or allocation of space used to provide services cannot be changed without ministerial approval. Please ensure that you are notifying your Quality Assurance Monitor if any construction or maintenance is occurring within the facility. Please note that children cannot be moved to the other centre and no centre can exceed the spaces that is stated on the licence.

Communicable illness notices need to be kept on file for a year.

Please keep curriculum plans for school age children for at least a year.

Please ensure that any information that pertains to a specific child and their family is not posted within the facility due to confidentiality. You may have consents signed from the parent(s) to post information about their child.

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 staff must obtain a criminal record check, vulnerable sector check, social development check and first aid prior to employment. This includes summer students. A staff was sent out of facility at time of visit as they did not have a criminal record or vulnerable sector check. This staff cannot return until they have it.

General Comments

Staff are very kind and caring towards the children. Many developmentally appropriate outings are planned for the summer.

original signed by

Nancy Glendenning

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Signature of Early Learning and Childcare Licensing Staff

August 08, 2019

\_\_\_\_\_  
Date

original signed by

Jordon Sorensen

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

August 08, 2019

\_\_\_\_\_  
Date