

## 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 Salisbury Boys & Girls Inc.	Licence Number 333020	Inspection Date October 26, 2023	
Facility Name Salisbury Boys and Girls Club		Telephone Number (506) 372-5873	
Address 2699 Fredericton Road Salisbury NB E4J 2E1			
Name of Early Learning and Childcare Licensing Staff Stephanie Hickey		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)	Oct 30, 2023	
<p>Comments: While entering a new staff member the Quality Assurance Monitor noticed that the staff in question did not have a copy of a criminal check and vulnerable sector check. The Quality Assurance Monitor asked the administrator if the staff in question a copy of a criminal check and vulnerable sector check had, the administrator was certain that the staff in questions had brought it in and thinks it may have got misplaced. The Quality Assurance Monitor reminded the administrator that the staff in questions can't be on site without a valid copy of the criminal check and vulnerable sector check. The administrator confirms that the staff in question will not be at the facility until the criminal and vulnerable sector check is in the staff in questions.</p> <p>One of the board members didn't have a criminal check and vulnerable sector check in the file. Each staff member and associated person must have a copy of a criminal and vulnerable sector check in their file.</p>			
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)	Oct 27, 2023	
<p>Comments: While entering a new staff member the Quality Assurance Monitor noticed that the staff in question did not have a copy of a criminal check and vulnerable sector check. The Quality Assurance Monitor asked the administrator if the staff in question a copy of a criminal check and vulnerable sector check had, the administrator was certain that the staff in questions had brought it in and thinks it may have got misplaced. The Quality Assurance Monitor reminded the administrator that the staff in questions can't be on site without a valid copy of the criminal check and vulnerable sector check. The administrator confirms that the staff in question will not be at the facility until the criminal and vulnerable sector check is in the staff in questions file.</p> <p>One of the board members didn't have a criminal check and vulnerable sector check in the file. Each staff member and associated person must have a copy of a criminal and vulnerable sector check in their file.</p>			
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: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Oct 30, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: 1 out of 11 child record verified didn't have a copy of the immunization record. All child record should have a copy of the child immunization record.			
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)	Oct 30, 2023	
Comments: While entering a new staff member the Quality Assurance Monitor noticed that the staff in question did not have a copy of a criminal check and vulnerable sector check. The Quality Assurance Monitor asked the administrator if the staff in question a copy of a criminal check and vulnerable sector check had, the administrator was certain that the staff in questions had brought it in and thinks it may have got misplaced. The Quality Assurance Monitor reminded the administrator that the staff in questions can't be on site without a valid copy of the criminal check and vulnerable sector check. The administrator confirms that the staff in question will not be at the facility until the criminal and vulnerable sector check is in the staff in questions file.  One of the board members didn't have a criminal check and vulnerable sector check in the file. Each staff member and associated person must have a copy of a criminal and vulnerable sector check in their file.			
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.	40(1)(a)	Oct 30, 2023	
Comments: The Quality Assurance Monitor observed that some of the cubbies for the children were labelled with a name but other cubbies being occupied were not labelled with a child's name. The Quality Assurance Monitor reminded the educator that all cubbies being occupied should be labelled with a child's name. The Quality Assurance Monitor observed the educator tell children that it was their responsibility to ensure that their belonging is in the cubby labelled to their name. The Quality Assurance Monitor reminded the educator that it is the responsibility of the operator and educator to ensure that children have a labelled space for their belonging. The Quality Assurance Monitor suggested that if certain children need more than one cubby because they have a lot of belonging to the educator could label more than one cubby for one child.			
47(1) An operator of a licensed facility shall refuse admission to a child if satisfactory proof of the immunizations required by the Public Health Act or the regulations under that Act is not provided.	47(1)	Oct 30, 2023	
Comments: 1 out of 11 child records verified did not have the proof of immunization record. All child record must have the proof immunization prior to the child's entry.			
51(1) An operator of a licensed facility shall complete an incident report on a form provided by the Minister if one of the following incidents occurs while a child is receiving services at the licensed facility: (a) the child is missing or temporarily unsupervised; (b) a fire or other disaster occurs at the facility; (c) a motor vehicle accident or an injury occurs during the transit of the child; (d) an illness or injury requires the transfer of the child to a hospital; or (e) the child dies.	51(1)	Oct 27, 2023	
Comments: While on site the Quality Assurance Monitor observe that a notice of illness form was posted on the door to inform parents of more than 2 cases of vomiting and diarrhea in the facility. The Quality Assurance Monitor didn't receive an incident report. The Quality Assurance Monitor reminded the administrator that an incident should be filled out and sent to the Quality Assurance Monitor within 24 hours.			
51(3) The operator of a licensed facility shall (c) forward the original to the Minister within 24 hours of the incident.	51(3)(c)	Oct 27, 2023	
Comments: While on site the Quality Assurance Monitor observe that a notice of illness form was posted on the door to inform parents of more than 2 cases of vomiting and diarrhea in the facility. The Quality Assurance Monitor didn't receive an incident report. The Quality Assurance Monitor reminded the administrator that an incident should be filled out and sent to the Quality Assurance Monitor within 24 hours.			
9(5) The number of children grouped at a full-time or part-time early learning and childcare centre shall not be more than the number that requires two educators.	9(5)	Oct 24, 2023	Oct 24, 2023

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: When the Quality Assurance Monitor took ratio and asked the school-age educator how many children they had, the educator replied 32. The Quality Assurance Monitor asked if there were 2 different groups as the school-age area has two different rooms. The educator said that they were all in the same group and are free to go play on the side they want. The Quality Assurance Monitor explained to the educator that the number of children in a group should not exceed the need of 2 educators. The Quality Assurance Monitor asked that the children be divided in two separate groups. The Quality Assurance monitor suggested that each educator take 2 of the attendance sheets each and divide the children in this order for today. The educator asked if both groups are allowed to play outside at the same time even if it means they will be more than 30. The Quality Assurance Monitor confirmed that both groups can still go outside to play all together, but the educators must both have their attendance sheet, and the children must know who their educator is and the educators must know what children they are in charge of. The educator divided the group in 2 separate groups and a new plan will take place. Deficiency is now compliant.			

General Comments
<p>Monitoring inspection conducted. Ratio was respected.</p> <p>The Quality Assurance Monitor verified</p> <ul style="list-style-type: none"> <li>-Child guidance</li> <li>-Signed consent in child's file</li> <li>-Qualification and training</li> <li>-Indoor play area material &amp; equipment</li> </ul> <p>When the Quality Assurance Monitor arrived on site children were waking from nap time. The Quality Assurance Monitor was able to observe the transition time between nap time and snack time. While children were slowly waking up and encourage to put away their blankets and stuffed animals in their cubby on their own the educators were spraying the beds and putting them away. The Quality Assurance Monitor also observed the educator reading a book to the children. The Quality Assurance Monitor was also able to observe snack time and children getting ready to go play outside, positive interaction between children and educators were observed. The Quality Assurance Monitor was also able to observe school age children arriving to the facility and having snack.</p>

original signed by  
Stephanie Hickey

Signature of Early Learning and Childcare Licensing Staff

October 26, 2023

Date

original signed by  
Jackie Lewis

Signature of Operator/Designate

October 26, 2023

Date