

## 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 Dieppe Boys and Girls Club Inc.	Licence Number 333028	Inspection Date January 05, 2023
Facility Name bgc Dieppe 2		Telephone Number (506) 857-3807
Address 76 rue Emmanuel Dieppe NB E1A 2J5		
Name of Early Learning and Childcare Licensing Staff Erin MacLaggan		Position Title Quality Assurance Monitor

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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Jan 06, 2023	
Comments: Children's attendance is being recorded on sheets created by the operator and staff are updating the attendance form provided by the department weekly; however, children's attendance must be completed by staff on the form provided by the department each time a child arrives and leaves; they must be accurate and reflect all children present at any given time; they must be easily accessible to all staff members; and are to be taken out of the facility whenever children leave the building.			

<b>General Comments</b>  The QA Monitor discussed the amendments to the Act with the Administrator and clarified that the directors and/or administrators, including the Boards of non-profit organizations, must have a criminal record check or vulnerable sector check. A record of suitability with the Department of Social Development is also required if they have contact with children or responsible for finances as part of their role. The vulnerable sector check must be completed for those people that have contact with children at the facility. The Administrator advised that they have completed the checks for all but one and that once they are all completed they will update the Department. The QA Monitor and the Administrators also discussed how they can support educators to demonstrate they are achieving compliance to regulation 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. QA Monitor will send some sample planning tools and articles that discuss reflective practice to the Administrator.
--

original signed by  
**Erin MacLaggan**

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

January 06, 2023

\_\_\_\_\_  
Date

original signed by  
**Kelly Guignard**

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

January 06, 2023

\_\_\_\_\_  
Date