

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 Dieppe Boys and Girls Club Inc.	Licence Number 333028	Inspection Date May 10, 2024	
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 Sarah MacDougall-LeBlanc		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
10(1) The number of educators that are required for a group of children of mixed ages receiving services at a full-time or part-time early learning and childcare centre is calculated as follows: (a) by multiplying the number of children of the same age by the corresponding factor set out in Schedule A; and (b) by adding the results obtained under paragraph (a).	10(1)	May 10, 2024	May 10, 2024
Comments: During the renewal inspection, the inspector observed that the ratio during naptime was reduced from 2 staff to 1. However, the majority of the children were no longer napping or resting quietly on their mats. As per the operator manual, the child-to-staff ratio for children in a group may be reduced by one-half for napping children, provided that one staff member is present in the same room as the children. This only applies where: the children are asleep or resting quietly on mats, the number of available staff members in the building is sufficient to meet the child-to-staff ratio; and the children's health and safety is not compromised by the reduction. This was addressed with staff and a 2nd staff member entered the room immediately to meet ratio. Deficiency is now compliant			
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	May 24, 2024	
Comments: 1 staff member's file is missing a copy of a valid first aid and cardiopulmonary resuscitation certificate. Administrator must ensure that this information is placed in the staff's file. This staff cannot be left alone with children until required certificate is obtained.			
12(1) An operator of a licensed facility shall obtain a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development at least every five years.	12(1)	May 24, 2024	
Comments: 2 members of the board of director's criminal record checks and social development checks have expired. Administrator must ensure that these people are removed from the board of directors or that new checks are obtained.			
22 The daily routine of a licensed facility shall include (b) a period of rest for a length of time that meets the needs of each infant and preschool child receiving services at the licensed facility but that does not exceed two consecutive hours unless there is a written request from a child's parent or guardian to extend the length of time.	22(b)	May 10, 2024	May 10, 2024

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: During the renewal inspection, the inspector observed that children who were not resting were required to stay on their rest mat for more than 30 minutes. As indicated on the Operator manual, children resting on mats, but who remain awake, must not be required to stay on the mat for more than 30 minutes. Children who do not nap are not required to rest and may play quietly. Children who do not rest the entire time are allowed to get up and play quietly or join other children who are not resting. A separate space is provided for children who do not nap, so they do not disturb the resting children. This was addressed with the educator and corrected immediately. Inspector observed the children get up from their rest mats and were provided with quiet activities. Deficiency is now compliant</p>			
<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: (ii) the name, address and telephone number of the child's medical practitioner.</p>	24(1)(b)(ii)	May 24, 2024	
<p>Comments: 1 out of 11 audited children's records is missing the name, phone number and address of the medical practitioner. Administrator must ensure that all required information be indicated in each child's record.</p>			
<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: (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,</p>	24(1)(b)(iv)	May 24, 2024	
<p>Comments: 1 out of 11 audited children's records is missing the name, address and phone number of an emergency contact. Administrator must ensure that all required information be indicated in each child's record.</p>			
<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: (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).</p>	24(1)(c)(ii)	May 10, 2024	May 10, 2024
<p>Comments: 1 staff member's file is missing a copy of their Early Childhood Education certificate. Administrator placed this in the staff's file during the inspection. Deficiency is now compliant</p>			
<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: (c) staff member records that include (v) a copy of a criminal record check or vulnerable sector check, as the case may be.</p>	24(1)(c)(v)	May 17, 2024	
<p>Comments: 1 staff member's file is missing a copy of a vulnerable sector check. Administrator must ensure that this check is obtained and that the staff is never left alone with the children until a clear vulnerable sector check is obtained.</p>			
<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: (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.</p>	24(1)(c)(vii)	May 24, 2024	
<p>Comments: 1 staff member's file is missing a copy of a valid first aid and cardiopulmonary resuscitation certificate. Administrator must ensure that this information is placed in the staff's file. This staff cannot be left alone with children until required certificate is obtained.</p>			
<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: (f) daily attendance records of the children on forms provided by the Minister.</p>	24(1)(f)	May 10, 2024	May 10, 2024
<p>Comments: The arrival time of 2 children is not indicated on the daily attendance record. This was addressed with the educators, who added this information to the attendance record immediately. Deficiency is now compliant</p>			
<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: (i) menu plans and any substitutions.</p>	24(1)(i)	May 10, 2024	May 10, 2024
<p>Comments: Inspector observed that the snack that was served today was milk and muffins. However, this was not the information that was indicated on the menu. All substitutions to the menu must be document. This was documented during the inspection. Deficiency is now compliant</p>			

Order for Compliance	Regulation	Date to be corrected	Date corrected
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c)	May 24, 2024	
Comments: 1 out of 11 audited children's records is missing the consent to administer acetaminophen. Administrator must ensure that all required information be indicated in each child's record.			
33(3) An operator of a licensed facility shall complete a monthly review and maintenance plan on all stationary equipment that includes the following information: (a) the review and repair dates; (b) the action required and the action taken; and (c) the name of the staff member who conducted the review.	33(3)	May 24, 2024	
Comments: The stationary equipment checks for 2023 could not be provided to the Inspector during the renewal inspection. Administrator must ensure that these checks are located. This will be verified during the follow-up inspection.			
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)	May 10, 2024	May 10, 2024
Comments: Inspector found a bottle of Lysol spray in a cabinet in the school aged room. All toxic products must be placed under lock and key. This was addressed with an educator, who placed it under lock and key immediately. Deficiency is now compliant			
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)	May 17, 2024	
Comments: 1 cubby that a child's personal belongings are kept for the rest period is not labelled with their name. Administrator must ensure that this is labelled with the child's name.			
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 (c) stored separately for each child.	40(1)(c)	May 14, 2024	
Comments: 2 children's rest equipment is stored in the same cubby. Each child's personal belongings must be stored separately. Administrator must ensure that this is done.			
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)	May 10, 2024	
Comments: During the renewal inspection, inspector observed that the type of care provided is not consistently indicated on the incident logs. The administrator must ensure that all required information is recorded on the logs, including, child's name, date, time, injury and care provided, description of circumstances and parent's signature.			

General Comments

During the renewal inspection, Inspector observed indoor play, outdoor play, morning snack, lunch, as well as the rest period. Inspector observed circle time as well as children making crafts with Play-Doh.

A discussion was had between the Inspector and a staff member regarding ensuring that the facility only provides acetaminophen to children. All other medication must be brought to the facility by the parents and required consent forms must be signed. Administrator may refer to section 10.4 of the Operator Manual for further information regarding this.

original signed by

Sarah MacDougall-LeBlanc

Signature of Early Learning and Childcare Licensing Staff

May 13, 2024

Date

original signed by
Kelly Guignard

Signature of Operator/Designate

May 13, 2024

Date