

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Follow-Up 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.

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| Name of operator<br>Play School Inc.   | Licence Number<br>334017 | Inspection Date<br>November 06, 2023 |                |
| Facility Name<br>Playschool  |                          | Telephone Number<br>(506) 536-1837   |                |
| Address<br>Unit A 223 Main Street Sackville NB E4L 3A7   |                          |                                      |                |
| Name of Early Learning and Childcare Licensing Staff<br>Sarah MacDougall   |                          | Position Title<br>Inspector          |                |
| Order for Compliance   | Regulation               | Date to be corrected                 | Date corrected |
| 12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners; | 12(0.1)(a)(i-iii)        | Sep 30, 2023                         |                |
| Comments: 1 board member has not yet provided a copy of their Criminal Record and/or Vulnerable Sector check to the administrator. Once a copy of the check is obtained by the administrator, a copy must be provided to the Inspector.  |                          |                                      |                |
| 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)                 | Oct 25, 2023                         |                |

| Order for Compliance   | Regulation | Date to be corrected | Date corrected |
|--|------------|----------------------|----------------|
| <p>Comments: Inspector observed that children's arrival time is documented. However, the children's arrival time is not documented on the forms provided by the Minister. Administrator indicates that it is the parents who document the child's arrival time during drop off. This information is documented on form that is kept outside at the entrance of the facility.</p> <p>A discussion was had with the administrator, who indicates that they are refusing to fill out the forms provided by the Minister until the end of the day. Administrator indicates that it is challenging finding the time to document the children's arrival time, as drop off is a busy time.</p> <p>As per the Operator Manual, attendance records are recorded using the attendance form provided by the department (Appendix 10). Attendance records are :</p> <ul style="list-style-type: none"> <li>- Mandatory</li> <li>- Only complete by staff members</li> <li>- Confidential and not posted or viewed by parents</li> <li>- Completed each time a child arrives and leaves</li> <li>- Accurate and reflect all children present at any given time</li> <li>- Complete, showing all absences and detailing the reason</li> <li>- Easily accessible to all staff members; and</li> <li>- Taken out of the facility whenever children leave the building</li> </ul> <p>Operator must ensure that the daily attendance records provided by the Minister are completed upon the children's arrival and departure and that all required information is indicated on these records.</p> |            |                      |                |

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| General Comments                                      |
| Ratio is respected during the time of the inspection. |

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| original signed by<br><b>Sarah MacDougall</b>                      | <b>November 07, 2023</b> |
| _____<br>Signature of Early Learning and Childcare Licensing Staff | _____<br>Date            |
| original signed by<br><b>Allison Butcher</b>                       | <b>November 07, 2023</b> |
| _____<br>Signature of Operator/Designate                           | _____<br>Date            |