

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 The Spotted Toad Day Care Inc.	Licence Number 360022	Inspection Date September 12, 2023	
Facility Name The Spotted Toad Day Care		Telephone Number (506) 536-1498	
Address 19 Charlotte Street Sackville NB E4L 3T2			
Name of Early Learning and Childcare Licensing Staff Erika 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)	Sep 15, 2023	
Comments: During the inspection, the Quality Assurance Monitor observed that a staff member's criminal record and vulnerable sector check was not in the staff file. The administrator did not have a proof of verification during the inspection. A valid check must be conducted before the staff member can return to work. A copy must be inserted in the staff file upon receipt. A copy can be sent to the Quality Assurance Monitor as proof of compliance that the staff is issued a criminal record and vulnerable sector check.			
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)	Sep 15, 2023	Sep 12, 2023
Comments: The Quality Assurance Monitor observed that a list of description of duties for a new staff member was missing from their file. The administrator printed a copy and placed the copy in the staff file. Deficiency is now compliant			
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)	Sep 15, 2023	
Comments: During the inspection, the Quality Assurance Monitor observed that a staff member's criminal record and vulnerable sector check was not in the staff file. The administrator did not have a proof of verification during the inspection. A valid check must be conducted before the staff member can return to work. A copy must be inserted in the staff file upon receipt. A copy can be sent to the Quality Assurance Monitor as proof of compliance that the staff is issued a criminal record and vulnerable sector check.			
<p>The Quality Assurance Monitor also observed that a staff member's copy of criminal record and vulnerable sector check was cut off. The boxes indicating if there are potential findings could not be read or confirmed. A new copy showing the whole document must be placed in the staff records. A copy of the verification can be sent to the Quality Assurance Monitor as proof of compliance.</p>			

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: (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)	Sep 15, 2023	
Comments: The Quality Assurance Monitor observed that a First Aid Certificate was missing from a staff file. A document confirming the receipt of a valid certification was in the staff records but the certificate was not in the records. The certificate was issued more than a year ago, a copy of the certificate must be placed in the staff records.			

General Comments

The Quality Assurance Monitor is on-site for a monitoring inspection. During the inspection, the Quality Assurance Monitor observed indoor free play and snack time.

At snack time, the Quality Assurance Monitor observed children requesting more food when they had finished eating their served portion. The staff provided the children with more food as requested. The children ate crackers, cherry tomatoes, carrots and dipping sauces.

The Quality Assurance Monitor had a discussion with the administrator regarding making changes to the menu to promote and respect the diversity of all children at the facility.

The ratio was respected during the inspection and the staff was observed playing and engaging in discussion with the children.

original signed by
Erika Hickey

Signature of Early Learning and Childcare Licensing Staff

September 12, 2023

Date

original signed by
Morgan Brine

Signature of Operator/Designate

September 12, 2023

Date