

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 Woodstock Childcare Inc	Licence Number 636003	Inspection Date August 26, 2024	
Facility Name Woodstock After School Program		Telephone Number (506) 328-9722	
Address Unit 1 145 Connell Park Road Woodstock NB E7M 1M5			
Name of Early Learning and Childcare Licensing Staff Jenelle Hanscom		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: (c) staff member records that include (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jul 16, 2024	Jul 16, 2024
Comments: Deficiency is now compliant List of duties for newly hired employee was not within the staff file, the administrator was able to provide this documentation			
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 (iv) a signed declaration confirming that the staff member has read and understood his or her obligations under the Act and this Regulation.	24(1)(c)(iv)	Jul 16, 2024	Jul 16, 2024
Comments: Deficiency is now compliant This was not in a newly hired staff members file, the administrator was able to provide this documentation			
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)	Jul 16, 2024	Jul 16, 2024
Comments: Deficiency is now compliant This was not found in a newly hired employees file, the administrator was able to provide this documentation			
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)	Jul 16, 2024	Jul 16, 2024
Comments: Deficiency is now compliant This was not found in a newly hired employees file, the administrator was able to provide this documentation.			
9(1) The child-to-staff ratio is one educator for each of the following groups of children of the same age receiving services at a full-time or part-time early learning and childcare centre: (a) three infants or fewer; (b) five children or fewer who are two years of age; (c) eight children or fewer who are three years of age; (d) ten children or fewer who are four years of age or older, but who are not yet attending school; and (e) 15 school-age children or fewer.	9(1)	Jul 16, 2024	Jul 16, 2024

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Deficiency is now compliant. During the inspection educator was over ratio while outside with children until staff member returned from lunch break. Staff member from other school age classroom was also over ratio until she was able to combine with other classroom in outdoor area. Once all staff were together in outdoor area ratio was maintained.			

General Comments
<p>Children were observed in the outdoor play area during the time of the monitoring inspection. Licensing staff had a conversation with educators about how lunch breaks could change to maintain ratio at all time and a solution was reached. Clarity was also provided around maintaining ratios and about expectations with inclusion workers.</p> <p>Children were observed to be engaged with several activities and many materials have been added to the outdoor play area since the last monitoring visit.</p> <p>Licensing staff will follow up with Public Health in regard to Slip and Slides. Positive behaviour guidance was observed at all times.</p> <p>Staff files were reviewed for new staff member, administrator was able to follow up with missing documentation from files.</p>

original signed by
Jenelle Hanscom

Signature of Early Learning and Childcare Licensing Staff

August 26, 2024

Date

original signed by
Jennifer Tompkins

Signature of Operator/Designate

August 26, 2024

Date