

## 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 YMCA OF GREATER SAINT JOHN INC.	Licence Number 2000695	Inspection Date September 16, 2020	
Facility Name YMCA OF GREATER SJ MCC CHILDCARE AND AFTER SCHOOL PROGRAM		Telephone Number (506) 632-6157	
Address 99 Daniel Avenue Saint John NB E2K 4P3			
Name of Early Learning and Childcare Licensing Staff Breanne Jones		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary licence issued under section 29.	21(a) – (d)	Sep 16, 2020	
Comments: Most recent monitoring inspection reports were not posted.			
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.	24(1)(b)(ii)	Sep 18, 2020	
Comments: Medical practitioner's name and contact information missing within 1 child's file. Random review of children's files.			
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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Sep 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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).	24(1)(c)(ii)	Sep 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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)	Sep 18, 2020	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Sep 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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 18, 2020	
Comments: One staff file was not on site at the time of inspection and therefore unable to verify.			
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)	Sep 16, 2020	
Comments: Two children were not signed in on attendance records within the 2/3s room at time of inspection. Ensure children are signed in upon arrival, even during outdoor play time.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (e) the name and telephone number of the inspector.	25(e)	Sep 16, 2020	
Comments: Only one name posted to parent board without contact information or job title. To be updated with current Quality Assurance Monitor and Inspector and contact information.			
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)	Sep 23, 2020	
Comments: Consent for administering medication missing from 2 child files. Random review of child files.			
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: (f) permitting the child to participate in an outing.	27(f)	Sep 23, 2020	
Comments: Consent missing for outings/excursions off premises within 3 child files. Random review of child files.			
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: (g) transporting or providing for the transportation of the child.	27(g)	Sep 23, 2020	
Comments: Consent missing for transporting child or providing transportation in 3 child files. Random review of child files.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Sep 17, 2020	
Comments: Gym equipment ladder left on floor on the stage-to be removed. Computer chair on the stage is ripped and in poor repair-to be removed/replaced.			
48(6) An operator of a licensed facility shall post information relating to any allergies of the children in the food preparation area.	48(6)	Sep 17, 2020	
Comments: Child's name to be posted with allergy in the kitchen area.			
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)	Sep 25, 2020	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Incident reports were not filed chronologically within an incident log file or binder. This information needs to be easily accessible for licensing staff to review.			

### General Comments

Completed renewal inspection today.

Children were happily engaged in activities and in conversations with their educators throughout the facility.

Facility had a fire drill this morning prior to inspection and reported that this went well.

Educators were observed to be patient and nurturing during time of inspection. Educators were also noted to be fostering independence (ex: observed an educator prompting a child through the steps of putting on their shoes for outdoor time) and providing encouragement and praise.

Invitations were set up in many of the rooms for the children to explore, and topics of interest (dinosaurs) were easily identified within the 2/3s room. Books were nicely displayed throughout the room within the 2/3s room to promote literacy.

Hand washing routines were observed today.

A healthy lunch was served today (chicken noodle soup). The children were observed resting on their cots comfortably in the afternoon.

The fenced in outdoor play area is in need of attention. Cracked toy bin, and torn tarp to be removed. Ensure this area is checked daily and litter pieces are picked up/removed. What could be done to make this area more inviting?

Recommending the addition of materials within the 3/4s room. Discussed this with educators within the room. Also ensure that pencils that are out are sharpened and ready for use (stage). Pencils were available but they were not sharpened and there was no sharpener within the area.

Discussed shared washrooms with administrator. Assigning specific groups to certain stalls/sinks could make cleaning more feasible. Signage or images could be posted in these areas as reminders for the children.

Please ensure that all staff have a file on site at all times with all required documentation including relief staff. These need to be easily accessible for review during inspections.

original signed by  
Breanne Jones

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Signature of Early Learning and Childcare Licensing Staff

September 16, 2020

\_\_\_\_\_  
Date

original signed by  
Mika Edison

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

September 16, 2020

\_\_\_\_\_  
Date