

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 2002393	Inspection Date September 02, 2021	
Facility Name YMCA OF GREATER SJ Q-PLEX AFTER SCHOOL PROGRAM - UPSTAIRS		Telephone Number (506) 849-5784	
Address 20 Randy Jones Way Quispamsis NB E2E 0P1			
Name of Early Learning and Childcare Licensing Staff Breanne Jones		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Oct 04, 2021	
Comments: Three staff have not completed First Aid and CPR training. Staff must complete this training. Staff must not be left alone with children until completed. Summer staff to complete CPR/First Aid training before they start work moving forward. Previous comply by dates of July 16/21 and August 31/21.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	Oct 04, 2021	
Comments: Purposeful planning not evident within the environment. This must be visible through documentation, invitations, materials added to the environment and planned activities that support the children's interests. Defined interest centers were not noted during inspection as most shelving units had been closed and pushed up against the walls. Educators to create defined interest areas and set up daily. Purposeful planning was discussed and documented on the previous monitoring inspection on August 25/21.			
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 license issued under section 29.	21(a) – (d)	Oct 04, 2021	
Comments: The latest monitoring inspection report (dated August 25, 2021) was not posted on the parent board.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (iv) to explore the arts and sciences.	21(c)(iv)	Oct 04, 2021	
Comments: There were no materials accessible for the children to explore music or science related topics. A wide range of materials and learning opportunities are to be offered to provide enrichment for school-age children to explore new interests and relationships. These materials include but are not limited to: items from nature, dramatic play, science, art, and music. See Operator Manual, Appendix 24-Equipment and materials for school-age children.			

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: (b) child records that include: (vii) documentary evidence of the child's learning.	24(1)(b)(vii)	Oct 04, 2021	
Comments: There was no documentation of the children's learning visible within the environment at the time of inspection.			
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 24, 2021	
Comments: Job description was still missing from 3 staff files. Previous comply by dates of July 16/21 and August 30/21.			
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)	Oct 04, 2021	
Comments: Signed statements were still missing from 3 staff files. Previous comply by dates of July 16/21 and August 30/21.			
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 02, 2021	
Comments: Departure times were missing on attendance records within 2 out of the 3 groups. These incomplete records resulted in children being unaccounted for within the indoor environment for approximately 10 minutes. These records must be completed each time a child arrives and leaves and are to be accurate and reflect all children present at any given time. Documents containing children's first and last names were noted within the entrance and being stored in transparent totes outside the office, allowing for confidential information to be accessible to parents/visitors. Attendance records and child records are to be confidential and not viewed by parents.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Oct 04, 2021	
Comments: Fire drill was not documented for the month of August. These must be completed and documented each month.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	Sep 13, 2021	
Comments: Hand washing was not observed for all children prior to having snack and when coming in from outdoors today. Hand washing policies to be reviewed with all staff and children. The girls washrooms were noted to be unclean at time of inspection and used paper towel noted around the sink area on the floor. Paint and dust were noted around the sink area and the floors around the sink area are collecting dirt/and debris and require through cleaning and disinfection. Front entrance-There were 2 bags of garbage under clothes hanging unit. Garbage must be discarded properly (Previously noted on monitoring inspection report on Feb. 1/21).			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	Sep 30, 2021	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Materials that support the children's current interests lacking within the environment. This week the day camps are "Drop the Puck" and "Outdoor Art Explosion." Items to be added to the environment that support this interest-based camp the children registered for.</p> <p>Dramatic play materials depleted. Examples of items to add, but not limited to: costumes, hats, scarves, purses, office supplies, restaurant items, clipboards, cash register, money, pretend food, real life items, loose parts, tools, items that support the children's interests.</p> <p>Materials that create an inviting environment for children lacking. Examples of items to add, but not limited to soft lighting, photos, documentation supporting current interests and experiences, challenges, art pieces, items from nature and age-appropriate books displayed throughout the room.</p> <p>Art materials depleted. A variety of open-ended art materials must be accessible to the children. Art materials to be replenished daily. Examples of materials to include, but are not limited to: variety of paper in colours, textures and sizes, paint rollers, mark making materials, glue, tape, feathers, tissue paper, cardboard tubes, fabric, yarn, recycled items, items collected from nature, collage materials, etc.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (b) arranged on low, open shelves and accessible to the children receiving services at the licensed facility,	32(1)(b)	Oct 04, 2021	
<p>Comments: Multiple folding shelving units were observed to be closed and inaccessible to children today. Many materials were within these closed folding shelving units leaving the environments lacking in quantity and variety of play materials. A variety of materials to be arranged on open shelving that is accessible to children. Previous comply by date - Aug 30, 2021.</p>			
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 13, 2021	
<p>Comments: Alphabet rug stained. To be cleaned or removed.</p> <p>Rugs accumulating debris and splattered with food residue.</p> <p>Shelving and counter area accumulating dirt, debris, and clutter. To be cleaned daily and free of debris and clutter. Pegs missing that hold shelves in place. To be repaired and shelving installed properly. Recommend using this counter and shelving area as a place that is well organized for children and educators to have access to materials.</p> <p>Folding shelving units unorganized, accumulating debris, snack wrappers and food residue. To be cleaned, organized, and arranged with materials in a way that invites children to explore and engage.</p> <p>Two rectangular beige tables with loose legs. To be repaired.</p> <p>Backing on block area shelving unit in poor repair. To be repaired.</p> <p>Empty/broken photo frames. To be replaced and updated with photos.</p> <p>Easel accumulating clutter and debris. To be cleaned and set up with appropriate materials that invite children to paint, draw and/or interact.</p>			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (b) medications.	39(2)(b)	Sep 02, 2021	
<p>Comments: Turns were noted within shelving unit located within the indoor play area. Medication must be locked.</p>			
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)	Sep 02, 2021	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Two staff members did not accurately report how many children were within their groups at time of inspection. Licensing had to direct educators and administrator to divide the children into groups in order to complete accurate head counts and to cross reference numbers with attendance records in order to account for all children. Staff must know how many children they have at any given time.</p>			
<p>9(5) The number of children grouped at a full-time or part-time early learning and childcare centre shall not be more than the number that requires two educators.</p>	<p>9(5)</p>	<p>Sep 02, 2021</p>	
<p>Comments: The curtain was not drawn when licensing staff arrived for inspection. There were 33 children within 1 room at this time, exceeding the maximum group size. This contributed to a lack of supervision, and children being unaccounted for within the room. It was reported by multiple people that the curtain is frequently not drawn and that maximum group size is often exceeded within the indoor environment.</p>			

General Comments
<p>During today's inspection the curtain was open and one space was created for all children present (three separate camps). Educators and children do not have a space of their own.</p> <p>Environments do not demonstrate a sense of belonging and ownership. Providing children with opportunities to care for and design their learning environment encourages a sense of pride and creates respect for the environment. Examples: children work together to tidy after snacks and meals, group discussions on how the environment should look, group art projects displayed, photos of the children, cozy areas and invitations that respond to the children's interests, etc.</p> <p>Recommend assigning staff to specific daily tasks to help keep the centre organized and clean (previously recommended on monitoring inspection dated August 25/21). There was no progress noted since this last monitoring inspection.</p> <p>Recommending that Extreme Allergy Management Plan be completed for child with anaphylactic allergy. Child currently has an administration of medication form completed that is kept with the child's Epipen.</p> <p>Orders for compliance from previous Monitoring Inspection remain outstanding. When orders for compliance are left during inspections, the expectation is that orders are rectified by or before the comply by date indicated.</p>

original signed by
Breanne Jones

Signature of Early Learning and Childcare Licensing Staff

September 02, 2021

Date

original signed by
Laura Greer

Signature of Operator/Designate

September 02, 2021

Date