

## 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 Karen Mollins	Licence Number 2004542	Inspection Date January 19, 2024
Facility Name Bell Air Day Care		Telephone Number (506) 871-2479
Address 29 Larsen Lane Salisbury NB E4J 3L2		
Name of Early Learning and Childcare Licensing Staff Sarah MacDougall-LeBlanc		Position Title Inspector

Order for Compliance	Regulation	Date to be corrected	Date corrected
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	Feb 09, 2024	
Comments: Operator was able to describe verbally to the Inspector what activities are planned for the day. However, Inspector was unable to see documentation of the programming of the activities. A discussion was had between the Operator and the Inspector regarding this. Inspector recommends that Operator contact their Early Learning Consult regarding the daily programming of activities.			
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: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Feb 02, 2024	
Comments: 1 child's record is missing the Medicare number. Operator must ensure that all children's records contain all required information.			
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)	Feb 02, 2024	
Comments: 1 child's record is missing the medical practitioner's information. 1 child's record is missing the full address of the medical practitioner. Operator must ensure that all children's records contain all required information.			
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: (iv) the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached,	24(1)(b)(iv)	Feb 02, 2024	
Comments: 1 child's record is missing the full address of the emergency contacts. Operator must ensure that all children's records contain all required information.			
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)	Feb 02, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: A signed statement regarding the Operator's obligations under the Act and licensing Regulation is not in their file. Operator must ensure that this is added.			
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)	Jan 19, 2024	Jan 19, 2024
Comments: The absences codes to indicate the reason for the child's absence were not indicated on the daily attendance records 5 times. This was addressed with the Operator, who added this information to the daily attendance records immediately. Deficiency is now compliant			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Jan 19, 2024	
Comments: Inspector observed a patch of ice in the sandbox in the outdoor play area. Operator must ensure that the outdoor play area is maintained safe and free of hazard.			
46(1) An operator of a licensed facility shall only administer medication to a child receiving services at the licensed facility in the following cases: (c) if the medication is not prescribed, the medication is (i) in the original container with the original label, (ii) in a container with child protective caps (iii) labelled with the child's name and the dosage.	46(1)(c )	Jan 19, 2024	Jan 19, 2024
Comments: Medication brought from home is not labelled with the child's name. The Operator labelled the bottle with the child's name immediately. Deficiency is now compliant			

<b>General Comments</b>
<p>A discussion was had between the Inspector and the Operator regarding the parent handbook. Inspector made recommendations regarding modifying the handbook and recommends that Operator contact their Early Learning Consultant if need be. Once the updates to the parent handbook have been made, a new copy must be provided to the Inspector and the parents.</p> <p>Ratio is respected during the inspection.</p>

original signed by  
Sarah MacDougall-LeBlanc  
Signature of Early Learning and Childcare Licensing Staff

\_\_\_\_\_  
January 19, 2024  
Date

original signed by  
Karen Mollins  
Signature of Operator/Designate

\_\_\_\_\_  
January 19, 2024  
Date