

## 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.

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| Name of operator<br>Boys and Girls Club of Charlotte County Inc.       | Licence Number<br>2007101 | Inspection Date<br>July 03, 2025   |
| Facility Name<br>BGCCC Early Learning Centre                           |                           | Telephone Number<br>(506) 466-4314 |
| Address<br>54 Disher Lane Dufferin Charlotte Co NB E3L 3H7             |                           |                                    |
| Name of Early Learning and Childcare Licensing Staff<br>Kiesha Cobbett |                           | Position Title<br>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)         | Aug 11, 2025         |                |
| Comments: Review of Staff Files:<br>One staff member without a copy of a valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate. Staff member to obtain. The staff cannot be alone with children.   |               |                      |                |
| 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)  | Aug 11, 2025         |                |
| Comments: Random Review of Child Files:<br>One child file is missing the address and telephone number of one of their emergency contacts. To be 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: (b) child records that include: (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months.   | 24(1)(b)(vi)  | Jul 03, 2025         |                |
| Comments: Daily information sheets were incomplete. Educators are to ensure the daily information sheets are completed each day.  |               |                      |                |
| 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) | Aug 11, 2025         |                |
| Comments: Review of Staff Files:<br>One staff member without a copy of a valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate. Staff member to obtain. The staff cannot be alone with children.   |               |                      |                |
| 31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.   | 31(3)         | Aug 11, 2025         |                |

| Order for Compliance  | Regulation | Date to be corrected | Date corrected |
|---|------------|----------------------|----------------|
| Comments: *Wooden play structure is unsteady. The play structure is not to be used until fixed.<br>* The roof shingles of the orange house are lifting exposing nails. To be fixed<br>* The roof shingles of the orange house are missing exposing rotted wood. To be fixed |            |                      |                |
| 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)   | Aug 11, 2025         |                |
| Comments: Tots:<br>No art materials are available or accessible. To be added  |            |                      |                |
| 33(2) Stationary equipment in the outdoor play area shall be surrounded by a protective surfacing and installed according to the manufacturer's instructions.   | 33(2)      | Jul 03, 2025         |                |
| Comments: The protective surfacing under the swings and slides has depleted. Staff to ensure the surfacing is raked daily to ensure proper safety.  |            |                      |                |
| 41(3) An operator of a licensed facility shall (a) post diaper-changing procedures in diaper-changing areas.  | 41(3)(a)   | Aug 11, 2025         |                |
| Comments: Diaper changing procedures not posted in a visible place. To be posted  |            |                      |                |

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| General Comments   |
| <p>Renewal Inspection:</p> <p>The children were observed returning from outside waterplay. The children in all classrooms were observed engaging in play using action figures and blocks, reading stories, singing, and dancing. The licensing staff observed positive interactions with the educators and children. The on-site Administrator supported staff as needed and offered children to play with her if they felt they needed time away from their group.</p> <p>The classroom environments had a wide range of age-appropriate materials for each age group. Documentation was posted and it reflects the children's ongoing learning. The outside environments had plenty of outdoor materials for the children to play with.</p> <p>Hand washing, diaper changing, lunch and naptime routines were observed.</p> <p>The following records were reviewed: Incident logs, fire drills, educator professional learning hours, infant toddler daily sheets, nap sheets, and daily attendance sheets.</p> <p>All staff files were viewed, and a random review of the children files was completed.</p> <p>The Inspector discussed the following with the Administrator:</p> <ul style="list-style-type: none"> <li>* Staff are to ensure child medical records are kept confidential.</li> <li>* Infant staff are to conduct and document nap checks every 15 minutes.</li> <li>* Purchasing covers for any materials that are worn or stained.</li> <li>* Moving the location of the menu to a more prominent place for parents to easily see.</li> <li>* The Administrator is to ensure all required staff members obtain 10 Professional Learning hours before the license expiry date.</li> <li>* The Administrator is to ensure that the roles and responsibilities for each staff member reflects their current role and responsibilities and add to each of their files.</li> </ul> |

original signed by  
Kiesha Cobbett

Signature of Early Learning and Childcare Licensing Staff

July 03, 2025

Date

original signed by  
Courtney Noddin

July 03, 2025

Signature of Operator/Designate

Date