

Early Learning and Childcare Facility Inspection Report

Type of Inspection:
Follow-Up 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 Boys and Girls Club of Charlotte County Inc.	Licence Number 2007101	Inspection Date August 14, 2025	
Facility Name BGCCC Early Learning Centre		Telephone Number (506) 466-4314	
Address 54 Disher Lane Dufferin Charlotte Co NB E3L 3H7			
Name of Early Learning and Childcare Licensing Staff Kiesha Cobbett		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)	Aug 11, 2025	
Comments: Review of Staff Files: 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. Original comply by date August 11, 2025			
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	Aug 14, 2025
Comments: Random Review of Child Files: One child file is missing the address and telephone number of one of their emergency contacts. To be added. Deficiency is now compliant			
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	Aug 14, 2025
Comments: Daily information sheets were incomplete. Educators are to ensure the daily information sheets are completed each day. Deficiency is now compliant			
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: 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. Original comply by date August 11, 2025			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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	
Comments: *Wooden play structure is unsteady. The play structure is not to be used until fixed. Deficiency is now compliant * The roof shingles on the orange and green houses are lifting exposing nails. To be fixed. Original comply by date August 11, 2025 * The roof shingles on the orange and green houses are missing exposing rotted wood. To be fixed. Original comply by date August 11, 2025			
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	Aug 14, 2025
Comments: Tots: No art materials are available or accessible. To be added. Deficiency is now compliant			
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	Aug 14, 2025
Comments: The protective surfacing under the swings and slides has depleted. Staff to ensure the surfacing is raked daily to ensure proper safety. Deficiency is now compliant			
41(3) An operator of a licensed facility shall (a) post diaper-changing procedures in diaper-changing areas.	41(3)(a)	Aug 11, 2025	Aug 14, 2025
Comments: Diaper changing procedures not posted in a visible place. To be posted. Deficiency is now compliant			

General Comments

Follow-Up Inspection:

There are still deficiencies that require attention. The original comply by date of August 11, 2025, was given. A second follow-up will occur before the license is renewed. There are 2 staff who have not completed their required 10 hours of Professional Learning. The Administrator is to ensure the required staff obtain the remaining hours prior to August 31, 2025.

The Inspector discussed the following with the Administrator at the renewal:

- * Staff are to ensure child medical records are kept confidential. This was verified and corrected at the follow-up.
- * Infant staff are to conduct and document nap checks every 15 minutes. This was verified and corrected at the follow-up.
- * Purchasing covers for any materials that are worn or stained. This was verified at the follow-up.
- * Moving the location of the menu to a more prominent place for parents to easily see. This was verified at the follow-up.
- * 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. This was verified and corrected at the follow-up.
- * The Administrator is to ensure all required staff members obtain 10 Professional Learning hours before the license expiry date. This was verified at the follow-up and not all required staff members have obtained the required 10 hours of Professional Learning.

original signed by
Kiesha Cobbett

Signature of Early Learning and Childcare Licensing Staff

August 14, 2025

Date

original signed by
Courtney Noddin

Signature of Operator/Designate

August 14, 2025

Date