

## 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 Elsipogtog Band	Licence Number 2008237	Inspection Date July 06, 2023
Facility Name Elsipogtog Day Care		Telephone Number (506) 523-8305
Address 208 MAIN St Elsipogtog First Nation NB E4W 2X9		
Name of Early Learning and Childcare Licensing Staff Tina Richard Tardif		Position Title Inspector

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	Jul 26, 2023	
Comments: The board of directors are to have a criminal record check done. A vulnerable sector check is also to be done if they have direct contact with the children or is responsible for the finances of the facility.			
12(0.1)(b)(i-iii) In subsection (1), an operator of a licensed facility includes: (b) in the case of a check with the Department of Social Development, (i) in the case of a corporation or unincorporated association, the directors who have contact with children receiving services in the facility or who manage the finances of the facility, (ii) in the case of a partnership, the partners who have contact with children receiving services in the facility or who manage the finances of the facility, and (iii) in the case of a limited partnership, the general partners who have contact with children receiving services in the facility or who manage the finances of the facility.	12(0.1)(b)(i-iii)	Jul 26, 2023	
Comments: The operator Social Development check is not in their file. A SD check is to be done every 5 years and a copy is to be placed in their file. The board of directors also need a Social Development check if they have direct contact with the children or is responsible for the finances of the facility.			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Jul 26, 2023	
Comments: 1 staff member Social Development check is expired. A Social Development check is done every 5 years. 1 staff member criminal record/vulnerable sector check is expired. A check is to be done every 5 years.			
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)	Jul 26, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: 7 of the 17 children files audited were missing the complete address of the 2 emergency contacts. All children files should be completed before entry.			
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)	Jul 26, 2023	
Comments: 1 staff criminal and vulnerable check is expired. Staff needs a renewal copy in their file.			
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)	Jul 26, 2023	
Comments: 1 staff Social Development check is expired. A renewal copy is to be placed in their file.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Jul 26, 2023	
Comments: Smoke alarm, smoke detector and fire extinguisher inspections and maintenance records are to be done monthly and documented.			
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: (k) emergency evacuation and fire drill records.	24(1)(k)	Jul 26, 2023	
Comments: Emergency evacuation and fire drills records are to be done once a month and documented.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (b) the weekly menus.	25(b)	Jul 26, 2023	
Comments: The winter menu is still posted on the visible board. The menu should be updated, and a copy given to parents.			
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)	Jul 26, 2023	
Comments: The name and telephone number of the inspector and QAM is not updated. The information should be up to date and posted.			
26(2) The operator of a licensed facility shall require the parent or guardian referred to in subsection (1) to sign a declaration confirming that he or she has read and understood the content of the handbook.	26(2)	Jul 26, 2023	
Comments: 1 children file did not have the signed statement from parent confirming they have read and understood the parent handbook.			
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: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.	27(b)	Jul 26, 2023	
Comments: 1 children file was missing the signed consent for the bathing or showering in the event of illness or soiled clothing.			
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)	Jul 26, 2023	
Comments: 1 children file was missing the sign consent for administering medication.			
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: (d) permitting the administration of emergency care to the child.	27(d)	Jul 26, 2023	
Comments: 1 children file was missing the sign consent for the emergency care.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Jul 26, 2023	
Comments: 1 children file was missing the sign consent for outings and excursions off premises.			
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)	Jul 26, 2023	
Comments: 1 children file was missing the sign consent for transporting the child or providing transportation.			
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: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Jul 26, 2023	
Comments: 1 children file is missing the sign consent for permitting photographs and videos of child for publication or social media.			
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: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Jul 26, 2023	
Comments: 1 children file is missing the sign consent for posting photographs of child in the centre to illustrate learning.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jul 26, 2023	
Comments: Monthly emergency evacuation and fire drills are to be completed monthly and documented.			
33(3) An operator of a licensed facility shall complete a monthly review and maintenance plan on all stationary equipment that includes the following information: (a) the review and repair dates; (b) the action required and the action taken; and (c) the name of the staff member who conducted the review.	33(3)	Jul 26, 2023	
Comments: A monthly review and maintenance plan on all stationary equipment is completed with the name of the staff completing the review.			
37 An operator of a licensed facility shall not permit a child receiving services at the licensed facility access to the kitchen unless the child is supervised.	37	Jul 26, 2023	
Comments: The door to the kitchen should be locked and inaccessible to the children when nobody is in the kitchen.			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;	39(2)(a)	Jul 26, 2023	
Comments: Toxic products are to be locked at all times. The closet door where toxic products are stored was unlocked and accessible to children. Assorted toxic products were found in the staff washroom, children washroom, and in cabinets in the classrooms. The laundry door was also unlocked with toxic products in it.			
48(3) An operator of a licensed facility shall provide weekly menus to a parent or guardian of a child at least three days in advance of serving the food and shall modify the food served in the case of special nutritional requirements of a child.	48(3)	Jul 26, 2023	
Comments: If there are any changes to the menu, parents should know at least 3 days prior to serving the food.			

### General Comments

During the renewal inspection, the inspector observed the children having their morning snack, playing freely inside, outdoors, lunch and nap time.

Positive interaction between children and educator is observed.

General Comments

Ratio is respected during the inspection.

original signed by  
Tina Richard Tardif

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

July 11, 2023

\_\_\_\_\_  
Date

original signed by  
Sue Anne Sock

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

July 11, 2023

\_\_\_\_\_  
Date