

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Renewal Re-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 29, 2025	
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 Roxanne Benoit		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
10(1) The number of educators that are required for a group of children of mixed ages receiving services at a full-time or part-time early learning and childcare centre is calculated as follows: (a) by multiplying the number of children of the same age by the corresponding factor set out in Schedule A; and (b) by adding the results obtained under paragraph (a).	10(1)	Jul 29, 2025	Jul 29, 2025
Comments: The inspector observed that a new staff member is alone with the children outside. The educators were inside the building; therefore, the ratio was not respected. That staff member did not have her required checks to be left alone with children. Deficiency is now compliant.			
11(1) A licensee may apply to the Minister on a form provided by the Minister to renew a licence.	11(1)	Jul 31, 2025	Jul 29, 2025
Comments:			
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)	Aug 26, 2025	
Comments: The inspector and administrator discussed regarding the criminal record check for the board's members. All board members must have a criminal record check done.			
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)	Aug 26, 2025	
Comments: The inspector and administrator discussed regarding the social development check for the board's members. All board members must have a SD check done.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Aug 15, 2025	
Comments: On the second day of the inspection, the inspector observed a new staff member. No staff files were available for that one staff member. The inspector requested the educator to leave the premises and cannot return until she has the proper checks. A copy of the checks must be sent via email to the inspector.			
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	Aug 12, 2025	
Comments: The inspector was not able to observe the daily activities planned and documented for the past couple months. The administrator must ensure that daily activities planned are documented and kept on site for the renewal year.			
22(5) Immediately on demand by an inspector, the operator or administrator of a licensed facility shall produce a record or document required by the inspector under subsection (4).	22(5)	Jul 29, 2025	Jul 29, 2025
Comments:			
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 15, 2025	
Comments: On the second day of the inspection, the inspector observed in 1 out of 5 child files verified that the file is missing an emergency contact. The administrator must ensure that all child files are completed with 2 emergency contacts 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: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Aug 15, 2025	
Comments: On the second day of the inspection, the inspector observed in 1 out of 5 child files verified that the proof of immunizations is missing. The administrator must ensure that all child files have a child's health history including a copy of the immunization record or a copy of the exemption.			
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 29, 2025	
Comments: On the second day of the inspection, the inspector observed a new staff member. No staff files were available for that one staff member. A copy of the checks must be sent via email to the inspector and inserted into the staff 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 29, 2025	
Comments: On the second day of the inspection, the inspector observed a new staff member. No staff files were available for that one staff member. A copy of the checks must be sent via email to the inspector and inserted into the staff 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: (i) menu plans and any substitutions.	24(1)(i)	Aug 15, 2025	
Comments: The inspector was informed that the menu had been changed for the day due to the cook's absence. The administrator indicated that such changes to the food are not documented. The inspector explained the importance of recording menu modifications and provided relevant recommendations.			
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)	Aug 15, 2025	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: On the second day of the inspection, the inspector observed in 1 out of 5 child files verified that the parent has not check that they have read and understood the parent handbook. The administrator must ensure that all child files are completed with all the required documents.			
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)	Aug 12, 2025	
Comments: The inspector observed that the monthly maintenance plan is not kept for the year. The administrator must ensure that all copies of the monthly maintenance plan is kept on site for a year.			
40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (a) labelled with the name of the child.	40(1)(a)	Aug 12, 2025	
Comments: On the first day of the inspection, the inspector observed that the bins where the pacifiers are kept is not labeled with the name of the child. The administrator must ensure that all personal belongings are labelled with the name of the child.			
40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (c) stored separately for each child.	40(1)(c)	Aug 12, 2025	
Comments: On the first day of the inspection, the inspector observed that 6 pacifiers are touching inside a cubby. The administrator must ensure that all personal belongings are stored separately for each child. While on site, an educator has put the pacifiers inside separate bins.  The inspector observed that the personal belongings as per, blankets and pillows are kept in a closet and are not separated, therefore: all personal belongings are touching. The administrator must ensure that all personal belongings are stored separately for each child.			
47(1) An operator of a licensed facility shall refuse admission to a child if satisfactory proof of the immunizations required by the Public Health Act or the regulations under that Act is not provided.	47(1)	Aug 15, 2025	
Comments: On the second day of the inspection, the inspector observed in 1 out of 5 child files verified that the proof of immunizations is missing. The administrator must ensure that all child files have a child's health history including a copy of the immunization record or a copy of the exemption.			

#### General Comments

The inspection was conducted on two days, Friday, July 25th and Tuesday, July 29th. On both days, the inspector observed the children having their lunch, playing freely inside and outside.

The inspector has had another discussion with the administrator regarding the Operator's Portal. The administrator stated that the facility has not given any medication to children in the past year.

The inspector observed the children washing their hands before having their lunch.

Section 11(1): The inspector is on site because the operator did not submit their license renewal application to the Department of Education and Early Childhood Development 90 days before the license expiration date, which is July 31, 2025, after several attempts. If the operator intends to renew the license, all required documents must be submitted to the Department of Education and Early Childhood Development. If the operator intends to close the facility, they must notify parents at least 30 days in advance."

The inspector did not have access to children's and staff member's files on the first day of the inspection. Section 22(5) of the Early Childhood Services Act states that immediately on demand by an inspector, any staff member of a licensed facility shall produce a record or document required by the inspector under subsection (4). The operator must ensure that records and documents are accessible to authorized government representatives

General Comments

at all times. The administrator must implement a plan to ensure that any record or document prescribed by regulation be accessible to licensing staff during the facility's operating hours.

original signed by  
Roxanne Benoit

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Signature of Early Learning and Childcare Licensing Staff

July 29, 2025

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Date

original signed by  
Sue Ann Sock

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

July 29, 2025

\_\_\_\_\_  
Date