

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Monitoring 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 The Corporation of the Anglican Parish of Rothesay	Licence Number 2008433	Inspection Date February 13, 2023	
Facility Name St. Paul's Preschool and Afterschool Program		Telephone Number (506) 847-1812	
Address 4 Church Avenue Rothesay NB E2E 5G4			
Name of Early Learning and Childcare Licensing Staff Lisa Green		Position Title Quality Assurance Monitor	
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)	Mar 03, 2023	
Comments: Criminal record/ vulnerable sector checks for board members not completed. Board of Directors are required to have completed a criminal record/ vulnerable sector check and to have copies present on-site for review by licensing staff. This is a requirement as of January 1, 2023. This information was first sent on November 17th, 2022.			
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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Feb 17, 2023	
Comments: Description of duties and responsibilities missing from one staff file. 2 staff files checked during inspection.			
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)	Feb 28, 2023	
Comments: One staff member without valid first aid/CPR certification. Staff member cannot be left alone with children until certificate is obtained. If registered to attend, a copy of confirmation of enrolment should be added to 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Feb 14, 2023	
Comments: K-2 children- no attendance record present when QA Monitor arrived onsite and children were not signed in upon arrival. 3-5 Children were not signed in on attendance record at arrival. As discussed, children are to be signed in as soon as they arrive so that educators are aware of the correct number of children in their care at any time.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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: (g) attendance records of staff members.	24(1)(g)	Feb 14, 2023	
Comments: Staff attendance records not present. New staff were not aware that attendance records are required. Recommend that staff are added to bottom of children's attendance records to meet requirement.			
28(1) An operator of a licensed facility shall not change the allocation of space used to provide services or add to or alter any building or facility or any part of them unless the Minister has approved the changes in writing.	28(1)	Dec 12, 2022	Feb 13, 2023
Comments: Deficiency is now compliant			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Feb 28, 2023	
Comments: Emergency evacuation and fire drill not completed for January 2023.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	Feb 14, 2023	
Comments: Tables were not disinfected before or after snack was served to children.			
29 An operator of a licensed facility shall ensure that the traffic area and the outdoor walk-ways of the licensed facility are free from obstructions and hazards.	29	Feb 14, 2023	
Comments: Children's coats, boots, and bags were observed laying all over the floor in the hallway at the entrance and on the way to the bathroom.			
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	Dec 07, 2022	Feb 13, 2023
Comments: Deficiency is now compliant			
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 (b) used only for the intended child.	40(1)(b)	Feb 13, 2023	Feb 13, 2023
Comments:			

### General Comments

Monitoring inspection completed today.

The indoor environment was set up with a variety of materials and children were observed engaged in dramatic play, creative art, lego, mini sticks, and group cooperative games. Children also engaged in play in the outdoor environment.

Planning tool shared at last monitoring inspection being implemented. Documentation posted reflected planning.

Snack served to children was not as posted. Reminder that menu substitutions are documented and maintained on file. A review and update for the menu may be required if there are frequent changes.

Please update contact numbers for licensing staff-  
Quality Assurance Monitor- Lisa Green 506-636-1735  
Inspector/ Investigator- Jodi Hennessey- 506-654-2745

original signed by  
Lisa Green

February 13, 2023

Signature of Early Learning and Childcare Licensing Staff

Date

original signed by  
Leah Doiron

February 13, 2023

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Signature of Operator/Designate

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Date