

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 The Corporation of the Anglican Parish of Rothesay		Inspection Date September 28, 2026
Facility Name St Paul's After School Program		Licence Number 2008433
Address 4 Church Avenue Rothesay NB E2E 5G4		Telephone Number (506) 847-1812
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 60	Ages of Children SCHOOL-AGE
ELCC Licensing Staff Jodi Hennessey	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)	Sep 28, 2026	Sep 28, 2026
Comments: Licensing observed that the correct and completed First Aid training was in the staff members files. 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: (e) administration of medication records.	24(1)(e)	Sep 30, 2026	
Comments: Licensing observed that the Consent to Administer Medication On-Going Treatment was missing for one child. To be completed by the parent/guardian and placed with the medication accessible to staff. Original comply by date of September 28, 2026.			
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)	Sep 28, 2026	Sep 28, 2026
Comments: Licensing observed that the missing emergency contact information was obtained and present in the children's files. 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Sep 28, 2026	Sep 28, 2026
Comments: Licensing observed that the missing job description was completed and in the staff member's file. 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)	Sep 28, 2026	Sep 28, 2026

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Licensing observed that the correct and completed First Aid training was in the staff members files. Deficiency is now compliant			

General Comments A follow up inspection occurred in the afternoon on the school-age program. There is one outstanding order for compliance. Discussed with Administrator. To be emailed to Inspector once complete. Licensing observed the children during inside play. Children were engaged in Lego, art, dominos, games and making sensory items for the Tuff Tray. Licensing discussed with Administrator, checks required for a new board member. These are to be emailed to be the Inspector once obtained.
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original signed by
Jodi Hennessey
 Signature of Early Learning and Childcare Licensing Staff

September 29, 2026
 Date

original signed by
Sacorra McMullin
 Signature of Operator/Designated staff

September 29, 2026
 Date

"I hereby acknowledge receipt of this report"