

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 Petitcodiac Boys & Girls Club Inc.	Licence Number 2009022	Inspection Date July 26, 2023
Facility Name Petitcodiac Boys & Girls Club Afterschool Kids Klub		Telephone Number (506) 756-2841
Address 45 Corey Avenue Petitcodiac NB E4Z 4G3		
Name of Early Learning and Childcare Licensing Staff Sophie Powers		Position Title Quality Assurance Monitor

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 09, 2023	
Comments: One staff member did not have a criminal/vulnerable sector check. All staff members must have a copy of a criminal/vulnerable sector check prior to employment. The staff in question must leave the premises immediately. A copy of the check can be sent to QA monitor via email when received and the staff can return.			
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)	Aug 09, 2023	
Comments: One staff member did not have a criminal/vulnerable sector check. All staff member must have a copy of a criminal/vulnerable sector check in their file. The staff in question must leave the premises immediately. A copy of the check can be sent to QA monitor via email when received and the staff can return.			

<p>General Comments</p> <p>Monitoring inspection conducted. Ratio was respected at the time of the visit. QA monitor verified :</p> <ul style="list-style-type: none"> - Administrative records maintain on site. - Incident records. - Indoor play area materials and equipment. - If children's personal belongings are easily accessible, labelled with the name of the child, only used for the intended child and stored separately for each child. <p>During the visit, the children were playing outdoors, enjoying the nice weather before the heat.</p> <p>QA monitor had a discussion with the staff in charge regarding the staff attendance records. The facility must have a system in place to track the attendance of all staff members. The facility has a time sheet system, but QA monitor recommend a system that staff can sign in and sign out every day. All required records and documents must be maintained for a year.</p>

original signed by
Sophie Powers

Signature of Early Learning and Childcare Licensing Staff

July 26, 2023

Date

original signed by
Amy Lounsbury

Signature of Operator/Designate

July 26, 2023

Date