

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 SEEDS AFTER SCHOOL CENTRE INC	Licence Number 2010072	Inspection Date November 03, 2020
Facility Name SEEDS AFTER SCHOOL CENTRE		Telephone Number (506) 609-7766
Address 776 Main Street Hampton NB E5N 6E1		
Name of Early Learning and Childcare Licensing Staff Jodi Hennessey		Position Title Inspector

Order for Compliance	Regulation	Date to be corrected	Date corrected
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	Nov 09, 2020	
Comments: Evidence of purposely planned activities and documentation of this is not present in either school-age group. Discussed with educators in each group as well as operator.			
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	Nov 09, 2020	
Comments: Renewal and follow up inspections from 2019 not posted. These are to be posted until your next renewal and follow up inspection.			
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 and shall include (c) opportunities (ii) to explore various forms of literacy.	21(c)(ii)	Nov 09, 2020	
Comments: Opportunities for literacy not present. More books, magazine etc. and materials to create literacy required such as books, paper, markers, etc.			
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)	Nov 06, 2020	
Comments: Consent to administer medication forms required for Epi-Pen.			
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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Nov 30, 2020	
Comments: Review of files: Medical Practitioner information missing from some children's files.			
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)	Nov 09, 2020	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Review of files: Emergency contact information missing in one 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Nov 09, 2020	
Comments: Job Description missing from on 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 (iv) a signed declaration confirming that the staff member has read and understood his or her obligations under the Act and this Regulation.	24(1)(c)(iv)	Nov 09, 2020	
Comments: Signed statement missing from two staff files.			
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)	Nov 04, 2020	
Comments: Older school-age group--attendance not filled out as children arrive. The attendance records must reflect exact attendance at any give time. Older and younger school-age group--Reason child is absent not recorded. Reasons are listed on the bottom of the mandatory attendance records. These are to be used. If a child is absent and the reason is unknown then operator is to contact parent/guardian to find the reason why. Discussed with operator and educators in each group.			
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)	Nov 06, 2020	
Comments: No menu posted.			
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: (l) management of potential illness forms provided by the Minister.	24(1)(l)	Nov 04, 2020	
Comments: No potential illness or return from exclusion forms filled out when children are sent home sick or when children return from being ill. These must be completed every time, discussed with operator.			
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)	Nov 09, 2020	
Comments: Menu not 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)	Nov 09, 2020	
Comments: Confirmation that parent handbook has been read by parents has not been received in some children's files,			
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)	Nov 09, 2020	
Comments: Review of children's files: Consents missing from some children's files. Recommending using Appendix 2 from the Operator's Manual.			
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)	Nov 09, 2020	
Comments: Review of children's files: Consents missing from some children's files. Recommending using Appendix 2 from the Operator's Manual.			

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)	Nov 09, 2020	
Comments: Review of children's files: Consents missing from some children's files. Recommending using Appendix 2 from the Operator's Manual.			
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)	Nov 09, 2020	
Comments: Review of children's files: Consents missing from some children's files. Recommending using Appendix 2 from the Operator's Manual.			
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)	Nov 30, 2020	
Comments: Review of children's files: Consents missing from some children's files. Recommending using Appendix 2 from the Operator's Manual.			
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)	Nov 04, 2020	
Comments: Operator indicated that children have been using the youth centre as space. This is not licensed space and cannot be used until approved by the Office of the Fire Marshall, Public Health, and EECD. Left an Application for Changes as well as Fire and Public Health Plan Reviews with the operator. Discussed with operator that additional conversation regarding this room with Manager of Early Learning and Childcare must occur prior to approval.			
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)	Nov 04, 2020	
Comments: COVID 19 Operational Guide: Children observed crossing into other bubble to get art materials and to talk to operator. No visitor log to record anyone coming to the facility. Playground usage: Children not washing hands prior to using it. As there is no hand-washing available, operator must supply hand sanitizer. Children observed not washing hands when returning to facility from playground.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	Nov 30, 2020	
Comments: Materials required for children to interact and engage with. See comments below.			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (b) medications.	39(2)(b)	Nov 09, 2020	
Comments: Locked box required for refrigerator for medications that must be refrigerated.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (a) on the premises of the licensed facility.	44(a)	Nov 09, 2020	
Comments: First Aid kit not up to date. Must be checked and recorded monthly.			

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44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (c) on each outing.	44(c)	Nov 09, 2020	
Comments: First Aid kit not up to date. Must be checked and recorded monthly.			
45(3) If a child has or may be affected by a disease that is required to be reported under the Public Health Act and the regulations under that Act by the operator of a licensed facility, the operator shall (a) complete the forms provided by the Minister.	45(3)(a)	Nov 04, 2020	
Comments: Management of potential illness forms not completed when a child is sent home ill. These must be completed every time and placed in the child's file.			
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)	Nov 09, 2020	
Comments: Menu not present.			
49(1) An operator of a licensed facility shall ensure that the guidance of the children receiving services at the licensed facility is positive and includes positive reinforcement, encouraging efforts and recognizing accomplishments.	49(1)	Nov 04, 2020	
Comments: Observed educator yelling at the children in a very raised tone of voice when a child was not doing as asked. Immediately discussed with operator. Recommending reviewing 8.2 Child guidance in the Operator's Manual with all staff this week.			
49(2) An operator of a licensed facility shall ensure that no child receiving services at the licensed facility is subjected to any form of physical punishment or verbal or emotional abuse or is denied physical necessities.	49(2)	Nov 04, 2020	
Comments: Observed educator yelling at the children in a very raised tone of voice when a child was not doing as asked. Immediately discussed with operator. Recommending reviewing 8.2 Child guidance in the Operator's Manual with all staff this week.			

General Comments

A renewal inspection was conducted today.

Children were observed in both inside and outside play.

Discussed dividing the room downstairs to support the two "bubble groups". Tables set up with a space between them, table cloth attached to the table and floor to prevent children from crawling underneath to other bubble group/crossing bubbles.

Discussed having a washroom marked and designated for each school-age group and tape on the floor directing the children to their respective washrooms.

Recommending that all staff read and sign that they have read and understood the most current COVID 19 Recovery Phase document. This can be found on the Parent Portal.

Purposefully planning the environment is to documented. Taking the time to do this will create an inviting engaging environment for the children.

Taking the time to review the support documents and the NBCF-E will help educators to do this.

Well Being: Belonging--Sense of Place--school age children are old enough to tell what they wish to see in their environments. Working collaborative with them will create a place of belonging that they comfortable with as well as something to call their "own".

Creating engaging and inviting environments will help with challenging behaviours. We all always look to the

General Comments

environment as the "3rd teacher". Sitting down with the children or a few children and creating a web of how they wish their environment to look as well as ideas of things they wish to do and learn. Documenting this process makes it easy to revisit and gather ideas from.

original signed by
Jodi Hennessey

Signature of Early Learning and Childcare Licensing Staff

November 03, 2020

Date

Signature of Operator/Designate

Date