

## 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 02, 2022	
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
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 14, 2022	
Comments: A review of 15 children's files. One file missing Medical Practitioner address.			
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 14, 2022	
Comments: A review of 15 children's files. Emergency contact address missing from 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 14, 2022	
Comments: Job Description missing from one 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 14, 2022	
Comments: Signed Statement missing from one staff file.			
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)	Nov 14, 2022	
Comments: Facility utilizes playground at Hampton Elementary School. No playground checklist has been done this school year. Must be completed monthly, Broken equipment should be reported to the school and the children shall not have access to it.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
50(1) An operator of a licensed facility shall maintain a chronologically filed daily incident log relating to the health, security and well-being of the children receiving services at the licensed facility.	50(1)	Nov 14, 2022	
Comments: Daily Incident Logs observed to have two different children on one page. Incident Logs are kept confidential and are individualized to each child. To protect confidentiality, parents do not see the records of other children. Discussed with Operator at time of inspection.			
50(2) The operator of a licensed facility shall inform the parent or guardian of a child involved in an incident on the day the incident takes place and shall ensure that the parent or guardian signs the daily log to confirm their awareness.	50(2)	Nov 14, 2022	
Comments: Review of Daily Incident Log. On ten occasions, parents did not sign incident logs. Must be signed by parent(s) on day of incident. Discussed with Operator.			

**General Comments**

A renewal inspection was conducted today. The children were observed during arrival from school, outside play, snack and inside play. The educators were observed speaking kindly to the children in their care. A variety of materials were observed in each learning area for the children to utilize at their leisure.

Discussed the playground at Hampton Elementary School, which the program sometime utilizes. The mulch under the fall zones should be raked daily to ensure the safety of the children using the playground equipment.

original signed by  
**Jodi Hennessey**

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Signature of Early Learning and Childcare Licensing Staff

November 01, 2022

\_\_\_\_\_  
Date

original signed by  
**Rachel Knox**

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

November 01, 2022

\_\_\_\_\_  
Date