

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 AMY MCEVOY	Licence Number 2010660	Inspection Date October 07, 2020	
Facility Name LITTLE STEPS CHILD CARE		Telephone Number (506) 756-3660	
Address 85 Renfrew Street Petitcodiac NB E4Z 4S6			
Name of Early Learning and Childcare Licensing Staff Janice Gauvin-Léger		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
10(1) The number of educators that are required for a group of children of mixed ages receiving services at a full-time or part-time early learning and childcare centre is calculated as follows: (a) by multiplying the number of children of the same age by the corresponding factor set out in Schedule A; and (b) by adding the results obtained under paragraph (a).	10(1)	Oct 07, 2020	Oct 07, 2020
Comments: During time of inspection an educator entered the facility to do task while the children were outside. Inspector clarified that a ratio of 1.07 requires 2 educators. Inspector recommend all staff read Section 8.1.3 Child-to-staff ratios for mixed age group (pages 57 to 59 of the Operator Manual Full-time and Part-Time Early Learning and Childcare Centres, to understand the ratios calculation for mixed group. Deficiency is now compliant			
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)	Oct 16, 2020	
Comments: 2 staff files don't have a valid first aid certificate and valid CPR certificate in their 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: (a) financial records.	24(1)(a)	Oct 09, 2020	
Comments: Reg 24(1) For the purpose of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility; a) financial records. During time of inspection the financial records were not on the premises of the licensed facility. These documents must be available at all time.			
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)	Oct 16, 2020	
Comments: 3 out of 8 child files audited during the renewal inspection did not have the information for their medical practitioner.			

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: (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)	Oct 16, 2020	
Comments: 2 out of 8 child files audited during the renewal inspection did not have a signed consent form stating the parents have read and understood the parent handbook.			
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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Oct 07, 2020	Oct 07, 2020
Comments: During time of inspection a staff file was not on site. File was brought to the facility during inspection. 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)	Oct 07, 2020	Oct 07, 2020
Comments: During time of inspection a staff file was not on site. File was brought to the facility during inspection. 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 (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)	Oct 16, 2020	
Comments: 2 staff files don't have the signed statement stating they have read and understand their responsibilities regarding obligations under the Act and licensing regulation			
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)	Oct 07, 2020	Oct 07, 2020
Comments: 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Oct 07, 2020	Oct 07, 2020
Comments: 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)	Oct 16, 2020	
Comments: 2 staff files don't have a valid first aid certificate and valid CPR certificate in their file.			
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)	Oct 16, 2020	
Comments: 2 out of 8 child files audited during the renewal inspection did not have the complete address for 2 emergency contacts.			
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)	Oct 30, 2020	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Facility received annual inspection from Public Health on March 10, 2020. Report states that a re-inspection is required following non-compliance in the outdoor play area, cleaning products and infant sleep room. Deficiency will be compliant once recommendation from Public Health received. During time of renewal inspection toy bins were observed stored in the sleep room.			
51(3) The operator of a licensed facility shall (a) maintain a copy of the report for the child's file.	51(3)(a)	Oct 09, 2020	
Comments: Incident reports must be stored chronologically for each child individually.			

General Comments
<p>COVID-19</p> <p>Inspector was completely screened upon entering the facility. COVID-19 logs and documents are kept on site and accessible at all time. In order to respect room capacity a new group log was created. Inspector mentioned groups logs should represent the children there on that day. If part-time children attend then it should be visible on the group logs.</p> <p>During time of inspection the inspector discussed maximum capacity in the facility in relations to approved spaces, room capacity in the afterschool room and the preschool room. Children were moved from the afterschool group to the preschool group to respect room capacity, new COVID group logs were created. Operator is to communicate with the Quality Assurance Monitor and discuss room capacity and ratios.</p>

original signed by
Janice Gauvin-Léger

Signature of Early Learning and Childcare Licensing Staff

October 07, 2020

Date

original signed by
Stephanie Colford

Signature of Operator/Designate

October 07, 2020

Date