

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 AMY MCEVOY	Licence Number 2010660	Inspection Date October 09, 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
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	Oct 07, 2020
Comments: Following a discussion with the operator, 1 staff member does not work directly with the children and the other staff member is currently not working at the facility. First aid certification and a valid CPR certificate must be completed before the staff returns. 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: (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.			
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 the complete address for 2 emergency contacts.			

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: (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 (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	Oct 07, 2020
Comments: Following a discussion with the operator, 1 staff member does not work directly with the children and the other staff member is currently not working at the facility. First aid certification and a valid CPR certificate must be completed before the staff returns. Deficiency is now compliant			
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 a signed consent form stating the parents have read and understood the parent handbook.			
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	
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

original signed by Janice Gauvin-Léger	October 09, 2020
_____ Signature of Early Learning and Childcare Licensing Staff	_____ Date

original signed by Operator has not returned signed copy of inspection report to date.	October 09, 2020
_____ Signature of Operator/Designate	_____ Date