

## 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 28, 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
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	Oct 28, 2020
Comments: Financial records are now maintained on-site. 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: (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	Oct 28, 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: (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 03, 2020	
Comments: 3 out of 6 child files audited randomly didn't have the complete address for the emergency contacts. This information must be completed in all child files. Inspector advises that all child files must be checked and completed.			
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 03, 2020	
Comments: 2 staff files still don't have the signed statement stating they have read and understand their responsibilities and obligations under the Act and licensing regulation. Staff must read the Act and licensing regulations a signed copy must be placed in the staff 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	Oct 28, 2020
Comments: Deficiency is now compliant			

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: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c )	Nov 03, 2020	
Comments: 1 out of 6 child files audited randomly didn't have the consent form given the facility permission to administer medication to the child. This information must be completed in all child files. Inspector advises that all child files must be checked and completed.			
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 03, 2020	
Comments: 1 out of 6 child files audited randomly didn't have the consent form for emergency care and transportation in the child. This information must be completed in all child files. Inspector advises that all child files must be checked and completed.			
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: (e) permitting the child to leave the licensed facility with a person authorized by the parent or guardian.	27(e)	Oct 30, 2020	
Comments: Children at the facility are attending dance classes while at daycare. Facility doesn't have a written consent from the parent or guardian stating they are giving permission to the facility to release the child to someone other than the parent or guardian. If facility is releasing the child, a written consent must be in the child's file.			
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 03, 2020	
Comments: 1 out of 6 child files audited randomly didn't have the consent form giving the facility permission to take the child on walking outings/excursions off the premises. This information must be completed in all child files. Inspector advises that all child files must be checked and completed.			
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 stats that the infant sleep room must be cleared and not used as a storage room. This was to be compliant as of March 17, 2020.  During renewal inspection on October 9, 2020, Inspector observed the sleep room being used as a storage room while children were using it as a sleep room. During follow-up inspection on October 28, 2020, the sleep room had been cleaned and toys had been placed in plastic bins. Administrator on site indicates that the toy bins will be removed and placed in storage. Inspector recommends that the bins be removed from the infant sleep room by end of day on October 29, 2020.			
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	Oct 28, 2020
Comments: Deficiency is now compliant			

### General Comments

During time of follow-up inspection the inspector observed the school age children carving pumpkins and the preschool children playing outside.

Ratios were respected during follow-up inspection in all groups. 3 infants, 9 preschool and 13 school age for a total of 25 children attending daycare during visits. Inspector discussed with the administrator on-site that the maximum number of children permitted at the daycare is 29. Inspector re-clarified the maximum number of children permitted per classroom as stated on the licence; 3 infants and the school age classroom has a 13 space maximum capacity while the preschool room has a 15 space maximum capacity. Since the facility has 3 infant spaces and the maximum capacity on the licence is the 29, the preschool and school age groups can't file

General Comments

other classrooms to maximum capacity. Operator is to follow up with Quality Assurance Monitor .

COVID-19

Inspector was completely screened upon entering the facility. Masks are being worn by the school-age children and educator upon arrival from school.

original signed by  
Janice Gauvin-Léger

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Signature of Early Learning and Childcare Licensing Staff

October 28, 2020

\_\_\_\_\_  
Date

original signed by  
Stephanie Colford

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

October 28, 2020

\_\_\_\_\_  
Date