

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Monitoring 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 January 12, 2023
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 Erika Hickey		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Jan 16, 2023	Jan 12, 2023
<b>Comments:</b> During the inspection, the Quality Assurance Monitor verified 4 staff files. One of the staff files contained an expired Social Development Check and a copy of the request form to get a new check. Since the form was not signed, dated or indicated if the staff member had a contravention, the operator must ensure that a new verification be completed and that a proof of the check be inserted in the staff file. The operator was able to provide a copy of the verification during the 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 (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Jan 16, 2023	Jan 12, 2023
<b>Comments:</b> During the inspection, the Quality Assurance Monitor verified 4 staff files. One of the staff files was missing a copy of the Early Childhood Education certification. The staff confirmed that they have their certification, but the certificate was not in the file. The operator was able to provide a copy during the inspection and placed a copy in the staff file. 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)	Jan 16, 2023	Jan 12, 2023
<b>Comments:</b> During the inspection, the Quality Assurance Monitor verified 4 staff files. One of the staff files contained an expired Social Development Check and a copy of the request form to get a new check. Since the form was not signed, dated or indicated if the staff member had a contravention, the operator must ensure that a new verification be completed and that a proof of the check be inserted in the staff file. The operator was able to provide a copy of the verification during the inspection. Deficiency is now compliant			

<b>General Comments</b>  The Quality Assurance Monitor is on site for a monitoring inspection. During the inspection, the quality assurance monitor was able to inspect the changes in the fence placement. The quality measured the space in order to confirm that the outdoor play area is sufficient for the number of children using the space. The fence was in good condition during the inspection and the gates were able to close and open easily. The latch to the
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General Comments

preschool fenced area was in good condition and the gates were kept clear for safe and efficient entry and exit. The door to the infant fenced area was not latching completely. This will need to be reviewed and fixed as all latches must be able to close easily. The operator will need to be mindful of the incoming snow and ensure that the children are not able to get over the fence due to snow build up.

During the inspection, the Quality Assurance Monitor verified 4 staff files and was able to confirm that the signed declarations and a copy of the staff members responsibilities and duties were in the staff files verified.

During the inspection, the Quality Assurance Monitor was able to verify the attendance records. The attendance records were kept up to date and absences and reasons for absences were properly noted on the attendance records. The Quality Assurance Monitor recommends that if the absences are indicated as non-related to illness that the specific reason also be documented.

During nap time, the children who were not sleeping were provided with books, board games and magnetic shapes to play with on their cot. Instrumental relaxation music was playing during nap time and the Quality Assurance Monitor observed the educators comfort children to help them fall asleep by rubbing their backs or speaking softly to them to remind them that it is time to rest.

original signed by  
Erika Hickey

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Signature of Early Learning and Childcare Licensing Staff

January 12, 2023

\_\_\_\_\_  
Date

original signed by  
Amy McEvoy

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

January 12, 2023

\_\_\_\_\_  
Date