

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 Elsipogtog Band	Licence Number 2010759	Inspection Date November 25, 2020	
Facility Name Elsipogtog Headstart		Telephone Number (506) 523-8254	
Address 361 Big Cove Road Elsipogtog First Nation NB E4W 2S3			
Name of Early Learning and Childcare Licensing Staff Erin MacLaggan		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Dec 04, 2020	
Comments: Two new staff do not have the SD check done by the Family Services Office as the office moved. Checks must be done as soon as possible and copies placed in the staff files.			
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)	Dec 04, 2020	
Comments: Some of the audited files only have 1 emergency contact. All children's files must have at least 2 emergency contacts that can pick up the child within 1 hour in case of an emergency situation.			
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)	Dec 04, 2020	
Comments: New staff do not have a copy of their job description. Must place copies of their job description in their staff files.			
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)	Dec 04, 2020	
Comments: Staff do not have a signed statement in their files. All staff must sign a statement regarding their 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Dec 04, 2020	
Comments: Two new staff do not have the SD check in their files.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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 30, 2020	
Comments: Has not been completed since re-opened in Sept. It must be done and recorded monthly.			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;	39(2)(a)	Nov 26, 2020	
Comments: Cleaning products in the washrooms were on an open shelf, out of reach, however they must be placed in a locked cupboard.			

<p>General Comments</p> <p>Staff without updated SD checks should not be permitted to work until checks are completed and placed in their files.</p> <p>Three staff were unable to obtain first aid and CPR training due to being hired during an orange level and course was not being offered. Director to check for a blended course which offers some of the training online. Staff do not work alone.</p> <p>Director must update Quality Assurance Monitor when all of the above listed orders for compliance have been corrected.</p>

original signed by
Erin MacLaggan

Signature of Early Learning and Childcare Licensing Staff

November 25, 2020

Date

original signed by
Rena Simon

Signature of Operator/Designate

November 25, 2020

Date