

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 May 31, 2022	
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 Sarah MacDougall		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: (b) child records that include: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Jun 13, 2022	
Comments: Two of the audited files did not have the Medicare number or expiry date indicated. This information must be indicated in each child's record. Administrator was advised to review all child 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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Jun 13, 2022	
Comments: Six of the audited child files were missing the name, address and telephone number of the medical practitioner. This information must be indicated in each child's record. Administrator was advised to review all child 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)	Jun 13, 2022	
Comments: Five of the audited files did not have the full address of the 2 emergency contacts. The full address must be indicated in order to ensure that the emergency contacts are no more than one hour away from the facility. Administrator was advised to review all child 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: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Jun 13, 2022	
Comments: Two of the audited files did not have a copy of the child's immunization record or exemption. This information must be indicated in the child's record. Administrator was advised to review all child files.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (a) the daily routine.	25(a)	Jun 03, 2022	May 31, 2022
Comments: Part of the daily routine was missing in the upstairs classroom. Educators added the rest of the missing routine while Inspector was present. Deficiency is now compliant.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Jun 13, 2022	
Comments: One of the audited filed did not have the signed statement from parent confirming they have read and understood the handbook. Administrator was advised to review all child files.			
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: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.	27(b)	Jun 13, 2022	
Comments: Two of the audited child records did not have the bathing or showering in the event of illness or soiled clothing consent signed. Administrator was advised to review all child files.			
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: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Jun 13, 2022	
Comments: Two of the audited child records did not have the consent filled out for permitting photographs and videos of child for publication or social media. Administrator was advised to review all child files.			
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: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Jun 13, 2022	
Comments: Two of the audited child records did not have the consent signed for posting photographs of child in the centre to illustrate learning. Administrator was advised to review all child files.			
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)	May 31, 2022	May 31, 2022
Comments: Toxic products were found unlocked in the upstairs and downstairs washrooms in the cabinets above the sink. While discussion with the administrator, inspector observed that the closet in which the toxic products are stored was not locked. The closet where the toxic products are placed is in the staff room. Administrator and educator placed the toxic products under lock and key immediately. Deficiency is now compliant			
50(1) An operator of a licensed facility shall maintain a chronologically filed daily incident log relating to the health, security and well-being of the children receiving services at the licensed facility.	50(1)	May 31, 2022	May 31, 2022
Comments: There are no daily incident log's maintained. A discussion was had with the administrator regarding the necessity of maintaining a daily incident log. This is to ensure that all minor incidents are properly recorded and documented. Recommendation that administrator refer to Operator Manual (section 6.6.1 - Incident Log). Deficiency is now compliant			
50(2) The operator of a licensed facility shall inform the parent or guardian of a child involved in an incident on the day the incident takes place and shall ensure that the parent or guardian signs the daily log to confirm their awareness.	50(2)	May 31, 2022	May 31, 2022
Comments: Administrator indicates that parents are advised of minor incidents by telephone communication. However, parents must sign the daily incident log to confirm their awareness of the incident. Deficiency is now compliant			

General Comments
<p>During the time of the inspection, a discussion was had with the administrator regarding transportation. Administrator indicates that transportation services are not currently being offered due to staffing. The bus is currently being stored off site and could not be verified during the time of inspection.</p> <p>Inspector observed that each child has their individual space to store their personal belonging which were labelled with the child's name. However, there are extra storage spaces in which children's belongings are being stored. Inspector recommends that each child's belonging be placed in their assigned storage spaces.</p> <p>A discussion was had with the administrator regarding having a designated locked box for when medication</p>

General Comments

must be placed in the refrigerator . All medication must be placed under lock and key.

During the inspection, inspector observed children actively engaged in their activities indoors and outdoors.
Ratio was respected during inspection.

original signed by
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

May 31, 2022

Date

original signed by
Rena Simon

Signature of Operator/Designate

May 31, 2022

Date