

## 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 10, 2023	
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
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	May 24, 2023	
Comments: As per the amendments to the Act, Board members of non-profit organizations, must have a criminal record check or vulnerable sector check. A record of suitability with the Department of Social Development is also required if they have contact with children or responsible for finances as part of their role. The vulnerable sector check must be completed for those people that have contact with children at the facility. Administrator must ensure that these checks are completed.			
12(0.1)(b)(i-iii) In subsection (1), an operator of a licensed facility includes: (b) in the case of a check with the Department of Social Development, (i) in the case of a corporation or unincorporated association, the directors who have contact with children receiving services in the facility or who manage the finances of the facility, (ii) in the case of a partnership, the partners who have contact with children receiving services in the facility or who manage the finances of the facility, and (iii) in the case of a limited partnership, the general partners who have contact with children receiving services in the facility or who manage the finances of the facility.	12(0.1)(b)(i-iii)	May 24, 2023	
Comments: As per the amendments to the Act, Board members of non-profit organizations, must have a criminal record check or vulnerable sector check. A record of suitability with the Department of Social Development is also required if they have contact with children or responsible for finances as part of their role. The vulnerable sector check must be completed for those people that have contact with children at the facility. Administrator must ensure that these checks are completed.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	May 24, 2023	
Comments: Inspector was not able to see programming for the month of May in two classes. Administrator must ensure that daily programming is documented in each classroom.			

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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	May 24, 2023	
Comments: 5 verified children's records are missing the name, address and telephone number of their medical practitioner. Administrator must ensure that all required information is indicated in each child's record.			
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)	May 24, 2023	
Comments: 5 verified children's records are missing the full address of their emergency contacts. Administrator must ensure that all required information is indicated in each child's record.			
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)	May 24, 2023	
Comments: 4 staff records are missing a description of duties and responsibilities. Administrator must ensure that this information is added.			
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)	May 24, 2023	
Comments: 4 staff records are missing a signed statement regarding their obligations under the Act and licensing regulation. Administrator must ensure that this information is added to the staff's 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	May 24, 2023	
Comments: 1 of the staff records is missing a copy of a valid first aid and cardiopulmonary resuscitation certificate. Administrator must ensure that this information is added to the staff's file.			
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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	May 10, 2023	
Comments: During the Renewal Inspection, Inspector observed that the daily attendance records were not brought with the educators when the children went for an outing across the street. Administrator must ensure that educators bring the daily attendance records anytime the children leave the building. Inspector also observed that the absences codes are not used consistently on the daily attendance records to indicate the reason for the child's absence. Administrator must ensure that absences codes are used to indicate the reason for the child's absence.			
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)	May 24, 2023	
Comments: 1 of the audited children's records is missing a signed statement from the parent confirming that they have read and understand the parent handbook. Administrator must ensure that all required information is indicated in each child's record.			
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)	May 24, 2023	
Comments: 2 of the audited children's records are missing the consent for bathing or showering in the event of illness or soiled clothing. Administrator must ensure that all required information is indicated in each child's record.			

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: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	May 24, 2023	
Comments: 1 of the audited children's records is missing the consent for permitting photographs and videos of the child for publication or social media. Administrator must ensure that all required information is indicated in each child's record.			
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)	May 24, 2023	
Comments: 1 of the audited children's records is missing the consent for posting photographs of the child in the center to illustrate learning. Administrator must ensure that all required information is indicated in each child's record.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	May 24, 2023	
Comments: Monthly emergency evacuations were not documented for the months of October, November, December and April. Administrator must ensure that an emergency evacuation is completed before May 24th 2023.			
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 10, 2023	
Comments: During the Renewal Inspection, Inspector found 7 bottles of disinfectant wipes in various places such as the bathroom, classrooms and the kitchen. A bottle of toilet bowl cleaner and plant food was found in a cabinet in a bathroom. A bottle of bug spray was found in an upper cabinet in the classroom. A paint can was found in a storage room on a high shelf. A bottle of Listerine was found in another room that the children do not access. Some of the disinfectant wipes, the bottle of bug spray, the toilet bowl cleaner and the plant food was placed under lock and key. Administrator must ensure that all toxic products are placed under lock and key, in order to ensure that children do not have access to these.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (a) on the premises of the licensed facility.	44(a)	May 24, 2023	
Comments: Inspector observes that there are many first aid kits on the premises, however there is no proof to show that the contents of these have been checked in 2023. Administrator must ensure that the contents of the first aid kits are verified before May 24th 2023, in order to ensure that all materials are in each kit.			

General Comments
<p>During the Renewal Inspection, Inspector observed morning snack, outdoor play, lunch as well as the rest period. Inspector observed positive interactions between the educators and the children, such as getting on their level to play with them, using words of encouragement as well as comforting the children when they are upset. An educator was seen reading a book with the children and another was making puzzles with the children. Some children were playing with a sensory bin and seemed to be enjoying themselves.</p> <p>Administrator indicates that tomorrow there will be a celebration at the facility for mother's as well as any other significant person in the child's life.</p> <p>A discussion was had with the Administrator regarding creating a consent form for when children use the gym across the street.</p> <p>Administrator must ensure that children do not have a bottle when they are resting.</p> <p>A reminder to ensure that proper ratio is maintained during the transportation of children on the bus.</p> <p>Ratio was respected during the inspection.</p>

original signed by  
Sarah MacDougall

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Signature of Early Learning and Childcare Licensing Staff

May 11, 2023

\_\_\_\_\_  
Date

original signed by  
Rena Simon

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

May 11, 2023

\_\_\_\_\_  
Date