

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 Elsipogtog Band	Licence Number 2010759	Inspection Date May 31, 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	
<p>Comments: As per the amendments to the Act, Boards 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.</p> <p>Administrator indicates that this information has been communicated to all Board members. Copies of the checks must be provided to the Inspector.</p>			
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	
<p>Comments: As per the amendments to the Act, Boards 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.</p> <p>Administrator indicates that this information has been communicated to all Board members. Copies of the checks must be provided to the Inspector.</p>			
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	May 31, 2023

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Inspector was able to see purposely planned and documented programming for each group. 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)	May 24, 2023	
Comments: The full address of a medical practitioner was missing in 1 of the audited children's files. Recommendation that Administrator review all children's files to ensure that all required information is indicated.			
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: The full address for the emergency contacts was not indicated in 2 of the audited children's records. Recommendation that Administrator review all children's files to ensure that all required information is indicated.			
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	May 31, 2023
Comments: The description of duties and responsibilities was added to the staff's files. 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 (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: The signed statement regarding the staff's obligations under the Act and licensing regulation was not added to the staff's files. Administrator must ensure that staff sign a declaration regarding their obligation under the Act and 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 (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: Administrator indicates that the educator will be registered to a course to obtain a valid cardiopulmonary resuscitation certificate and valid first aid certificate. A copy of the certificate must be sent to the Inspector once the course is complete.			
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	May 31, 2023
Comments: Inspector observed that staff brought the daily attendance records with them outside. Absence codes were not consistently indicated on these forms. This was addressed with the educators, who added the information immediately. Deficiency is now compliant			
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	May 31, 2023
Comments: The signed statement from parent confirming they have read and understood the parent handbook was indicated in the verified children's files. Deficiency is now compliant			
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	May 31, 2023
Comments: The bathing or showering in the event of illness or soiled clothing consent was indicated in each verified children's file. 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: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	May 24, 2023	May 31, 2023
Comments: The consent to permit photographs and videos of the child for publication or social media was indicated in all the verified children's records. Deficiency is now compliant			
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	May 31, 2023
Comments: The consent for posting photographs of the child in the center to illustrate learning was indicated in each verified children's record. Deficiency is now compliant			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	May 24, 2023	May 31, 2023
Comments: An emergency evacuation drill has been completed for the month of May. Deficiency is now compliant			
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	May 31, 2023
Comments: Inspector observed that all toxic products were placed under lock and key. Deficiency is now compliant			
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	May 31, 2023
Comments: A verification of the first aid kit has been done for the month of May. Deficiency is now compliant			

General Comments

Ratio was respected during the inspection.

original signed by
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

June 01, 2023

Date

original signed by
Rena Simon

Signature of Operator/Designate

June 01, 2023

Date