

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 Elsipogtog Band	Licence Number 2010759	Inspection Date November 21, 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 Stephanie Hickey		Position Title Quality Assurance Monitor	
Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Nov 20, 2023	Nov 20, 2023
Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant.			
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)	Nov 27, 2023	
Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here as a relief and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant. When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here as a relief and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. When the Quality Assurance Monitor verified the staff in questions file, the Quality Assurance Monitor noticed the staff in question's check with social development was not valid. The staff in question was asked to leave the premises and can return to work once a valid copy of a check with social development is done. A copy of the check with social development can be sent to the Quality Assurance Monitor via email.			
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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Nov 20, 2023	Nov 20, 2023

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant.</p>			
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)	Nov 20, 2023	Nov 20, 2023
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant.</p>			
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)	Nov 22, 2023	
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. When the Quality Assurance Monitor verified the staff in questions file the Quality Assurance Monitor noticed that the staff's description of duties and responsibilities was missing. The Quality Assurance Monitor advised the administrator that a picture of the responsibilities and duties placed in the staff file can be sent to the Quality Assurance Monitor via email.</p>			
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)	Nov 22, 2023	
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. When the Quality Assurance Monitor verified the staff in questions file the Quality Assurance Monitor noticed that a copy of staff signed statement regarding obligations under the Act and licensing regulation was missing. The Quality Assurance Monitor advised the administrator that a picture of a copy of staff signed statement regarding obligations under the Act and licensing regulation placed in the staff file can be sent to the Quality Assurance Monitor via email.</p>			
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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Nov 20, 2023	Nov 20, 2023
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant.</p>			
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)	Nov 27, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. When the Quality Assurance Monitor verified the staff in questions file, it did not contain a valid copy of a check with the Department of Social Development. The staff in questions had to leave the premises. The Quality Assurance Monitor advised the administrator that the staff in questions can return to work as soon as the staff in question receives the valid copy of the check with the department of social development and a copy can be sent to the Quality Assurance Monitor via email.</p>			
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)	Nov 20, 2023	Nov 20, 2023
<p>Comments: When the Quality Assurance Monitor arrived on site, she noticed there was a new staff member at the facility, when the Quality Assurance Monitor asked the administrator for the staff in questions file the administrator advised the Quality Assurance Monitor that the staff in questions was here to fill and the staff in questions file was not on site. The administrator contacted someone to bring over the staff in questions file. The Quality Assurance Monitor received the staff in questions file approximately 10 minutes prior to the conversation with the administrator. Deficiency is now compliant.</p>			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Nov 20, 2023	Nov 20, 2023
<p>Comments: While on site the Quality Assurance Monitor observed a lighter in a cabinet that was not locked by key. The Quality Assurance Monitor reminded the administrator that as per regulation 30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children. The administrator immediately stored the lighter in a cabinet that was locked by key. Deficiency is now compliant.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Nov 20, 2023	
<p>Comments: While on site the Quality Assurance Monitor observed a table that was not stable and could easily fall apart. The Quality Assurance Monitor recommended to the administrator to either tighten the legs of the table or to remove the table from the classroom as per regulation 32(1). An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.</p>			
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 20, 2023	Nov 20, 2023
<p>Comments: During the monitoring inspection the Quality Assurance Monitor noticed in a cupboard not locked by key a lighter and some scotchgard rug and carpet protector, in another cupboard not locked by key the Quality Assurance Monitor noticed 3 bottles of shaving cream. The Quality Assurance Monitor also noticed in another cupboard not locked by key some batteries. The Quality Assurance Monitor reminded the educators that a licensed facility shall have a separate locked storage space that is inaccessible to the children for toxic products and chemical products, the educators immediately put away the mentioned items in a cupboard being locked by key. Deficiency is now compliant.</p>			

General Comments
<p>Monitoring inspection conducted. Ratio was respected during the visit.</p> <p>The Quality Assurance Monitor verified: -Posted in a visible and prominent place in the facility</p> <p>While on site the Quality Assurance Monitor observed indoor free play, the transition from indoor free play to outdoor free play, outdoor free play, and lunch time. The Quality Assurance Monitor also observed nap time.</p>

original signed by
Stephanie Hickey

Signature of Early Learning and Childcare Licensing Staff

November 21, 2023

Date

original signed by
Rena Simon

Signature of Operator/Designate

November 21, 2023

Date