

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 March 04, 2024	
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)	Mar 15, 2024	
Comments: While verifying the staff records the Quality Assurance Monitor noticed that 3 staff member does not contain a valid first aid certificate and a valid CPR certificate and one staff member's certificate is expired. The Quality Assurance Monitor reminded the operator that all staff members must contain a valid first aid certificate and a valid CPR certificate. The operator confirms that the staffs in question are never left alone with children and will be registered to a course shortly.			
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	Feb 28, 2024
Comments: While verifying the staff records, the Quality Assurance Monitor was able to verify that the staff in question's received a copy of a check with social development. Deficiency is now compliant			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Mar 01, 2024	
Comments: While verifying the staff records, the Quality Assurance Monitor noticed that one staff's criminal record check \ vulnerable sector check was expired. The Quality Assurance Monitor notified the operator who sent the staff in question to get a new copy as soon as the staff in questions shift was done. A picture of the new copy of a criminal check \ vulnerable sector check can be sent to the Quality Assurance Monitor via email when received.			
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)	Mar 04, 2024	
Comments: In one out of 7 child record verified, the child's Medicare number was missing. The Quality Assurance Monitor reminded the operator that the child's Medicare number must be indicated in the child's record.			

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)	Mar 04, 2024	
Comments: In one out of 7 child record verified, the address and telephone number of the child's medical practitioner was missing. The Quality Assurance Monitor reminded the operator that the name, address and telephone number of the child's medical practitioner must be indicated in the 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)	Mar 04, 2024	
Comments: In one out of 7 child records verified, one of the emergency contacts was the child's father. The Quality Assurance Monitor mentioned to the operator that an emergency contact should not be the child's parent or guardian, the operator asked if the same rule applied for parents who no longer live together. The Quality Assurance Monitor told the operator that no longer the parents living arrangement the 2 emergency contacts must be 2 people other than the child's parents or guardian.			
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	Feb 28, 2024
Comments: While verifying the staff records, the Quality Assurance Monitor was able to verify that the staff in question's description of duties and responsibilities were inserted in their file. 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)	Nov 22, 2023	Feb 28, 2024
Comments: While verifying the staff records, the Quality Assurance Monitor was able to verify that the staff in question's Staff signed statement regarding obligations under the Act and licensing regulation were inserted in their file. 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Nov 27, 2023	Feb 28, 2024
Comments: While verifying the staff records, the Quality Assurance Monitor was able to verify that the staff in question's received a copy of a check with social development. 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Mar 15, 2024	
Comments: .While verifying the staff records the Quality Assurance Monitor noticed that 3 staff member does not contain a valid first aid certificate and a valid CPR certificate and one staff member's certificate is expired. The Quality Assurance Monitor reminded the operator that all staff members must contain a valid first aid certificate and a valid CPR certificate. The operator confirms that the staffs in question are never left alone with children and will be registered to a course shortly.			
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)	Feb 28, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: While on site the Quality Assurance Monitor noticed that a group of children were playing outside, and their attendance sheet was left inside. The Quality Assurance Monitor brought this to the attention of the operator and told her that the educators must take their attendance sheet with them whenever they bring the children outside.			
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: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c)	Mar 04, 2024	
Comments: In out of 7 child record verified , the consent box for administration of acetaminophen was not checked. The Quality Assurance Monitor explained to the operator that even if the signature was present, the facility doesn't know if the parent wanted to check yes or no , so technically they don't have consent to administrate the child acetaminophen.			
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)	Feb 28, 2024	Feb 28, 2024
Comments: While on site the Quality Assurance Monitor observed a 100 ML bottle of Hydrogen peroxide in an unlocked cabinet. The Quality Assurance Monitor places the product in the locked cabinet. While placing the product in the locked cabinet, the Quality Assurance Monitor noticed that the key was left in the lock. The Quality Assurance Monitor brought the key to the operator and explained to the operator that the key should be inaccessible to children as it opens a cabinet that contains toxic \ cleaning product. The operator put the key away. 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: (b) medications.	39(2)(b)	Feb 28, 2024	Feb 28, 2024
Comments: While on site the Quality Assurance Monitor noticed a bottle of naproxen menstrual pain relief capsule in an unlocked cabinet. The Quality Assurance Monitor gave the bottle of capsule to the operator and asked the operator to put it in a locked cabinet. The Quality Assurance Monitor also reminded the operator of the importance of locking medication so that they are not accessible to children. Deficiency is now compliant.			
General Comments			
The Quality Assurance Monitor is on site for a monitoring inspection. Ratio was respected. When Quality Assurance Monitor arrived on site children were waking up for nap time and getting ready to have a snack. Not long after the Quality Assurance Monitor arrived on site, the children left for the day.			

original signed by
Stephanie Hickey

Signature of Early Learning and Childcare Licensing Staff

March 01, 2024

Date

original signed by
Rena Simon

Signature of Operator/Designate

March 01, 2024

Date