

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 Dieppe Boys and Girls Club Inc.	Licence Number 2012184	Inspection Date May 11, 2023	
Facility Name bgc Dieppe		Telephone Number (506) 857-3807	
Address 76 rue Emmanuel Dieppe NB E1A 2J5			
Name of Early Learning and Childcare Licensing Staff Sarah MacDougall		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	May 18, 2023	
Comments: The most recent renewal inspection report is not posted in a visible and prominent place in the facility. Administrator must ensure that this information is posted.			
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 05, 2023	
Comments: 1 of the audited children's records is missing the full address for 1 emergency contact. Administrator must ensure that the full address is indicated for each emergency contact. Recommendation that all children's files be reviews in order 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)	Jun 05, 2023	
Comments: 1 staff file is missing a copy of their job description. 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)	Jun 05, 2023	
Comments: 1 staff file is missing a signed statement regarding their obligations under the Act and licensing regulation. Administrator must ensure that this information is added			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (e) the name and telephone number of the inspector.	25(e)	May 11, 2023	May 11, 2023
Comments: The name of the inspector was not posted in a visible and prominent place in the facility. This was added during the inspection. The name and contact information of the quality assurance monitor was also updated. 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: (g) transporting or providing for the transportation of the child.	27(g)	Jun 05, 2023	
Comments: 1 of the audited children's records is missing the consent to transport the child to and from school. Recommendation that all children's files be reviews in order to ensure that all required information is indicated.			
51(1) An operator of a licensed facility shall complete an incident report on a form provided by the Minister if one of the following incidents occurs while a child is receiving services at the licensed facility: (a) the child is missing or temporarily unsupervised; (b) a fire or other disaster occurs at the facility; (c) a motor vehicle accident or an injury occurs during the transit of the child; (d) an illness or injury requires the transfer of the child to a hospital; or (e) the child dies.	51(1)	May 11, 2023	May 11, 2023
Comments: Inspector was advised that the facility had an unexpected closure approximately 2 weeks ago, as there was no electricity in the building. An incident report was not provided to the Quality Assurance Monitor. Incident reports must be filled out and provided to the QAM with in 24 hours of the incident occurring. Administrator sent a copy of the incident report to their QAM. Deficiency is now compliant			
51(3) The operator of a licensed facility shall (c) forward the original to the Minister within 24 hours of the incident.	51(3)(c)	May 11, 2023	May 11, 2023
Comments: Inspector was advised that the facility had an unexpected closure approximately 2 weeks ago, as there was no electricity in the building. An incident report was not provided to the Quality Assurance Monitor. Incident reports must be filled out and provided to the QAM with in 24 hours of the incident occurring. Administrator sent a copy of the incident report to their QAM. Deficiency is now compliant			

General Comments
During the Renewal Inspection, Inspector observed the children arriving to the facility from school. Inspector observed snack time and free play.
Ratio was respected during the inspection.

original signed by
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

May 12, 2023

Date

original signed by
Kelly Guignard

Signature of Operator/Designate

May 12, 2023

Date