

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 DIVINE MERCY CATHOLIC SCHOOL INC.	Licence Number 2013382	Inspection Date September 26, 2022
Facility Name DIVINE MERCY CATHOLIC PRESCHOOL		Telephone Number (506) 642-8122
Address 30 Douglas St Saint John NB E2K 0G5		
Name of Early Learning and Childcare Licensing Staff Cathleen LeBlanc		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Sep 30, 2022	
Comments: One staff member was missing their criminal record / vulnerable sector check. Before staff members start working, they must have completed a check with the Department of Social Development and a criminal record check / vulnerable sector check. One staff member was working, without a completed SD check. Before staff members start working, they must have completed a check with the Department of Social Development			
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)	Sep 30, 2022	
Comments: The last monitoring inspection was not posted. The most recent monitoring inspection report, renewal report, and follow up report are to be 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: (c) staff member records that include (i) the staff member's name, address and birth date.	24(1)(c)(i)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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 (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be added.			

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: (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)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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: (d) associated person records that include (i) a copy of a criminal record check.	24(1)(d)(i)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be 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: (d) associated person records that include (ii) a copy of a check with the Department of Social Development.	24(1)(d)(ii)	Sep 30, 2022	
Comments: One staff file was missing. File to be created, and all required paperwork to be added.			

General Comments

A Monitoring Inspection was completed this afternoon. QAM observed the afterschool program. The younger group of children were observed eating snack, putting together puzzles, playing with LOL Dolls, drawing, and playing outside. The older group were observed eating their snacks, completing their homework, reading books, and organizing classroom bins. The older group were also observed outside. A conversation was had with an educator regarding staff files, and required checks. This conversation was also forwarded on to the Administrator.

original signed by
Cathleen LeBlanc

 Signature of Early Learning and Childcare Licensing Staff

September 26, 2022

 Date

original signed by
Heidi Burnham

 Signature of Operator/Designate

September 26, 2022

 Date