

## 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 Munro Institute Inc.	Licence Number 2016123	Inspection Date November 20, 2024
Facility Name Wee College Bessborough 1		Telephone Number (506) 830-1802
Address 110 Athlone Avenue Moncton NB E1E 1S5		
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
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)	Nov 22, 2024	
<b>Comments:</b> In 12 files audited, one is missing the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached. The Quality Assurance Monitor reminded the administrator that all child records must contain the name, address, and telephone number of at least 2 emergency contacts.			

**General Comments**

The Quality Assurance Monitor conducted an on-site monitoring inspection. Child-to-staff ratios were maintained throughout the visit.

During the inspection, the Quality Assurance Monitor verified the following:

- Signed consent forms in each child's file
- Daily activities were documented

While on-site, the Quality Assurance Monitor observed children engaging in free play indoors.

A discussion took place between the operator and Quality Assurance Monitor regarding the consent forms in the children's files. The Quality Assurance Monitor noted that many of the consent forms still referenced the name of the previous daycare center, as several children had transferred from another Wee College location to Wee College Bessborough. The Quality Assurance Monitor suggested updating these forms to reflect Wee College Bessborough. The operator agreed to make the necessary changes and stated that, moving forward, the corporation's name would be included on all consent forms.

original signed by  
**Stephanie Hickey**

November 20, 2024

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Signature of Early Learning and Childcare Licensing Staff

\_\_\_\_\_  
Date

original signed by  
Rebecca Cormier

November 20, 2024

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Signature of Operator/Designate

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Date