

## 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 ATLANTIC BALLET THEATER OF CANADA INC.	Licence Number 2017200	Inspection Date September 22, 2021
Facility Name The School of Atlantic Ballet Arts After School Program 2		Telephone Number (506) 383-5951
Address Unit 200 68 Highfield Street Moncton NB E1C 5N3		
Name of Early Learning and Childcare Licensing Staff Janice Gauvin-Léger		Position Title Inspector

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 22, 2021	
Comments: 1 staff file did not obtain a check with Social Development prior to employment. Staff was asked to leave the facility and only return once they have obtained a check with Social Development. 2 staff files did not obtain a criminal record check/vulnerable sector check prior to employment. 2 Staff were asked to leave the facility and only return once they have obtained a criminal record check/vulnerable sector check.			
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)	Oct 01, 2021	
Comments: 2 out of 6 child files audited during renewal inspection did not have a medical practitioner and the complete address in the child's profile. Inspector informed the administrator that the child's file must be complete on the child's first day at the facility. If the family is waiting for a medical practitioner a note should be added to the file.			
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)	Oct 01, 2021	
Comments: 2 out of 6 child files audited during renewal inspection did not have the complete address of the emergency contacts. Child files must have the name, complete address (civic number, street, city and postal code) and phone number of 2 emergency contacts that can be contacted in the event the child's parent or guardian can't be reached. Child's file must be complete on the child's first day at the facility.			
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)	Oct 01, 2021	
Comments: 2 staff files did not have their description of duties and responsibilities. Administrator said the operator is working on creating a new description of duties and responsibilities. Inspector recommends each staff have a description of duties and responsibilities signed in their staff file.			

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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Sep 22, 2021	
Comments: 2 staff files did not have a copy of their criminal record check/vulnerable sector check in their file. 2 Staff were asked to leave the facility and can't return until they have obtained a criminal record check/vulnerable sector check.			
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)	Oct 01, 2021	
Comments: 1 staff file did not have a copy their check with Social Development. Staff was asked to leave the facility and only return once they have obtained a check with Social Development.			
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)	Sep 22, 2021	
Comments: Daily attendance records of children are being used to indicate time of arrival and departure. Codes aren't being used to indicate the reason the children are absent from the facility. Inspector informed the administrator that codes must be used to indicate the reason the child is absent from the facility.			
39(3) Despite paragraph (2)(b), medications administered in cases of anaphylactic shock shall not be stored in a locked space.	39(3)	Sep 22, 2021	
Comments: During renewal inspection medications used for anaphylactic shock were stored in a child's backpack that is easily accessible to children. Medications used for anaphylactic shock must be stored safely inaccessible to children but easily accessible in the event of an emergency. Inspector recommend it be stored in the classroom inaccessible to children instead of in the backpack.			

#### General Comments

During renewal inspection staff and children were observed wearing the masks at all time. Inspector was asked to sign the visitor's log.

Inspector and administrators discussed the following items during the renewal inspection:

- Having parents sign consent forms for outings done with the children. Consent should indicate the date, time of departure, time of arrival, location and any other information in relations to the outing.
- Incident logs are used for minor incidents. Inspector clarified the use of these incident logs and recommends the staff read the section on incident logs in the operator manual.
- Certain child files have a consent for transportation with a Taxi service. Administrator informed the inspector that this is no longer a practice the facility used for transportation. They use the facilities vehicles. If a Taxi would need to be used to help with transportation consent forms signed by parents giving permission to use the taxi services will be required for the children involved.

Children were observed having snack, participating in ballet class and free play. Ratios were respected during the inspection visit.

original signed by  
Janice Gauvin-Léger

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

September 21, 2021

\_\_\_\_\_  
Date

original signed by  
Samantha Lovely

\_\_\_\_\_  
Signature of Operator/Designate

September 21, 2021

\_\_\_\_\_  
Date