

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Renewal Re-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 Theatre of Canada Inc.	Licence Number 2017200	Inspection Date June 21, 2024	
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 Roxanne Benoit		Position Title Inspector	
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)	Sep 11, 2024	
Comments: The inspector observes that a staff member does not hold a certificate in first aid and cardiopulmonary resuscitation. The administrator must ensure that a copy of the certificate is inserted in the employee's file once the course has been completed. The staff member is registered for the course on July 17th.			
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	Sep 11, 2024	
Comments: As per the amendments to the Act, Directors of non-profit organizations such as Atlantic Ballet Theatre of Canada Inc., even if they are not working on site, must have a criminal record check. The vulnerable sector check must be completed for those people that have contact with children at the facility. A check with the Department of Social Development is also required if they have contact with children or responsible for finances as part of their role. The administrator indicated that the directors are not involved with the children, or on the site currently. Administrator must ensure that these checks are completed. During the second day of inspection, the inspector was able to observe 3 criminal record checks and 1 Social Development check out of 9 board members.			
12(0.1)(b)(i-iii) In subsection (1), an operator of a licensed facility includes: (b) in the case of a check with the Department of Social Development, (i) in the case of a corporation or unincorporated association, the directors who have contact with children receiving services in the facility or who manage the finances of the facility, (ii) in the case of a partnership, the partners who have contact with children receiving services in the facility or who manage the finances of the facility, and (iii) in the case of a limited partnership, the general partners who have contact with children receiving services in the facility or who manage the finances of the facility.	12(0.1)(b)(i-iii)	Sep 11, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: As per the amendments to the Act, Directors of non-profit organizations such as Atlantic Ballet Theatre of Canada Inc., even if they are not working on site, must have a criminal record check. The vulnerable sector check must be completed for those people that have contact with children at the facility. A check with the Department of Social Development is also required if they have contact with children or responsible for finances as part of their role. The administrator indicated that the directors are not involved with the children, or on the site currently. Administrator must ensure that these checks are completed. During the second day of inspection, the inspector was able to observe 3 criminal record checks and 1 Social Development check out of 9 board members.</p>			
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)	Jun 12, 2024	Jun 14, 2024
<p>Comments: One staff member did not have a file on site. The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify. The staff member in question must leave the premises immediately and can only return when the department has received the required check. The inspector has received the check via email. Deficiency is now compliant. One staff member did not have a file on site. The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify. The staff member in question must leave the premises immediately and can only return when the department has received the required check. The inspector has received the check via email. Deficiency is now compliant.</p>			
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)	Jun 19, 2024	Jun 18, 2024
<p>Comments: The last renewal inspection report, from the inspector, was not posted on the parent board. On the second day of the inspection, the administrator posted the inspection report. Deficiency is now compliant</p>			
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)	Jun 21, 2024	
<p>Comments: During the renewal inspection, the inspector audited 12 child's files. 2 of them was missing a Medicare number. The operator must ensure that all child's record is duly completed. The inspector and administrator had a discussion regarding the child's files, the facility will be closing during the summer. The child's files will be verified in September by a licensing staff to ensure compliance.</p>			
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)	Jun 21, 2024	
<p>Comments: During the renewal inspection, the inspector audited 12 child's files. 2 of them was missing the medical practitioner's information. The operator must ensure that all child's record is duly completed. The inspector and administrator had a discussion regarding the child's files, the facility will be closing during the summer. The child's files will be verified in September by a licensing staff to ensure compliance.</p>			
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 19, 2024	
<p>Comments: During the renewal inspection, the inspector audited 12 child's files. 2 of them was missing the address for the 2-emergency contact. The operator must ensure that all child's record is duly completed. The inspector and administrator had a discussion regarding the child's files, the facility will be closing during the summer. The child's files will be verified in September by a licensing staff to ensure compliance.</p>			
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)	Jun 19, 2024	Jun 18, 2024

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff member did not have a file on site.The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify.On the second day of inspection,the staff member had a staff file ready.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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jun 19, 2024	Jun 18, 2024
Comments: One staff member did not have a file on site.The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify.On the second day of inspection,the staff member had a staff file ready.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)	Jun 19, 2024	Jun 18, 2024
Comments: One staff member did not have a file on site.The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify.On the second day of inspection,the staff member had a staff file ready.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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Jun 12, 2024	Jun 13, 2024
Comments: One staff member did not have a file on site.The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify.On the second day of inspection,the staff member had a staff file ready.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)	Jun 12, 2024	Jun 14, 2024
Comments: One staff member did not have a file on site.The operator must ensure that all active staff member has a file with all required documents available for licensing staff to verify.On the second day of inspection,the staff member had a staff file ready.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)	Sep 11, 2024	
Comments: The inspector observes that a staff member does not hold a certificate in first aid and cardiopulmonary resuscitation. The administrator must ensure that a copy of the certificate is inserted in the employee's file once the course has been completed. The staff member is registered for the course on July 17th.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Jul 03, 2024	
Comments: A fire extinguisher in 1 of the 2 facility's bus is expired since May 2024. The administrator must ensure that the fire extinguisher is inspected every year. On site, a staff member told the inspector that she will bring the fire extinguisher to get inspected tomorrow June 19th. The educators and the administrator are not aware of the smoke alarm system. The operator must ensure that the smoke alarm system is inspected and in working order every year. The administrator discussed with the inspector that she will verify with the building and will send everything via email.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (d) the name of the administrator.	25(d)	Jun 19, 2024	Jun 18, 2024
Comments: The name of the administrator is missing from the facility's parent board. The operator must ensure that the administrator's information is posted in a prominent place on the premises. On the second day of the inspection, the administrator posted the information.Deficiency is now compliant.			

General Comments

During the renewal inspection that was conducted in 2days, the inspector observed the children's arrival from school, snack time, indoor free play and a ballet class.

The children did not go outside because of the heatwave.  
The ratio is respected during the inspection.

original signed by  
Roxanne Benoit

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Signature of Early Learning and Childcare Licensing Staff

June 20, 2024

\_\_\_\_\_  
Date

original signed by  
Olga Petiteau Read

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

June 20, 2024

\_\_\_\_\_  
Date