

## 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 Forest Hills Baptist Church Inc.	Licence Number 2017238	Inspection Date July 19, 2023	
Facility Name LIVING WATERS AFTER SCHOOL PROGRAM		Telephone Number (506) 652-4696	
Address 36 Mountain Road Saint John NB E2J 2X1			
Name of Early Learning and Childcare Licensing Staff Jodi Hennessey		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
10(1) The number of educators that are required for a group of children of mixed ages receiving services at a full-time or part-time early learning and childcare centre is calculated as follows: (a) by multiplying the number of children of the same age by the corresponding factor set out in Schedule A; and (b) by adding the results obtained under paragraph (a).	10(1)	Jul 19, 2023	
<p>Comments: When the children were outside playing the educators were asked how many children they had. They were unsure of the number of children. When the attendance sheet was checked the number of children on the attendance sheet did not reflect the number of children that were counted.</p> <p>The educators did not know where two children were. Inspector recommended that the children all be gathered together for a head count. Once that was completed, it was noted that the number of children in attendance reflected what was on the attendance record.</p> <p>Educators are to position themselves so that children are supervised at all times. Frequent headcounts are to occur to ensure that all children are accounted for.</p>			
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)	Aug 18, 2023	
Comments: One member of the Board of Directors requires a Criminal Record Check.			
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)	Aug 18, 2023	
Comments: Two members of the Board of Directors require Social Development Checks.			

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 (iii) a description of the staff member's duties and responsibilities. Comments: One educator requires a Job Description.	24(1)(c)(iii)	Aug 18, 2023	
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. Comments: One educator requires a Signed Statement.	24(1)(c)(iv)	Aug 18, 2023	
50(2) The operator of a licensed facility shall inform the parent or guardian of a child involved in an incident on the day the incident takes place and shall ensure that the parent or guardian signs the daily log to confirm their awareness. Comments: Two non-reportable incidents not signed by parents. These are to be signed daily when the incidents occur.	50(2)	Jul 19, 2023	

### General Comments

A renewal inspection occurred today. The children were observed coming back from field trip, lunch, outside play, inside play and afternoon snack.  
Discussed with Educators the importance of ensuring that they know how many children are in their care at all times. Frequent headcounts to occur.  
Discussed that non-reportable incident reports are with the Educators when they are in the outside play area as well as on field trips in case a child becomes hurt. This will ensure that the parent is aware on the day the injury occurs.  
The school-age room has been set up with a "Cask and Kettle" restaurant and during the inspection it was observed the younger children from the centre "playing restaurant" with the school-age children as a special outing. Educators were observed engaged with the children, exploring a bug in the outside play area, playing a card game with the children inside and having a "meal at the restaurant".

original signed by  
Jodi Hennessey

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Signature of Early Learning and Childcare Licensing Staff

July 19, 2023

\_\_\_\_\_  
Date

original signed by  
Jennifer Branscombe

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

July 19, 2023

\_\_\_\_\_  
Date