

## 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 Little Munchkins Preschool Inc.	Licence Number 2017993	Inspection Date January 17, 2023
Facility Name Munchkins Clubhouse 2017		Telephone Number (506) 474-1843
Address 2288 640 Route Hanwell NB E3E 2E8		
Name of Early Learning and Childcare Licensing Staff Joanne Voyer Page		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: (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)	Jan 18, 2023	Jan 17, 2023
Comments: Deficiency is now compliant. This was corrected during my visit.			
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)	Jan 18, 2023	
Comments: Licensing staff observed the educator's job description located in the staff file does not reflect the roles and responsibilities that the staff was hired to do. The job description in the file is for a relief staff. The Operator is aware and will update and provide a detailed job description and an orientation for the staff. Please email a copy to licensing staff for verification.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jan 31, 2023	
Comments: Licensing staff observed the last fire drill performed was dated for October. As per discussed fire drills must be practiced monthly with all age groups. Please complete one in January and monthly thereafter. Please advise the date completed via email.			
43 An operator of a licensed facility shall not permit hot beverages in areas that are occupied by the children receiving services at the licensed facility, including the outdoor play area.	43	Jan 18, 2023	
Comments: Licensing staff observed a coffee mug in the classroom. As per section 10.13 in the operator manual, hot beverages are not permitted in play areas. Please advise licensing staff when this regulation has been addressed with your staff via email.			

General Comments
Monitoring inspection performed. Upon arrival, children were seated at the table eating snack and the educator was reading a story. Afterwards, children played hide and seek with their friends and then cleaned up and got ready for outdoor play.  Administrative records were reviewed - staff and child attendance, new staff information, fire drills (see comment

## General Comments

above). One staff record was not on site, but this was corrected during my visit. It was also observed that parents are advising the centre when children are going to be absent and the reason for absence. This was documented on the attendance record.

Children were observed in outdoor play, enjoying sliding. Educators were assisting and participating in children's play. They were also observed helping children with putting on mittens when they fell off or to remove snow from their boots. Children were having a lot of fun playing in the snow.

original signed by  
Joanne Voye Page

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

January 17, 2023

\_\_\_\_\_  
Date

original signed by  
Leslie MacNeil

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

January 17, 2023

\_\_\_\_\_  
Date