

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 Baby Steps Daycare Inc.	Licence Number 2018326	Inspection Date March 09, 2023	
Facility Name Kids Kan Afterschool Program		Telephone Number (506) 357-5437	
Address 66 Miramichi Road Oromocto NB E2V 1S2			
Name of Early Learning and Childcare Licensing Staff Nancy Glendenning		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(1) An operator of a licensed facility shall obtain a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development at least every five years.	12(1)	Mar 21, 2023	
Comments: The staff file for the Operator was not on site. A staff file for the Operator must always be on site. It is not acceptable for educators to leave the facility and bring a copy back from other licensed facility.			
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)	Mar 21, 2023	
Comments: Staff files for the Operator and one of the educators was not on site.			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Mar 21, 2023	
Comments: Staff files for the Operator and one of the educators was not on site.			
13(2) An operator of a licensed facility shall not employ or otherwise engage a person as a staff member if the person (a) has been convicted of an offence listed in Schedule B for which a pardon has not been granted or in respect of which a record suspension has not been ordered.	13(2)(a)	Mar 21, 2023	
Comments: Staff files for the Operator and one of the educators was not on site.			
13(2) An operator of a licensed facility shall not employ or otherwise engage a person as a staff member if the person (b) has been identified by a check with the Department of Social Development under paragraphs 12(4)(a) to (d).	13(2)(b)	Mar 21, 2023	
Comments: Staff files for the Operator and one of the educators was not on site.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	Mar 21, 2023	
Comments: See comments			

Order for Compliance	Regulation	Date to be corrected	Date corrected
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (a) time and space for and a free choice of play experiences for exploration and discovery.	21(a)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (b) indoor and outdoor opportunities for physical activity.	21(b)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (i) for group and individual experiences.	21(c)(i)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (ii) to explore various forms of literacy.	21(c)(ii)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (iii) to express creativity and interests.	21(c)(iii)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (iv) to explore the arts and sciences.	21(c)(iv)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (v) to experience accomplishment and success.	21(c)(v)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (vi) to problem-solve.	21(c)(vi)	Mar 21, 2023	
Comments:			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (vii) to develop trusting, respectful and supportive relationships with educators and children.	21(c)(vii)	Mar 21, 2023	
Comments:			
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: (a) financial records.	24(1)(a)	Mar 21, 2023	
Comments: Copies of the financial records must be kept on site or an exemption must be obtained to have them stored at the Baby Steps location.			

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: (vii) documentary evidence of the child's learning.	24(1)(b)(vii)	Mar 21, 2023	
Comments: There is no evidence in the facility of children's activities or learning.			
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)	Mar 21, 2023	
Comments: There needs to be complete files for the Operator and educators at this facility at all times.			
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)	Mar 21, 2023	
Comments:			
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)	Mar 21, 2023	
Comments:			
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)	Mar 21, 2023	
Comments: 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)	Mar 21, 2023	
Comments:			
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)	Mar 21, 2023	
Comments:			
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)	Mar 21, 2023	
Comments:			
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: (k) emergency evacuation and fire drill records.	24(1)(k)	Mar 21, 2023	
Comments: There were no records of the fire drill records for January and February of 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: (l) management of potential illness forms provided by the Minister.	24(1)(l)	Mar 02, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One of the educators stated that a child had been sent home after school one day. The potential illness form was not filled out. Potential illness forms must be filled out any time a child leaves from the facility no matter what the illness symptom is.			
24(2) The records and documents referred to in subsection (1) shall be maintained for at least one year after the record or document is made.	24(2)	Mar 21, 2023	
Comments: All required documents were not visible for the 2021-2022 year. These must be maintained on site.			
24(3) Despite subsection (2), the records and documents referred to in paragraph (1)(b) shall be maintained for at least three years after a child is no longer receiving services at the licensed facility.	24(3)	Mar 21, 2023	
Comments: Child records must be maintained for three years after a child has left the facility. Licensing staff need to be able to verify this while on site.			
26(2) The operator of a licensed facility shall require the parent or guardian referred to in subsection (1) to sign a declaration confirming that he or she has read and understood the content of the handbook.	26(2)	Mar 21, 2023	
Comments: Please ensure that every child's file has a signed statement from parent(s) confirming that they have read and understood the parent handbook as some files were missing them.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Mar 21, 2023	
Comments: Monthly emergency fire drills are not up to date.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	Mar 21, 2023	
Comments: More indoor play equipment and materials are required to provide many learning centres for children. The space should be inviting and have clear boundaries as to which space is designated for a particular learning centre.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (b) arranged on low, open shelves and accessible to the children receiving services at the licensed facility,	32(1)(b)	Mar 21, 2023	
Comments: This facility requires more movable shelving to display resources for children.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Mar 21, 2023	
Comments: The materials that are currently in this facility are not stored in an organized fashion. Please discard of any materials that are in poor shape or broken and replenish.			
38(1) The children receiving services at a licensed facility shall have access to washrooms that include the following: (a) if one to nine preschool children or school-age children are receiving the services, one toilet and one sink; (b) if ten to 24 preschool children or school-age children are receiving the services, two toilets and two sinks; (c) if 25 to 49 preschool children or school-age children are receiving the services, three toilets and three sinks; and (d) if 50 or more preschool children or school-age children are receiving the services, four toilets and four sinks.	38(1)	Mar 21, 2023	
Comments: There is a sink in the girl's washroom that has a slow drain. This sink needs to be repaired.			
40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (a) labelled with the name of the child.	40(1)(a)	Mar 21, 2023	
Comments: All hooks must be labelled with children's names.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (a) on the premises of the licensed facility.	44(a)	Mar 21, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: The first aid kit is missing items. Please use the checklist and ensure that all items are in it.			
44 An operator of a licensed facility shall have a first aid kit that is equipped with the contents prescribed by New Brunswick Regulation 2004-130 under the Occupational Health and Safety Act as a first aid kit that is not a personal, Type P first aid kit, and a telephone in working order (c) on each outing.	44(c)	Mar 21, 2023	
Comments: A full first aid kit must accompany children on every outing.			
45(3) If a child has or may be affected by a disease that is required to be reported under the Public Health Act and the regulations under that Act by the operator of a licensed facility, the operator shall (a) complete the forms provided by the Minister.	45(3)(a)	Mar 02, 2023	
Comments: Management of illness forms must be filled out in the event of any ill child leaving the facility.			
50(1) An operator of a licensed facility shall maintain a chronologically filed daily incident log relating to the health, security and well-being of the children receiving services at the licensed facility.	50(1)	Mar 21, 2023	
Comments: There was no evidence of a daily incident log. One of the educators stated that they will have to get a book to log incidents. Incident logs are confidential to each child and are related to the health, security, and well-being of the children receiving services at your facility. Therefore, as discussed, continued behavioral issues between children must be documented in a way that shows the child's name, the date and time that the incident occurred, what happened and include the parent(s) signature.			
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.	50(2)	Mar 21, 2023	
Comments: Parents must be advised of all incidents.			
9(1) The child-to-staff ratio is one educator for each of the following groups of children of the same age receiving services at a full-time or part-time early learning and childcare centre: (a) three infants or fewer; (b) five children or fewer who are two years of age; (c) eight children or fewer who are three years of age; (d) ten children or fewer who are four years of age or older, but who are not yet attending school; and (e) 15 school-age children or fewer.	9(1)	Mar 02, 2023	
Comments: There were children in the entry way unsupervised and engaging in inappropriate behaviour. Licensing staff spoke to one of the educators and advised them of the behaviours. Children should not be unsupervised in a public building at any time and the children should only go to the washroom one at a time.			

General Comments
<p>The daily routine that is posted does not reflect what the children are actually doing at the facility. The daily activities of a licensed facility must be purposefully planned in advance and documented responding to the capabilities, needs and interests of the children. There was no pre-planned activities for this age-group. As discussed with one of the educators, the pre-planned program can be demonstrated in such ways as a weekly program or daily activity sheets. Programming needs to be implemented, dated and kept on file for each day, week, or month up until the next renewal inspection so that it can be verified by licensing staff.</p> <p>Currently, there are no learning centres set up for this facility. There is a disorganized, incomplete materials stored in the closets of the gym and centres were not set up at the time of licensing staff's visit. A wide range of opportunities must be offered to school-age children. The following allows school age children to explore new interests and relationships.</p> <ul style="list-style-type: none"> -team sports / gross motor play -dramatic play -art and creative area -music -games -block and construction area

General Comments

-a quiet and reading area

Please reference Appendix 24 in the Operator's manual to help you set up an appropriate environment.

original signed by

Nancy Glendenning

March 09, 2023

Signature of Early Learning and Childcare Licensing Staff

Date

Signature of Operator/Designate

Date