

## Early Learning and Childcare Facility Inspection Report

Type of Inspection:  
Follow-Up 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 May 24, 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)	May 22, 2023	May 15, 2023
Comments: All criminal record and vulnerable sector checks have been renewed. All social development checks have been renewed.			
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	May 15, 2023
Comments: Deficiency is now compliant			
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)	May 22, 2023	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 22, 2023	
Comments: Licensing staff spoke to the educators about doing a documented program. Licensing staff recommended a calendar that can be posted and then saved in a file. These should be kept on file until each following inspection. They should be dated with month, day and year.			

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)	May 22, 2023	
Comments: To provide a variety of free choices and play experiences the environment must be set up properly and appropriate materials must be provided. Please reference section 7.1 and Appendix 24 of the Operator's manual to provide an age appropriate environment.			
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	May 15, 2023
Comments: Children were returning from a trip to the park and one of the staff was also doing physical play indoors at time of visit.			
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)	May 22, 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)	May 22, 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)	May 22, 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)	May 22, 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)	May 22, 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)	May 22, 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)	May 22, 2023	May 15, 2023
Comments: At the time of visit, one educator was observed engaged in coloring with a group of children and another in physical play. The children were having conversations with the educators and their seemed to be a mutually respectful relationship between the children and educators.			
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)	May 22, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: There must be proof of financial records at this facility. This would include records for DAP or wage support and any other government funding that is provided to 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: (b) child records that include: (vii) documentary evidence of the child's learning.	24(1)(b)(vii)	May 22, 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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	May 22, 2023	
Comments: One of the staff is missing a clear paper that would outline their name, address and birthdate			
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	May 15, 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	May 22, 2023	
Comments: One of the staff is missing a description of their duties and responsibilities			
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)	May 19, 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	May 22, 2023	
Comments: One of the staff's criminal record and vulnerable sector check is not clear. Please print a clear copy so that all information can be verified.			
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)	May 22, 2023	
Comments: One of the staff's social development check is not clear. Please print a clear copy so that all information can be verified.			
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)	May 22, 2023	
Comments: One of the staff does not have a valid first aid and CPR certification. Please enroll this staff and provide proof that they are taking it.			
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	May 15, 2023
Comments: Deficiency is now compliant			

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: (l) management of potential illness forms provided by the Minister.	24(1)(l)	Mar 02, 2023	May 15, 2023
Comments: There was Management of illness forms to verify. One of the educators stated that they have not had to use them.			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Mar 21, 2023	May 15, 2023
Comments: Deficiency is now compliant			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	May 15, 2023	
Comments: The cubby area is to be maintained clean and organized at all times. The kitchen where the children's lunches are prepared must remain clean. The counters were dirty and cluttered and the microwave should be cleaned after each use.			
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)	May 22, 2023	
Comments: The educators made an effort to provide learning centres for the children. However, there were materials lacking in each area. Please reference appendix 24 of the Operator's manual and add materials to each 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)	May 22, 2023	
Comments: In this facility, it was stated by the educators that all materials and equipment need to be put away at the end of the day. It was advised that regulation still requires learning centres to be provided for the children. It is recommended that shelving with wheels be purchased to make this set up easier.			
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)	May 22, 2023	
Comments:			
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	May 15, 2023
Comments: Deficiency is now compliant			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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	May 15, 2023
Comments: Small stickers have been used to label cubbies.			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: One of the educators stated that there has been no incidents to report. Just a reminder that regulation 50(1) states that 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 and 50(2) states 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. This can include behaviour of children, minor scrapes or marks left on a child.			
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	May 15, 2023
Comments: Deficiency is now compliant			
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	May 15, 2023
Comments: There were 3 staff at time of visit and therefore child/staff ratio was being met. Licensing staff did observe children entering the building from the park with educators further behind. Also, as mentioned in a previous report, children should only be going to the bathroom one at a time and educators must always be aware where the children are at all times.			

### General Comments

At the time of visit, it was noted that in the cubbie area was quite dirty and book bags and belongings were all over the floor. There was also a foul order coming from this area. Please ensure that the children are encouraged to put their belongings in their labelled cubbies to keep it separate from others. This area must be cleaning immediately.

## General Comments

There was an empty Tim Hortons coffee cup on the table of the children's play area. There did not appear to be any coffee in it. Just a reminder that educators are never permitted to have coffee or hot drinks with the children present.

Licensing staff did observe good interactions between educators and the children. One of the educators was very involved in the physical play with the children while another colored with some children at the table.

Please see comments throughout report.

original signed by

Nancy Glendenning

May 24, 2023

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date