

## 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 September 13, 2023	
Facility Name Kids Kan Afterschool Program		Telephone Number (506) 261-1111	
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
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 15, 2023	
Comments: There is one staff without valid proof of first aid certification.			
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)	Sep 15, 2023	
Comments: Please ensure all emergency contacts have 2 reachable contacts.			
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)	Sep 15, 2023	
Comments: There is a staff member who is missing a copy of their duties and responsibilities in their file			
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)	Sep 15, 2023	
Comments: There is a staff member that is missing their signed statement.			
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)	Sep 15, 2023	
Comments: Please ensure that all parents have signed the statement that they have read and understood the parent handbook			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c)	Sep 15, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: The administering medication was missing from some of the children's files.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (d) permitting the administration of emergency care to the child.	27(d)	Sep 15, 2023	
Comments: The emergency consent was missing from some of the children's files			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (f) permitting the child to participate in an outing.	27(f)	Sep 15, 2023	
Comments: Some of the children's files are missing the consent for outings and excursions off the premises			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Sep 15, 2023	
Comments: Some of the children's files are missing consent to permit photographs and videos of a child for publication or social media			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Sep 15, 2023	
Comments: Some of the files are missing consent to post photographs of a child in the centre to illustrate learning.			
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)	Sep 15, 2023	
Comments: Operator has many first aid supplies but they were not accounted for on the checklist and were in 3 separate bags. The Operator stated that she would combine the materials based on the checklist and licensing staff will check it on the next visit.			

General Comments
<p>Nancy Glendenning and Jennifer Godin arrived at the facility and saw positive changes immediately. The facility was clean and organized. The Operator had learning centres set up for the children such as building blocks, science, art, reading, and an area for gross motor play. There were enough areas set up for the children on the day of visit, but more centres may have to be created as the child numbers get higher. The room should be set up consistently just like it was on this day of visit.</p> <p>There was a written program for the children's activities. The written program needs to be consistent weekly and will be verified on a regular basis.</p> <p>Licensing staff observed a flow of free choice activities and teacher led activities. The children were engaged with the educators both in and outside the facility.</p> <p>Please ensure that the current Annual renewal inspection report and newest monitoring visit is always posted.</p> <p>In order to recommend for licensing: The children and staff files need to be completed as outlined in the report. You must also have a full first aid kit at the facility that will accompany you to the park and on other outings.</p>

original signed by  
Nancy Glendenning

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

September 08, 2023

\_\_\_\_\_  
Date

original signed by  
Operator did not sign

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

September 08, 2023

\_\_\_\_\_  
Date