

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 AMY MCEVOY	Licence Number 2018799	Inspection Date May 17, 2019
Facility Name LITTLE STEPS HAVELOCK		Telephone Number (506) 534-2325
Address 13 Cross Road Havelock NB E4Z 5E8		
Name of Early Learning and Childcare Licensing Staff Erin MacLaggan		Position Title Quality Assurance Monitor

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). Comments: Deficiency is now compliant	10(1)	May 17, 2019	May 17, 2019
10(7) Despite subsection (1), infants shall not be grouped with children of another age group. Comments: Deficiency is now compliant	10(7)	May 17, 2019	May 17, 2019
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: A new staff member's file does not contain a description of the duties and responsibilities. This must be placed in the staff member's file.	24(1)(c)(iii)	May 21, 2019	
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: A new staff member's file does not contain a signed statement regarding her obligations under the Act and Licensing Regulation. This must be completed and placed in her file.	24(1)(c)(iv)	May 21, 2019	

<p>General Comments</p> <p>When the QA Monitor arrived one staff member was on the main floor, supervising 3 preschoolers who were napping in the preschool play space, and she was also responsible to supervise the 2 infants who were sleeping in the infant sleep room. Another educator was on the second floor with 4 school age children and 1 preschool child who was not napping. Staff advised that the preschool and school age children were together today due to low numbers but the staff assigned to that group took the non-nappers upstairs to provide a quieter rest time for the napping children. By leaving the 3 preschool children in the care and supervision of the infant educator during nap time, this placed the infant educator over ratio.</p>

General Comments

The other educator returned to the main floor with the preschool and school age children and she resumed supervision of the sleeping preschool children. The ratios for the 4 school age and 4 preschool children, who are present today, does permit for one educator. This corrected the ratio deficiency noted above.

Staff must maintain supervision of the children at all times, one staff member cannot be responsible to supervise the napping children in two different rooms and infants are not to be part of a mixed age group. Room capacity must also be respected at all times.

After nap time the staff plan to take the children outside. The outdoor play space is large enough to accommodate both groups at the same time, the infants have an area designated within the larger space. The outdoor area at this facility has a good variety of materials and equipment and lots of room for the older children to run around.

original signed by
Erin MacLaggan

Signature of Early Learning and Childcare Licensing Staff

May 17, 2019

Date

original signed by
Marlee Ryder

Signature of Operator/Designate

May 17, 2019

Date