

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 AMY MCEVOY	Licence Number 2018799	Inspection Date December 21, 2022
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 Sarah MacDougall		Position Title Inspector

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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Dec 30, 2022	
Comments: 1 of the audited children's records is missing the address for the medical practitioner. Recommendation that administrator review all children's records to ensure that all required information is indicated.			
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)	Dec 30, 2022	
Comments: 1 of the audited children's records is missing the full address for their emergency contacts, as well as a phone number for one of the emergency contacts. Recommendation that administrator review all children's records to ensure that all required information is indicated.			
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)	Dec 16, 2022	Dec 16, 2022
Comments: 1 of the staff files is missing a copy of their job description. This information was added to the file during the inspection. 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 (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)	Dec 21, 2022	
Comments: 3 of the staff files are missing a copy of their signed statement regarding their obligations under the Act and licensing regulation. 2 of the signed statements were added during the inspection. Operator must send Inspector proof of their signed statement and ensure that this is placed in their file.			
28(1) An operator of a licensed facility shall not change the allocation of space used to provide services or add to or alter any building or facility or any part of them unless the Minister has approved the changes in writing.	28(1)	Jan 06, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Inspector observes that a fence has been added to the outdoor play area in order for the infants to be separate from other children during their outdoor play. No application for change was submitted to licensing staff by the Operator. Inspector verified this area for any dangers or hazards during the renewal inspection in order to determine that the infants may continue using this space. Operator must submit an application for change to their Quality Assurance Monitor in order for this new fence and space to be re-inspected and measured.</p>			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Dec 19, 2022	
<p>Comments: Inspector observes a floating shelf that is beginning to come loose off the wall above a crib in the designated rest area. Administrator must ensure that this is repaired or that the shelf is removed in order to ensure that this area is maintained safe.</p>			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Dec 19, 2022	
<p>Comments: Inspector observed a rusted chair in the outdoor play area. This must be removed in order to ensure that this area is maintained safe and free of hazards.</p>			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;	39(2)(a)	Dec 16, 2022	Dec 16, 2022
<p>Comments: Inspector observed a room spray located in one of the bathrooms. Inspector also observed that an all-purpose cleaner was unlocked in a cabinet in the school aged classroom. All toxic products must be locked. This was addressed with the educators, who locked them immediately. Deficiency is now compliant</p>			
41(3) An operator of a licensed facility shall (a) post diaper-changing procedures in diaper-changing areas.	41(3)(a)	Dec 16, 2022	Dec 16, 2022
<p>Comments: During the inspection, inspector observed that the diaper changing procedures are posted. However, these were not followed. Inspector observes that the educator washes their hands but does not wash the child's hands. A discussion was had with the educator regarding this. Inspector observed that this was corrected immediately. Deficiency is now compliant</p>			
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)	Dec 16, 2022	Dec 16, 2022
<p>Comments: Inspector observes that an educator does not bring the first aid kit with them as they were leaving for an outing. Inspector addressed this with the educator, who went to get it and brought it with them. A discussion was had with the educator, who indicates that they do bring the first aid kit with them on outings off the premises, however today they forgot. Deficiency is now compliant</p>			
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)	Dec 16, 2022	
<p>Comments: Inspector observes that the management of potential illness forms are completed. However, inspector observes that there is information that is missing on certain potential illness forms, such as the child's departure time. Administrator must ensure that when these forms are filled that all required information is indicated.</p>			
48(2) An operator of a licensed facility may supply food to a child receiving services at the licensed facility that a parent or guardian of the child brings from the child's home if the food is labelled with the child's name and refrigerated, as required.	48(2)	Dec 30, 2022	
<p>Comments: Inspector observed that not all lunch boxes and water bottles were labelled with the child's name. Administrator must ensure that food brought from home is labelled with the child's name.</p>			
48(4) If an infant is receiving services at a licensed facility, the operator shall (d) ensure that each bottle is stored with a cover in the refrigerator.	48(4)(d)	Dec 16, 2022	Dec 16, 2022
<p>Comments: Inspector observed that an infants' milk bottle is stored in their lunch box. Infants' bottles must be stored with a cover in the refrigerator. This was brought up to the educator, who placed this in the refrigerator immediately. Deficiency is now compliant</p>			

General Comments

During the time of the inspection, Inspector observed indoor and outdoor play, as well as lunch and the rest period. Inspector observed educators reading stories to the children as well as getting on their level to play with them. Inspector observed detailed programming, as well as educators observing and discussion the children's development. Inspector observed the school aged children and preschool children engaged in various activities such as drawing, playing card games, doing puzzles as well as playing with dolls.

Inspector recommends that one of the first aid kits be organized in a manner that ensure that employees are able to easily locate needed supplies, to ensure that when care is required, this can be provided for the children in a timely manner.

A discussion was had with an educator regarding the Little Tikes play structure as well as the swings. Inspector recommends that these not be used at this time, as there is no protective surfacing due to the snow. The educator indicates that they are aware, and that this equipment is not currently being used.

Ratio was respected during the time of the inspection.

original signed by
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

December 20, 2022

Date

original signed by
Amy McEvoy

Signature of Operator/Designate

December 20, 2022

Date