

## 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 AMY MCEVOY	Licence Number 2018799	Inspection Date January 30, 2023	
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	Jan 30, 2023
Comments: The information regarding the medical practitioner was located in all audited children's records. 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: (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	Jan 30, 2023
Comments: The information regarding 2 emergency contacts was located in each audited children's record. 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: (b) child records that include: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Feb 02, 2023	
Comments: 1 of the audited children's records is missing a copy of their immunization record. Recommendation that administrator review all children's records to ensure that all required information is indicated in each child's records.			
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	Jan 30, 2023
Comments: The Operator's signed statement has been added to their file. Deficiency is now compliant			
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: During the renewal inspection on December 16th 2022, Inspector observed that a fence had been added to the outdoor play area in order for the infants to be separated from the other children during outdoor play. However, no application for change was submitted to licensing staff. As of January 30th 2023, a change in service application has not been submitted to the licensing staff. Operator must ensure that a change in service application is submitted to their Quality Assurance Monitor in order for this new fence 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	Jan 30, 2023
<p>Comments: The floating shelf has been removed from the rest area. Deficiency is now compliant</p>			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Jan 30, 2023	
<p>Comments: Inspector observed that the rusted chair was removed from the outdoor play area. However, Inspector observed that there are ice patches in certain areas of the outdoor play area, causing a risk of falling. A discussion was had with the educator regarding ensuring that this is salted or sanded.</p>			
36(3) The rest area of a full-time early learning and childcare centre and an early learning and childcare home shall be equipped with the following: (a) a crib or portable playpen for each child under 15 months of age in accordance with the Cribs, Cradles and Bassinets Regulations and the Playpens Regulations under the Canada Consumer Product Safety Act (Canada).	36(3)(a)	Jan 30, 2023	Jan 30, 2023
<p>Comments: During the follow-up inspection, Inspector observed a child under 15 months of age who was resting on a carpet in the indoor play area. Children who are under 15 months of age must sleep in a designated crib or playpen. This was discussed with the educator, who brought the child to his designated rest area. During this process, the child woke up from their rest. Educator understands that the child must always be placed in their designated rest area when resting. 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	Jan 30, 2023
<p>Comments: Inspector observed that all information is now indicated on the management of potential illness forms. Deficiency is now compliant</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	Jan 30, 2023
<p>Comments: Inspector observed 2 lunch boxes that were not labelled with the child's name. A conversation was had with an educator, who indicates that they add the child's name themselves with tape and that frequent reminders are also made to the parents in order to ensure that the child's food brought from home is labelled with their name. Deficiency is now compliant</p>			

**General Comments**

Ratio was respected during the follow-up inspection.

original signed by  
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

January 30, 2023

Date

original signed by  
Nicole Weir

Signature of Operator/Designate

January 30, 2023

Date