

## 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 12, 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-LeBlanc		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)	Dec 29, 2023	
Comments: 1 staff member does not have a valid first aid and cardiopulmonary resuscitation certificate. Administrator must ensure that the staff completes the required course. Once the course is completed, a copy of the certificate must be placed in the staff's file.			
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)	Dec 12, 2023	Dec 12, 2023
Comments: 1 staff file has no proof that a vulnerable sector check was obtained prior to employment. Inspector notified Administrator that the staff is not permitted to be on-site until the required check is obtained. During the inspection, a copy of the check was provided to the inspector and placed in the staff's file. Deficiency is now compliant			
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	Dec 15, 2023	
Comments: The most recent renewal inspection report and monitoring inspection report are not posted in a visible and prominent place in the facility. Administrator must ensure that this information is posted.			
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 22, 2023	
Comments: 1 out of 9 verified children's records is missing the medical practitioner's address. Administrator must ensure that all children's records indicate all required information.			
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 22, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: 1 out of 9 verified children's records is missing 2 emergency contacts. Administrator must ensure that all children's records indicate all required information.			
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)	Dec 12, 2023	Dec 12, 2023
Comments: 1 staff's file is missing the confirmation proving that the educator is enrolled in the 90 hours course. This information was added to the staff's 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Dec 12, 2023	Dec 12, 2023
Comments: 1 staff file has no proof that a vulnerable sector check was obtained prior to employment. Inspector notified Administrator that the staff is not permitted to be on-site until the required check is obtained. During the inspection, a copy of the check was provided to the inspector and placed in the staff's file. 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Dec 29, 2023	
Comments: 1 staff member does not have a valid first aid and cardiopulmonary resuscitation certificate. Administrator must ensure that the staff completes the required course. Once the course is completed, a copy of the certificate must be placed in the staff's file.			
33(2) Stationary equipment in the outdoor play area shall be surrounded by a protective surfacing and installed according to the manufacturer's instructions.	33(2)	Dec 15, 2023	
Comments: Required protective surfacing is missing underneath 1 swing. Administrator must ensure that the pea gravel is raked underneath the swing. Inspector recommends that children do not use the swing until protective surfacing is added.			
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 12, 2023	Dec 12, 2023
Comments: Inspector found a bottle of Lysol cleaner as well as a room spray in a cabinet in the upstairs washroom. The cabinet was locked with a child safety lock. All toxic products must be placed under lock and key. Inspector addressed this with an educator, who placed the toxic products under lock and key. Deficiency is now compliant			
41(3) An operator of a licensed facility shall (a) post diaper-changing procedures in diaper-changing areas.	41(3)(a)	Dec 12, 2023	Dec 12, 2023
Comments: Inspector observed that the diaper changing procedures were not posted in the diaper changing area upstairs. Educator posted the diaper changing procedures during the inspection. Deficiency is now compliant			
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 12, 2023	Dec 12, 2023
Comments: 1 child's lunch box was not labeled with the child's name. This was brought up to the educator, who wrote the child's name on the lunch box immediately. Deficiency is now compliant			

### General Comments

A discussion was had with the educator regarding the Little Tikes play structure outside. Inspector does not recommend that this play structure be used, as the protective surfacing has hardened due to the change in weather. Educator indicates that the children are not currently using the play structure. The protective surfacing will be verified at a later date.

An application for change must be sent to the Quality Assurance Monitor, as the on-site Administrator has

General Comments

changed.

Ratio is respected during the inspection.

original signed by

Sarah MacDougall-LeBlanc

Signature of Early Learning and Childcare Licensing Staff

December 12, 2023

Date

original signed by

Operator and Administrator did not provide signature

Signature of Operator/Designate

December 12, 2023

Date