

## 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 June 05, 2024	
Facility Name Little Steps Havelock		Telephone Number (506) 534-2325	
Address 13 Cross Street Havelock NB E4Z 5E8			
Name of Early Learning and Childcare Licensing Staff Ashley Kelly		Position Title Quality Assurance Monitor	

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: (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)	Jun 07, 2024	
Comments: One staff is missing staff file. No record of certificates or diplomas are available.			
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)	Jun 05, 2024	Jun 05, 2024
Comments: One staff is missing staff file. Operator sent the required document to the location and they were printed for the 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 (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)	Jun 05, 2024	Jun 05, 2024
Comments: One staff is missing staff file. Operator sent the required document to the location and they were printed for the 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Jun 05, 2024	Jun 05, 2024
Comments: One staff is missing staff file. Operator sent the required document to the location and they were printed for the 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Jun 05, 2024	Jun 05, 2024
Comments: One staff is missing staff file. One staff had expired SD check. Operator sent the required documents to the location and they were printed for the file. Deficiency is now compliant			

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: (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)	Jun 05, 2024	
Comments: One staff is missing staff file. No first aid certificate is on-site. Staff is to remain with another staff who has completed their first aid course until they have a certificate on file. One staff was missing their first aid certificate in their file but it was sent to the location by the Operator during the inspection and is now in compliance.			
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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Jun 05, 2024	
Comments: During the inspection there were two groups of children in the building. In the infant room no children were marked in for the day; there was also no number indicating the reason for the absences from yesterday or today. In the other room of two, three and four year olds there were 3 children not entered on the attendance sheet. There were also numbers missing to indicate the reason for absences.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Jun 07, 2024	
Comments: There are mats that are located in the afterschool play area which have many rips and have been repaired with duct tape. These would no longer be washable and must be properly repaired or replaced.			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Jun 07, 2024	
Comments: Quality Assurance Monitor notes that there is some garbage in park that needs cleaned in the rear corner by the basketball nets, food wrappers, tissues, paper, a few plastic baggies in the main play area and tissues by door. These items should be placed in the proper receptacle. The sandbox has a tarp located next to it but was not covered. The sandbox must be covered when not in use to ensure animals are not entering the sandbox.			
41(1) A licensed facility at which services are provided to children who wear diapers shall have a sturdy surface that is (b) covered with a non-absorbent layer.	41(1)(b)	Jun 05, 2024	
Comments: In both changing areas the changing mats are ripped which makes them no longer non-absorbent. They both must be replaced.			

### General Comments

During the inspection the Quality Assurance Monitor inspected the following items:

- Outdoor play area and materials
- Indoor play area and materials
- Washrooms
- Storage space
- Staff Files

QAM notes that she observed the staff finishing lunch with the children, changing diapers, getting the children into their mats for naptime, and helping them to fall asleep by rubbing their backs.

The center has installed an Air Conditioner in the afterschool room that is vented through the wall with clear plastic tape around the tube connecting to the wall. QAM recommends that this is confirmed as acceptable with both the Fire Marshall and Public Health.

QAM also recommends ensuring that the hot water heater is not accessible to children as it is located in a staff washroom that is left unlocked. In the Operators manual there is more information section 10.7.3 General Fire Safety; "protect children from access to fireplaces, free standing stoves (woodstoves), furnaces and hot water heaters;" pg. 86

Quality Assurance Monitor recommends updating the Employee Handbook to have the correct term for the Quality Assurance Monitor. It currently has the term "coordinator" and the name of a former Quality Assurance Monitor.

Ratio was in compliance during the inspection.

original signed by

Ashley Kelly

Signature of Early Learning and Childcare Licensing Staff

June 05, 2024

Date

original signed by

Theresa Richards

Signature of Operator/Designate

June 05, 2024

Date