

## 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 November 28, 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 Celina Boudreau Chiasson		Position Title Quality Assurance Monitor	

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(1) An operator of a licensed facility shall obtain a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development at least every five years.	12(1)	Nov 28, 2024	Nov 28, 2024
Comments: The operator Social Development check in the file was expired. The operator must have a check with Social Development renewed at least every 5 years. The administrator immediately printed a copy of the operator new Social Development check, and it was inserted in 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 (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	Nov 28, 2024
Comments: A copy that the staff member in question completed the Introduction to ECE course is present in the staff file.  During the follow-up inspection, the registration for the Introduction to ECE course for a new staff member was missing in the staff file. The administrator immediately printed a copy, and it was inserted in 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 (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	Nov 28, 2024
Comments: A copy of a valid first aid certificate and a valid CPR certificate is missing in the staff in question file. The administrator immediately printed a copy, and it was inserted in 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Jun 05, 2024	Nov 28, 2024
Comments: The daily attendance records are accurate and reflect all the children present. The reason for absences is also present on the daily attendance records. Deficiency is now compliant			
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	Nov 28, 2024
Comments: The mats in the afterschool play area have been replaced. Deficiency is now compliant			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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	Nov 28, 2024
Comments: The outdoor play area is maintained safe and clean. The sandbox is covered with a tarp. Deficiency is now compliant			
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: The changing surface in the infant's rooms has been replaced.  During the follow-up inspection, the Quality Assurance Monitor observed the changing surface for the preschool room was torn. The administrator shared that a new changing surface has already been ordered. Proof of the changing surface replacement can be sent to the Quality Assurance Monitor via email.			

General Comments
The Quality Assurance Monitor is on site for a follow up inspection. The ratio is respected during the visit.

original signed by  
 Celina Boudreau Chiasson  
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 Signature of Early Learning and Childcare Licensing Staff

November 28, 2024  
 \_\_\_\_\_  
 Date

original signed by  
 Nicole Weir  
 \_\_\_\_\_  
 Signature of Operator/Designate

November 28, 2024  
 \_\_\_\_\_  
 Date