

## 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 April 24, 2025	
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 Stephanie Leger		Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
11(c)(ii) The qualifications and training requirements for administrators and educators are as follows: (c) at a full-time or part-time early learning and childcare centre, (ii) on and after July 1, 2020, (A) at least 50% of educators must hold a one-year Early Childhood Education Certificate or training that is equivalent in the opinion of the Minister, and (B) an administrator must hold a one-year Early Childhood Education Certificate or training that is equivalent in the opinion of the Minister.	11(c)(ii)	May 08, 2025	
Comments: During the renewal inspection, inspector observes that only the administrator/Educator holds the one-year Early Childhood Education Certificate. Operator explains that 1 other Educator is graduating next week, and that proof of certification will be sent in upon receipt. Once the certification is sent in, Operator will meet the 50% requirements.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	May 08, 2025	
Comments: During the renewal inspection, inspector asked the educators to explain the daily activities and to see that they were purposely planned and documented. Inspector was unable to see purposely planned and documented daily activity for all the classrooms. Operator must ensure that the daily activities are purposely planned in advanced and documented. These need to respond to the capabilities, needs and interest of each child.			
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)	May 08, 2025	
Comments: The inspector reviewed all staff files and found that 1 file is missing a description of duties and responsibilities signed by the employee in the staff records. The operator must ensure that all staff files contain a signed copy of the duties and responsibilities.			
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)	May 08, 2025	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: The inspector reviewed all staff files and found that 1 file is missing a signed statement outlining obligations under the Act and licensing regulations. The operator must ensure that all staff complete this statement and that a copy is placed in the staff file.			
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)	May 08, 2025	
Comments: The inspector reviewed all employee files and found that 1 file is missing a copy of the Vulnerable Sector Check. The employee was able to provide proof that the check had been completed but had not submitted a copy for their file. The operator must ensure that a copy of the Vulnerable Sector Check is placed in the employee's file.			
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)	May 08, 2025	
Comments: During the renewal inspection, the inspector observed four lunchboxes that were not labeled with the children's names. The operator must ensure that all personal belongings are labeled with each child's name.			

### General Comments

Inspector is onsite to complete the renewal inspection. Inspector observe outdoor play, one group returning from a walk, children playing freely indoors, lunch time and the rest period. Inspector also observes the afterschool children arrive at the childcare center, playing freely outdoors.

The ratio is respected during the renewal inspection.

original signed by  
Stephanie Leger

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Signature of Early Learning and Childcare Licensing Staff

April 29, 2025

\_\_\_\_\_  
Date

original signed by  
Amy McEvoy

\_\_\_\_\_  
Signature of Operator/Designate

April 29, 2025

\_\_\_\_\_  
Date