

## 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 July 22, 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	May 21, 2025
Comments: The operator provided written confirmation from NBCC indicating that one educator has obtained their ECE certificate. This completes the 50% requirement for ECE training and qualifications. Deficiency is now compliant.			
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	Aug 12, 2025	
Comments: Inspector was able to observe that the daily activities were purposely planned and documented for 2 of the 3 age groups verified. Inspector was unable to see that the activities are purposely planned and documented to respond to the capabilities, needs and interest of each child for the infant class. Inspector sent an email to the ELC consultant to offer support with planning and documenting the daily activities in the infant class.			
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	Jul 22, 2025
Comments: Inspector verifies the employee file. The description of duties and responsibilities has been completed, and a copy has been placed in the employee 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)	May 08, 2025	Jul 22, 2025
Comments: Inspector verifies the employee file. The staff signed statement regarding obligations under the Act and licensing regulation has been completed and copy has been placed in the employee 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	May 08, 2025	Jul 22, 2025
Comments: Inspector verifies the employee file. A copy of the criminal record check/ vulnerable sector check has been placed in the employee file. 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)	May 08, 2025	Jul 22, 2025
Comments: Inspector verifies the children's lunchboxes, and all were labelled with the child's name. Deficiency is now compliant.			

General Comments
Inspector is onsite to complete the follow up inspection. Inspector observes the children playing outdoors, lunchtime and nap time. Children were doing an outing this afternoon to get ice cream as a surprise activity.
Discussion with the administrator that the ratio needs to be always respected in a mixed age group.

original signed by  
Stephanie Leger

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

July 22, 2025

\_\_\_\_\_  
Date

original signed by  
Nicole Weir

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

July 22, 2025

\_\_\_\_\_  
Date