

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 Boys and Girls Club of Charlotte County Inc.	Licence Number 2018857	Inspection Date January 14, 2025
Facility Name BOYS AND GIRLS CLUB OF CHARLOTTE COUNTY--MILLTOWN		Telephone Number (506) 466-4300
Address 434 Milltown Blvd St. Stephen NB E3L 1J8		
Name of Early Learning and Childcare Licensing Staff Kiesha Cobbett		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)	Jan 28, 2025	
Comments: Review of Staff Files: Seven staff members without a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. To be added.			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Jan 28, 2025	
Comments: Review of Staff Files: One staff member without a valid Social Development check. To be added.			
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 and shall include (a) time and space for and a free choice of play experiences for exploration and discovery.	21(a)	Jan 28, 2025	
Comments: Licensing staff observed a child bring a bucket over to the sink to fill with water. One educator went over to the child and stopped the child from filling up with bucket. The child asked to fill the bucket to play in the water table and the educator said no. Licensing staff had a conversation with the site supervisor on how this was a missed play experience for the child. Site supervisor informed licensing staff that they have a child who, dumps all of the water out of the bins. Site supervisor, educators, and inclusion support workers to come up with a plan to keep the water table filled and open for all children to have free choice of play experiences.			
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: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Jan 28, 2025	
Comments: Random Review of Child Files: One child missing Medicare number. To be added			
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)	Jan 28, 2025	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: Random Review of Child Files: Six children missing name, address and telephone number of medical practitioner. To be added.			
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)	Jan 28, 2025	
Comments: Random Review of Child Files: Two children missing name, address and telephone number of at least two emergency contacts. To be added.			
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)	Jan 28, 2025	
Comments: Review of Staff Files: One staff member without a copy of Early Childhood certificate or diploma. To be added. Three inclusion support workers without a copy of Tools for Inclusion. To be added.			
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)	Jan 28, 2025	
Comments: Review of Staff Files: One staff member without a valid Social Development check. To be added.			
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)	Jan 28, 2025	
Comments: Review of Staff Files: Seven staff members without a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. To be added.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Jan 28, 2025	
Comments: Smoke alarm, smoke detector and fire extinguisher inspection and maintenance records have not been completed for September, October, November, and December 2024. Site supervisor to ensure these are completed monthly moving forward.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jan 28, 2025	
Comments: Monthly emergency evacuation and fire drills have not been completed for September, October, November, and December 2024. Site supervisor to ensure these are completed monthly moving forward.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	Jan 28, 2025	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Pre-School Room: Foot stool broken and collecting dirt and debris. To be cleaned. Paint required throughout the room Operator to obtain work order from school district and provided a copy to inspector. Wall behind garbage can dirty. To be cleaned.</p> <p>After-School Room One: Foot stool broken and collecting dirt and debris. To be cleaned.</p> <p>After-School Room Two: Foot stool broken and collecting dirt and debris. To be cleaned.</p>			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Jan 28, 2025	
<p>Comments: Pre-School Room: Clutter accumulating on back shelf. To be organized. Floors dirty. To be cleaned.</p>			
31(6) The outdoor play area of a full-time or part-time early learning and childcare centre at which services are provided to infants or preschool children shall be enclosed with a fence at least 1.22 m in height with a gate that is secured at all times when the children are present.	31(6)	Jan 28, 2025	
<p>Comments: Outdoor fenced in play area - two areas of fencing unsafe. Main gate has a gap, between brick wall and gate. This gap is big enough for a child to escape. To the right of the main gate, there is a section of fencing that is pushed up. Because of it being pushed up, a child could escape under the fence. Operator to obtain work order from school district and provided a plan to licensing staff on how they will keep the children safe.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	Jan 28, 2025	
<p>Comments: After-School Room one: Block and Construction Area - The block and construction area was lacking in materials. More materials to be added. Operator/ Administrator to review Appendix 24, Suggested Materials and Equipment for Art and Creative Area, in the Operator's Manual.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Jan 28, 2025	
<p>Comments: Pre-School Room: Dress-up rack collecting dirt and debris. To be cleaned. Little Tikes play kitchen collecting dirt and debris. To be cleaned. Play dishes collecting dirt and debris. To be cleaned. Shelf with puzzles and blocks collecting dirt and debris. To be cleaned. Bookshelf collecting dirt and debris. To be cleaned. Music shelf collecting dirt and debris. To be cleaned. Table in dramatic play area broken. To be discarded and replaced. Children's cubby baskets collecting dirt and debris. To be cleaned.</p> <p>After-School Room One: Lego shelf collecting dirt and debris. To be cleaned. Playdough shelf collecting dirt and debris. To be cleaned. Chair covers stained and torn. To be discarded and replaced.</p> <p>After School Room Two: Foam mats around room stained. To be discarded and replaced. Dress-up rack collecting dirt and debris. To be cleaned.</p>			
33(1) An operator of a licensed facility shall provide outdoor play area materials and equipment that are varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	33(1)	Jan 28, 2025	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: No outdoor activities / materials were brought outside today. Educators to pack a wagon / tote, with outside materials - examples of materials: chalk, art and crafts, blanket and books, etc.			
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)	Jan 28, 2025	
Comments: Fenced in play area - more mulch is required under the swings and the bottom of the slides. Surfacing to be raked and spread out, under all slides, and swings.			
33(3) An operator of a licensed facility shall complete a monthly review and maintenance plan on all stationary equipment that includes the following information: (a) the review and repair dates; (b) the action required and the action taken; and (c) the name of the staff member who conducted the review.	33(3)	Jan 28, 2025	
Comments: A monthly review and maintenance plan has not been completed on all stationary equipment showing: the review and repair dates; the action required and taken; and the name of the staff completing the review. Site supervisor to ensure this review happens monthly and is recorded.			
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)	Jan 14, 2025	
Comments: Pre-School Room: Resolve cleaner and shaving cream on top of shelf unlocked. To be locked and inaccessible to children. All purpose cleaner under sink unlocked. To be locked and inaccessible to children. After-School Room Two: Lysol under sink unlocked. To be locked and inaccessible to children.			
41(3) An operator of a licensed facility shall (a) post diaper-changing procedures in diaper-changing areas.	41(3)(a)	Jan 28, 2025	
Comments: Diaper changing procedures not posted in the change area. To be posted.			
49(1) An operator of a licensed facility shall ensure that the guidance of the children receiving services at the licensed facility is positive and includes positive reinforcement, encouraging efforts and recognizing accomplishments.	49(1)	Jan 14, 2025	
Comments: Pre-School Room: One educator observed using a stern tone with a child after the child hit the educator. Licensing staff spoke to site supervisor. Site supervisor to go over child positive guidelines with pre-school educators. One educator observed shrugging their shoulders at a child who became visibly upset. Educator left the child under the lego table crying. Licensing staff spoke to site supervisor. Site supervisor to go over child positive guidelines with pre-school educators.			

General Comments

A renewal inspection occurred today.

Pre-school children and school age children were observed both in the inside and outside environments.

Pre-school children were observed playing with playdough, lego, stringing beads onto pipe cleaners, painting, coloring, and playing dress-up. Educators were observed spread out in the classroom, allowing proper supervision of all children. Educators were observed playing with the children. Ongoing nature documentation was displayed in the classroom that reflects the children's current learning.

After-School Room One: Children were observed playing darts, lego, messy play with flour, and in the dramatic play center coffee shop. Educators were observed playing with the children. Licensing staff had conversations with the educators about adding more documentation and pictures of the children around the room.

After-School Room Two: Children were observed making rings out of pipe cleaners, using scratch art, doing puzzles, and playing with some new materials that the educator recently added to the room such as: Suction cups and bead puzzles. Educators were observed playing with the children.

General Comments

Wow butter, crackers, granola bars, and bananas were served for snack and chicken soup with crackers was served for lunch. Children were observed having seconds. Licensing staff had a conversation with school-aged educators about snack being an invitation/ choice for the children.

The following records were reviewed: Incident logs, fire drills, and daily attendance sheets.

All staff files were viewed, and a random review of child files was completed.

Operator to ensure that all pre-school staff have completed the required 10 hours of professional learning by the end of January.

Recommending all preschool educators and inclusion support workers review diaper changing procedures.

original signed by
Kiesha Cobbett

January 14, 2025

Signature of Early Learning and Childcare Licensing Staff

Date

Signature of Operator/Designate

Date