

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 Boys and Girls Club of Charlotte County Inc.	Licence Number 2018857	Inspection Date July 11, 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 Amanda Wills		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: (b) child records that include: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Jul 11, 2025	
Comments: One child's file to be updated with a current health record, including allergy information.			
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)	Jul 25, 2025	
Comments: One staff file missing valid first aid (FA) certificate and a valid cardiopulmonary resuscitation (CPR) certificate. To be added to file. Educator cannot be left alone with the children until obtained.			
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: (l) management of potential illness forms provided by the Minister.	24(1)(l)	Jul 11, 2025	
Comments: One Return After Exclusion form not completed. A Return After Exclusion must be completed upon a child's return to the facility.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (g) whether a child receiving services at the licensed facility has a life-threatening allergy and a description of that allergy.	25(g)	Jul 11, 2025	
Comments: An extreme allergy requiring the use of an EpiPen must be posted. All allergy information must be clearly posted and visible to all staff. All staff members must be well-informed of any children in the facility who have medical conditions or significant allergies. EpiPens must be easily accessible to staff members but must remain inaccessible to children at all times.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jul 31, 2025	
Comments: Monthly emergency evacuation and fire drills have not been completed for June 2025. Monthly emergency evacuation and fire drills must be conducted each month.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Nov 29, 2024	Jul 11, 2025
Comments: Deficiency is now compliant			
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)	Aug 01, 2025	
Comments: Outdoor fenced in play area - two areas of fencing unsafe. Main gate has a gap, between brick wall and gate. The gate at the end of the fencing does not close or lock. Both gates pose a risk of children escaping the play yard. Operator to obtain work order from the school district and provide a plan for maintenance to licensing. Educators and support workers are to monitor these areas closely until repairs are completed. Original comply by date: October 4, 2024			
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)	Nov 15, 2024	Jul 11, 2025
Comments: Deficiency is now compliant			
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)	Jul 11, 2025	Jul 11, 2025
Comments: Deficiency is now compliant			
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)	Jul 11, 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)	Jul 11, 2025	Jul 11, 2025
Comments: Deficiency is now compliant			
45(3) If a child has or may be affected by a disease that is required to be reported under the Public Health Act and the regulations under that Act by the operator of a licensed facility, the operator shall (a) complete the forms provided by the Minister.	45(3)(a)	Jul 11, 2025	
Comments: One Return After Exclusion form not completed. A Return After Exclusion must be completed upon a child's return to the facility.			
48(6) An operator of a licensed facility shall post information relating to any allergies of the children in the food preparation area.	48(6)	Jul 11, 2025	
Comments: An operator of a licensed facility shall post information relating to any allergies of the children in the food preparation area.			
50(1) An operator of a licensed facility shall maintain a chronologically filed daily incident log relating to the health, security and well-being of the children receiving services at the licensed facility.	50(1)	Jul 11, 2025	
Comments: Incident logs are to be filed chronologically by date in a folder or binder to ensure ELC licensing can easily access the information			
50(2) The operator of a licensed facility shall inform the parent or guardian of a child involved in an incident on the day the incident takes place and shall ensure that the parent or guardian signs the daily log to confirm their awareness.	50(2)	Jul 11, 2025	
Comments: Two Daily Incident Logs were observed unsigned by the parent or guardian. Daily Incident Logs must be reviewed and signed by a parent or guardian at the time of child pick up.			

General Comments

A Monitoring Inspection occurred July 11, 2025

The children were observed engaging in a variety of activities indoors, outdoors, and during transitions between environments.

Club Room: Outdoors, the children were observed playing baseball and using the playground equipment. Indoors, the children were engaged in building with blocks, playing Tic Tac Toe with their educator, and participating in open-ended art. The educators indicated the children are currently showing an interest in sports.

Preschool Room: The children were observed playing on the playground equipment and observing slugs in a bug enclosure outdoors. Indoors, they were observed transitioning to outdoor play, during which educators applied sunscreen. Educators reported that the children are currently interested in bugs, open-ended art, toy cars, and spending time outdoors.

Children in the Summer Slide program was on an outing to Dominion Beach.

Several forms of documentation were visible in the indoor environment, including individual portfolios, learning stories, photographs, and children's artwork. The rooms were well-organized and inviting, with a variety of age-appropriate materials, books, and toys.

A clearly visible and prominent area was designated for posting the facility license, current monitoring reports, and any orders for compliance. Additional documents observed included incident logs, new staff files, one child file, daily attendance records, potential illness forms, and monthly emergency evacuation and fire drills.

A conversation took place with the Administrator on the following:

Ensuring the menu clearly indicates the current week.

Ensuring educators bring daily attendance record, first aid kit, and EpiPen when taking groups outdoors.

Recommendations:

It is recommended that parents complete an Allergy Management and Emergency Plan to ensure appropriate care and response in the event of an allergic reaction.

original signed by
Amanda Wills

Signature of Early Learning and Childcare Licensing Staff

July 16, 2025

Date

original signed by
Natasha Reid

Signature of Operator/Designate

July 16, 2025

Date