

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 November 13, 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	Nov 13, 2025
Comments: One child's file to be updated with a current health record, including allergy information. On follow-up inspection the child's file was reviewed to be complete. 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)	Jul 25, 2025	Nov 13, 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. On follow-up inspection seven staff files were observed and complete. 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: (l) management of potential illness forms provided by the Minister.	24(1)(l)	Jul 11, 2025	Nov 13, 2025
Comments: One Return After Exclusion form not completed. A Return After Exclusion must be completed upon a child's return to the facility. On follow-up inspection the Return After Exclusion form was observed and complete. Deficiency is now compliant			
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	Nov 13, 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. On follow-up inspection the allergy information was posted in each room, all staff have reviewed the extreme allergy forms, and the Epi pen was observed to be in the first aid bag. Deficiency is now compliant			

Order for Compliance	Regulation	Date to be corrected	Date corrected
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jul 31, 2025	Nov 13, 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. On follow-up inspection fire drills were observed and complete. 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	Nov 13, 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. On follow-up inspection, the work order has been received. The operator will follow up with the school to ensure maintenance is finalized. Educators and support staff are to monitor the areas closely until repairs are completed. 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	Nov 13, 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. On follow-up inspection the monthly maintenance plan was reviewed and completed. 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	Nov 13, 2025
Comments: One Return After Exclusion form not completed. A Return After Exclusion must be completed upon a child's return to the facility. On follow-up inspection the Return After Exclusion form was observed to be complete. Deficiency is now compliant			
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	Nov 13, 2025
Comments: An operator of a licensed facility shall post information relating to any allergies of the children in the food preparation area. On follow-up inspection allergies were observed to be posted in the food preparation area. Deficiency is now compliant			
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	Nov 13, 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. On follow-up inspection the Incident logs were reviewed to be filed in a binder in chronologically order. Deficiency is now compliant			
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	Nov 13, 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. On follow-up inspection Daily Incident Logs were reviewed and complete. Deficiency is now compliant			

General Comments

A monitoring inspection occurred November 13, 2025

The preschool children were observed in both indoor and outdoor environments, including transitions between

General Comments

the two. Additionally, the children were observed eating lunch, with handwashing occurring prior to eating.

Outdoors: The children were engaged in a variety of activities, including using magnifying glasses, painting, and digging in the garden.

Indoors: The children were observed eating lunch, which consisted of wedge fries, fish bites, corn, and milk. After lunch, the children transitioned to free play. Activities included using stampers and markers at the table, flying paper airplanes, doing puzzles, climbing on the indoor gym structure, and engaging in dramatic play.

School Age: The school age children were not in attendance at the time of inspection. Both classrooms were thoughtfully arranged with age-appropriate materials that invited exploration and play.

A clearly visible and prominent area was designated for posting the facility's license, menu, current monitoring reports, and any compliance orders. Additional documentation observed included incident logs, daily attendance records, seven staff files, two children's files, and records of evacuation and monthly fire drills.

A conversation took place with the administrator regarding the following:

- Educators are to ensure that art activities are open-ended, encouraging children to explore and experiment with a variety of materials. This approach allows children to express themselves freely, fostering creativity, critical thinking, and personal expression, aligning with the New Brunswick Curriculum Framework.
- Educators are to ensure that activities such as circle time are by invitation only, allowing for individual choice, flexibility, and opportunities for children to participate at their own pace.

original signed by
Amanda Wills

Signature of Early Learning and Childcare Licensing Staff

November 17, 2025

Date

original signed by
Natasha Reid

Signature of Operator/Designate

November 17, 2025

Date