

## 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 Gunningsville Baptist Church Inc.	Licence Number 2003952	Inspection Date June 13, 2022	
Facility Name GBC Early Learning Centre		Telephone Number (506) 851-5520	
Address 160 Old Coach Road Riverview NB E1B 1N8			
Name of Early Learning and Childcare Licensing Staff Sarah MacDougall		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: (b) educators must have successfully completed the Introduction to Early Childhood Education course or hold an Early Childhood Education Certificate.	11(b)	Jun 13, 2023	
Comments: One staff member has not completed their Introduction to ECE course. Administrator will send proof of registration to Inspector and will also send proof to the Inspector once the course is completed.			
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	Jun 24, 2022	
Comments: Educators must ensure that their programming is purposely planned and documented. Inspector had a conversation with an educator regarding different examples of how this can be documented.			
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)	Jun 17, 2022	
Comments: One of the audited children's files did not have a Medicare number or expiry date indicated. This information must be indicated in all children's records. Recommendation that Administrator review all children's files.			
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)	Jun 24, 2022	
Comments: One of the audited files is missing the phone number of one emergency contact. One of the audited files was missing 2 emergency contacts and one of the audited files was missing the full address of the emergency contact. This information is required to ensure that all emergency contacts are able to reach the facility within an hour. Recommendation that Administrator review all children's records.			
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)	Jun 17, 2022	Jun 13, 2022
Comments: 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 (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)	Jun 17, 2022	
Comments: Two staff files do not have the signed statement regarding obligations under the Act and licensing regulation. While inspector was on site, one signed statement was added to a staff members file.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (a) the daily routine.	25(a)	Jun 17, 2022	
Comments: The daily routine is missing from one classroom. The daily routine must be posted in each classroom.			
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)	Jun 13, 2022	Jun 13, 2022
Comments: Toxic products were found in the kitchen in a cabinet underneath the sink which was closed with a child safety lock. Toxic products were also found on top of the fridge as well as up high on a shelf upstairs. Administrator placed these products under lock and key immediately. 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)	Jun 24, 2022	
Comments: 3 lunch boxes and 8 water bottles were not labelled with the child's name. Recommendation that administrator verify all lunch boxes and water bottles to ensure that they are labelled with the child's name.			

#### General Comments

During the time of the inspection, Administrator and Inspector had a conversation about ensuring that Administrator receives notifications regarding recalls pertaining to the facility. A conversation was also had regarding the importance of completing and documenting the monthly fire drills.

Ratio was respected while Inspector was on site.

original signed by  
Sarah MacDougall

Signature of Early Learning and Childcare Licensing Staff

June 13, 2022

Date

original signed by  
Janet Perry

Signature of Operator/Designate

June 13, 2022

Date