

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 YMCA OF GREATER SAINT JOHN INC.	Licence Number 2019533	Inspection Date April 25, 2023	
Facility Name YMCA Regional Field House Child Care & After School Program		Telephone Number (506) 646-2102	
Address 129 McAllister Drive Saint John NB E2J 2S6			
Name of Early Learning and Childcare Licensing Staff Tanya Gaudet		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: (c) staff member records that include (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Apr 24, 2023	Apr 24, 2023
Comments: 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)	Apr 24, 2023	Apr 24, 2023
Comments: 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Apr 24, 2023	Apr 24, 2023
Comments: 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)	Apr 24, 2023	
Comments: Licensing staff arrived at the facility on Friday, April 21st, 2023, to conduct a monitoring inspection. While conducting child-to-staff ratio in the classrooms, licensing staff noted new staff in a couple of the classrooms. While reviewing new staff files, it was noted that 3 staff files were not complete with the required documentation. Please ensure all new staff have certification in First Aid and Cardiopulmonary Resuscitation before leaving staff alone with a group of children.			

General Comments

Licensing staff arrived at the licensed facility to conduct a monitoring inspection on April 21st, 2023.

While observing in the classrooms, it was noted that new educators have been hired. While reviewing the new

General Comments

staff files, three educators did not have a complete file with all of the required documentation.

Licensing staff observed larger groups divide up into smaller groups to help reduce the business of the larger groups. One smaller group sat down for snack while the other smaller group went outdoors to play. After approximately a half hour the groups would switch. Dividing the larger groups up really helped with the flow and business of the classroom in the afternoon.

After discovering the incomplete staff files, licensing staff attempted to reach a member of the management team however, all attempts were unsuccessful. The acting supervisor was unsure where to find outstanding required documentation for the staff files.

Recommendation:

-to have one person on the management team who ensures that all required documentation is present in the staff files prior to the staff commencing employment as to avoid having to send staff home due to an incomplete file.

original signed by
Tanya Gaudet

Signature of Early Learning and Childcare Licensing Staff

April 24, 2023

Date

original signed by
Angela O'Quinn

Signature of Operator/Designate

April 24, 2023

Date