

## 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 2019607	Inspection Date January 09, 2024	
Facility Name YMCA Loch Lomond After School Program		Telephone Number (506) 646-2102	
Address 25 Evergreen Avenue Saint John NB E2N 1H3			
Name of Early Learning and Childcare Licensing Staff Britta Garnett		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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Jan 09, 2024	
Comments: Staff information not on site. Relief staff on site without file. File to be on site for each staff member.			
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)	Jan 09, 2024	
Comments: Job Description missing from one staff file. Relief staff on site without file. File to be on site for each staff member.			
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)	Jan 09, 2024	
Comments: Signed Statement missing from one staff file. Relief staff on site without file. File to be on site for each staff member.			
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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Jan 09, 2024	
Comments: Criminal Record/Vulnerable Sector Check missing from one staff file. Relief staff on site without file. File to be on site for each staff member. QA Monitor has previously verified staff member's checks at another site. Staff not to be left alone with children until file is on site.			
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 09, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Social Development Check missing from one staff file. Relief staff on site without file. File to be on site for each staff member. QA Monitor has previously verified staff member's checks at another site. Staff not to be left alone with children until file is on site.</p>			
<p>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.</p>	<p>24(1)(c)(vii)</p>	<p>Jan 09, 2024</p>	
<p>Comments: First Aid/CPR certificate missing from one staff file. Relief staff on site without file. File to be on site for each staff member. Staff not to be left alone with children until file is on site.</p>			
<p>43 An operator of a licensed facility shall not permit hot beverages in areas that are occupied by the children receiving services at the licensed facility, including the outdoor play area.</p>	<p>43</p>	<p>Jan 09, 2024</p>	
<p>Comments: Coffee on table in indoor play area, when QA Monitor arrived for inspection. Coffee must not be in areas where children play.</p>			

**General Comments**

Monitoring Inspection:

Children and educators observed engaged in a variety of activities this afternoon. Each environment is set up with a variety of materials that support the children's interests (gel pen art, bracelet making, Lego, card games and dramatic play). Each environment appears organized and well-maintained. Purposeful planning is evident through documentation, invitations and materials added to the environments.

All children were welcomed to the after-school program at arrival by their educator.

original signed by  
Britta Garnett

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

January 09, 2024

\_\_\_\_\_  
Date

original signed by  
Courtney Martin

\_\_\_\_\_  
Signature of Operator/Designate

January 09, 2024

\_\_\_\_\_  
Date