

## 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 Andrew St.Louis	Licence Number 2019634	Inspection Date February 24, 2023	
Facility Name Mud Pies & Butterflies Family Childcare		Telephone Number (506) 874-9922	
Address 24 Remi Court Dieppe NB E1A 6V7			
Name of Early Learning and Childcare Licensing Staff Erika Hickey		Position Title Quality Assurance Monitor	
Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Mar 03, 2023	
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator shared that the staff recently completed their certification but that the proof of completion has yet to be received. The Quality Assurance Monitor recommends that the staff member is not left alone with the children until the proof of completion is received and is stored in the staff file.			
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)	Feb 27, 2023	
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The proof of qualification certificates and diplomas are not in the staff member's record yet. A proof can be sent to the Quality Assurance Monitor to show compliance.			
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Feb 24, 2023	Feb 24, 2023
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid and complete. Deficiency is now compliant			
22(5) Immediately on demand by an inspector, the operator or administrator of a licensed facility shall produce a record or document required by the inspector under subsection (4).	22(5)	Mar 03, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments:			
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)	Feb 24, 2023	Feb 24, 2023
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid 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: (c) staff member records that include (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Feb 27, 2023	
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The proof of qualification certificates and diplomas are not in the staff member's record yet. A proof can be sent to the Quality Assurance Monitor to show compliance.			
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)	Feb 24, 2023	Feb 24, 2023
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid 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: (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)	Feb 27, 2023	
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid and complete. The operator shared that the employee has not read the Act and licensing regulation and will sign the statement once the staff has reviewed the documents. A copy of the signed statement can be sent to the Quality Assurance Monitor to show proof of compliance.			
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)	Feb 24, 2023	Feb 24, 2023
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid and complete. 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Feb 24, 2023	Feb 24, 2023
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator was able to give the Quality Assurance Monitor access to the documents an hour following the request and the Quality Assurance Monitor was able to confirm that the required documents were valid 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: (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)	Mar 03, 2023	
Comments: The Quality Assurance Monitor asked to do the verification of a new staff file to validate that the new staff member has the appropriate verifications as required by regulations. The educator on-site notified the Quality Assurance Monitor that the file was not accessible. The Quality Assurance Monitor waited an hour for the documents to be made available. The operator shared that the staff recently completed their certification but that the proof of completion has yet to be received. The Quality Assurance Monitor recommends that the staff member is not left alone with the children until the proof of completion is received and is stored in the staff file.			
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: (d) associated person records that include (i) a copy of a criminal record check.	24(1)(d)(i)	Feb 24, 2023	Feb 24, 2023
Comments: This was added in error. This element was verified at a previous inspection and shown to be 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: (d) associated person records that include (ii) a copy of a check with the Department of Social Development.	24(1)(d)(ii)	Feb 24, 2023	Feb 24, 2023
Comments: This was added in error. This element was verified at a previous inspection and shown to be compliant.			

General Comments
<p>The Quality Assurance Monitor is on site for a monitoring inspection. The ratio was respected during the inspection and the Quality Assurance Monitor was able to observe documentation that demonstrate that the children have explored multimodal literacies and creative expressions. During the inspection, the children were invited to explore paint on a collaborative canvas. Children were observed exploring the paint by mixing colors, mixing in water, pumping paint out directly from the bottle onto the page. The educator was encouraging the children to explore the properties of the paint and did not intervene and limit their possibilities during their exploration. By doing so, the educator allowed the children to explore during the activity based on their needs and interest.</p> <p>The operator has confirmed that medications are locked and made inaccessible to the children. The Quality Assurance Monitor can confirm that during the inspection all medications were properly stored and locked to be made inaccessible to the children. The educator has confirmed that only the child's parents can provide medication, with the exception of acetaminophen. Medication that is non-prescribed are only accepted if they are in the original child safe container with the original label and labelled with the child's name and dosage. The educator confirms that when they receive prescribed medication, that the medication is also labelled with the doctor's name, instructions for use, and the time period for use.</p> <p>The educator has confirmed that parents must notify them of their child's absence and must indicate if the absence is due to illness or other reasons. The educator confirmed that if a child becomes ill while they are at the facility, that they are separated from the other children to be provided with care until someone is able to pick</p>

## General Comments

up the child, within one hour of notification of illness. The educator validated that children are provided with medical assistance if required and that the management of potential illness forms are completed as required. The educator confirmed that the parents are advised when a child has a communicable disease or illness.

During the Inspection, the Quality Assurance Monitor requested to verify a new staff record to verify that the staff member has the required checks. The educator was unable to access the documents during the inspection and the Quality Assurance Monitor was unable to have access to the documents upon request. This is a non-compliance under the Early Childhood Services Act, 22(5) Immediately on demand by an inspector, the operator or administrator of a licensed facility shall produce a record or document required by the inspector under subsection (4). The Quality Assurance Monitor waited an additional hour following the end of the inspected elements that was scheduled for the monitoring inspection in order to give the educator time to be able to provide the requested documents. Records and documents must be accessible to the authorized government representatives at all times. A written plan must be created and submitted to the Quality Assurance Monitor to detail how required documents will be made available at all times. This written and detailed plan must be submitted to the Quality Assurance Monitor to show compliance.

The Quality Assurance Monitor also had a discussion with the operator regarding their Quality Improvement Plan. The operator must ensure that their new revision is sent to the Assessment and Improvement Facilitator as per regulation 6.4(2) The operator shall implement and monitor the quality improvement plan and revise it every year. The operator confirmed that they will be sending it as soon as possible.

original signed by  
Erika Hickey

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Signature of Early Learning and Childcare Licensing Staff

February 24, 2023

\_\_\_\_\_  
Date

original signed by  
Cassandra St.Louis

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

February 24, 2023

\_\_\_\_\_  
Date