

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 July 18, 2024	
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)	Jul 23, 2024	
Comments: The Quality Assurance Monitor verified 4 staff files during the inspection. 2 staff files were missing a copy of their first aid certificate and valid cardiopulmonary resuscitation certificate. The administrator stated that both staff have their certification but the copy was not placed in their file. Towards the end of the inspection, the administrator was able to provide a copy of one of the missing certificate. The other copy can be sent to the Quality Assurance Monitor as proof of compliance.			
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)	Jul 18, 2024	Jul 18, 2024
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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jul 23, 2024	
Comments: The Quality Assurance Monitor verified 4 staff files during the inspection. 1 staff file was missing a list of their duties and responsibilities. A copy can sent to the Quality Assurance Monitor as 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 (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)	Jul 23, 2024	
Comments: The Quality Assurance Monitor verified 4 staff files during the inspection. 1 staff file was missing their signed statement regarding their obligations under the Act and licensing regulation. A copy can sent to the Quality Assurance Monitor as 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 (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 23, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: The Quality Assurance Monitor verified 4 staff files during the inspection. 2 staff files were missing a copy of their first aid certificate and valid cardiopulmonary resuscitation certificate. The administrator stated that both staff have their certification but the copy was not placed in their file. Towards the end of the inspection, the administrator was able to provide a copy of one of the missing certificate. The other copy can be sent to the Quality Assurance Monitor as 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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Aug 01, 2024	
Comments: During the inspection, the Quality Assurance Monitor observed that the documented records indicated that the verifications of the Fire safety equipment was last completed in May. The administrator can send a confirmation that the equipment was verified for July as proof of compliance.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Aug 01, 2024	
Comments: During the inspection, the Quality Assurance Monitor observed that the last evacuation drill was completed in May. These drills must be completed each month. The administrator stated that they have done one in June but likely forgot to document it. When a July evacuation drill is completed, the administrator can send a confirmation with the documentation as proof of compliance.			

General Comments
<p>The Quality Assurance Monitor is on site for a monitoring inspection. During the monitoring inspection, the Quality Assurance Monitor verified these elements:</p> <p>Ratio and maximum number of children Administrative records Outdoor play area Outdoor play area materials and equipment Staff records</p> <p>The children played outside in the rain and were provided multiple opportunities to explore in the outdoor play area during the inspection.</p> <p>During the inspection, the Quality Assurance Monitor asked a staff member to see new staff member files. The educator stated they did not know where the files were located. The administrator was not in the facility when the Quality Assurance Monitor arrived for the inspection and when the Quality Assurance Monitor requested to see the documents. The educator called the administrator to inform them that the Quality Assurance Monitor was on-site and wanted to see some files. A few minutes later, the administrator was able to provide the Quality Assurance Monitor with the requested documents. The Quality Assurance Monitor recommends that the administrator show their new staff where documents are located to ensure that these documents are accessible when requested.</p>

original signed by

Erika Hickey

Signature of Early Learning and Childcare Licensing Staff

July 18, 2024

Date

original signed by

Cassandra St-Louis

Signature of Operator/Designate

July 18, 2024

Date