

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 Lauren Claveau	Licence Number 2019699	Inspection Date January 17, 2023	
Facility Name Owls and Friends Learning Tree		Telephone Number (506) 830-7801	
Address Unit 1 357 Collishaw St Moncton NB E1C 9R2			
Name of Early Learning and Childcare Licensing Staff Mireille Comeau		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: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Jan 27, 2023	
Comments: One staff file has an expired first aid certificate. All educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. The staff cannot be left alone with children until they have a valid first aid certificate and a valid cardiopulmonary resuscitation certificate.			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Jan 27, 2023	
Comments: While conducting the renewal inspection, the inspector observes that one staff is missing the vulnerable sector check. The staff must have a vulnerable sector check immediately.			
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)	Jan 26, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. The inspector also audited 10 child file, one child file is missing the Medicare number. The Operator must ensure that all child files are up to date.</p> <p>Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. The inspector also audited 10 child file, three child file is missing the name, address and telephone number of the child's medical practitioner. The Operator must ensure that all child files are up to date.</p> <p>Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
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: (iii) the name, address and home and work telephone numbers of the child's parent or guardian,	24(1)(b)(iii)	Jan 26, 2023	

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<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
<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: (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,</p>	24(1)(b)(iv)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. The inspector also audited 10 child file, five child file is missing 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 . The Operator must ensure that all child files are up to date. Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
<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: (b) child records that include: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.</p>	24(1)(b)(v)	Jan 26, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. The inspector also audited 10 child file, three child file is missing the child's health history and a copy of the record of immunizations or a copy of an exemption. The Operator must ensure that all child files are up to date.</p> <p>Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
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 27, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that one staff is missing the vulnerable sector check. The staff must have a vulnerable sector check immediately.</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.	24(1)(c)(vii)	Jan 27, 2023	
<p>Comments: One staff file has an expired first aid certificate. All educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. The staff cannot be left alone with children until they have a valid first aid certificate and a valid cardiopulmonary resuscitation certificate.</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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Jan 17, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observed that the daily attendance records are not completed. The daily attendance records must be accurate and reflect all children present at any given time. When children are in the outdoor play area or on outings, staff members have copies of the attendance records with them as well as emergency contact information.</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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Jan 25, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that the fire extinguishers expired in December 2022. The Operator must ensure that the fire extinguishers are maintained yearly.</p>			
26(2) The operator of a licensed facility shall require the parent or guardian referred to in subsection (1) to sign a declaration confirming that he or she has read and understood the content of the handbook.	26(2)	Jan 26, 2023	

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<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. Child records must include:</p> <ul style="list-style-type: none"> (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian 			
<p>27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.</p>	27(b)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child. All the written consent forms must be included in the child records.</p>			
<p>27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.</p>	27(c)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting the administration of medication in the circumstances set out in section 46. All the written consent forms must be included in the child records.</p>			
<p>27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (d) permitting the administration of emergency care to the child.</p>	27(d)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting the administration of emergency care to the child. All the written consent forms must be included in the child records.</p>			
<p>27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (e) permitting the child to leave the licensed facility with a person authorized by the parent or guardian.</p>	27(e)	Jan 26, 2023	
<p>Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting the child to leave the licensed facility with a person authorized by the parent or guardian. All the written consent forms must be included in the child records.</p>			

Order for Compliance	Regulation	Date to be corrected	Date corrected
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (f) permitting the child to participate in an outing.	27(f)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting the child to participate in an outing. All the written consent forms must be included in the child records. Parents are asked to sign separate consent forms for field trips, such as when children are taking public transit or leaving the neighbourhood (for example, a summer trip to the beach or a field trip). These consent forms should outline the date, time of departure and return, destination and purpose of trip and any special considerations.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (g) transporting or providing for the transportation of the child.	27(g)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before transporting or providing for the transportation of the child. All the written consent forms must be included in the child records.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (h) permitting the child to participate in testing or research projects.	27(h)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting the child to participate in testing or research projects. All the written consent forms must be included in the child records.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (i) releasing information about the child to an outside organization.	27(i)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before releasing information about the child to an outside organization. All the written consent forms must be included in the child records.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before permitting photographs and videos to be taken of the child for publication or social media. All the written consent forms must be included in the child records.			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Jan 20, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before posting photographs of the child at the licensed facility to illustrate the child's learning. All the written consent forms must be included in the child records.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jan 17, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: While conducting the renewal inspection, the inspector observed that an emergency evacuation and fire drills was not conducted since November 2022. An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.			
47(1) An operator of a licensed facility shall refuse admission to a child if satisfactory proof of the immunizations required by the Public Health Act or the regulations under that Act is not provided.	47(1)	Jan 26, 2023	
Comments: While conducting the renewal inspection, the inspector observes that a child that is enrolled at the facility doesn't have a child file. The Operator must ensure that child records are completed prior to the child's first day of care. The child records and documents shall be maintained on the premises of a licensed facility. The inspector also audited 10 child file, three child file is missing the child's health history and a copy of the record of immunizations or a copy of an exemption. The Operator must ensure that all child files are up to date. Child records must include: (i) the child's name, address, birth date and Medicare number (ii) the name, address and telephone number of the child's medical practitioner (iii) the name, address and home and work telephone numbers of the child's parent or guardian (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 (v) the child's health history and a copy of the record of immunizations or a copy of an exemption (vi) daily information sheets on forms provided by the Minister for each child under the age of 24 months (vii) documentary evidence of the child's learning, and (viii) any written consent given by the child's parent or guardian			
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)	Jan 27, 2023	
Comments: While conducting the renewal inspection, the inspector verified ten lunchboxes, six was not labelled with the child names. The 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			

General Comments

While conducting the renewal inspection, the inspector observes positive interaction between the educators and the children.

The children made a snow castle in the outdoor playground.

The inspector had a conversation with the operator in regards to the medication box stored in the refrigerator. All medications must be locked at all time . The operator confirms that a lock box will be added in the refrigerator to store the medication. There was no medication at the time of the inspection.

original signed by
Mireille Comeau

Signature of Early Learning and Childcare Licensing Staff

January 23, 2023

Date

original signed by
Lauren Claveau

Signature of Operator/Designate

January 23, 2023

Date