

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 Greater Moncton YMCA Inc.	Licence Number 2020005	Inspection Date February 01, 2024	
Facility Name YMCA of Greater Moncton - North End		Telephone Number (506) 862-0899	
Address 70 Twin Oaks Drive Moncton NB E1G 0A1			
Name of Early Learning and Childcare Licensing Staff Sophie Powers		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: (b) child records that include: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Feb 06, 2024	
Comments: In one out of 10 child record files verified, the medicare number is missing. All child records must include the child's name, address, birth date and medicare number. The operator must ensure that all child records are complete.			
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,	24(1)(b)(iv)	Feb 01, 2024	Feb 01, 2024
Comments: In one out of 10 child record files verified, the city part of the address for the 2 emergency contacts was missing. All child records must include the name, address and telephone number of at least 2 emergency contacts. The city part for both emergency contacts of that specific child was added while the Quality Assurance Monitor was still on site. 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Feb 06, 2024	
Comments: While verifying new staff member's files, the description of duties and responsibilities was missing in one file. All staff member's record must include a description of duties and responsibilities.			
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 06, 2024	
Comments: While verifying new staff member's files, the signed declaration was missing in one file. All staff member's record must include a signed statement regarding obligations under the Act and licensing regulation.			

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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Feb 09, 2024	
Comments: While verifying children's daily attendance records, the Quality Assurance Monitor noticed that the reason of absence was not indicated on days children were not present. Children's attendance records must be complete, showing all absences and detailing the reason.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Mar 01, 2024	
Comments: The administrator on site informs the Quality Assurance Monitor that a fire drill was completed for the month of January. However, it was not documented. Emergency evacuation and fire drills must be completed monthly and documented for licensing staff to verify.			

General Comments

The Quality Assurance Monitor is on site for a monitoring inspection.

During the visit the following elements were verified:

- Child records
- Incident records
- Administrative records maintained on site
- Signed consent in child's file
- Child to staff ratio

All incidents are properly recorded, documented and signed by parents so that they are well informed of any incidents that may have involved the child while at the facility.

New staff members have been added to the system.

At the time of the inspection, the children were playing indoors and had time at the splash pad.

original signed by
Sophie Powers

Signature of Early Learning and Childcare Licensing Staff

February 01, 2024

Date

original signed by
Bonnie Geldart

Signature of Operator/Designate

February 01, 2024

Date