

## 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 Willow Bend Early Learning Centre Inc.	Licence Number 2020006	Inspection Date September 11, 2020
Facility Name Willow Bend Early Learning Centre		Telephone Number (506) 863-4251
Address 1097 Salisbury Road Moncton NB E1E 3V9		
Name of Early Learning and Childcare Licensing Staff Erin MacLaggan		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: (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)	Sep 17, 2020	
Comments: Some of the contacts have incomplete addresses, must have civic number, street and city/town.			
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.	24(1)(b)(v)	Sep 17, 2020	
Comments: One file does not have a copy of their immunization record. A copy must be obtained prior to the child's entry, and placed in the 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: (c) staff member records that include (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Sep 17, 2020	
Comments: Staff files do not contain a copy of the duties and responsibilities. Staff files must be completed			
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)	Sep 17, 2020	Sep 10, 2020
Comments: One staff file does not contain a copy of the signed statement. Was corrected during the inspection. Deficiency is now compliant			
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)	Sep 17, 2020	
Comments: One file does not have a copy of their immunization record. A copy must be obtained prior to the child's entry, and placed in the file.			

General Comments

Staff are responsible to obtain a criminal record check/vulnerable sector check from the local police agency. Some of them were obtained in other cities, not the local agencies. Operator will ask staff to go to the local agency.

Staff discussed how they are observing and learning about the children's interests and abilities. Must ensure that all staff are documenting their observations as a part of a purposefully planned and documented plan.

Under Covid recovery guidelines, different "bubbles" must maintain physical distance from each other in hallways and other common areas.

original signed by  
Erin MacLaggan

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

September 11, 2020

\_\_\_\_\_  
Date

original signed by  
Carrie Dunnett

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

September 11, 2020

\_\_\_\_\_  
Date