

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 Michelle Rose-Murphy	Licence Number 2020020	Inspection Date March 19, 2024	
Facility Name Our Happy Place		Telephone Number (506) 378-4852	
Address Dieppe NB			
Name of Early Learning and Childcare Licensing Staff Ashley Kelly		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)	Mar 26, 2024	
Comments: One child profile inspected is missing the Medicare number. Child profiles must be 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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Mar 26, 2024	
Comments: One child profile has the doctors name, but no phone number or address. Child profiles must be 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)	Mar 21, 2024	
Comments: One child profile has no emergency contacts. One child profile has one emergency contact that is only available for half the year. Two emergency contacts within one hour of the center must be included in the child profile.			
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)	Mar 21, 2024	
Comments: One staff file is missing a description of duties and responsibilities. This must be included 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: (c) staff member records that include (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Mar 19, 2024	
Comments: One staff file is missing a check with Social Development. This staff may not be onsite until a check has been completed.			

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: (d) associated person records that include (i) a copy of a criminal record check.	24(1)(d)(i)	Mar 19, 2024	
Comments: One associated person does not have a criminal record check. Each associated person must have a completed criminal record check.			
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)	Mar 19, 2024	
Comments: One associated person does not have a check with Social Development. Each associated person must have a completed check with Social Development.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Mar 19, 2024	
Comments: Quality Assurance Monitor reviewed Fire Drills completed until December 2023. The new form for this year was not found during the inspection. Operator verbally confirmed that the fire drills are being completed but must locate the record.			

General Comments
<p>Quality Assurance Monitor on-site to inspect the following items:</p> <ul style="list-style-type: none"> Child Records Staff Records Administrative Records Daily Activities Washrooms <p>Quality Assurance Monitor observed children eating snack, finishing snack, playing trucks, kitchen, backpacks, blocks, and a group sand activity. Positive child guidance was observed during the sand activity as children were struggling with sharing. Educator/Operator continued to calmly discuss ways that the sand can be shared, and how to take turns, and adding in other items to redirect.</p> <p>Quality Assurance Monitor notes that staff member without a check from Social Development may not be onsite until the check has been completed.</p> <p>Quality Assurance Monitor and Operator discussed the importance of having an organized filing system, and QAM recommends a full review and reorganization of the files so that they are easy to access.</p>

original signed by
Ashley Kelly

Signature of Early Learning and Childcare Licensing Staff

March 19, 2024

Date

original signed by
Michelle Murphy

Signature of Operator/Designate

March 19, 2024

Date