

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 Bright Minds Early Learning Centre Ltd.	Licence Number 2020039	Inspection Date May 17, 2023
Facility Name Bright Minds Early Learning Centre		Telephone Number (506) 206-1113
Address 15 Harold Doherty Court Fredericton NB E3A 5P2		
Name of Early Learning and Childcare Licensing Staff Joanne Voyer Page		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	May 09, 2023	May 09, 2023
Comments: Deficiency is now compliant. The administrator posted the renewal inspection. The license was emailed again to the Operator and the Administrator posted it on the parent board.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (d) the name of the administrator.	25(d)	May 09, 2023	May 09, 2023
Comments: Deficiency is now compliant. The new administrator posted her name on the parent board.			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	May 15, 2023	
Comments: Deficiency is now compliant			
31(4) An operator shall ensure that the outdoor play area of a licensed facility (a) includes a shaded area that is at least 10% of the outdoor play area.	31(4)(a)	May 15, 2023	
Comments: The preschool outdoor play area needs shade structure installed now that spring has arrived. There was a shade sail installed in the infant space.			
33(3) An operator of a licensed facility shall complete a monthly review and maintenance plan on all stationary equipment that includes the following information: (a) the review and repair dates; (b) the action required and the action taken; and (c) the name of the staff member who conducted the review.	33(3)	May 09, 2023	May 09, 2023
Comments: Deficiency is now compliant. The Administrator documented maintenance items on the outdoor checklist that must be completed to the outdoor play area on or before May 15th. It was last checked in February and this checklist should be completed monthly going forward.			
50(2) The operator of a licensed facility shall inform the parent or guardian of a child involved in an incident on the day the incident takes place and shall ensure that the parent or guardian signs the daily log to confirm their awareness.	50(2)	May 10, 2023	
Comments: Refer to general comments as this is not always being signed off so parents are made aware. A recommendation has been made for recording incidents to make assessable to ELC licensing staff.			

General Comments

Monitoring visit performed.

Administrative records were reviewed during the inspection - all attendance of staff and children, infant toddler records, fire drill record, and the outdoor maintenance check list.

Licensing staff learned that incidents are being recorded in individual notebooks, however they are missing important information and they are not always being signed off so parents are made aware.

It is recommended the Operator create one based on section 6.6.1 from the Operator manual. The incident log must show the following information - child's name, date, time, injury or behavior that occurred and the care that was provided, what happened and parent's signature. To make it easier for ELC staff to review and access this information, the logs can be stored in a binder in the office and filed in chronological order once signed by the parent. To protect confidentiality, parents should not see the records of other children in the binder. Non reportable and reportable incidents must be signed off on the day of the incident. Continue to use Appendix 15 to document reportable incidents which should be stored in the child file.

Licensing staff observed children napping, in outdoor play, painting plant pots to give to Moms on Mother's Day, babies are learning their colors and have made a Mother's Day craft, and other children are learning different songs. This is evident as the songs are posted in the classroom. Licensing staff suggest posting the songs at children's eye level and other programming materials.

original signed by
Joanne Voye Page

Signature of Early Learning and Childcare Licensing Staff

May 09, 2023

Date

original signed by
Tanya Storey

Signature of Operator/Designate

May 09, 2023

Date