

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 Shirley-Ann Howe		Inspection Date April 15, 2026	
Facility Name CLASS 424		Licence Number 2021093	
Address 424 Main Street Sussex NB E4E 1S5		Telephone Number (506) 512-3569	
Type of Facility Full-time Early Learning and Childcare Centre	Maximum Number of Children 60	Ages of Children PRESCHOOL SCHOOL-AGE	
ELCC Licensing Staff Monica Maltais	Position Title Inspector		

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Apr 20, 2026	
Comments: The inspector observed that one staff member's file is missing the Vulnerable Sector Check. However, the Criminal Record Check is in the staff file. Each staff member must obtain both a Criminal Record Check and a Vulnerable Sector Check prior to employment. The employee left the site to attend the RCMP detachment to obtain the Vulnerable Sector Check and is not permitted to be on site until the Vulnerable Sector Check is completed and received.			
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)	Apr 20, 2026	Apr 15, 2026
Comments: The inspector observed that 1 of 16 children's files only has one emergency contact. All children's files must include the name, address, and telephone number of at least two emergency contacts. The administrator contacted the parent and obtained the information for a second emergency contact. The children's file now contains the names, addresses, and telephone numbers of two emergency contacts. 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Apr 20, 2026	
Comments: The inspector observed that one staff member's file is missing the Vulnerable Sector Check. However, the Criminal Record Check is in the staff file. Each staff member must obtain both a Criminal Record Check and a Vulnerable Sector Check prior to employment. The employee left the site to attend the RCMP detachment to obtain the Vulnerable Sector Check and is not permitted to be on site until the Vulnerable Sector Check is completed and received.			

General Comments

The inspector is on site to conduct the renewal inspection.

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During the inspection, the inspector observed children engaged in a morning coloring activity, indoor free play, and transitions to morning outdoor play.

The inspector also observed children washing their hands prior to lunch, lunch period, the rest period, children participating in a kinetic sand activity after rest time and the arrival of school-age children from school.

A discussion is held with the administrator to ensure that all children's personal belongings are labelled with the child's name.

The inspector observed positive child guidance practices, including speaking to children in a calm manner and getting down to the children's level when communicating with them.

The ratio is respected throughout the inspection.

original signed by
Monica Maltais

Signature of Early Learning and Childcare Licensing Staff

April 15, 2026

Date

original signed by
Laisia Miller

Signature of Operator/Designated staff

April 15, 2026

Date

"I hereby acknowledge receipt of this report"