

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 Sussex Christian School Inc.	Licence Number 2022052	Inspection Date November 07, 2024	
Facility Name Shine After School Care		Telephone Number (506) 512-0355	
Address 33 Pine Street Sussex NB E4E 5R7			
Name of Early Learning and Childcare Licensing Staff Britta Garnett		Position Title Quality Assurance Monitor	
Order for Compliance	Regulation	Date to be corrected	Date corrected
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Nov 25, 2024	
Comments: One associated person's SD Check has expired. To be renewed and added to file.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	Nov 18, 2024	
Comments: Purposeful planning not evident. Purposeful planning to be visible through invitations, materials added to the environment and planned activities that support the children's interests. Purposeful planning must be documented on a weekly/monthly planning sheet, journal, or binder. QA Monitor left a template planning sheet with staff to support them in documenting planning for school age children.			
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)	Nov 12, 2024	
Comments: Job description missing from one staff file. To be added. New staff file review.			
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)	Nov 12, 2024	
Comments: Signed statement missing from one staff file. To be added. New staff file review.			
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)	Nov 12, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff file missing Criminal Record/ Vulnerable Sector Check. To be added. QA Monitor was able to confirm valid Criminal Record/ Vulnerable Sector Check via email during inspection. New staff file review.			
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)	Nov 12, 2024	
Comments: One staff file missing Social Development Check. To be added. QA Monitor was able to confirm valid Social Development Check via email during inspection. New staff file review.			
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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Nov 12, 2024	
Comments: One staff file missing First Aid Certificate. To be added. QA Monitor was able to confirm valid First Aid/CPR via email during inspection. New staff file review.			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Nov 25, 2024	
Comments: Hockey sticks in poor repair. To be removed and replaced.			

<p>General Comments</p> <p>Monitoring Inspection:</p> <p>Children observed engaged in a variety of activities outdoors this afternoon including tree climbing, sidewalk chalk, gross motor games and hockey. Educators observed engaging in meaningful conversations with children. Educator observed encouraging children to problem solve independently.</p> <p>The indoor environment has a variety of materials for children to explore and appears to be organized and well maintained.</p> <p>New staff file (3) review was completed today. A relief staff was on site today without a staff file, ensure moving forward when relief staff are brought over from other sites, they bring their file with all required documents.</p> <p>Monthly fire drills are documented. Daily attendance forms are completed.</p>
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original signed by
Britta Garnett

Signature of Early Learning and Childcare Licensing Staff

November 07, 2024

Date

original signed by
H. Adams

Signature of Operator/Designate

November 07, 2024

Date