

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 Sussex Christian School Inc.		Inspection Date September 24, 2026
Facility Name Shine After School Care		Licence Number 2022052
Address 33 Pine Street Sussex NB E4E 5R7		Telephone Number (506) 512-0355
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 24	Ages of Children SCHOOL-AGE
ELCC Licensing Staff Monica Maltais	Position Title Inspector	

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)	Oct 02, 2026	
Comments: The inspector reviewed 7 children's files and observed 3 of them are missing the address of the emergency contacts and 1 of them only has one emergency contact. All children's files must include the name, address and telephone number of at least 2 emergency contacts. The inspector recommends reviewing all children's files to ensure that all of them are completed with no information missing from them.			

General Comments
The inspector is on site to conduct the renewal inspection. During the inspection, the inspector observes children arriving from school, outdoor free play, children completing their homework, and transitioning to the gym for ball play activities. A discussion is held with the educator regarding the use of the gym area. The inspector advised that the gym is not currently included in the licensed childcare facility and, therefore, cannot be used by children as part of the program. As per EARLY CHILDHOOD SERVICES ACT subsection 28(1) An operator of a licensed facility shall not change the allocation of space used to provide services or add to or alter any building or facility or any part of them unless the Minister has approved the changes in writing. The educator was informed that a Change in Service application must be submitted to the Department and approved before the gym area can be used as part of the facility's licensed space. Until written approval is received, the gym area must not be included in the childcare program. The inspector will also consult with the fire inspector regarding the use of this space. A discussion is being held with an educator regarding employee files. The inspector reminds the educator that all employee files must be complete and contain all required information and documentation, including current and valid vulnerable sector checks. Employee files must not contain any missing information, missing

General Comments

documents, or expired checks.

A further discussion is being held regarding required postings within the facility. The inspector advises that the names of the board members must be posted in a visible location. In addition, the Quality Assurance Monitor and Inspector information currently posted in the facility must be updated to ensure that the correct and most current information is posted.

The inspector also discusses the daily schedule. It is observed that only the schedule for half-day school days is posted. The facility must post schedules for both full-day and half-day programs to ensure that the daily routine is clearly communicated and available within the facility.

The ratio is respected throughout the inspection.

original signed by
Monica Maltais

Signature of Early Learning and Childcare Licensing Staff

September 29, 2026

Date

original signed by
Heidi Adams

Signature of Operator/Designated staff

September 29, 2026

Date

"I hereby acknowledge receipt of this report"