

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 PASSAMAQUODDY CHILDREN'S CENTRE INC.	Licence Number 2022083	Inspection Date September 18, 2024
Facility Name Passamaquoddy Children's Centre Inc.		Telephone Number (506) 529-3072
Address 212 Parr Street St. Andrews NB E5B 1M3		
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
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)	Sep 30, 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)	Sep 30, 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)	Sep 30, 2024	
Comments: One staff file missing Criminal Record Check. New staff file review. QA Monitor was able confirm valid Criminal Record Check during inspection. To be added to 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)	Sep 30, 2024	
Comments: One staff file missing SD Check. New staff file review. QA Monitor was able confirm valid SD Check during inspection. To be added to 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Sep 30, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff file missing First Aid/CPR certificate. To be added. New staff file review.			

General Comments
<p>Monitoring Inspection:</p> <p>QA Monitor arrived on site as the staff were leaving to pick-up the children from school. Children and staff came back to the site to drop-off backpacks and go to the local library for a STEM Program.</p> <p>Child to staff ratio was met during the Monitoring Inspection.</p> <p>One staff from the other site was filling in for an educator today. Their staff file was not on site. Moving forward ensure relief staff have a complete file on site.</p>

original signed by
Britta Garnett

Signature of Early Learning and Childcare Licensing Staff

September 18, 2024

Date

original signed by
C. James

Signature of Operator/Designate

September 18, 2024

Date