

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 Boys and Girls Club of Charlotte County Inc.		Inspection Date April 08, 2026
Facility Name Boys and Girls Club St. Stephen Elementary School		Licence Number 2022107
Address 16 Kings Court St. Stephen NB E3L 3X7		Telephone Number (506) 466-4300
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 29	Ages of Children SCHOOL-AGE
ELCC Licensing Staff Kiesha Cobbett	Position Title Inspector	

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	Apr 30, 2026	
Comments: One Board member did not obtain a criminal record check/vulnerable sector check prior to becoming a board member. To be obtained and added to the file.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Apr 30, 2026	
Comments: Monthly emergency evacuation and fire drills have not been completed since September. Monthly emergency evacuation and fire drills are to be completed and recorded each month.			
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)	Apr 30, 2026	
Comments: A monthly review and maintenance plan was not completed on all stationary equipment showing: the review and repair dates; the action required and taken; and the name of the staff completing the review. The review and maintenance plan on all stationary equipment is to be completed and recorded each month.			

<p>General Comments</p> <p>Renewal Inspection:</p> <p>During the inspection, the school-age children were observed participating in a variety of activities. These included coloring with markers and pencil crayons, playing board games with their educators and peers, building with blocks and Lego, and playing Uno.</p> <p>The children were observed practicing proper hand hygiene by washing their hands before snack time. Snack consisted of yogurt and blueberries.</p> <p>Outdoor play was observed, with children engaging in physical activities such as soccer and catch in the field</p>
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General Comments

with their educators.

The educators were observed actively engaging with the children by playing alongside them, sitting with them, and participating in meaningful conversations, demonstrating positive interactions and supervision.

The following records were reviewed: Incident logs, fire drills, monthly review and maintenance plan for all stationary equipment, and daily attendance sheets.

All staff files were viewed, and a random review of the children's files was completed.

Recommendations / Discussions at the Time of Inspection

1. Staff Files- Ensure that when new staff are hired, all required documents are completed, onsite, and readily accessible.
2. Materials- Consider enhancing the art center by adding a wider variety of glueable and natural materials to support creativity and sensory exploration.
3. Documentation- Add a brief description and date to each documented play experience. It was also recommended to create a binder to store past play experiences so they can be revisited by children and families.
4. Programming- Programming should be completed daily and planned in alignment with the children's interests to support meaningful and engaging learning experiences.
5. Posted Information- Ensure the names and telephone numbers of the Board of Directors, along with the most recent monitoring and renewal inspection reports, are posted in a visible and prominent location within the facility.

original signed by
Kiesha Cobbett

Signature of Early Learning and Childcare Licensing Staff

April 09, 2026

Date

original signed by
Natasha Reid

Signature of Operator/Designated staff

April 09, 2026

Date

"I hereby acknowledge receipt of this report"