

## 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 Over the Moon Learning Centre Inc.	Licence Number 2023001	Inspection Date April 26, 2023	
Facility Name Over the Moon Learning Centre		Telephone Number (506) 874-4329	
Address 25 Hildegard Drive Moncton NB E1G 2G5			
Name of Early Learning and Childcare Licensing Staff Sophie Powers		Position Title Quality Assurance Monitor	
Order for Compliance	Regulation	Date to be corrected	Date corrected
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	Apr 26, 2023	
Comments: The most recent inspection report (initial inspection) was not posted. All inspection report must be posted in a visible and prominent place in the facility.			
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: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Apr 24, 2023	
Comments: One child was present at the facility without being enrolled. Child records must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile must be completed by the parents immediately.  2 child record files were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.			
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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	Apr 24, 2023	
Comments: One child was present at the facility without being enrolled. Child records must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile must be completed by the parents immediately.  2 child record files were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.  In one child record file, the name, address and telephone number of the medical practitioner was absent. Medical practitioner's contact information must be inserted in all children's record files.			
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: (iii) the name, address and home and work telephone numbers of the child's parent or guardian,	24(1)(b)(iii)	Apr 24, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: One child was present at the facility without being enrolled. Child records must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile must be completed by the parents immediately.</p> <p>2 child record files were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
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 24, 2023	
<p>Comments: One child was present at the facility without being enrolled. Child records must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile must be completed by the parents immediately.</p> <p>2 child record files were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p> <p>In one child record file, the address of one emergency contact was incomplete. Parents must provide full address of at least two emergency contacts.</p>			
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)	Apr 26, 2023	
<p>Comments: The description of duties and responsibilities of one staff member is not included in her file. Operator must assign duties and responsibilities to her staff and add the description in the staff member's file.</p>			
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)	Apr 26, 2023	
<p>Comments: A signed statement regarding obligations under the Act and licensing regulation was absent from a staff member's file. Operator must ensure that a signed declaration is inserted in all staff member's file.</p>			
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)	Apr 26, 2023	
<p>Comments: Quality Assurance Monitor was able to see the staff member's check with Social Development on the operator's computer. However, a copy was not inserted in the file. A copy must be printed and inserted in staff member's file.</p>			
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)	Apr 26, 2023	
<p>Comments: Quality Assurance Monitor was able to see the staff member's first aid certificate on the operator's computer. However, a copy was not inserted in the file. A copy must be printed and inserted in staff member's file.</p>			
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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Apr 24, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: During the monitoring inspection, Quality Assurance Monitor noticed that the daily attendance record sheet that the staff was using for children's attendance was not the one provided by the minister. Attendance must be recorded using the attendance form provided by the department (Appendix 10).</p> <p>While the educator and the children left the facility to go to the park, the attendance sheet was left behind. Attendance records must be taken out of the facility whenever children leave the building.</p>			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (b) the weekly menus.	25(b)	Apr 24, 2023	
<p>Comments: While Quality Assurance Monitor was on site, operator offered snack to the children. However, a weekly menu was not posted. If the operator wants to offer snack, an application for change must be submitted to the department and a weekly menu must be posted.</p>			
26(2) The operator of a licensed facility shall require the parent or guardian referred to in subsection (1) to sign a declaration confirming that he or she has read and understood the content of the handbook.	26(2)	Apr 24, 2023	
<p>Comments: One child was present at the facility without being enrolled. Child records must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile must be completed by the parents immediately.</p> <p>2 child record files were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.	27(b)	Apr 24, 2023	
<p>Comments: One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c )	Apr 24, 2023	
<p>Comments: One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (d) permitting the administration of emergency care to the child.	27(d)	Apr 24, 2023	
<p>Comments: One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (e) permitting the child to leave the licensed facility with a person authorized by the parent or guardian.	27(e)	Apr 24, 2023	

Order for Compliance		Regulation	Date to be corrected	Date corrected
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (f) permitting the child to participate in an outing.		27(f)	Apr 24, 2023	
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (g) transporting or providing for the transportation of the child.		27(g)	Apr 24, 2023	
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (h) permitting the child to participate in testing or research projects.		27(h)	Apr 24, 2023	
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (j) permitting photographs and videos to be taken of the child for publication or social media.		27(j)	Apr 24, 2023	
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.		27(k)	Apr 24, 2023	
Comments:	<p>One child was present at the facility without being enrolled. Signed consent must be completed prior to the child's first day of care. That child must be enrolled to the facility and a child profile with signed consent must be completed by the parents immediately.</p> <p>2 child record files and signed consent were only accessible on the Operator's computer for Quality Assurance Monitor to verify. To comply, operator must print a copy and create a folder for each of them.</p>			

General Comments

Quality Assurance Monitor's first visit after the opening. A monitoring inspection was conducted.

During the visit, these elements were verified:

- Ratio
- Child record's files and signed consent from parents
- Staff member's files, qualifications and checks
- If all required documents were posted in a visible and prominent place in the facility

original signed by  
Sophie Powers

Signature of Early Learning and Childcare Licensing Staff

April 24, 2023

Date

original signed by  
Fariba Breau

Signature of Operator/Designate

April 24, 2023

Date