

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 September 14, 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
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 19, 2023	
Comments: In one staff member's file, the job description is missing. Description of duties and responsibilities must be in all staff member's 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Sep 15, 2023	
Comments: On the daily attendance record sheet, the proper code was not used to note the absences. Children's absences must be recorded on the attendance sheet and illness reasons must be indicated.			
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.	28(1)	Sep 19, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: 1) While Quality Assurance Monitor was on site, she noticed that a second vehicle was used for transportation. The licensing department was not aware of the added vehicle. Any changes, add to or alter to the building, the facility or the services, the Minister must approve. Before leaving the facility, the QA monitor verified the new vehicle. The operator confirms that when the staff uses that vehicle for transportation, the first aid kit and children's emergency contacts are brought into the vehicle. The vehicle is in compliance with the Motor Vehicle Act and the regulations under that Act. A copy of the vehicle's insurance was sent to the QA monitor via email.</p> <p>2) Quality Assurance monitor was informed, by the operator, that before school services were offered. This was not mentioned in the application for license. Any changes, add to or alter to the building, the facility or the services, the Minister must approve.</p> <p>3) At the time of the inspection, the operator mentioned that the children were using the basement once a week to watch a movie. Quality Assurance Monitor informs the operator that the room in the basement cannot be used by the children without the approval of the Minister.</p> <p>4) During the inspection, the operator showed the Quality Assurance Monitor a potential outdoor play area. A structure was added to the area. Even if the operator confirms that the children are not using the area, the Minister must be aware via application for change before any changes occur.</p> <p>For all changes, the operator must complete an application for change and send it to the Quality Assurance Monitor.</p>			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Oct 02, 2023	
<p>Comments: The monthly emergency evacuation and fire drills were not completed for the month of August. Evacuation and fire drills must be completed every month.</p>			
40(1) An operator of a licensed facility shall ensure that personal belongings of a child receiving services at the licensed facility that are brought to the licensed facility, including combs, brushes, toothbrushes, towels, washcloths, bedding, pacifiers and soothers, are (a) labelled with the name of the child.	40(1)(a)	Sep 20, 2023	
<p>Comments: The area where children put their jackets and school bags was not labelled with the name of the child. Children must have their own space to store their belongings and it must be labelled. The operator confirms that labels will be added soon.</p>			

General Comments
<p>Monitoring inspection was conducted.</p> <p>Ratio was respected.</p> <p>During the visit, the Quality Assurance Monitor verified:</p> <ul style="list-style-type: none"> - The administrative records maintained on site - The incident records - Daily activities - Child guidance - Personal belongings <p>At the time of the inspection, the children were playing indoors.</p> <p>Quality Assurance Monitor entered new staff members into the system.</p> <p>At the time of the inspection, QA Monitor asked the educator to see the programming. One educator informs QA monitor that no programming has been done. Later during the inspection, the operator was able to show the QA monitor the programming via her phone. The following was accessible on the facility's computer also. The QA monitor recommends that the daily activity programming be printed. This allows easier access for the licensing team, and it allows the educators to better organize their time and schedule.</p> <p>Positive interaction between educators and children were observed.</p> <p>Minor incidents are properly recorded, documented and signed by parents. Staff members are ready and know</p>

General Comments

what to do if a reportable incident occurs.

original signed by
Sophie Powers

Signature of Early Learning and Childcare Licensing Staff

September 15, 2023

Date

original signed by
Fariba Breau

Signature of Operator/Designate

September 15, 2023

Date