

## 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 October 13, 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
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Oct 13, 2023	
Comments: One staff member did not have a check with Social Development available for licensing staff to see. Each staff member must obtain a check with Social Development prior to employment. The staff in question must leave the premises immediately. The operator can send a copy via email to the Quality Assurance Monitor, and the staff can return.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (vii) to develop trusting, respectful and supportive relationships with educators and children.	21(c)(vii)	Oct 30, 2023	
<p>Comments: At the time of the inspection, the Quality Assurance Monitor observed multiple situations where the educators and the children did not have opportunities to develop trusting, respectful and supportive relationships.</p> <p>Observation #1: A child was observed playing with a firearm made from Lego. He was running around the facility, pointing at others, including the educators. The educator asked the child to stop numerous times, but the child never did. The practice used by the educator was not successful, and the educator did not try other methods to encourage the child to stop. The Quality Assurance Monitor recommends the operator to contact their Early Learning Consultant regarding this. The Early Learning Consultant can give resources and tips that could help the educators deal with situations like this, in the future.</p> <p>Observation #2: The Quality Assurance Monitor observed the educators having challenges with communication. An educator had to ask a child to help translate certain words, in order to converse with another child. Educators must initiate and reciprocate playful and conversational verbal and nonverbal communication throughout the day.</p> <p>Observation #3: When it was time to transition to outdoor play, a child refused to get ready and wanted to stay indoors to play with legos. The educators asked the child to join the other children numerous times, but the child refused. At that time, the educator asked the QA monitor for suggestions. Once the child was given the option to bring the lego outside, the child joined the group. As indicated in the Operator Manual, the indoor and outdoor play areas must be flexible to respond to children's changing interests, abilities and desires.</p>			

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)	Oct 17, 2023	
Comments: The job description was added to the staff in question's file. However, while entering a new staff member in the system, another staff description was missing. Operator must ensure that all staff member's records include a description of duties and responsibilities.			
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)	Oct 17, 2023	
Comments: In one staff member's file, the signed statement was missing. All staff member's file must include a signed statement regarding obligations under the Act and licensing regulation.			
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)	Oct 13, 2023	
Comments: One staff member did not have a check with Social Development available for licensing staff to see. Each staff member must obtain a check with Social Development prior to employment and a copy must be inserted in their file. The staff in question must leave the premises immediately. The staff can return after receiving the required check. Operator must ensure that the check is inserted in the 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	Oct 13, 2023
Comments: At the time of the inspection, the attendance record sheet was showing all absences and detailing the reason. However, the number of children present at the facility did not reflect on the number of children signed in on the attendance sheet. The attendance record sheet must be accurate and reflect all children present at any given time. The Quality Assurance Monitor had a discussion with the educator regarding the importance of completing the attendance sheet each time a child arrives and leaves. That ensure the accuracy.  At the end of the day, the children transitioned to outdoor play. The educators stepped out of the facility, forgetting to bring their attendance sheet with them. The educator informs the QA Monitor that she was not aware that they had to take the document with them when leaving the facility. The Quality Assurance monitor had a discussion with the educator reminding her that the attendance record sheet must be taken out of the facility whenever children leave the building.  Deficiency is now compliant			
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	Sep 18, 2023
Comments: An application for change was sent to the Quality Assurance Monitor via email on September 18. Deficiency is now compliant			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Oct 02, 2023	Oct 13, 2023
Comments: During the follow-up inspection, the Quality Assurance Monitor observed that the monthly emergency evacuation and fire drills were completed for the month of September. Deficiency is now compliant			
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	Oct 13, 2023
Comments: During the follow-up inspection, labels have been added to the space where children put their personal belongings. All personal belongings are labelled with the name of the child. Deficiency is now compliant			

Order for Compliance	Regulation	Date to be corrected	Date corrected
9(1) The child-to-staff ratio is one educator for each of the following groups of children of the same age receiving services at a full-time or part-time early learning and childcare centre: (a) three infants or fewer; (b) five children or fewer who are two years of age; (c) eight children or fewer who are three years of age; (d) ten children or fewer who are four years of age or older, but who are not yet attending school; and (e) 15 school-age children or fewer.	9(1)	Oct 13, 2023	Oct 13, 2023
<p>Comments: When the Quality Assurance Monitor arrived on site, the educator did not know how many children were in her care. She had to count the children and verify on the attendance sheet. It is important that educators know how many children are in their care at all times.</p> <p>At the time of the inspection, the 2 educators stepped out of the classroom to go in the office. The children were left alone in the classroom without supervision. The Quality Assurance Monitor reminds the educators and they immediately returned to their group.</p> <p>The Quality Assurance Monitor had a discussion with the educator regarding the importance of respecting child-to-staff ratio at all times.</p> <p>Deficiency is now compliant</p>			

General Comments
<p>A follow-up monitoring inspection was conducted.</p> <p>During the inspection, snack time and indoor free play were observed. When one educator had to go outside to pick up children at the bus stop, she questioned the Quality Assurance Monitor on what to do if the educator staying with the rest of the group was over ratio. The Quality Assurance Monitor reminded the educator how important it is to respect the child-to-staff ratio at all times and suggested that the educator bring children with her outside for pick-up. That way, the child-to-staff is respected indoors and outdoors.</p>

original signed by  
Sophie Powers

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Signature of Early Learning and Childcare Licensing Staff

October 16, 2023

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Date

original signed by  
Fariba Breau

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Signature of Operator/Designate

October 16, 2023

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Date