

## 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 Erin Williams	Licence Number 2023034	Inspection Date October 19, 2023
Facility Name Upper Nashwaak Kid's Club		Telephone Number (506) 259-0563
Address 28 Bridge Street Stanley NB		
Name of Early Learning and Childcare Licensing Staff Jennifer Godin		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: (b) child records that include: (i) the child's name, address, birth date and Medicare number,  Comments: Observed a child file that did not contain Medicare number.	24(1)(b)(i)	Oct 27, 2023	
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.  Comments: Page containing this information was missing from a child's file.	24(1)(b)(ii)	Oct 27, 2023	
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,  Comments: Page containing this information was missing from a child's file.  Other child files were either missing 1 emergency contact or address for emergency contact.	24(1)(b)(iv)	Oct 27, 2023	
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 (viii) any written consent given by the child's parent or guardian.  Comments: Page containing this information was missing from a child's file.	24(1)(b)(viii)	Oct 27, 2023	
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.  Comments: Observed one staff file that was missing a copy of signed statement regarding obligations under the Act and licensing regulation.	24(1)(c)(iv)	Oct 27, 2023	

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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Oct 27, 2023	
Comments: First Aid certificate missing from one staff 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)	Oct 20, 2023	
Comments: The required attendance record form is being used but did not accurately reflect the number of children present during today's inspection. There were 8 children present, but none were signed in on the attendance form.			
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)	Oct 27, 2023	
Comments: Page containing this information was missing from a child's file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
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)	Oct 27, 2023	
Comments: Consent missing from child file.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	Oct 19, 2023	Oct 19, 2023

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Deficiency is now compliant</p> <p>Children were observed getting their lunchboxes and sitting down to eat without washing their hands. Quality Assurance Monitor brought to the attention of educator that children did not wash their hands before eating snack. Educator then requested children wash their hands.</p>			
<p>32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (b) arranged on low, open shelves and accessible to the children receiving services at the licensed facility,</p>	<p>32(1)(b)</p>	<p>Oct 27, 2023</p>	
<p>Comments: All indoor play material was displayed on low and open shelves, but were not easily accessible to the children as many of boardgames were not in their boxes, and just stacked one on top of each other in an unorganized manner.</p>			

General Comments
<p>Children were playing outside when I arrived for today's monitoring inspection. While outside, educator ensured she positioned herself so as to ensure she could properly supervise the children. Children were observed playing on the play structures, soccer, and imaginary play in the "woods".</p> <p>Educator was observed being attentive to the needs of the children and interacting with them at time of visit.</p> <p>After children were finished snack, they went back outside to play.</p> <p>Children appear to be working on a cardboard box fort inside their classroom.</p> <p>All toxic products are kept in a locked cupboard under the sink.</p> <p>A reminder that attendance records are:</p> <ul style="list-style-type: none"> <li>- mandatory</li> <li>- recorded using the attendance form provided by the department (Appendix 10)</li> <li>- completed each time a child arrives and leaves</li> <li>- accurate and reflect all children present at any given time</li> <li>- taken out of the facility whenever children leave the building</li> <li>- When children are in the outdoor play area or on outings, staff members have copies of the attendance records with them as well as emergency contact information.</li> </ul> <p>It is recommended that all toy bins and shelves be labelled. Having appropriately labelled bins and shelves allow for independent selection and help for room organization. It is recommended that labels have both words and pictures to promote literacy skills.</p> <p>Children should wear proper indoor footwear at all times in case of an emergency evacuation.</p> <p>Please ensure that all area rugs, slipcovers, and couches are vacuumed/clean as per Public Health guidelines.</p> <p>It is recommended that children ask or inform educator to leave the room before leaving for safety purposes.</p> <p>Please ensure top of shelves are kept tidy to avoid clutter and possible breakage of play material should they not be properly put away.</p>

original signed by  
Jennifer Godin

Signature of Early Learning and Childcare Licensing Staff

October 23, 2023

Date

original signed by  
Erin Williams

October 23, 2023

Signature of Operator/Designate

Date