

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 Little Munchkins Preschool Inc.	Licence Number 2023062	Inspection Date November 01, 2023
Facility Name Munchkins Afterschool		Telephone Number (506) 474-1843
Address 1769 route 640 Hanwell NB E3C 2B3		
Name of Early Learning and Childcare Licensing Staff Joanne Voyer Page		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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Nov 01, 2023	Nov 01, 2023
Comments: Deficiency is now compliant			
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 (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Nov 01, 2023	Nov 01, 2023
Comments: Deficiency is now compliant			
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)	Nov 01, 2023	Nov 01, 2023
Comments: Deficiency is now compliant			
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)	Nov 01, 2023	Nov 01, 2023
Comments: Deficiency is now compliant			

General Comments
<p>This is a new afterschool program.</p> <p>This is the licensing inspector's (Quality Assurance Monitor) first visit to the afterschool program that commenced operation on Monday October 30th. A small group of children was observed during the visit playing cooperatively. The administrator was engaged with children and supervision was appropriate. There are 2 classrooms that have been approved for operation, but currently only one classroom is being used, so there is lots of room for this school age program to grow.</p> <p>During the visit, the Licensing staff reviewed staff files, and attendance records. It was observed that the staff</p>

General Comments

file was incomplete, but this was corrected. The administrator also has other administrative records stored in a binder and ready when needed - incident, potential illness, fire drill, first aid forms etc for tracking. The administrator is very organized.

The administrator showed me a Halloween pumpkin activity the children participated in yesterday which she has posted on a private FB page to parents. She is also documenting programming and printing the activities with pictures of the children and keeping a record of the learning activities on site.

The space is used by another group in the evenings, so the Operator has a plan in place to hire additional staff to help with setting up the space on a daily basis and locking things away at the end of the day.

Licensing staff indicated they would follow up on the license as they have not received this in the mail.

original signed by

Joanne Voye Page

November 01, 2023

Signature of Early Learning and Childcare Licensing Staff

Date

Signature of Operator/Designate

Date