

## 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 FIRST STEPS HOUSING PROJECT INC	Licence Number 2023099	Inspection Date December 06, 2024
Facility Name First Steps Early Learning Centre		Telephone Number (506) 693-2228
Address 120 Coburg Street Saint John NB E2L 3K1		
Name of Early Learning and Childcare Licensing Staff Robyn Nelson		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)	Nov 25, 2024	
Comments: License not posted. Latest Monitoring Report not posted. To be displayed on parent board.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Nov 25, 2024	
Comments: Smoke alarm, smoke detector and fire extinguisher inspection and maintenance records incomplete. To be completed and documented during monthly emergency evacuation drill.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Nov 25, 2024	
Comments: Fire drill records incomplete. Monthly emergency evacuations to be completed and documented monthly.			

General Comments
<p>A Monitoring Inspection occurred on November 25, 2024.</p> <p>During the inspection, children were observed engaged in indoor free play. Educators shared that the children are currently very interested in activities such as reading books with educators, participating in group art opportunities, and exploring the local neighborhoods during outings. Positive child guidance techniques were observed throughout the facility, including educators interacting at the children's level, using positive language, offering choices, and assisting children in decision-making.</p> <p>The daily incident log is maintained regularly. Parents of children present at the center are welcome to visit at any time. Outdoor play is scheduled for at least one hour during each four-hour block when the majority of children are in attendance, weather permitting. Rest periods are tailored to individual needs and do not exceed two consecutive hours. All nap equipment meets the required thickness of at least 5 cm. Snacks are provided every three hours, and meals are served at recognized meal periods.</p> <p>Evacuation procedures are clearly posted and located in a prominent area. Books are thoughtfully selected to</p>

## General Comments

reflect the children's interests, and children's artwork is displayed, with names and dates included. The facility offers a varied supply of appropriate equipment, materials, books, and toys to support the children's daily activities.

Traffic areas within the facility are kept clean, and outdoor walkways are free of clutter. Toxic products, such as chemical cleaners, are securely locked away and inaccessible to children. The changing area is located within one meter of a sink, and diaper-changing procedures are posted and visible to those carrying out the task. Infant bottles are clearly labeled and used only for the intended child, and allergy information for any child is displayed in the food preparation area.

The curriculum offers opportunities for both individual and group experiences. Various forms of literacy are incorporated into the indoor environment. Portfolios are being completed with the children, and several forms of documentation were observed throughout the facility.

A conversation with the Administrator highlighted both strengths and areas for improvement. The strengths identified include the positive child guidance techniques observed throughout the facility, the new outdoor deck space, and dedication of the new educators. However, there are areas that need attention, such as updating the parent board, introducing new learning centers, creating documentation for programming, maintaining records, and implementing new routines.

original signed by  
Robyn Nelson

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

November 25, 2024

\_\_\_\_\_  
Date

original signed by  
Mallory Curwin

\_\_\_\_\_  
Signature of Operator/Designate

November 25, 2024

\_\_\_\_\_  
Date