

# **New Maryland Kidz' Klub**

**525 New Maryland Highway**

**New Maryland, NB**

**E3C 1K1**

**506-472-0060**

**nmcc@nb.aibn.com**

## **Parent Package**

**Jodi Campbell**

**Owner, President, Director**

**Hilary Campbell**

**Manager**

**Monday to Friday**

**After Hours**

**Open until 5:30**

**506-459-0683**

**October 2025**

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### **Appendices:**

- Registration form
- Confirmation handbook is received/understood
- Permission to share contact information

### **Separate Forms to be Addressed:**

- Managing Illness in Child Care Facilities - Parent's Role"
- New Brunswick Child Day Care Facility Exclusion Reference Guide
- Consent Forms



## Section 1.1 - Welcome:

Thank you for entrusting your child to our care. Be assured that this is a responsibility we do not take lightly. Together, we will work to ensure that your child continues to develop in an atmosphere where he/she feels loved and respected as an individual.

## 1.2 - Our History:

The New Maryland Children's Centre Ltd. is a second-generation owned child-care facility which originally opened its doors in November 1994. A part of the Kierstead Group, which consisted of Regent Day Care, Northside Day Care and New Maryland Children's Centre, we began providing care for those children living and/or attending school in the New Maryland area. Originally located in the lower level of the Esso mini-mall, we opened the doors of our new building at its current location on October 1, 2007. We quickly outgrew our building so we began renting space from the Faith Baptist Church for our after-school program (New Maryland Kidz' Klub) in March 2009.

## Section 2.1 - Registration/Admission:

The New Maryland Kidz' Klub, an extension of the New Maryland Children's Centre Ltd., welcomes all children, regardless of race, abilities, and needs. Acceptance of new children is based on a first-come/first serve basis; however, priority is given to children whose siblings are already attending. We offer part-time care through the school term and full-time care during school cancellations, holidays and summer breaks. We always maintain staff/child ratios in accordance with the provincial regulations.

## 2.2 - Criteria for Admission:

A **non-refundable registration fee of \$25.00** per family is required to hold a space for a child for up to two weeks. However, if the space is to be guaranteed for more than two weeks, we must have 50% of the first month's payment to hold the spot. This will be applied to the first month's charge when the child's attendance starts. ***This payment WILL be forfeited should your child not attend for any***

*reason, regardless of the amount of notice given. Child care may only occur once all paperwork has been received by the office, including subsidy approval notice and payment.* Regardless of the timeframe, the registration fee will be charged.

### **Section 3.1 - Payment:**

When enrolling, you are actually reserving a space that cannot be used by anyone else. This guarantees that there will always be room for your child. It is your option whether or not you wish your child to be here on a particular day; however, since our costs remain constant throughout the year, payment of the space reserved must be made without exception. Payment is still required for holidays.

**Payment is to be made via e-transfer to [nmcc@nb.aibn.com](mailto:nmcc@nb.aibn.com).**

We must receive payment by the *first working day* of each month. It is acceptable to make two payments monthly with at least half by the first of the month and the balance paid by the 15<sup>th</sup> each of month. *If the account is not fully paid by this date, a late fee of \$10.00 may be applied for balances over \$50.00.*

**\*\*\*ALL ACCOUNTS MUST BE PAID BY THE END OF THE MONTH OR SERVICES MAY BE WITHHELD UNTIL THE ACCOUNT IS PAID IN FULL\*\*\***

We try to close at 5:30 p.m. Please make arrangements if you are unable to pick up your child by that time. There will be a late charge for children not picked up by 6:00 pm. The charge is \$5.00 for the first 15 minutes and \$1.00 per minute thereafter, payable immediately and directly to the supervising staff member.

### **Rates effective March 1, 2023**

Monthly rate for just after-school care is \$375.00

Monthly rate for before- and after-school care is \$395.00

Full-time summer rate is \$640.00. If care is not required during the summer months, the after-school rate of \$375.00/month will be charged to hold the space for September.

Fees are subject to change with as much notice as possible.

### **3.2 - Subsidy:**

After-school children may be subsidized partially through the Day Care Assistance

Program. Parents receiving government subsidy will be required to make up any difference in the monthly rate between the government rate and the true cost by the 15th of the month.

Anyone seeking Social Assistance is expected to have their notification form into the office before the child starts attending. If not, full payment is required which will be credited to your account when documentation is received with the government payment.

### **Section 4 - Afterschoolers:**

Our policy regarding full-day care (Christmas Break, March Break, Storm Days, Professional Development Days and any other days in which school is cancelled) is to charge an additional \$10.00 for each day your child attends in order to justify the additional costs. During the summer months of July and August, our full-time afterschool rates apply.

### **Section 5 - Facility Closures:**

The New Maryland Kidz' Klub is closed on weekends, Easter Monday and all Statutory Holidays. These include: New Year's Day (January), Family Day (February), Good Friday & Easter Monday (March/April), Victoria Day (May), Canada Day (July), New Brunswick Day (August), Labour Day (September), Thanksgiving (October), Remembrance Day (November), Christmas Day (December), Boxing Day (December). We will close by 12:15 on Christmas Eve (no lunch will be served that day).

We open by 2:00 every weekday, 12:00 Wednesdays, and 7:00 a.m. when school is cancelled. However, if a snow storm worsens to the point that safety

becomes an issue, that is our indicator it's time to get the children and staff home and safely off the streets. You will be called and asked to pick your child up by a given time.

### **Section 6.1 - Code of Conduct:**

The New Maryland Kidz' Klub is a place for children, parents and staff to have their needs met in a caring, respectful environment. We strive to address the mental, emotional and physical well-being of each person. Safety and security is our primary concern. With this in mind, no swearing, raised voices or threat of physical harm will be tolerated.

We implement a Positive Guidance approach to correct misbehavior. When a child exhibits unacceptable behavior, he/she will be reminded as to the proper conduct. If the offense is repeated, the child will be removed from the situation and given time to calm down, change his/her focus, etc. If the behavior continues to be a problem, administration, the child's educators and parents will meet to address the concern.

Please note: we are not a behavior remedial service. We will absolutely work with parents when an unacceptable behavior presents itself. Behavior that consistently disrupts the program will be discussed with the parents. If there is no marked improvement within a reasonable period of time and safety of others becomes an issue, **\*\*we reserve the right to immediately excuse a child from the program due to continuing, inappropriate behavior\*\***.

We endeavor to have a happy, thriving relationship with all our families; however, there are periodically those parents who are dissatisfied with a given situation, regardless of what we do. As adults, we can agree to disagree. However, if the relationship disintegrates and disrespect is verbally or physically given, alternate arrangements must be made for pick-up and drop-off of the child.

### **6.2 - Concerns:**

If you have a concern, we ask that you come to us as soon as you feel there is a need. Your child's educator can make time to meet with you privately, away from

"little ears". She will listen respectfully to your concern and address it accordingly. If you do not feel comfortable speaking with the educator, or it is not addressed to your satisfaction, the Administrator or Manager will make time to meet with you also. You will find that we have a wide number of resource people happy to help.

## **Section 7 - Withdrawal from Services:**

**If you choose to withdraw your child for any reason, we will require two weeks' notice in writing.** If you choose not to give two weeks' written notice, you will be charged accordingly.

## **Section 8 - Evacuation Procedures:**

The New Maryland Kidz' Klub practices monthly fire drills in accordance with the regulations set out in the provincial requirements. In the event of an emergency, the children will gather in the area by the roadside sign. If we are unable to re-enter the building, the children will be transported (via walking, personal vehicles or other mode as necessary) to the New Maryland Children's Centre Ltd., 328 New Maryland Hwy, New Maryland, NB, (phone 457-1551) at which time you will be contacted as quickly as possible.

## **Section 9.1 – Arrival/Departure:**

If the child leaves early, the reason must be noted (doctor's appt., vacation, parent left work early, etc.). When you arrive at the end of the day, your child will most often be outside. Your child will collect his/her belongings and come to you.

## **9.2 – Pick-Up:**

**YOUR CHILD WILL BE RELEASED TO AUTHORIZED PERSONS ONLY!** If your child is to be picked up by persons not the parent or guardian, and who is not listed on the Child Profile, we need written permission authorizing us to release the child. We also prefer to meet the person in advance, if possible.

### **9.3 - ABSENCES:**

The Kidz' Klub must be notified when a child is absent with the reason - whether or not the absence is for illness, vacation, appointment, etc. Please call as soon as you're aware your child will be absent with any symptoms that may be present, in case it needs to be posted. Attendance is done immediately as soon as they get off the bus. Therefore, your prompt notification of an absence is appreciated.

### **9.4 - CHILD ILLNESSES:**

In accordance with the updated Public Health regulations, children may not attend day care when: the illness prevents the child from participating comfortably in facility activities, the illness results in a greater care need than the staff can provide without compromising the health and safety of the other children, OR the child has an armpit temperature of 38C or 100.7F or greater which may be accompanied by behavior changes or other signs or symptoms of illness. Upon the development of any of these symptoms at day care, the parent/guardian will be contacted immediately and MUST pick up the child within one hour of notification of illness. PLEASE NOTE: THIS IS IN ACCORDANCE WITH DEPT. OF HEALTH GUIDELINES.

When the child returns to day care, the parent/guardian will be required to sign a Return after Exclusion form confirming the child has recovered and is once again able to take part in the Centre's activities. If diagnosed with a communicable disease, we must be notified immediately and the child may not return until the incubation period is over and/or a doctor authorizes the return.

We have made it day care policy that, if your child is sick, experiencing even one unexplained bout of vomiting or diarrhea, that he/she be kept home for 24-48 hours after the last episode.

Due to mandated staff/child ratios, we do not have staff to keep a child inside. Therefore, if your child is not well enough to play outside, he/she cannot attend that day. Please don't bring your child and ask staff to keep him/her inside. It's simply not possible without affecting the group.

### **9.5 – LICE:**

It is the policy of the Centre that no child will be permitted to attend for care while evidence of lice and/or nits is present. Heads will be checked upon arrival and must be completely free of bugs before being left.

### **Section 10 - Medication:**

It is law that all medication be in the original prescription bottle or package in order for us to administer it to the child. It is required that you give written instructions in accordance with those on the package/bottle and sign our medication chart daily. If medication is required to keep a fever down, the child is not permitted to be here.

### **Section 11.1 - Clothing:**

The children spend as much time as possible outside. Therefore, please ensure they are equipped with adequate and appropriate clothing (extra mittens/hat/sock in the winter, rubber boots and rain gear in the spring, lightweight clothing and sun hat in the summer). Please ensure they are marked accordingly.

### **11.2- Toys:**

Due to the frequency of lost/misplaced items, toys are only allowed on certain days and must be marked with your child's name. We are not responsible for any lost or damaged items your child brings.

### **Section 12.1 – Programming:**

We understand that your child has been “programmed” and in a structured setting all day and now is his/her time to relax. While we have different things planned to entertain and occupy your child, he/she is never ‘required’ to take part. A choice of activities is always available.

### **12.2 - Parental Involvement:**

While our staff design and carry out the program, we welcome input from parents in these areas. Suggestions are welcome.

### **Section 13 - Child Abuse:**

Any staff member suspecting child abuse or neglect is legally responsible to report such suspicions to the Dept. of Education and Early Childhood Development in accordance with the Child Victims of Abuse and Neglect Protocols as established by the Province of New Brunswick. While it is preferable that the office be notified of such report, it is not mandatory.

VISITATIONS: Unfortunately, parental separations occur throughout the year and parents may not see their children as often as they'd like; therefore, they stop by to visit with their children here. Please note, however, that is not the purpose of our child care facility. It

has been our experience that this disrupts the children's program, staff members are inhibited from carrying out their program and often parents interfere with the play,

learning and conversations of the children/staff. Therefore, we would respectfully request that you make alternate arrangements to meet with your child.

### **Section 14 - Community Services:**

We maintain a liaison with outside services to enhance the program within the Centre's agenda. From time to time, we invite a dentist, fireman, policeman, etc. to speak on topics related to their profession. Field trips may be taken to such places as: fire station, police station, Ducks Unlimited, parks, apple picking, etc.

### **Section 15 - Transportation:**

Because we are outside city limits, we are required to use taxi services (cars, minivans, bus) for our field trips. Due to the cost involved, field trips are done

sparingly. When a field trip is planned, the parents/guardians will be required to pay for the cost of the activity as well as a part of the shared cost for transportation.

### **Section 16 - Special Notes:**

While our Centre is based on Christian morals and ethics, we do not provide religious instruction apart from the habit of saying grace/giving thanks to God at snack and mealtimes (ex. God is great, God is good .... , etc.). Your child is not required to say grace but is required to sit respectfully while it is being said .

It is the policy of the New Maryland Children's Centre not to celebrate Halloween in any way. Any activities planned for the day will not revolve around or be intended as a celebration of Halloween.

#### **BABYSITTING:**

For liability reasons, no staff member is allowed to babysit children where trust has developed based on the care provided at the New Maryland Children's Centre or New Maryland Kidz' Klub. Please do not put staff members in the difficult position of having to refuse your request.

### **Section 17 - Inclusion Policy:**

Our philosophy is one of inclusion. This means that we will enroll children who are at risk developmentally, whether mentally, physically or socially. No child will be excluded or expelled based on his/her type of disability. A support worker must be in place before the child attends.

### **Section 18 - Philosophy:**

Young children need meaningful experiences. Young children can learn, want to learn and must learn. The evidence is convincing that the early years of a child's life set the stage for later life. The aim of our Centre, in an age of rapid change, is to do what we can to help the children reach their full potential. The future

demands self-confidence and an ability and desire to learn in order to cope with inevitable changes.

We hope to foster the children's intellectual development by guiding them in an awareness of all the basic concepts.

Every effort will be made to help build strong bodies and teach children how to care for their bodies. This will be accomplished by gross- and fine-motor activities. The staff will present themselves as good role models in practicing good health routines. Establishing goals for all children must come before attempting to make plans.

We will support children as they grow in independence, learning to function as capable individuals. The educator decides how much help to give, provides guidance while allowing the children to make decisions and choices and, at the same time, is responsible for helping each child reach a level of independence appropriate for him/her.

The child needs to learn to give and share, as well as receive, affection. Our Centre offers security and love.

The child needs to learn to get along with others. His/her experiences will be happy and the staff will protect him/her as he/she learns to take part in social relationships.

A child needs to learn self-control. The staff works toward the child becoming self-disciplined, self-guided, self-regulated and self-directed. Each is helped to learn appropriate behavioral responses and the reasons for them.

The child needs to begin understanding his/her own body. This program fosters understandings about feeding, caring for and appreciating their own body.

The child needs to begin to understand and control his/her physical world. Our program is designed to arouse the curiosity, thinking, reasoning, gathering and usage of information. The children will be provided experiences that will encourage learning and make it meaningful.

Children need to create. Our aim is to provide an atmosphere of freedom, which is so important if the child is to develop his/her creative potential. Children are

encouraged to try new ways of using materials as we enjoy the unique and spontaneous manner with which the child uses his/her imagination.

Our goal is that every child in our day care Centre will live a happy childhood and reach his/her full potential to become happy, fully-functioning, socially acceptable adults.

### **Section 19 - Licensing Staff**

Information about how to contact Early Learning Childcare Centre licensing staff is located on the Parent Information Board.

### **Section 20 - Confidentiality**

The children receiving care within our facility are assured of a safe, secure environment. This is achieved in many ways, not the least of which is through Confidentiality. Any information you are made aware of pertaining to your own child may be shared at your discretion. However, if you are inadvertently made privy to information regarding another child, this is to remain "in-house".

Nothing negative is to be posted on social media about the children, Centre, staff or other parents and only photos provided to you of your own child may be posted there as well.

I understand and agree to abide by Section 20 as is noted above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, am registering my child, \_\_\_\_\_ at

New Maryland Kidz' Klub to attend the after-school program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Is there any government assistance towards child care? Yes No

If so, the name of your worker is: \_\_\_\_\_ Ph:  
\_\_\_\_\_

Did you receive a copy of our policy? Yes No

I agree to give two weeks' notice in writing before removing my child from the Day Care Centre. If not, I agree to pay for these two weeks. If a balance remains on account, I understand I will be responsible for those fees or the account will be sent to collection. **(All parties responsible for payment must sign).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_, have hereby read and fully understand the parent handbook as provided to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, give permission for my contact information to be shared with my child's classmates as deemed appropriate by administration with regard to birthday parties, play-dates, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date