

*New Maryland Children's Centre Ltd.  
328 New Maryland Hwy  
New Maryland~ NB~ E3C 2H4*

*[nmcc@nb.aibn.com](mailto:nmcc@nb.aibn.com)*

*[www.newmarylandchildrenscentre.ca](http://www.newmarylandchildrenscentre.ca)*

457-1551

*Owner/Admin: Jodi Campbell*

*Executive Assistant: Hilary Campbell*

*"Where little people get BIG  
consideration"*

*Monday to Friday  
7:00 am to 6:00 pm*

*Jodi Campbell  
459-0683  
AFTER HOURS*

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### **Appendices:**

- Registration form
- Permission to post photos
- Signed agreement re: Immunizations
- Confirmation handbook is received/understood
- Permission to share contact information
- Consent for Outings, Off-Premises Activities, etc.
- Consent for Emergency Care and Transportation

### Separate Forms to be Addressed:

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

## **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.

We take pride in the fact that the New Maryland Children's Centre Ltd. was the first commercial day care centre in the New Maryland-and-surrounding area over 25 years ago. At this time we are licensed for 60 children from 2 years old and older.

## **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 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 and full-time care and strive to be as flexible as possible to meet parental "real-life" needs. We will allow occasional changes of specified days, as staffing allows. We are always mindful to 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 receive 50% of the first month's charge to hold the spot. This is non-refundable and will be applied to the first month's charge when the child's attendance starts as well as the registration fee. **This payment WILL be forfeited should your child not attend for any reason, regardless of the amount of notice given.** Child care will only occur once all paperwork has been received by the office, including subsidy approval notice, preschool immunization records, and payment and registration on the Parent Portal.

## **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. "Scheduled attendance" must be approved by administration. 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. If your scheduled day falls on a holiday, we may be able to accommodate another day that week. Payment is still required for vacation/holidays.

**Payments are to be made via e-transfer to [nmcc@nb.aibn.com](mailto:nmcc@nb.aibn.com) and 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 ask that children be picked up by 5:30. This allows for any day-end cleaning/sanitizing that must be completed. 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.

#### DAILY RATES EFFECTIVE APRIL 1, 2023

All preschoolers = \$18.00/day, provided he/she is listed on the Parent Portal.

PART-TIME ON APPROVAL- BASIS ONLY.

The daily rate is approved by government annually. The parent portion is determined by government under the Canada-wide Early Learning and Childcare Agreement. At this time, the parent is responsible for \$18/day less any additional subsidy, provided notice has been given. In that case, the parent will only be responsible for the difference between the subsidy amount and the \$18.00 charge. As of April 1, 2019, the New Maryland Children's Centre Ltd is a designated childcare facility. Therefore, different parent subsidies may apply (Parent Subsidy Program, Daycare Assistance Program). Please go to [gnb.ca](http://gnb.ca) Parent Portal Calculator to see if you qualify. Fees are subject to change with as much notice as possible.

### **3.2 - Subsidy:**

The New Maryland Children's Centre Ltd. is a Designated Early Learning Centre, recognized by the Dept. of Education and Early Childhood Development. As such, parents of preschool children may qualify for up to full-day subsidization of day care fees. This is a fairly simple on-line application.

Parents receiving government subsidy will be required to make up any difference in the daily 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/approval 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.

For more information and to obtain an estimate of your subsidy you can use the Parent Subsidy online calculator at: [www.gnb.ca/earlyNB](http://www.gnb.ca/earlyNB)

### **Section 4 - Facility Closures:**

The New Maryland Children's Centre is closed on weekends, Easter Monday and all Statutory Holidays. These include: New Year's Day (January), Family Day (February), Good Friday (March/April), Victoria Day (May), Canada Day (July), New Brunswick (August), Labour Day (September), Thanksgiving (October), Remembrance Day (November), Christmas Day (December), Boxing Day (December). We will close by 12:15 on Christmas Eve.

We open at 7:00 a.m. every weekday. However, if a snow storm starts or worsens throughout the day, we will use our discretion to determine if it's time to get the children and staff home and safely off the streets. You will be contacted and asked to pick your child up by a given time.

## **Section 5.1 - Code of Conduct:**

The New Maryland Children's Centre Ltd. 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 an ongoing 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 as much as possible 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\*\***. Again, this will only be done if safety becomes an issue and all other avenues of help have been exhausted.

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. You will no longer be permitted to enter the building or playground.

## **5.2 - 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/he 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 6 - 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 7 - Evacuation Procedures:**

The New Maryland Children's Centre Ltd. 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 areas adjacent to the parking lot, by the trees. 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 Faith Baptist Church, 525 New Maryland Hwy, New Maryland, NB, (phone 506-459-8756) at which time you will be contacted as quickly as possible.

## **Section 8.1 – Arrival/Departure:**

**Please note: only custodial parents/guardians are permitted on the property, or those for whom written authorization has been given.** If your 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, weather permitting. Please use the ramp to access the backyard and stay on the landing. Your child and his/her belongings will be brought to you.

## **8.2 – 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. Any unauthorized individuals are not permitted on the property.**

## **8.3 - ABSENCES:**

The Centre must be notified when a child is absent with the reason - whether or not the absence is for illness, vacation, appointment, etc. Please call the Centre 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. Voicemails are acceptable.

## **8.4 - 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 oral temperature of 100.7F or 38.5C or an armpit temperature of 38C or 100.7F or greater 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 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.

## **Section 9 - 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 10.1 - Clothing:**

We require each preschool child to have several complete changes of clothing to ensure that accidents-

falling outside, wetting, etc. - cause as little embarrassment as possible. A warm sweater, jacket, hat, mittens, snow pants, etc. are necessary for cold days. Please mark each item of clothing your child brings to the Centre so we have a way of identifying it should it be misplaced. Indoor, hard-soled shoes are required.

\*\*Please note: this is not a place for "good clothes". It is strongly suggested that you visit Value Village or Frenchy's for play clothes. They will get paint on them. They will get glue on them. They'll get muddy. This is all part of their very important learning.

## **10.2- Toys:**

Absolutely nothing "extra" (outside of items required to nap) is permitted into the building except for special occasions.

## **Section 11.1 - Programming/Curriculum:**

We have developed our program around, and received training for, the New Brunswick Early Learning and Childcare Curriculum (English Version) whereby a child's experiences are valued and promoted through: Play and Playfulness (children can and do learn a variety of life skills and knowledge through play), Well-Being (children learn to be healthy in their physical, mental and social choices), Diversity and Social Responsibility (children learn to respect and interact with people who have various abilities and come from different cultures, as well as to respect and care for their community) and Communication and Literacies (children learn different methods that can be used to communicate with others).

The curriculum framework and supporting documents may be accessed online at <http://www.gnb.ca/OOOO/ECHDPE/ELCC-Curriculum.asp>.

## **11.2 - Parental Involvement:**

While our staff design and carry out the program, we welcome input from parents. especially pertaining to different cultures. Suggestions are welcome.

## **Section 12 - 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.

## **Section 13 - 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.

## **Section 14 - Transportation:**

Because we are outside city limits, we are required to use taxi services (cars, minivans, bus) for our field trips. Due to the high 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 15 - 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.

Please note, however, that, while we don't teach our Christian beliefs, neither will we teach anything that goes against those Christian morals and ethics.

- ∴ **\*\*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. Please do not put staff members in the difficult position of having to refuse your request.

### **Section 16 - 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.

### **Section 17 - 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 18 - Video Recordings**

PLEASE NOTE: OUR CLASSROOMS ARE MONITORED BY CLOSED-CIRCUIT CAMERAS FOR VIDEO PURPOSES ONLY. ALL RECORDINGS REMAIN IN-HOUSE.

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

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

### **Section 20 - Food**

Please be mindful that children need breakfast every day. If they begin their program hungry, they may be unable to focus as is necessary to learn. Therefore, we respectfully ask that you ensure your child has finished eating breakfast **before arriving** at the Centre.

As of July 1, 2023, we will no longer provide any food to the children in our care. Therefore, we will require you to provide a healthy lunch each day as well as at least two healthy snacks each for mornings and afternoons. (An afternoon 'treat' is definitely permissible.) Remember: these children are "on the go" from start to finish and work up an appetite. Better to have too many snacks than not enough.

We are unable to heat lunches for the children. Therefore, please use a thermos or wrap in foil to keep their food warm. **\*\*PLEASE REMEMBER TO INCLUDE REQUIRED CUTLERY (fork/spoon).**

**A list of suggested foods is included as an Appendix to help with lunch planning.**

**\*\*Please note: We are NOT a nut-free facility. Feel free to send in food containing nuts.**

### **Section 21 - 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 21 as is noted above.**

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

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

*New Maryland Children's Centre to attend Full Days/Part-time. (Please circle one)*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Is there any government assistance towards Daycare? 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 must sign.)*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Throughout the year we take pictures and display them for parents' enjoyment, after which we'll occasionally make these available to parents to take home. Would you please sign below to confirm we have your permission to allow pictures to be displayed within the Centre and taken home by other parents that may include your child.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

*As part of your child's enrollment, the Department of Education and Early Childhood Development requires a photocopy of your child's immunization record to be kept on file. If you have chosen not to immunize your child for a specific illness, DSD will allow parents to sign a waiver. This waiver is available from Public Health and states that parents must keep their child out of the day care facility when a communicable disease is in its contagious stage **and proof of immunization has not been provided against the illness.***

*I understand that I must keep my child out of the day care facility when a communicable disease is in its contagious stage and **updated** proof of immunization has not been provided.*

Name of Child \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

***I have hereby read and fully understand the day care handbook as provided to me.***

*Signature* \_\_\_\_\_

*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* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

**Sample of Suggested Lunch Items**

<b><u>Proteins</u></b>	<b><u>Grains</u></b>	<b><u>Cold Veg.</u></b>	<b><u>Fruit</u></b>	<b><u>Meals</u></b>	<b><u>Extras</u></b>
Bacon	Crackers	Corn/cob	Watermelon	KD	Yogurt
Sausages	English muffins	Green beans	Pineapple	Shepherd's pie	Applesauce
Bologna	Croissants	Tomatoes	Kiwi	Spaghetti	Cheese string
Ham	Baguette	Celery	Apples	Lasagna	Granola bar
Pepperoni	Bread	Carrots	Oranges	Grilled cheese	Bear paw

Salami	Pizza buns	Zucchini	Strawberries	Chili	Goldfish
Shredded chicken	Bagels	Cucumber	Raspberries	Soup	Pop tart
Gr. Beef	Biscuits	Broccoli	Blackberries	Pogos	Veggie straws
Pork	Pretzels	Cauliflower	Blueberries	Chicken pot pie	Smoothies
Ch Nuggets	Tortilla chips	Bell peppers	Bananas	Pizza pockets	Granola
Ch Strips	Naan	Snow/snap peas	Grapes (cut in half)	Quesadillas	Raisins
Hummus	Pita	Romain hearts	Cantaloupe	Alfredo	Dried fruit
Wieners	Garlic bread	Avocado	Honeydew	Hamburger helper	Fruit roll-up
Tuna	Hashbrowns	Olives	Mango	Alphaghetti	
Chicken salad	Rice	mushrooms	Dragonfruit	Tuna helper	
Eggs	Banana bread		Papaya		
Meatballs	Cinnamon rolls		Passion fruit		
Chicken balls	Pancakes				
	Waffles				
	Muffins				
<b><u>Sandwiches</u></b> <b><u>(can also be made as wraps)</u></b>		<b><u>Pasta sauces**</u></b> <b><u>*</u></b> <b><u>—</u></b>			
Meat & cheese		Tomato			
Peanut butter		White (Bechamel)			
Jam		Alfredo			
PB & J		Rose			
Cheez Whiz		Cheese sauce			
Tuna		Marinara			
Chicken salad		Butter			

***\*\*\*Cook frozen vegetables and blend into tomato sauce for added nutrients. They never know!!***