

***New Maryland Children's Centre
328 New Maryland Hwy
New Maryland, NB, E3C 2H4***

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www.newmarylandchildrenscentre.ca

457-1551

Owner/Admin: Jodi Campbell

Manager: Brenda Hurley

***“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
- 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. Our oldest age group here is currently the Kindergarten class which joins us in the after-school program. We strive to support Kindergarten readiness, social skills and independence in a caring, respectful environment.

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 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 a ½ month payment to hold the spot. This will be applied to the first month's charge when the child's attendance starts or he/she returns. ***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, preschool immunization records, and payment.

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 holidays.

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 a post-dated cheque for the balance, dated no later than the 15th of each 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*****

*****THERE WILL BE A \$25.00 FEE FOR RETURNED CHEQUES*****

*****IF A CHEQUE IS RETURNED TO US NSF AND IS NOT PROMPTLY LOOKED AFTER, ONLY CASH WILL BE ACCEPTED THEREAFTER*****

We close at 6:00 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 directly to the supervising staff member.

DAILY RATES EFFECTIVE April 1, 2019

2-YEAR OLDS	\$30.90
3 & 4 YR OLDS	\$28.05
Morning-Only Preschool	\$18.54
AFTERSCHOOLERS	\$330.00 MONTHLY - JUST AFTER SCHOOL
A.M. PRE-BUS CARE	\$ 20.00 ADDITIONAL (NOT STAND-ALONE)

PART-TIME ON APPROVAL BASIS ONLY.

Fees are subject to change with a minimum of one-month notice.

The daily rate is a set fee and parents/guardians must pay their portion regardless of cancellations, vacations **or statutory holidays, closures**. As of April 1, 2019, the New Maryland Children's Centre Ltd is a designated childcare facility. Therefore, parent subsidies may apply. Please go to gnb.ca Parent Portal Calculator to see if you qualify.

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. 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:

We are only closed for Statutory Holidays, Weekends and Easter Monday. Our policy regarding full-day care is 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 staff. During the summer months of July and August, our full-time afterschool rates will apply.

Section 5 - Facility Closures:

The New Maryland Children's Centre is closed on 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 (no lunch will be served that day).

We open at 7:00 a.m. every weekday. However, if a snow storm worsens to the point that busses are taken off the road, 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 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 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.**

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.

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.

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 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 #459-8756) at which time you will be contacted as quickly as possible.

Section 9.1 – Arrival:

In accordance with Public Health regulations, your child(ren) must be signed in and out by a staff member. Upon arrival, please ensure your child is given over to the care of a staff member – do not send him/her to the appropriate room and expect an educator to be there. (We may be outside, in another room, etc.) Every child must wash his/her hands immediately before coming in contact with the other children, staff or toys. If the child leaves early, the reason must be noted (doctor's appt., vacation, parent left work early, etc.).

9.2 – Departure:

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 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.

9.4 - CHILD ILLNESSES:

In accordance with 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 may 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, that he/she be kept home for 24 hours after the last episode. Please refer to "Managing Illness in Child Care Facilities – Parent's Role" at the back of this booklet.

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.

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:

We require each preschool child to have a complete change 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.

11.2 – Toys:

We ask that no toys be brought to the Centre except for special reasons such as “Show & Tell”. These must be labelled with your child’s name accordingly. “Snuggle” items to help with naptime such as a teddy bear or blanket are welcome but are to be left in the cubby/book bag until then. The Centre accepts NO liability for lost or damaged items.

Section 12.1 - 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/0000/ECHDPE/ELCC-Curriculum.asp>.

Our program endeavors to incorporate a music class whereby an individual from the community comes in weekly and leads each group in a half hour of singing, rhymes, finger plays and movement.

12.2 - Parental Involvement:

While our staff design and carry out the program, we welcome input and participation 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.

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 or physically. No child will be excluded or expelled based on his/her type of disability.

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 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 to report any complaints or share any concerns is located on the Parent Information Board, below the list of Educators.

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 eaten breakfast **before arriving** at the Centre.

As a Centre, we provide lunches for the preschool children and menus are posted monthly. However, in an effort to keep costs down, we ask that you provide snacks for your child (at least one healthy choice for morning and one for afternoon) daily. The after-schoolers are still responsible to bring their own snacks and lunches, as always.

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

Our menu consists of food that is yummy, nutritious and filling without costing a fortune. A sample of this is: hot dogs/French fries/mixed veggies; grilled cheese/tomato soup/fruit; sandwiches/fruit/veg sticks; chicken/potatoes/veggies/bread; pancakes/sausage or

bacon/applesauce; Shepard's Pie/bread; Beef nachos w/ veggies/cheese/sour cream; spaghetti w/ meat sauce/veggies/garlic toast; meatballs/rice/veggies/bread. 2% Milk or 100% Apple Juice is served at each meal. Meals are served in accordance with Canada's Food Guide.

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(ren) _____ at
New Maryland Children's Centre to attend Full Days/Part-time/After school.

Signature: _____ **Date:** _____

Is there any government assistance towards Daycare? Yes _____ No _____

If so, the name of your worker is: _____.

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.

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: _____

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(ren) _____

Parent's Signature _____

Date _____

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

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 _____

**Consent for Outings, Excursions, Activities off the
Premises of the Day Care Facility**

I, _____, the parent/guardian of _____,
authorize the operator, administrator, or staff of the New Maryland Children's Centre
& Kidz' Klub to take my child on outings, excursions and activities away from the
facility, either on foot or in a vehicle providing the driver and said vehicle are properly
insured for the carrying of passengers.

I understand that I will receive advance notice of each planned outing, excursion or
activity away from the premises when the children are to be transported by vehicle,
outside of emergency evacuation.

Parent Signature

Date

Parental Consent for Emergency Care and Transportation

Name of Child: _____

If at any time, due to circumstances such as an injury or sudden illness, medical
treatment is necessary, I authorize the operator, administrator or staff of New
Maryland Children's Centre & Kidz' Klub to take whatever emergency measures are
necessary for the protection of my child while in their care.

I understand this may involve applying first aide, calling a physician or nurse, carrying
out the instructions given, and/or transporting my child to a hospital, including the
possible use of an emergency vehicle.

I understand that this may be done prior to contacting me and that any expenses
incurred for such treatment, including emergency transportation is my responsibility.

Parent Signature _____

Date: _____