



The Preschool Centre

FAMILY HANDBOOK

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*Approved by the Board of Directors
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PHILOSOPHY

Our philosophy stems from the belief that all children need love, respect and encouragement in order to develop to their full potential. The preschool years are the educational foundation for learning and personal development. The assets and skills nurtured during these essential formative years will be built upon throughout their lives. The partnership between our parents/guardians and dedicated staff allows us to build a nurturing environment making the Preschool Centre a place where children feel confident to explore, learn and express their individual needs at their own pace. Through fostering a respectful, loving environment the Preschool Centre becomes a home away from home and a second family for our children.

HISTORY

Welcome to the Preschool Centre (“PSC” or the “Centre”). You have just become a member of a non-profit parent directed co-operative dedicated to providing the best child care possible for your child(ren).

The PSC opened its doors in 1966 for parents and children in the Greater Fredericton area. As a co-operative, we depend on both input and assistance from all parents/guardians. In the months ahead, there will be many opportunities for you to get involved in the activities of the PSC. We have an open-door policy and encourage parents/guardians to drop by at any time provided no disruptions are caused to the child(ren). .

LICENSE TO OPERATE

The PSC operates in full compliance with its duties as outlined in the [2022, c.35 - Child and Youth Well-Being Act](#), and the [Operator Manual Full-time and Part-time Early Learning and Childcare Centres](#), which govern how child day care facilities are managed and regulated. The Standards also regulate how a Board of Directors shall govern the organization.

We are licensed by the New Brunswick Department of Education and Early Childhood Development (“EECD”) as a quality, open door, integrated childcare centre providing 275 spaces for children 6 months to 5 years and 194 spaces for elementary aged children.

PART 1 - THE ORGANIZATIONAL STRUCTURE

1.1 Board of Directors and Committees

The PSC is governed by a Board of Directors who is responsible for decisions concerning long-term planning, policies and finances. More information on the Board of Directors or specific board committees is available upon request.

1.2 Staff

We are proud of our dedicated, well-qualified staff. Many of our Educators have an Early Childhood Education Certificate or Diploma, a University degree, or extensive experience in childcare. All staff members are certified with Standard First Aid and CPR and undergo a Criminal Record Check and Social Development check. Our staff, some of whom have been at the PSC for 20 years, work as a team to provide parents/guardians and children the best childcare possible.

PART 2 – MEMBER RESPONSIBILITIES & OPPORTUNITIES

2.1 Membership Requirements

All parents or guardians of children attending the PSC are members. A membership fee of one dollar is included in the childcare fees.

2.2 Participation Opportunities

As a parent-directed co-operative, the Centre relies heavily on the contribution of time and ideas of parents/guardians. This allows all parents/guardians an opportunity to be part of their child's education. The effectiveness/success of a number of PSC volunteer activities requires parent/guardian involvement.

We strongly encourage members to participate and become involved with the Centre, which can be done by becoming:

- A member of the Board of Directors;
- A member of a Committee of the Board, including the:
 - Executive Committee;
 - Board Governance and Nominating Committee;
 - Finance Committee;
 - Human Resources Committee;
 - Building and Maintenance Committee; and
 - Fundraising Committee;
- A volunteer for a special event;
- An “excursion volunteer” for event outings.

Please contact PSC Administration if you wish to have more information or are interested in becoming involved.

PART 3 – REGISTRATION AND ADMISSION

3.1 Admission

Admission is on a first come, first served basis. Priority is given to siblings of children already attending the PSC. Admission for a limited number of part-time spots is offered in the Three's and Four's rooms, for full days only with a minimum of 2 full days. In the case where a full-time space is empty, it may be made available for part-time attendance until it can be filled on a full-time basis. Children holding a temporary part-time spot will have the first right of refusal to enroll in the spot on a full-time basis.

The Centre always maintains the provincial child/staff ratio of all age groups (see section 6.1 *Programming* for details). All prospective members are encouraged to visit the Centre before admission.

3.2 Registration Fee

A one-time, non-refundable registration fee of \$50.00 is required at the time of acceptance into the PSC. Those being enrolled for September 1st admission must pay the registration fee by June 15th. Existing school-age children must attend or pay for at least **2 weeks** of the summer program in order to secure their spot for the following school year.

3.3 Payment of Fees

As a non-profit organization, fees help to cover staff salaries and operational expenses of the PSC. Any surplus income is reinvested in the programming and facilities. All fees are due in full by the end of each month. A late payment charge of 2% per month (26.82% per year) will be charged on all late payments. Please contact your Site Director if you require special payment arrangements. If payment or arrangements are not made after 30 days, parents/guardians will be notified that the child must be withdrawn by month end and all outstanding fees will be due immediately.

Payment methods include cash, cheques, debit, pre-authorized withdrawal, e-transfers and online credit card payments through PlastiQ. Receipts are issued when payment is received. Year-end receipts are available upon request for a fee of \$25.00. We encourage the use of pre-authorized payments to avoid late payment charges. The parent/guardian who signs the Family Contract Form is ultimately responsible for payment of fees. Fees are subject to change upon approval by the Board of Directors with two (2) months' notice.

3.4 Withdrawal Policy

Parents/guardians are requested to give one full calendar month's notice in writing when withdrawing their child. Without one full month's notice, parent(s)/guardian(s) will be charged a full month's fees.

3.5 Attendance

Parents/guardians are charged their daily fee for all scheduled days regardless of their child's attendance.

PART 4 - OPERATIONS

4.1 Hours of Operation

The Centre operates five days per week (Monday to Friday) with all sites operating 7:30am to 5:30pm and the After School Programs running from 2:00pm to 5:30pm.

4.2 Statutory and Other Holidays

The PSC (at all locations) is closed on the following holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Eve Day, Christmas Day, and Boxing Day. We close early (1pm) on New Year's Eve Day.

4.3 Late Pick Up

The PSC's hours are indicated in section 4.1. Parents/guardians are responsible for organizing their schedule in order to respect our staff's hours of work.

Parents/guardians picking up children past these set hours are subject to a late fine which is paid directly to the Educator on duty. In order to discourage any persistent problem with tardiness, the Board of Directors has established a policy regarding late pick up as follows:

- 1st late fine - \$5.00 per child, per 15 minutes
- 2nd late fine - \$10.00 per child, per 15 minutes
- 3rd late fine - \$20.00 per child, per 15 minutes

Parents/guardians are responsible for paying fines at the time of pick-up to the Educator.

4.4 Facility Closures – Storm Days

The PSC closes only when weather conditions are severe. The decision to close the Centre for a day or partial day is made at the discretion of the Executive Director. Closures that last longer than one day are decided by the Executive Committee. If the Centre is closed for the day, a cancellation will be announced on all local radio stations, PSC's Facebook page, and our Parent App by 6:30am. In the event the Centre may close mid-day, parents/guardians will be called and given two hours' notice and early closure will be announced on local radio stations, Facebook and our Parent App.

4.5 Public School Professional Development Days

Childcare for elementary age children is offered on PD days for those children who regularly attend the PSC's afterschool program. Hours are from 7:30 am – 5:30 pm. for scheduled PD days. An extra charge of \$10 will be added for those children attending the full day.

PART 5 – HEALTH AND SAFETY POLICIES

5.1 Health Policy

The spread of illness is more common in very young children and often harder to control. Their age and size puts them at greater risk of more severe symptoms and effects of illness. We rely on parents/guardians to use their best judgment when it comes to their child's health, and to also consider the health of the other children in the classroom.

In order to help prevent the spread of illness and germs children must sanitize their hands immediately upon arrival to the PSC and frequently throughout the day as instructed by their Educators. For everyone's well-being, ill children should not attend the Centre.

If the Educator and Site Director consider a child too ill to be exposed to other children or if a child develops an illness at the Centre, the child will be removed from the classroom and parents/guardians notified. Decisions regarding illness while a child is at the Centre are made at the discretion of the Site Director.

Parents/guardians are expected to make arrangements to pick up their child within an hour after being notified unless other arrangements have been made with the Director. The Director's decision that the child should not be at the Centre is final.

NOTE: If your child is not well enough to go outside to play, or has a bout of vomiting, diarrhea or has been running a fever, it is necessary that your child not attend the PSC. If your child is ill and unable to attend the Centre, please notify your child's Educator by 9:00 a.m.

For the provincial guidelines related to illness and exclusion periods, please see *Appendix A* and *Appendix B*.

5.1.1 Child's Files

Parents/guardians must inform their child's Educator of all pertinent medical information in order for our staff to best meet the health needs of the children. If there is a change of address, telephone number or e-mail address, please advise the Site Director immediately.

5.1.2 Allergies

Staff should be made aware of any dietary restrictions, food allergies or medication allergies. In the case of dietary restrictions or allergies, specifics should also be given to the cook in order to amend the menu. The PSC is a nut-free facility.

5.1.3 Medication

Any medication that the child requires must be provided in its original container and a medical log must be completed and signed by the parents/guardians daily. Medication provided without original labels, such as in syringes, will not be administered.

5.1.4 Immunizations

The child's health history and record of immunizations must be completed by the parent(s)/guardian(s) and updated as changes occur; if parent(s)/guardian(s) do not provide a record of immunization or choose not to immunize their child, a waiver signed by the parent(s)/guardian(s) must be on file. This will help us to be updated with all your child's health concerns.

5.1.5 Lice

Upon discovery of head lice or nits on a child's head, PSC administration will remove the child from class and contact his/her parent(s)/guardian(s). They will distribute information on the proper care and treatment of the condition and will not permit the child to return to the PSC until after treatment has been undertaken and after a thorough head check by a member of the staff to determine the absence of live lice and nits on the child's scalp.

5.2 Safety

The PSC meets the licensing safety standards set forth by the EECD. Staff make regular checks of all play equipment to ensure safety. The children are supervised at all times, both on the premises and on outings away from the Centre.

All incidents requiring safety measures from staff (e.g., scraped knee, bumped heads) are documented with the time and details by the Educator and are reviewed by the Site Director. Copies are kept in the child's file. Incident reports will be filled out by the Educator for parent/guardian signature.

Fire drills are practiced every month and checked by the Fire Marshall.

5.3 Emergency Evacuation Plan

In an emergency, all classrooms have a set route the occupants are to follow in evacuating the building. An alternate route is in place should the primary route be encumbered.

Meeting places for all sites in the event of evacuation are as follows:

Centre	Meeting place description
Windsor Street	The lower yard against the fence bordering the neighbor to the right of the Centre. In inclement weather arrangements have been made should evacuation be ongoing to use the auditorium at McLaggan Hall, Nursing Faculty, UNB.
Clark Street (including Union)	The basement of St. Anthony's Church
Main Street & New Main	Nashwaaksis Baptist Church
Grandame Afterschool Program	Windsor Street Preschool
Cuffman	Down the sidewalk to Cuffman Elementary cement sign
Sunset Acres	Down the sidewalk by the front sign of the school

5.4 Child Abuse/Child Neglect

The PSC is obligated to report any instances or suspected instances of child neglect/abuse to the Department of Social Development, according to the [Family Services Act](#) (section 30), the [Operator Manual for Full-time and Part-time Early Learning and Childcare Centres](#) (section 6.6.2) and the [Child Victims of Abuse and Neglect Protocols](#) (section 5.7). These documents outline the measures the PSC, as a childcare facility, is required to follow.

5.5 Water Contamination Policy

In the case of city water contamination, the PSC will follow any boil order issued by the City of Fredericton. All potable water for children and staff will be purchased from Ben's Spring Water. Ben's will prioritize the PSC should the problem be long term and persistent. Water for hand washing and cleaning will be boiled on an "as needed" basis.

5.6 Non-Smoking Policy

Under the [New Brunswick Smoke Free Places Act](#), smoking/vaping is prohibited in any workplace and the PSC does not permit any smoking in any PSC owned vehicles in which children are being transported, in buildings, or anywhere within view of the children.

PART 6 - PROGRAM

6.1 Programming

As a licensed, designated childcare facility in New Brunswick, the PSC follows the [New Brunswick Curriculum Framework for Early Learning and Child Care](#), which encourages an open and flexible environment that is inclusive, safe and caring and intellectually, socially and culturally engaging.

Individual classroom programs are planned by your child's Educators and are varied each month. These programs incorporate activities, crafts, songs, finger plays, outings, and books that will be covered for the month. Programs are posted in each of the classrooms, and posted on our internal online communications program, at the beginning of each month. For more detailed information on programming goals and objectives, please contact PSC Administration.

The Educator/child ratio, as required by EECD is as follows:

Age Range	Ratio
Infants (6 months to 16 months)	1:3 ratio
Toddlers (16 months to 24 months)	1:3 ratio
Two-year-olds	1:5 ratio
Three-year-olds	1:8 ratio
Four-year-olds	1:10 ratio
After Schoolers (5- to 11-year-olds)	1:15 ratio

Classroom routines are set by the Educator and may vary according to the monthly program. The PSC as a whole adheres to a general daily routine.

Time	Activity
7:30am – 8:00am	Free Play in early opening classroom
8:00am – 9:15am	Free Play/Learning Centres/Crafts in child's classroom
9:15am – 9:45am	Snack
9:45am – 10:30am	Circle/Story Time
10:30am – 11:15am	Outdoor Play/Walks/Gym Time
11:15am – 12:00pm	Lunch
12:00pm – 2:00pm	Nap/Quiet Activities/Story Time
2:00pm – 3:15pm	Free Play/Learning Centres/Crafts
3:15pm – 3:45pm	Snack
3:45pm – 5:30pm	Outdoor Play/Gym Time/Free Play/Closure

6.2 Clothes and Toys

All clothing must be labeled. A full change of clothes should be left in the child's locker/cubby in case of an accident. Please dress your child according to the weather as the children do go outside every day.

Government regulations require that all children wear hard-soled shoes or sneakers while in the building. A sunhat in the summer and extra mittens in the winter are also recommended.

We ask that parents/guardians do not send toys to the Centre except for Show-and-Tell. However, a favorite stuffed toy for naptime (where applicable) is encouraged. Books are welcome at all times, particularly those related to the monthly classroom theme.

6.3 Nap Time

Infants nap according to an individual schedule, often twice a day. A naptime or quiet time for toddlers and children up to three years of age is provided daily from 12:00pm to 2:00pm. For most children, this is necessary for them to "recharge" after a busy morning. For those children who do not nap, quiet activities are provided. A quiet time is also scheduled for four-year-olds as well, as they too benefit from that time to relax and recharge.

6.4 Meals

Please remember that children need breakfast. Without breakfast, children may experience difficulty concentrating, listening and learning. Please make sure your child has breakfast before arriving at the Centre.

While at the PSC, the children are served a morning and afternoon snack. Caregivers also have the option of opting into the PSC lunch program, which provides children with a hot, nutritious lunch daily. Menus are posted weekly on the kitchen bulletin board, and each meal provides 1/3 of your child's daily nutritional requirement, under the [Canada Food Guide](#). This is available for \$50/month, per child. Fees are paid monthly along with other relevant daycare fees.

Children are encouraged to try all foods unless restricted by a special diet or allergies. In these cases, parents/guardians are required to provide the Site Director and the cook with the details of the diet so that the child may be accommodated.

For the safety of all children at the PSC, please note that it is a nut-free facility.

6.5 Integrated Services

The PSC is a licensed, integrated childcare centre with an open-door policy for all children. All children are integrated into regular age-appropriate classrooms. For those children with more involved needs, Support Staff may be provided by Early Childhood Services through the Department of Education & Early Childhood Development. If your child requires additional services, a meeting with the Educator(s), Site Director and appropriate service providers will be arranged.

6.6 Behaviour Management

With all children, the best way to deal with unacceptable behavior is to discourage it before it takes place. We emphasize the positive and praise the child's positive behaviour before a negative behaviour is exhibited.

In the case of unacceptable behaviour, the child will be redirected to a new activity or play centre. If this is not successful, the child will be withdrawn from the situation and placed on a chair or at a table in full view of the Educator. The inappropriate behavior is then discussed with the child at their level. Appropriate alternatives and modeling are discussed with the child. In the case of any aggressive behavior, the child will be withdrawn immediately from the situation and attention is focused on the hurt child.

6.7 Outings and Walks

Regular field trips may be part of your child's program. Parents/guardians will be notified of any outings with as much notice as possible, as well as any fees involved. Parents/guardians are encouraged to participate in these events by volunteering their time.

Upon admission to the PSC, parents/guardians are asked to sign a general consent form for community outings by foot.

When transportation (PSC bus, chartered bus, city transit, etc.) is required, parents/guardians will be asked to sign a more specific consent form.

Should a parent/guardian decide their child should not attend an outing for any reason, alternative care can most often be arranged by the PSC for the duration of the outing.

When the children are out on a walk, they must walk in partners or with a restrictive device, depending on their age. The required Educator to child ratio is maintained on all outings.

6.8 Transportation Policy

The Preschool employs two experienced, licensed drivers for our 72 and 21 passenger buses. These buses, as well as city transit, are used to transport children to outings within a 40 km radius of the city limits. Normally, charter buses are hired for larger groups and trips in excess of the 40 km limit but special permission can be obtained by the Board of Directors or Executive Director to use the 72 and 21 passenger buses outside the 40 km limit.

The PSC complies with the EECD guidelines related to daycare facility transportation. A detailed transportation policy for pre-arranged daily transportation is available upon request.

6.9 Graduation

Children graduate from one age group to the next in September of each year. In some cases, a child may be moved to the next age group because of readiness. In this situation, movement would occur only with the agreement of staff and parents/guardians.

6.10 Parent/Guardian Code of Conduct

The PSC is a partnership between parents/guardians and staff to build a nurturing environment. Through fostering a respectful, loving atmosphere the PSC becomes a home away from home and a second family for our children. Any deliberate, harsh or degrading actions within the Preschool environment will not be tolerated.

6.11 Parent/Guardian Complaint Procedure

The PSC strives for good working relations with all parents/guardians. From time to time, there may be situations where a disagreement between a parent/guardian and management or a staff member develops.

If a situation like this should arise, parents/guardians should voice their concerns, when appropriate, to their child's Educator. Educators will do their best to resolve the issue, answer questions, or direct the parent/guardian to the person who could help resolve the issue, depending on the situation. If the outcome is not satisfactory to the parent/guardian, or if the parent/guardian doesn't feel comfortable speaking to the Educator on the issue, the parent/guardian should approach the Site Director. If the situation is resolved verbally and the parent/guardian is satisfied with the outcome, there is no need to continue. If the parent/guardian is not satisfied, a written letter can be given to the Executive Director and will be responded to in a timely manner. Complaints may also be made to the Early Childhood Coordinator at EECD.

6.12 Parent/Guardian Dismissal Policy

The PSC strives for good working relations with all parents/guardians. In all situations, the Executive Director will work through the procedures above to attempt resolution of issues that arise. The PSC reserves the right to execute parent/guardian dismissal with notice that is considered adequate in relation to the specific situation as encountered. The top priority of the Centre Administration and Board of Directors is to protect the safety and security of both staff and children in the care of the Centre. The Executive Director, with Board approval, reserves the right to dismissal as deemed appropriate.

APPENDIX A – Managing Illness in ECE Facilities – Parent’s/Guardian’s Role

From the [Operator Manual for Full-time and Part-time Early Learning and Childcare Centres](#), Appendix 14 (page 137).



Early Learning and Childcare Facility Managing Illness in ELC Facilities - Parent's/Guardian's Role

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

Step 1:

Make sure you provide up-to-date information about your child's immunization to the facility operator. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

Step 2:

In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend childcare.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (temperature taken from ear 38.3° C or greater; mouth 37.5° C or greater, armpit temperature 37.3° C or greater) accompanied by behavior changes or other signs of illness
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product

Step 3:

If your child does not attend childcare due to illness, you must let the facility know your child's illness symptoms.

Step 4:

If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the facility staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

Step 5:

You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC facility.

Step 6:

For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is available from your facility operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

Step 7:

When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

We thank you in advance for taking these steps to make early learning and childcare facilities a safe and healthy place for all children in New Brunswick.

APPENDIX B – New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities

From the [Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare \(ELC\) Facilities](#), Appendix B (page 43).

Purpose of Appendix B is to simplify exclusion periods and return after exclusion requirements for both operators and parents.

Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
GASTROINTESTINAL INFECTIONS		
Campylobacter	Exclude until symptom free (diarrhea has stopped).	YES
Clostridium difficile	Exclude until symptom free (diarrhea has stopped).	YES
Cryptosporidium	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
E. coli 0157:H7	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Gastroenteritis - Undiagnosed undiagnosed suspect infectious outbreak/ cluster – 2 or more cases (i.e., viral, bacterial)	Exclude until 48 hours symptom free (diarrhea has stopped) or as directed by Public Health.	YES
Gastroenteritis - Undiagnosed single case	Exclude until symptom free (diarrhea/vomiting/fever has stopped) and child is well enough to attend. Note: Any cases of bloody diarrhea must be reported immediately , and the child must be seen by a healthcare practitioner. Upon consultation with public health, the operator of a centre has the discretion to exclude a single undiagnosed case for a longer time period (i.e.: 48 hours) if norovirus/Norwalk is strongly suspected.	NO
Giardia	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
Hepatitis A	Exclude as directed by Public Health, usually until one week after onset of jaundice. If no jaundice was present, exclude 2 weeks after onset of symptoms.	YES
Norovirus/Norwalk	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Rotavirus	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Salmonella	Exclude until 48 hours symptom free (48 hours after diarrhea has stopped).	YES
Salmonella typhi	Exclude until symptom free (diarrhea has stopped) and stool cultures taken 24 hours apart are negative (number of stool cultures to be determined by Public Health). Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required

Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
Shigella	Exclude until 48 hours symptom free (diarrhea has stopped) plus 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
RESPIRATORY ILLNESSES		
Measles	Exclude until 4 days after onset of rash.	YES
Meningitis (Bacterial)	Exclude until 24 hours after child has started effective treatment and is well enough to participate in normal daily activities. No exclusion for viral meningitis.	YES
Mumps	Exclude cases until 5 days after onset of swelling.	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health.	YES
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Strep Throat	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Varicella Zoster (Chicken Pox)	Exclude until child feels well enough to return to facility.	NO
Whooping Cough (Pertussis)	Exclude as directed by Public Health.	YES
OTHER		
Fever (from an unspecified cause)	Exclude- child can return once they are fever free for 24 hours without the use of fever-reducing medicine. Note: if fever is part of a diagnosed illness, a longer exclusion period may apply as directed by Public Health.	YES
Herpes Simplex (cold sores)	Exclude children who are not able to cover lesions, have poor personal hygiene, excessive drooling, or are too ill to participate in activities. Exclusion is not indicated for recurrent cold sores.	NO
Pinkeye (conjunctivitis)	Exclude until child is seen by a healthcare practitioner. If cause is viral, can return to the childcare setting with a healthcare practitioner's approval. If cause is bacterial, can return after 24 hours of appropriate antibiotic treatment completed.	YES
Ringworm	Exclude until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	YES
Scabies	Exclude until 24 hours after first treatment is completed.	YES

Note: Parents must notify the operator within 24 hours of a confirmed diagnosis from a health care practitioner. In a situation where a risk to public health exists (such as during an outbreak or with certain diseases of public health significance), the Regional Medical Officer of Health, may, under the Public Health Act, require the implementation of any measures necessary to reduce the risk of spreading communicable diseases. This may include excluding certain children or staff from the facility, closing sections of the facility or the entire facility.

APPENDIX C – Fee Schedule

Parent Daily Rate (*effective May 1st, 2026) **Preschool-Age**

Classroom	Daily Rate
Infants	\$19.00
Toddlers	\$19.00
Two-year-olds	\$16.00
Three-year-olds	\$16.00
Four-year-olds	\$16.00

Parent Monthly Rate **Afterschool-Age**

Classroom	Monthly Rate
Afterschool with no transportation	\$360.00
Afterschool with transportation	\$395.00
Summer Afterschool	\$185.00 (weekly rate)
Summer Afterschool	\$37.00 (daily rate)

An extra \$10.00 fee for Afterschool children attending a full day on the following school closures: Professional Development/Storm Days, Christmas/March break and any unforeseen school closures.

Parent Portal

Research and apply for childcare subsidies at 1-888-762-8600 or email EECDPortal-PortaledPE@gnb.ca Information can also be found online on the [Parent Portal](#).