

# Operator Handbook

## Designated Early Learning and Childcare Facilities

April 2024

Department of Education and Early Childhood Development  
Province of New Brunswick



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## 1. Designation and Space Allocation

New Brunswick's vision is to build a high-quality early learning and childcare system, where families can rely on every child receiving the appropriate services, enabling them to reach their full potential.

Designation is voluntary and aims to ensure more New Brunswick families benefit from affordable, accessible, inclusive and high-quality early learning and childcare services for their preschool children (birth to five, not yet attending school), as well as increased sustainability for operators.

Designation has been part of the *Early Childhood Services Act* and associated regulations since May 2022.

**Policy 901—Space Allocation for Designated Early Learning and Child Care Facilities** (Policy 901) establishes the criteria for the allocation of spaces within designated early learning and child care facilities by the Department of Education and Early Childhood Development (EECD).

Policy 901 supports New Brunswick's vision to ensure access to high-quality childcare for families, while supporting a parent's ability to participate in the workforce.

The subsections of this manual will outline the designation requirements and processes for each of the elements.

## 2. Call for Proposal—Designated Preschool Spaces

The Department of Education and Early Childhood Development will use a Call for Proposals process for those interested in submitting an application to obtain designation for a new early learning and childcare facility providing preschool spaces. The same process applies to increase preschool and/or infant spaces in an existing designated facility.

To submit their proposal, applicants will consult the *Early Learning and Child Care Designated Preschool Space Allocation Grid* that identifies the priorities for the type of spaces, number and location in their communities.

Call for Proposals will be issued at a minimum of once a year. The Call for Proposals will be assessed by an evaluation committee. Priority will be given to not-for-profit organizations and Early Learning and Childcare homes.

Information linked to the Call for Proposals and the Designated Preschool Space Allocation Grid will be available on the Operator Portal.

## 2.1 Call for Proposals Evaluation Criteria and Application Process

Applicants for a **designated early learning and childcare facility** must complete **Step 1—Application for Designated Spaces or Increase in Designated spaces** in the Application for a Licence within the call for proposals timeline. The evaluation criteria are outlined in [Policy 901](#).

Applicants will be notified in writing by the Minister within 45 days after the call for proposals is closed on whether they are **preliminarily approved** to be issued a licence for a designated facility or approved for the expansion of designated spaces. **This approval will be subject to meeting all the requirements for a licence and for designation.**

Successful applicants who are pre-approved for designated preschool spaces (number, type and location) must then complete one of the following documents:

- **Step 2—Application to Operate an ELCC Facility** for a new licence, or
- Submit an **Application for Change** if requesting changes to an existing licence.

If an operator of a licensed Early Learning and Childcare facility is under investigation at the time of the submission of an application in response to the call for proposals, this will be taken into consideration and may have an impact on the evaluation of the application.

### Relocation of Designated Spaces

An operator may request to relocate their designated spaces to a new location in the following circumstances. Approval is contingent on meeting licensing and designation requirements.

1. When an operator relocates their designated licence, currently approved designated spaces will transfer to the new approved location.
2. Operators can only relocate their designated childcare licence(s) within the same community catchment. The catchment communities are listed on the Department's website.

Early Learning and Childcare Homes operators are authorized to relocate their designated spaces to locations outside the community catchment.

### Change of Ownership (Sale of a Facility)

In the event of a change of ownership, the designated spaces and designation status will be transferred to the new operator if the facility remains at the same location. This applies to both for-profit operators selling their facility and not-for-profit organizations taking over the management of a designated facility.

In the case of a transition from a for-profit facility to a not-for-profit facility, the existing designated spaces and designation status will also be issued to the operator's new license(s), provided that all licensing and designation requirements are met.

It's important to note that existing for-profit operators are not obligated to transition to a not-for-profit facility.

### 3. On-going Designation Requirements

Operators must adhere to the requirements outlined in the *Early Childhood Services Act* and Regulations which support accessibility, affordability, inclusion and improved quality in early learning and childcare.

Designation requirements are outlined in the *Early Childhood Services Act* and Regulations:

- [\*Early Childhood Services Act\*](#)
- [\*Licensing Regulation—Early Childhood Services Act \(2018-11\)\*](#)
- [\*Childcare Grants and Subsidies Regulation—Early Childhood Services Act \(2018-12\)\*](#)
- [\*On-line Registry Regulation—Early Childhood Services Act \(2021-42\)\*](#)

#### Designation Requirements

- Operators must be in compliance with:
  - *Early Childhood Services Act*
  - *Licensing Regulation—Early Childhood Services Act*
  - *Childcare Grants and Subsidies Regulation—Early Childhood Services Act*
  - *On-line Registry Regulation—Early Childhood Services Act*
- Provide early learning and childcare services to children aged five years and under, prior to school entry
- Implement Curriculum Framework and deliver services in the same language
- Develop an inclusion policy and implement inclusive practices
- Establish annual quality improvement plans and participate in quality assessments
- Establish a parent committee to encourage parent or guardian participation and engagement (only in part-time and full-time facilities)
- Participate in professional learning
- Use and promote the Childcare Portals (provincial registry)
- Adhere to *Childcare Grants and Subsidies Regulation*:
  - Fee Guidelines
    - Market Fee Threshold
    - Fee Increase
    - Standard Parent Fee Grid

- Grants and Subsidies
  - Operational Grant
  - Wage Support Program for Early Childhood Educators and ECE Wage Grid
  - Parent Subsidy
  - Parent Fee Reduction Subsidy

## **Designation Renewal for Existing Designated Facilities**

Designation renewal for existing designated facilities will remain the same and will occur at the time of licence renewal. To indicate intent to renew designation, operators must complete the appropriate sections on the *Application to Renew a Licence* form and provide required documentation.

Failure to comply with designation requirements may result in suspension of funding associated with the designation or revocation of the designation.

### **3.1 Compliance with Licensing Requirements**

Operators of designated Early Learning and Childcare facilities must be in compliance with the *Early Childhood Services Act* and its Regulations, and any policies implemented by the Department of Education and Early Childhood Development.

#### **3.1.1 Services Offered to Preschool-aged Children**

Operators of designated Early Learning and Childcare facilities must offer services for preschool children aged five years and under, prior to school entry.

Early Learning and Childcare facilities which offer preschool services AND school-age services are eligible for designation, however, ONLY the preschool spaces (ages 0-5) are designated and eligible for designation funding.

Operators cannot have undesignated preschool spaces in a designated facility as it is the facility that is designated, not the individual spaces.

#### **3.1.2 Curriculum Framework and Language Delivery**

Early learning and Childcare facilities in New Brunswick must choose and implement one of the two provincially recognized curriculum frameworks:

- **New Brunswick Curriculum Framework for Early Learning and Child Care ~ English OR**
- **Curriculum éducatif Services de garde francophones du Nouveau-Brunswick.**

As per legislation, an operator of a designated facility must use a curriculum established by the Minister for the language in which services are provided. An operator using a Curriculum previously approved by the Minister will continue to be exempt from this requirement. An operator may also be approved to use a curriculum based on Indigenous culture.

A designated facility must deliver services to the children only in the language of the curriculum framework chosen while ensuring staff are trained in the selected curriculum framework.

The facility's statement of services (parent handbook) must identify the curriculum framework and the language used to deliver services. Early Learning and Childcare Licensing staff will verify that the information in the parent handbook includes:

- a statement advising which New Brunswick curriculum framework is used by the facility
- a statement providing parents with a description of how the framework's vision, values, goals and learning principles are reflected/demonstrated in relationships, environments and activities
- a statement indicating the language in which services will be offered and that educators are trained in the curriculum framework.

### 3.1.3 Inclusion and Diversity

All licensed early learning and childcare facilities are required to develop an inclusion policy as per the *Early Childhood Services Act* and must be able to describe how inclusive practices are implemented within the facility.

Inclusion means that facilities are fully accessible and welcoming to all children and their families, regardless of race, religion, age, linguistic heritage, social and economic status, gender or ability. Children are entitled to inclusion in everyday activities and routines within the facility.

Inclusive Early Learning and Childcare facilities must promote the access, meaningful participation and support of all children through their policy:

**Access:** All children are welcome; there is nothing that hinders the enrolment of a child in any program.

**Participation:** All children can fully participate; relationships are fostered.

**Support:** Services, training and supports are provided to meet the needs of all children

The process of developing a policy allows operators and educators to continually reflect on their own reactions and consider practices that reflect inclusion and diversity.

### 3.1.4 Quality Assessment and Improvement

As part of legislation under the *Early Childhood Services Act*, designated Early Learning and Childcare facilities must establish a quality improvement plan for each licence. Operators are required to implement and monitor the quality improvement plan and revise it each year. The goal is to continuously improve the quality of services offered to children aged 0 to 5 years and their families.

#### Quality Assessment and Improvement Cycle

1. **Annual Assessment:** A member of the Early Childhood Services team visits the designated facility to assess quality using one of the assessment tools prescribed by EECD. The assessment is conducted during a scheduled visit.
2. **Assessment Report:** An assessment report is prepared by the member of the Early Childhood Services team and provided to the operator no later than two weeks after the assessment. A meeting will be scheduled to discuss the assessment report.
3. **Quality Improvement Plan:** The operator writes or renews the quality improvement plan by identifying improvement goals for the year that includes steps and actions to achieve them. The plan must be submitted to the Early Childhood Services team within 30 days of receiving the assessment report. The Minister will provide the necessary support to the operator, depending on the improvement goals chosen (e.g., curriculum, literacy, inclusion). The plan will be monitored biannually, and improvements must be demonstrated annually.



### 3.1.5 Parent Committee

*(Designated Early Learning and Childcare Centres only)*

Operators of Designated Early Learning and Childcare centres are required to establish and maintain a Parent Committee within the first year of operation. The parent committee will provide parents, operators and educators an opportunity to build collaborative partnerships to enhance positive learning experiences for all children and families. The engagement of parents is an important component of designation as they have a primary role in ensuring the well-being and positive development of their children.



The Parent Committee will consist of parents/guardians who have children attending the designated Early Learning and Childcare centre.

The purpose of the committee is to extend and deepen the relationship between parents and centres, and to enhance the experience of each child by providing continuity between centre and family experiences. Parents and educators will come together to discuss best practices for early learning, ask questions, and express concerns, and understand each other's contexts.

The Parent Committee has no financial or legal responsibility for the operation of the designated Early Learning and Childcare centre.

The parent committee guidelines will be shared when updated.

### **3.1.6 Professional Learning**

A minimum level (entry level) of training is required for all designated Early Learning and Childcare facility educators through the successful completion of the 90-hour on-line course, Introduction to Early Childhood Education offered at no charge by EECD.

Training (Level 1) can be achieved through the successful completion of a one-year Early Childhood Education certificate from a recognized college or university.

Furthermore, once the entry level of training has been achieved, all educators are required to continue their professional learning by completing at least ten **(10) hours** of approved Continuing Professional Learning hours **per year**. The recording and verification of Professional Learning hours will align with the renewal of the licence.

**The following guidelines have been established to assist operators and/or administrators in tracking professional learning hours.**

#### **Summary of responsibilities:**

##### **Educator:**

- Complete at least 10 hours of professional learning hours yearly.
- Maintain a record of their professional learning hours and keep, in a file, the proof of participation. (i.e., portfolio)

*\* The educator is responsible to keep personal copies of their completed professional learning hours.*

##### **Operator or administrator of a full-time or part-time centre:**

- Verify that all eligible staff have completed 10 professional learning hours yearly.
- Maintain a record of professional learning indicating the number of hours completed for each educator. This must be always accessible to licensing staff.
- Maintain a professional learning file for each educator. This should contain copies of proof

of participation in professional learning activities.

- Complete at least 10 hours of professional learning if required.

**Operator of an Early Learning and Childcare Home:**

- Complete at least 10 hours of professional learning hours yearly.
- Keep a record of their professional learning hours and their proof of completion (this can be done in a file, portfolio, etc.).

**Early Learning and Childcare Licensing Staff:**

- Verify that the operator has a record of the professional learning hours of each eligible staff and ensure that they have completed at least 10 professional learning hours per year.

**Early Learning Consultants**

- Provide professional learning opportunities and distribute certificates or proof of training to participants.
- Approve other professional learning opportunities outside of EECD.

**Guidelines for determining Professional Learning Hours compliance**

- All eligible educators who have been employed with the facility for the past year must have completed at least **10 professional learning hours** to be compliant.
- If an educator has been employed for less than a year, the number of professional learning hours required will be determined by the percentage of time they have been employed. For example, if an educator has been employed for 50% of the year (6 months), the expectation is that they should have completed at least 5 hours of professional learning.
- If an educator has previously completed professional learning hours in another designated facility, these hours can count towards the yearly professional learning hours required at the new designated facility, as long as it is within the same year.

**Hours of professional learning cannot be transferred to the next licensing year.**

## **Professional Learning Requirement Grid for Staff**

*ECE Certificate = Early Childhood Education Certificate*

<b>Staff Type</b>	<b>Details</b>	<b>Require 10 PL hours</b>
<b>Full-time or part-time educator with ECE Certificate (or equivalent) or 90h completed</b>	Educator working with preschool-aged (0-5) children that has completed their ECE certificate (or equivalent) and/or their 90 hr Introduction to Early Childhood Education course.	<b>Yes</b>
<b>Full-time or part-time educator without ECE certificate or 90h</b>	Educator working with preschool-aged children that has not completed their ECE certificate or their 90 hr Introduction to Early Childhood Education course.  <i>Once the ECE certificate or Introduction to Early Childhood education course is completed, they will be required to complete the 10h yearly PL hours. This will be calculated in proportion to the time since completion.</i>	<b>No</b>
<b>School-aged educator <u>only</u></b>	Educator who works with school-aged children ONLY	<b>No</b>
<b>Inclusion support worker <u>only</u></b>	A staff member working in the facility only as an Inclusion Support Worker.	<b>No</b>
<b>Staff member with dual role</b>	Staff member working with preschool-aged children for part of the day and inclusion support worker for another part of the day.  OR  Staff member who works with school-aged children for part of the day and preschool-aged children for another part of the day.  OR  Staff member who works with school-aged children for part of the day and inclusion support worker for another part of the day.	<b>Yes</b>     <b>Yes</b>     <b>No</b>
<b>Relief staff, casual worker or volunteer</b>	Relief Staff who are employed on a short term, temporary, or on-call basis, who are replacing the hours of an educator who cannot be present due to an authorized short or defined period such as sick leave, appointments, vacation, etc.	<b>No</b>

<b>New employee</b>	An educator working with preschool-aged children that has not been at the facility for the past year.	<b>Yes</b>  (% of the years' worth)
<b>Other staff members</b>	Staff that do not work with preschool children.	<b>No</b>
<b>Operator of an ELC <u>Home</u></b>	An operator of an Early Learning and Childcare Home must complete at least 10 hours of professional learning per year.	<b>Yes</b>
<b>Operator of an ELC <u>Centre</u></b>	If the operator <u>also has the role of administrator</u> of a designated facility, they must complete at least 10 hours of professional learning per year.	<b>Yes</b>
<b>Administrator</b>	As a leader of the facility, the administrator must complete at least 10 hours of professional learning per year.	<b>Yes</b>

### What is considered Professional Learning hours?

- Training offered by the Early Childhood Services teams or other EECD partners.
- Approved professional learning opportunities by Early Childhood Services Regional Directors.

A list of approved Continuing Professional Learning opportunities, recognized by EECD, is available through the Early Childhood Services team in each of the school districts. Contact information can be found in section **7.0** of this document.

Other options for professional learning are currently being reviewed and will be shared once approved.

### What is not considered as Professional Learning hours?

Some training activities are part of the employability criteria or skill/training requirements under the *Early Childhood Services Act*. The following examples of training **do not count** as continuing professional learning hours:

- Early Childhood Education Certificate course
- Introduction to Early Childhood Education course (90 hours)
- First aid and cardiopulmonary resuscitation certificate (CPR) certification course
- Workplace Hazardous Materials Information System (WHMIS) training
- Food safety training

### **3.1.7 Childcare Portals**

To ensure that parents have all the resources available to them to make decisions on early learning programs and services that fit their family's needs, the Minister has developed and implemented the Childcare Portals. The Parent Portal is a "one-stop-shop" that provides parents with the information required to make an informed decision.

The Childcare Portals facilitate communication and exchanges information between parents, Early Learning and Childcare facilities, and EECD.

#### **Operator Portal**

The Operator Portal is a secure, on-line tool that facilitates communication between operators and EECD and is used to manage programs and funding to operators.

Operators benefit from improved reporting and payment processes via the Operator Portal. Operators can also access facility information, manage on-line child enrolment, inform parents of available spaces within their facility through the accompanying Parent Portal, and fill vacant spaces through Child Care Connect NB. This Portal is for operators of licensed facilities who provide childcare for all age categories (infant, preschool and school age).

Operators of designated facilities must create a user account for the Operator Portal and ensure that the information in the Operator Portal is kept up-to-date.

#### **Parent Portal**

The Parent Portal is a secure on-line tool that supports parents in accessing childcare services that best meets their family's needs. Parents can use a New Brunswick map to search for available childcare spaces in their desired location, submit their childcare needs on Child Care Connect NB, view facility contact details, view facility inspection reports for the last 5 years, and access information on childcare subsidies and other education or early childhood resources.

#### **Educator Portal**

The Educator Portal is a secure on-line tool that is currently used to support the administration of the Wage Support Program for Early Childhood Educators (WSP-ECE). Educators can view their training credentials and payment history for wage support payments.

## **4. Childcare Fees, Grants and Subsidies**

[Grants and Subsidies regulation 2018-12](#)

### **4.1 Childcare Fee Guidelines**

#### 4.1.1 Market Fee Threshold

The Market Fee Threshold is the maximum daily cost of services to be provided for an infant or preschool child at a designated facility.

To ensure access to affordable early learning and childcare operators of designated facilities must establish their fees at or below the Market Fee Threshold.

Once approved for designation, the operator may be eligible for fee increases, see Fee Increases section.

The Market Fee Threshold will be reviewed annually.

		Infant	Two-year-old	Preschool
Large Urban	Full Day	\$46.20	\$41.06	\$39.16
	Part Day	\$34.68	\$30.76	\$29.42
Small Urban & Rural	Full Day	\$41.51	\$36.47	\$35.01
	Part Day	\$31.10	\$27.41	\$26.29

#### 4.1.2 Fee Increases

Fee increases can only occur **once** per fiscal year (April to March) and only in circumstances where the fees are below the Market Fee Threshold.

##### General guidelines for fee increases

- Fee increases of up to 3% may be made **once** annually, at any time during the fiscal year.
- The effective date must be **a minimum of 14 days** in advance.
- Fee increases cannot be requested more than 90 days before the effective date.
- If current fees are at or above the Market Fee Threshold, fee increases are not permitted.

##### **Exception for increases between April 2023 and March 2024**

- Operators with fees below the Market Fee Threshold will be eligible for a one-time increase of their fees by up to **8 per cent**, not to exceed Market Fee Threshold. This increase is in lieu of the 3% increase.

All operators of licensed early learning and childcare facilities can self-manage their fees and fee increases through the Operator Portal.

## **4.2 Grants and Subsidies**

Once the facility is approved for designation, a member of the Operational Support Services branch will be in contact to provide information on accessing the Operator Portal and how to submit grant reports.

If you have questions regarding designation funding, please contact the Early Childhood Operational Support Services Branch at 1-833-221-9339 or [ELCGP-PSCPE@gnb.ca](mailto:ELCGP-PSCPE@gnb.ca).

### **4.2.1 Operational Grant**

The Operational Grant is funding available for designated facilities to offset the costs associated with maintaining designation criteria and requirements. Designated Early Learning and Childcare facilities receive:

- \$15 per enrolled infant space per day
- and \$3 per enrolled preschool space (2-5 years) per day.

Operational Grant amounts are calculated based on enrolment reporting provided by operators of Designated Facilities via the Operator Portal.

To receive payment, operators will be required to confirm enrolment data for each licence using the Operator Portal.

### **4.2.2 Standard Parent Fee Grid**

A Standard Parent Fee Grid sets the fees that operators of designated Early Learning and Childcare facilities must charge parents.

To facilitate the reduction of childcare fees for parents, operators must enroll children in each of their licensed facilities through the On-line Child Enrolment. Operators will send parents an electronic enrolment offer via the Operator Portal and parents will be able to accept or refuse the offer via the Parent Portal.

On-line Child Enrolment supports parents and childcare facilities through the creation of a unique child profile and New Brunswick Education Number (NBEN). This will reduce administrative work for parents and operators while helping us to improve services, childcare subsidies, and programs for children.

The Parent Handbook of the facility must reflect these guidelines.

2022 Standard Parent Fee Grid		Infant	Preschool
Large Urban	Full Day	\$21	\$18
	Part Day	\$12	\$7
Small Urban & Rural	Full Day	\$19	\$16
	Part Day	\$12	\$7

*For more information on On-line Child Enrolment, please refer to the Enrolment User Guide in the **Resources & Support** section of the Operator Portal.*

#### 4.2.3 Parent Fee Reduction Subsidy

The Parent Fee Reduction Subsidy provides funding to operators to cover the difference between the Standard Parent Fee Grid amounts and the operator's fees that EECD has on record which are regulated under the Market Fee Threshold for all children 0-5 years that are enrolled in a designated facility.

The following guidelines apply:

- Enrolment data must be maintained and updated on an ongoing basis (as changes occur) in the Operator Portal to ensure the number of children, frequency of enrolment and approved daily fees is accurate for each child.
- Should a parent withdraw their child from a Designated Facility without notice, the operator may continue to collect the Parent Fee Reduction Subsidy for the enrolled child for a period of two weeks. The Parent Fee Reduction Subsidy may also be provided at another licence during the two-week period.
- If an operator chooses to discharge a child without any notice, the operator must inactivate the on-line child enrolment immediately and the Parent Fee Reduction Subsidy will no longer be paid for that child. Failure to do so will lead to repayment.
- The Parent Fee Reduction Subsidy is paid for all regular operating days where parents are required to pay for their space; this may include statutory holidays, vacation days, and sick days, as long as it is a part of regular operating days.



- If services agreed upon with the parent are not received by the child, the operator cannot charge the parent or collect the Parent Fee Reduction Subsidy for that child when services are denied.
- The Parent Fee Reduction Subsidy is not paid to hold a childcare space.
- A designated facility will only receive funding for approved designated preschool spaces. Operators who choose to transition four-year-old children into a school-age group during the summer prior to school entry in the fall will not receive the Parent Fee Reduction Subsidy for these children. School-age programs are not eligible for funding related to the designation program as indicated in the *Early Childhood Services Act*.
- Operators of New Brunswick Early Learning Homes are not eligible for the parent fee reduction for their own children when enrolled in their facility.
- Parent Fee Reduction Subsidy is calculated based on enrolled spaces and must not exceed the approved full-time licensed spaces.
- At any given time, EECD may conduct a financial audit of the Parent Fee Reduction Subsidy in designated facilities.

#### 4.2.4 Parent Subsidy

Parents of preschool age children attending a designated Early Learning and Childcare facility may benefit from a parent subsidy. This parent subsidy is accessible to parents who are working, enrolled in a training or education program, or have a special circumstance (a referral from a Developmental Childcare Program to support the development of a child, or a medical referral for a parent).

The program provides free childcare services to families with a total gross annual household income of \$37,500 or less for their preschool children aged five and under. The level of subsidy is based on a sliding scale (between \$37,501 and \$80,000) and will be determined based on the gross annual household income. Families will not exceed 20% of their gross annual family income to cover childcare costs while their child is attending a designated facility.

The goal of the Parent Subsidy Program is to increase access to affordable quality early learning and childcare services for families. The Parent Subsidy Estimator can be found at: [www.gnb.ca/earlyNB](http://www.gnb.ca/earlyNB) or by registering on the Parent Portal at: [Parent Portal \(nbed.nb.ca\)](http://nbed.nb.ca).

## 5. Early Childhood Educator Wage Grid

The Early Childhood Educator Wage Grid (ECE Wage Grid), as part of the Wage Support Program for Early Childhood Educators (WSP-ECE), is for educators working in designated facilities as well as school-aged educators. It recognizes an educator's training and qualifications, as well as their years of experience. Wages that are clearly articulated and predictable play an important role in the recruitment and retention of qualified Early Childhood Educators (ECE).

The ECE Wage Grid sets out the required minimum wage rate operators must pay eligible educators, effective **November 1, 2022**.

The ECE Wage Grid establishes the foundation for future investments in wages for ECEs and will be reviewed annually as per the *Early Childhood Services Act*.

	Step 1	Step 2	Step 3
Level 1	\$22.79	\$24.04	\$25.35
Entry Level	\$16.47	\$17.48	\$18.54

Operators may opt to increase wages above and beyond the Wage Support Program for Early Childhood Educators (WSP-ECE).

*For more information on the WSP-ECE and the ECE Wage Grid, please refer to the Resources & Support section of the Operator Portal.*

## 6. Contact Information

### 6.1 Early Learning and Childcare

Region 1 — Moncton	Region 2 — Saint John	Region 3 — Fredericton	Region 4 — Bathurst
<b>Address</b> Satellite Office—Early Learning and Childcare École Louis-J-Robichaud 435 Main St. Shediac, NB, E4P 0S6	<b>Address</b> Milledgeville North School, B108 490 Woodward Ave. Saint John, NB E2K 5N3	<b>Address</b> Marysville Place 1st Floor 20 McGloin St. Fredericton, NB E3A 5T8	<b>Address</b> 3376 rue Principale C.P. 3668 Tracadie-Sheila, NB E1X 1G5
<b>Phone number</b> 1 506 533-3712	<b>Phone number</b> 1 506 658-2604	<b>Phone number</b> 1 506 453-3005	<b>Phone number</b> 1 506 394-4696
<b>Email address</b> <a href="mailto:ELC-SGERegion1@gnb.ca">ELC-SGERegion1@gnb.ca</a>	<b>Email address</b> <a href="mailto:ELC-SGERegion2@gnb.ca">ELC-SGERegion2@gnb.ca</a>	<b>Email address</b> <a href="mailto:ELC-SGERegion3@gnb.ca">ELC-SGERegion3@gnb.ca</a>	<b>Email address</b> <a href="mailto:ELC-SGERegion4@gnb.ca">ELC-SGERegion4@gnb.ca</a>



## 6.2 Early Childhood Services

District	Telephone	Mail
<b>Anglophone School District East</b>	<b>1 506-856-2674</b>	45 Devere Road, Riverview, NB E1B 2M4
<b>Anglophone School District North</b>	<b>1 506-624-2040</b>	78 Henderson Street Miramichi, NB E1N 2R7
<b>Anglophone School District South</b>	<b>1 506-643-6900</b>	490 Woodward Avenue Saint John, NB E2K 5N3
<b>Anglophone School District West</b>	<b>1 506-453-3408</b>	1135 Prospect Street Fredericton, NB E3B 3B9
<b>District scolaire francophone Nord-Est</b>	<b>1 506-394-4763</b>	3376, rue Principale Tracadie-Sheila, NB E1X 1G5
<b>District scolaire francophone Nord-Ouest</b>	<b>1 506-737-4589</b>	298 rue Martin Edmundston, NB E3V 5E5
<b>District scolaire francophone Sud</b>	<b>1 506-869-6457</b>	511 rue Champlain, Suite D57, Dieppe, NB E1A 1P2

## Map of School District Boundaries



### 6.3 Other Programs and Contacts

Program	Telephone	Email
Early Childhood Operational Support Services	1 833-221-9339	<a href="mailto:ELCGP.PSCPE@gnb.ca">ELCGP.PSCPE@gnb.ca</a>
Childcare Portals	1 833-221-9339	<a href="mailto:EECDPortal-PortailEDPE@gnb.ca">EECDPortal-PortailEDPE@gnb.ca</a>
Grants and Subsidies	1 833-221-9339	<a href="mailto:ELCGP-PSCPE@gnb.ca">ELCGP-PSCPE@gnb.ca</a>
Wage Support Program	1 833-221-9339	<a href="mailto:WSPECE-PSSPEG@gnb.ca">WSPECE-PSSPEG@gnb.ca</a>
Inclusion Support Program	1-833-453-6645	<a href="mailto:ISP.PAI@gnb.ca">ISP.PAI@gnb.ca</a>

## 7. Community Market Fee Threshold Reference Table

Category and Definition	City	Surrounding Areas
<p><b>Large Urban:</b> An area consisting of one or more municipalities situated around a core with a total population of at least 100,000 of which 50,000 or more live in the core.</p> <p>The surrounding area for large urban is defined as 30 km from the core in all directions.</p>	Fredericton (59,405) and the surrounding area	Burt's Corner Charter Settlement Devon Douglas Estey's Bridge Hanwell Keswick Keswick Ridge Kingsclear Lincoln Mactaquac Marysville Maugerville Nashwaak Village Nasonworth New Maryland Noonan Oromocto Rusagonish Tracy Waasis Yoho
	Moncton (71,889) / Dieppe (25,384) and surrounding area	Coverdale Hillsborough Irishtown Lutes Mountain Memramcook Notre Dame Pine Glen Riverview Salisbury Scoudouc Shediac Shediac Bridge Steeves Mountain
	Saint John (67,575) and the surrounding area	Grand Bay-Westfield Musquash Quispamsis Rothesay Simonds

Category and Definition	City	Surrounding Areas
<p><b>Small Urban:</b> An area consisting of one or more neighbouring municipalities situated around a core with a total population of at least 10,000.</p> <p>The surrounding area for urban—small is defined as 25 km from the core in all directions.</p>	Bathurst (15,557)	Allardville Beresford Dunlop Nigadoo Pabineau Petit-Rocher Robertville
	Campbellton (10,716)	Atholville Balmoral Dalhousie Dundee Eel River Crossing Point le Nim Tide Head Val d'amour
	Edmundston (12,086)	Baker-Brook Rivière-Verte Saint Joseph de Madawaska Saint-Basile Saint-Hilaire Saint-Jacques Verret
	Miramichi (17,537)	Chatham Derby Eel Ground Glenelg Newcastle Sunny Corner
<b>Rural</b>	<p><b>Any city or surrounding area not identified in the lists above are considered a Rural community.</b></p> <p>This area includes all territory lying outside population centres (large urban and small urban). This is the area that remains after the delineation of population centres using current census population data.</p>	



## **8. Appendices**

### **Appendix A: Professional Learning Log**

## Appendix A: Professional Learning Log

Educator, Administrator or Operator Name	Employment Anniversary Date	
Facility Name	Facility licence #	Facility Expiry Date

[illegible]