



Memo

Department of Education and Early Childhood Development
P.O. Box 6000
Fredericton, NB E3B 5H1

Date: March 21, 2022

To: Parents and Guardians

From: Nicole Gervais, Executive Director, Early Childhood Development

Subject: **Parent Portal: Online Child Enrolment**

The Department of Education and Early Childhood Development (EECD) has created a [Parent Portal](#) for all families with children from birth to high school graduation. The Parent Portal is meant to provide parents with a one-stop-shop to access pertinent information about the department's early learning and school education systems. The department is adding the Online Child Enrolment function to the Parent Portal.

The Parent Portal is a secure site for families who have children in early learning and childcare and in the school system. When you accept the enrolment for your child in the Parent Portal, your child will be given their New Brunswick Education Number (NBEN). The NBEN will follow your child starting in early childhood through to grade 12. Your child's information is protected and can only be accessed by you as the parent. For this, you will need a username and a password. If you are new to the Parent Portal you will need to create a portal account, while parents who already have an account will be able to use their existing username and password. Your childcare operator will only have access to the information that you have agreed upon, such as the child's name, date of birth, the number of days your child will be attending the facility and the corresponding fees.

The enrolment process with childcare operators is not changing. Parents will still need to contact childcare facilities as part of their childcare decision and will still need to make enrolment arrangements with the childcare facility selected.

The online enrolment of your child will be initiated by your childcare operator, starting on March 21, 2022. Parents will receive enrolment offer for children already enroled in childcare. All parents will be required to do is to accept the enrolment offer in the Parent Portal. This should take approximately five minutes to complete. We have created the following resources to support you with this new process that you can access by visiting the [Parent Portal](#) or by contacting your childcare operator:

- Enrolment Information Sheet
- Enrolment Step-by-Step Guide for Parents
- Enrolment FAQ for Parents

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If you do not have an email address, or have limited access to the internet, your childcare operator will be able to provide an enrolment offer in paper format. You will be required to contact EECD to complete the enrolment offer. This number will be printed on the paper form that the operator provides you.

If you have any questions or need help in completing the enrolment for your child, you can reach us by phone at 1- 888-762-8600 or by e-mail at EECDPortal-PortailEDPE@gnb.ca.



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