

# Application Package

## Early Learning and Childcare Centre

Department of Education and Early Childhood Development  
November 2023

Included in this application package you will find:

1. Application for a Licence

An application for a licence with designation is a two-step process, **Step 1(A and B)** and **Step 2**. If you are **not** applying for designation or to increase designated spaces on an existing licence, proceed to **Step 2 – Application to Operate an ELCC Facility**.

### **Step 1A - Expression of Interest for Designated ELCC Spaces**

Applicants must submit an **Expression of Interest** to indicate whether they require assistance from the Space Creation Team to complete Step 1B – Application for a Designated Facility or Increase in Designated Spaces Proposal. ([Step 1A Application link](#))

### **Step 1B - Application for a Designated Facility or Increase in Designated Spaces**

Applicants will submit an application containing a proposal for preliminary approval for a designated facility or an increase of designated spaces within an existing facility. Proposals will be evaluated by an evaluation committee. ([Step 1B Application link](#))

Applicants who indicate in Step 1A that they require assistance with Step 1B will be contacted by a Space Creation Team member.

### **Step 2 - Application to Operate an ELCC Facility**

Required for all licence applications. If you intend to apply for designation or increase designated spaces on an existing licence, Step 1A and Step 1B – must also be completed.

2. Licence Application Guide – Full-time and Part-time Early Learning and Childcare Centres
3. Early Learning and Childcare Plan Review form – Office of the Fire Marshal (Fees are applicable for the review of plans by the Office of the Fire Marshal.)
4. Early Learning and Childcare Plan Review Form – Health Protection Services
5. Health Inspection Standards for Early Learning and Childcare Centres
6. Social Development Record Check Consent Form
7. Process for Obtaining Supplier Number

## Important information

The following will provide you with further information on licensing an early learning and childcare facility in New Brunswick.

- *Early Childhood Services Act*: <https://laws.gnb.ca/en/pdf/cs/E-0.5%20.pdf>
- *Licensing Regulation – Early Childhood Services Act*: <https://laws.gnb.ca/en/pdf/cr/2018-11%20.pdf>.
- *Childcare Grants and Subsidies Regulation – Early Childhood Services Act*  
<https://laws.gnb.ca/en/pdf/cr/2018-12%20.pdf>
- Operator Manual – Full-time and Part-time Early Learning and Childcare Centres\_  
<http://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/ELCC/OperatorManualFullTimePartTimeEarlyLearningChildcareCentres.pdf>
- Information regarding such topics as: Early Learning and Childcare curriculum, Wage Support Program, information for parents, etc. may be found at:  
<http://www2.gnb.ca/content/gnb/en/departments/education/elcc.html>

### **Please note:**

Do not invest any monies into the proposed Early Learning and Childcare facility until all the Departments involved in the process have made initial recommendations.

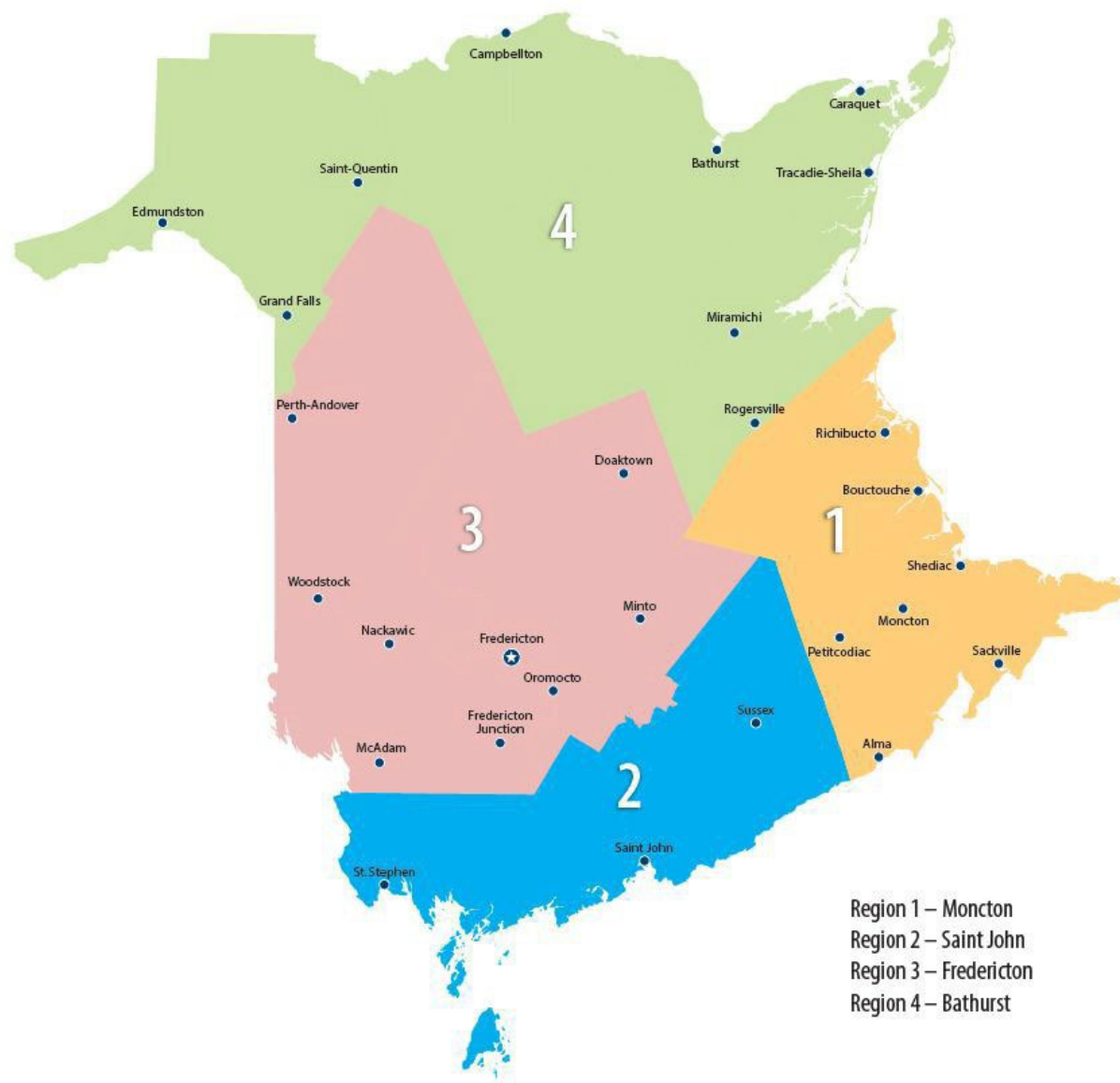
Should you require further assistance, please do not hesitate to contact your regional office of Early Learning and Childcare Services.

**Please return completed application to the Early Learning and Childcare office in your region.**

# Early Learning and Childcare Services

## Provincial Regions

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</b> <a href="mailto:ELC-SGERegion1@gnb.ca">ELC-SGERegion1@gnb.ca</a>	<b>Email</b> <a href="mailto:ELC-SGERegion2@gnb.ca">ELC-SGERegion2@gnb.ca</a>	<b>Email</b> <a href="mailto:ELC-SGERegion3@gnb.ca">ELC-SGERegion3@gnb.ca</a>	<b>Email</b> <a href="mailto:ELC-SGERegion4@gnb.ca">ELC-SGERegion4@gnb.ca</a>



# Application for a Licence

## Step 2 - Application to Operate an ELCC Facility

### Early Learning and Childcare Centre

To apply for a licence to operate an early learning and childcare centre in New Brunswick, all sections included in this application must be completed and submitted for approval.

## Section 1: Application for a licence

<b>A- Applicant information</b> – applicant must be 19 years of age		
Does the applicant currently operate any other early learning and childcare facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the applicant previously applied for and/or been licensed for childcare in New Brunswick? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of applicant(s)- (First and last name/Registered name of corporation or non-profit organization)		
Mailing address		Province
		Postal code
Telephone		Email address
Form of business:	<input type="checkbox"/> Individual ownership <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit organization	
Name of primary contact person (for partnership, corporation or non-profit organization)		Title/Role
Telephone (if different from above)		Email address (if different from above)
<b>In the past 3 years, has the applicant:</b>		
a) Applied for a licence or renewal of a licence and been refused? <input type="checkbox"/> Yes <input type="checkbox"/> No		
b) Had a licence suspended and reinstatement of the licence refused? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the applicant purchasing a licensed facility which represents a change of operator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate a) Current name of the facility: _____		
b) Current licence number: _____		
c) Name of the operator: _____		
<b>Required documentation:</b> For partnership, copy of the partnership agreement		
For corporation, copy of the articles of incorporation and a list of directors		

<b>B- Facility information</b>		
Name of facility		Type of facility
		<input type="checkbox"/> Full-time ELC centre
		<input type="checkbox"/> Part-time ELC centre
Civic address		Province
		Postal code
Mailing address (if different from above)		Province
		Postal code
Telephone	Fax	Email address
Language of licensing service		Preferred method of correspondence
<input type="checkbox"/> English <input type="checkbox"/> French		<input type="checkbox"/> Mail <input type="checkbox"/> Email
Will the facility be located in a school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate the name of the school

Will the facility be located in the applicant's home?

Yes  No

**C- Designation (If Applicable)**

Do you intend to become a designated facility through the Call for proposals process?

Yes  No (Skip to section D)

Have you completed step 1 of the application for a designated facility in response to the Open Call for Proposals?

Yes  No

Have you been preliminarily approved for a designated facility through the Space Allocation Process?

Yes  
 No

If yes, how many designated spaces were approved?  
Infant: \_\_\_\_\_ Preschool: \_\_\_\_\_

Date of approval:  
\_\_\_\_\_

Applicants who have been preliminarily approved will be subject to meeting all of the requirements for a licence under the *Early Childhood Services Act and Regulations*. All designation requirements are outlined in the Handbook for Designated Early Learning and Childcare Facilities.

Applicants who have been preliminary approved for a designated facility must provide the letter of proof from the Space Allocation Evaluation Committee with their application.

**D- Childcare Fees - required to be completed by all facilities**

Please enter the **daily** fee charged to parents/guardians.

All facilities applying for designation must adhere to the Market Fee Threshold for establishing childcare fees for preschool aged children.

Age group	Full Time: 5 days per week, full day (Full week/full day)	Part Time: Less than 5 days per week, full day (Part week/full day)	Part Time: 5 days per week, half day (Full week/part day)	Part Time: Less than 5 days per week, half day (Part week/part day)
Infant 0-23 months				
Preschool 2 years				
Preschool 3 years				
Preschool 4 years				
Preschool 5 years (not attending school)				
School-age – After school				
School-age – Before and after school				
School-age – Before school				
School-age – Half day only				
School-age – School year full day				

School-age – Summer full day				
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**E- Services information - check all appropriate boxes**

**Age and language**

**Age categories**

- Infants: 0-14 months
- Infants: 15-23 months
- Preschool children: 2-5 years old
- School-age children

**Language of service**

- English
- French

**Operating hours**

Hours of operation	From _____ to _____	Days of operation	From _____ to _____	Months of operation	From _____ to _____
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**Extended hour services**

- Yes  No

- If yes:**  Monday-Friday  
 Saturday/Sunday

**Overnight services**

- Yes  No

- If yes:**  Monday-Friday  
 Saturday/Sunday

**Temporary full-time services**

(part-time ELC centre only)

- Yes  No

**Part-Time preschool services**

- Yes  No

**Curriculum framework**

Curriculum framework that will be used in the facility

- New Brunswick Early Learning and Child Care Curriculum ~ English
- Curriculum éducatif Services de garde francophones du Nouveau-Brunswick
- Other describe: \_\_\_\_\_
- Not required

**Other services: will the facility be providing the following in the facility?**

**Food services**  Yes  No

- If yes:**  Meals only  
 Snacks only  
 Meals and snacks

**Transportation**  Yes  No

- If yes:**  Daily  
 Occasionally

**F- Board of directors' information for non-profit organization**

Complete the following for the non-profit organization. Note that the first board of directors shall be composed of at least five elected members of whom at least 20% are parents or guardians of a child who will receive services at the centre. Please identify these parents with a (\*).

*	First and last name	Email address	Telephone	Position on the Board


### G- Signing Authorities

If your centre is non-profit, please list the names of individuals who have signing authority for official documents (i.e. incorporation, renewal application, financial documents, etc.).

First and last name	Email address	Telephone	Position

### H- Opening date and enrolment information

Proposed opening date:

#### Planned enrolment

Age categories	Number of children planned	Number of groups planned	Number of required educators
<i>0-14 months</i>			
<i>15-23 months</i>			
<i>2 year olds</i>			
<i>3 year olds</i>			
<i>4-5 year olds</i>			
<i>2-5 year olds (mixed age group)</i>			
<i>School-age children</i>			
<b>Total number of children, groups, educators</b>			

**I- Administrator information**

Name of the administrator (operator or designated administrator, if known)

Does the operator/administrator have an Early Childhood Education certificate/diploma/degree?  Yes  No

Has the operator/administrator completed the Introduction to Early Childhood Education course?  Yes  No  
(Department of Education and Early Childhood Development on-line course)

Does the operator/administrator have any other certificate/diploma/degree?  Yes  No

If yes, indicate the training program.

**Please include any proof of training with your application.**

Has the operator/administrator completed the New Brunswick Early Learning and Child Care Curriculum Framework training?  Yes  No

If yes, please indicate which framework:

- New Brunswick Early Learning and Child Care Curriculum ~ English
- Curriculum éducatif Services de garde francophones du Nouveau-Brunswick

Indicate what experience the operator/administrator has in child care or in the operation of an early learning and childcare facility.

**J- Household occupants' information**

For a facility located in a home, provide the following information for all individuals 18 years and older residing in the home.

First and last name	Relationship to applicant



**K- Statement of understanding**

I, the undersigned, do hereby certify that the statements and information in this application form are true and correct to the best of my knowledge and understanding. As well, I declare that I have read and understand all relevant sections of the Early Childhood Services Act and the Licensing Regulation. By signing this application, I understand my responsibilities in operating an early learning and childcare facility and agree to comply with the Act and Licensing Regulation.

In accordance with the Right to Information and Protection of Privacy Act, the Department of Education and Early Childhood Development is committed to the protection of all personal information collected and used in the operation and management of its activities. The Act can be found via the link: <http://laws.gnb.ca/en/ShowPdf/cs/R-10.6.pdf>

Personal information is defined in the Right to Information and Protection of Privacy Act (RTIPPA).

I understand that the Department of Education and Early Childhood Development may share the information contained in this application with authorized representatives of the Department of Education and Early Childhood Development.

**Individual ownership or partnership**

Signature of applicant(s):	Print name:	Date: (dd/mm/yyyy)

**Corporation**

Signature of president or director of corporation:	Print name:	Date: (dd/mm/yyyy)

**Non-profit organization**

Signature of president of the board (or authorized person):	Print name:	Date: (dd/mm/yyyy)

## Section 2: Required documents

As per section 4 of the Licensing Regulation and the application requirements, the following documents must be submitted when applying for a licence. Include this page with your application.

✓ Check box or insert N/A when not applicable.

	Application for licence completed and signed
	Letter of proof of preliminary approval for a designated facility from the Space Allocation Evaluation Committee
	Copy of the partnership agreement if the facility is owned by more than one person
	Copy of the articles of incorporation and a list of all directors if applicant is a corporation
	Proof of Early Childhood Education training or equivalent
	Criminal record check and Vulnerable sector check, dated within the past 3 months, for the applicant
	Criminal record check, dated within the past 3 months, for all individuals 18 years and older residing in the applicant's home where the facility will be located, if applicable
	Social Development Record Check Consent Form for the applicant and all individuals 18 years and older residing in the applicant's home where the facility will be located, if applicable
	Proof of compliance with the applicable municipal by-laws
	Copy of the Certificate of general liability insurance or statement from insurer of an intention to provide a Certificate of Insurance
	Copy of the Certificate of motor vehicle insurance if transportation is provided
	Licence application fee of \$200 payable to the Minister of Finance. <b>Fees are non-refundable.</b>
	GNB Supplier Registration / Direct Deposit Form
	<b>Documentation</b>
	Comprehensive business plan
	Operational plan:
	<ul style="list-style-type: none"> <li>• Service plan</li> </ul>
	<ul style="list-style-type: none"> <li>• Parent and guardian handbook</li> </ul>
	<ul style="list-style-type: none"> <li>• Weekly menus of meals and/or snacks</li> </ul>
	Staffing plan:
	<ul style="list-style-type: none"> <li>• List of staff member positions and responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>• Staff handbook</li> </ul>
	Inclusion Policy
	<b>Plans</b>
	Three copies of the official plan of the premises: scaled or fully dimensioned plans of each level of the building
	Three copies of the outdoor play area
	Two different colour photographs of the building exterior
	Completed Early Learning and Childcare Centres Plan Review form – Office of the Fire Marshal
	Completed Early Learning and Childcare Centres Plan Review form - Health Protection Services, including required documents

### Important

**If the application is incomplete or the required documentation is missing, the application review process will be delayed. The licensing process will not be initiated until all forms are complete and all documents are received. Please ensure that copies of the submitted documents are retained. No documents will be returned.**

**Note that after six months of no activity from the applicant during the licensing process, the file will be closed and the applicant will be required to re-submit an application including the fee.**

*Kindly forward your application duly completed to the regional office of Early Learning and Childcare (address can be found on page 2 of the Application Package).*

# Licence Application Guide

## Full-time and Part-time Early Learning and Childcare Centre



As per section 4 of the *Licensing Regulation – Early Childhood Services Act*, an application for a licence to operate an Early Learning and Childcare Centre must include the following documentation and information:

- Comprehensive business plan
- Operational plan
- Staffing plan
- Official plans of the premises
- Plan review forms
- Criminal record check and vulnerable sector check
- Social development (SD) record check consent form
- Proof of compliance with the applicable municipal by-laws
- Certificate of insurance
- Daily childcare fees

This guide provides additional information to help support applicants to complete the required documentation listed above.

# Comprehensive Business Plan

Operating an early learning and childcare centre, whether for profit or non-profit is operating a business. A business plan will serve as a road map for operating the business and will assist in identifying the various components of starting and operating a financially viable early learning and childcare facility.

Information on Business Plans and community demographics research can be found through Canada Business Network at [www.canadabusiness.ca](http://www.canadabusiness.ca)

Statistics Canada provides information on population, earnings, education, income, families, and dwellings in communities. [www.statcan.gc.ca](http://www.statcan.gc.ca)

## 1- Community needs assessment

Before opening an early learning and childcare facility, it is recommended that applicants complete a needs assessment in the community being considered. A needs assessment informs decisions such as the size of the facility, age range of the children and choice of location. Conducting a needs assessment may assist in predicting the financial viability of the business.

### 1.1 Potential clientele

- Who is your potential clientele?
- What are the demographics of the community/area you intend to serve? (i.e. population, families, age, occupation, income, education level)
- Are there schools in the area?
- How will your service satisfy the needs of your clientele?

To research the current demand for childcare in your community, one option is to create a survey to distribute in the area where you intend to provide childcare. Questions that you may ask include “Do you need childcare?”, “How old are your children?”, or “What are your current childcare arrangements?”

### 1.2 Market growth potential

- What are the trends, the challenges and the future projections of the business sector in the area you wish to serve?
- How has your market research indicated there is market growth in the childcare area?
- Will the operation of the facility be affected by seasonal employment factors?

### 1.3 Parental fees

- Describe the strategy you will use to compete in the market place.
- Does your business model permit you to offer competitive rates?
- What will be the daily fees to parents?

### 1.4 Competitors (include child care facilities in a 15 kilometer radius)

- How will your service fit in the current market?
- Strengths and challenges: compare your facility and services with your competitors (size, reputation,

location, cost, hours, age of children, nature of program, etc.).

- What will set you apart?

The Department of Education and Early Childhood Development's web site contains a listing of licensed early learning and childcare facilities.

### **1.5 Promotional methods**

- What strategies will you use to promote your services?

### **2- Human resources**

- Do you expect to be at capacity enrolment at opening?
- What are your staffing plans?
- What staff qualifications will be required when hiring?
- What training will be required for your staff?
- How will you support staff to attend professional development (i.e. time, financial support)?

### **3- Operating budget/financial summary**

- Provide a detailed statement of projected income and expenses for your first year of operation. See the example in the following page.

Government departments and agencies may provide financing such as grants, contributions, subsidies, and loans. Find out what type of government financing may be available for your business.

**Example**

<b>Projected income and expenses</b>		
For the year beginning _____ and ending _____		
Total operating days _____ Projected enrolment _____		
<b>Income</b>		
	Parent fees	
	Grants and subsidies	
	Loans	
	Other	
	<b>Total income</b>	
<b>Expenses</b>		
	Employee wages/ benefits	
	Staff training/professional development	
	Rent/mortgage	
	Electricity/heating	
	Telephone & internet	
	Water/sewers	
	Property taxes	
	Insurance for property, liability, and contents	
	Maintenance (building and equipment, janitorial services, snow removal)	
	Program costs (materials, equipment, furniture)	
	Food/snacks	
	Administrative costs, office supplies	
	Advertising	
	Licence fees	
	Bank service fees	
	Loan payment	
	Accountant or book keeper services	
	Vehicle fees (loan, insurance, gas)	
	Other	
	<b>Total expenses</b>	

## Operational Plan

The operational plan is a written plan that demonstrates how the facility will meet specific requirements under the *Early Childhood Services Act* and the *Licensing Regulation - Early Childhood Services Act*. The operational plan includes the service plan, a statement of services for parents and guardians as well as weekly menus.

Applicants are encouraged to complete the operational plan as best as possible. Once the application is received, the Early Learning and Childcare Quality Assurance Monitor will review the information and assist the applicant in the completion of the plan, if required.

Please ensure that all required documentation is included with your application.

### **A- Service plan (Licensing Regulation section 4)**

1. Describe the services that will be provided in your facility.
2. What measures will be taken to implement those services? Provide a description of the learning principles and goals and the measures that will be taken to reach those goals.
3. Describe how you will provide a suitable environment, materials and equipment for the proposed number of children and age categories?
4. How will the program planning involve parents and families, and engage the children?
5. When planning activities, how will educators ensure that children's interests, passions, strengths and abilities be taken into consideration?
6. How will you ensure that the services for school-age children support children's learning outside of the formal school program?

### **B- Statement of services for parents and guardians (Licensing Regulation sections 4, 26)**

Operators are to provide a statement of services for parents and guardians which must be compiled in a handbook. Please refer to section 6.3 and the Parent and guardian handbook template of the Operator Manual – Full-time and Part-time Early Learning and Childcare Centres for more information.

The handbook template identifies what is minimally required. It contains policies, responsibilities and expectations of the parents and guardians and the operator. Operators may add more information specific to the centre and additional policies in the handbook.



### **C- Weekly menus (Licensing Regulation sections 4, 48)**

For facilities providing meals and/or snacks.

Meals and snacks consist of a variety of foods which are nutritious and appropriate for children. For more information on nutrition, please refer to section 12 and the nutrition appendices of the Operator Manual – Full-time and Part-time Early Learning and Childcare Centres. The weekly menu plan template may be used as a guide to prepare your menu.

Health Canada is also an excellent resource providing various documentation on healthy eating. <https://www.canada.ca/en/services/health/food-nutrition.html>

Provide 2-4 weeks of menus of meals and/or snacks with your application.

### **D- Additional information**

Include answers to the following questions (please refer to the Operator Manual – Full-time and Part-time Early Learning and Childcare Centres for guidance).

If a section does not apply to your facility, proceed to the next applicable section.

#### **a) Child records (Licensing Regulation sections 24, 47)**

1. What processes will you have in place to obtain and update child information to ensure it is current? What will be the frequency of file reviews?
2. Describe the procedures you will follow to ensure immunization records are updated as required.

#### **b) Supervision (Licensing Regulation sections 9, 10)**

1. Explain provisions made for compliance with child-to-staff ratios on occasions when educators are absent, late, or leave for breaks? Describe your plan for each situation.
2. If the facility will provide care to children younger than two years of age, describe how you will create an environment ensuring infants are separated from the other groups of children.
3. Describe your plan for transitioning children into the next age group.

#### **c) Rest area (Licensing Regulation section 36)**

1. How many cribs and/or playpens will the facility have available?
2. Will you be purchasing new or used cribs/playpens? How will you ensure they meet the

federal requirements in accordance with the Cribs, Cradles and Bassinets Regulation and the Playpens Regulations under the *Canada Consumer Product Safety Act*?

3. Describe how the rest area will be separated from the play area for infants under 15 months. What type of barrier will be used?
4. How many cots or nap mats will be available at the facility for daily use for infants 15 - 23 months and for resting preschool children?

**d) Outdoor play area, materials and equipment (Licensing Regulation sections 31, 33)**

1. How will you meet the 10% of shaded area required?
2. What variety of surface types will cover the play area (i.e. grass, sand or other substance)?
3. Do you intend to install stationary equipment requiring protective surfacing?

If yes;

- a) what kind of equipment?
- b) what type of protective surfacing will you use?
4. Describe how you will ensure children have access to bathroom facilities and drinking water during outdoor play time.

**e) Diaper changing (Licensing Regulation section 41)**

1. If the diaper changing areas are located in a space other than where the infant/toddlers receive care, describe the location and your plan to maintain supervision while diapering.
2. What will you use to disinfect the changing surface?
3. Describe the storage of soiled diapers/clothing.

**f) Medication (Licensing Regulation section 46)**

1. Describe your plan for safe storage of medication.
2. What will be your procedures for responding to severe allergic reactions?
3. How will you ensure that staff members are aware of the location of EpiPens?
4. How will you ensure that staff members know how to use EpiPens?

**g) Transportation of children (Licensing Regulation section 20)**

1. Describe the vehicles that will be used to transport children.
2. What are your plans regarding the use of motor vehicle restraint systems (car seats and booster seats)?
3. What will be the process to ensure drivers have the appropriate valid driver's license for the type of vehicle driven?

**h) Pools and water safety (Licensing Regulation section 34)**

1. Describe the type of planned water activities including the location of the pool if off the premises.
2. What is the plan to ensure the safety of children while swimming or engaged in water activities?

**i) General health and safety measures (Licensing Regulation sections 39, 40, 44, 45)**

1. Describe how and where cleaning equipment and supplies will be stored.
2. Where will first aid supplies be stored?
3. Will children be provided the opportunity to brush their teeth while at the facility?

If yes, explain how you will store and maintain tooth brushes for cleanliness.

4. Parents or guardians must be kept informed of policies of the facility, events that will take place, when their child has been hurt or ill, when there has been an outbreak of a communicable disease, and other issues that may occur. How will you communicate with parents to ensure they are well informed?

**j) Meals and snacks (Licensing Regulation section 48)**

1. Where will meals/snacks be eaten?
2. Who will be responsible for preparing and serving meals/snacks?

**k) Infant feeding (Licensing Regulation section 48)**

1. Describe the process for feeding infants less than 12 months.
2. Describe your plan for safe storage of baby food, formula and breast milk.

3. How will formula and breast milk be heated?

**I) Extended hour services or overnight services (Licensing Regulation section 17)**

1. Will meals and snacks be prepared on site during extended hour or overnight services?

If yes, include weekly menus for evening meals and snacks and the approximate serving times. You may use the template of weekly menus in the Operator Manual – Full-time and Part-time Early Learning and Childcare Centres.

2. If overnight services are provided, describe the sleeping arrangements, including how children will be grouped.

## Staffing Plan

Operators shall have a staffing plan that includes staff member positions and responsibilities as well as orientation policies and procedures.

Applicants are encouraged to complete the staffing plan as best as possible. Once the application is received, the Early Learning and Childcare Quality Assurance Monitor will review the information and assist the applicant in the completion of the plan, if required.

Please ensure that all required documentation is included with your application.

### **A- Staff member positions and responsibilities (Licensing Regulation section 4)**

Provide a list of all staff member positions and responsibilities. Include a job description for the administrator (director) and educators, as well as all other staff members such as educator assistants, relief staff members, cooks, volunteers, and maintenance staff.

### **B- Orientation policies and procedures (Licensing Regulation section 4)**

Orientation policies and procedures are part of the staff handbook as outlined in section 6.4 and in the Staff handbook template of the Operator Manual - Full-time and Part-time Early Learning and Childcare Centres.

The Staff handbook template identifies what is minimally required and operators are encouraged to add content that is relevant to their centre as needed.

The staff handbook must include:

- job descriptions;
- terms of employment; and
- orientation policies and procedures.

### **C- Additional information**

Include answers to the following questions (please refer to the Operator Manual – Full-time and Part-time Early Learning and Childcare Centres for guidance).

#### **a) Staff member qualifications and training (Licensing Regulation section 11)**

1. How will staff records be accurately maintained and kept up-to-date, such as dates of criminal record checks, vulnerable sector checks, checks with Department of Social Development, first aid and cardiopulmonary resuscitation (CPR) training, Early Childhood Education certificate, Introduction to Early Childhood Education course and any other training?

2. How will renewal dates of first aid and cardiopulmonary resuscitation (CPR) certification be tracked to ensure staff are current in their training?
3. How will you, as the operator, ensure that you have the required number of educators with a one-year Early Childhood Education Certificate, or training that is equivalent as stated in section 11 of the *Licensing Regulation*?

**b) Checks (Licensing Regulation section 12)**

1. Criminal record checks, vulnerable sector checks and checks with the Department of Social Development are required before starting employment in an early learning and childcare facility and must be renewed every five years, how will you ensure that these checks are completed?
2. Are you aware of the steps that must be followed if the results of a criminal record check or vulnerable sector check indicate that an employee has been convicted of a crime that prohibits employment? Please describe.
3. Are you aware of the steps that must be followed if the results of a check with the Department of Social Development indicate that an employee has a contravention? Please describe.

**c) Staff orientation (Licensing Regulation section 4)**

1. How will you ensure that staff members understand their responsibilities/obligations with respect to the *Early Childhood Services Act* and the *Licensing Regulation*?
2. A reference manual which contains documentation such as the Operator Manual - Full-time and Part-time Early Learning and Childcare Centres, the Licensing Regulation, etc. should be available to staff. Where will it be located in the facility?
3. What process(es) will be in place to ensure that staff members know how to respond in and are well prepared to handle an emergency?

## Official Plans of the Premises

Floor plans of the facility and the outdoor play area plan are required to assess the suitability of the premises. They are reviewed by the Department of Education and Early Childhood Development as well as by the Office of the Fire Marshal and Health Protection Services, both branches from the Department of Justice and Public Safety.

### Indoor space (sections 4, 28, 30, 36, 37, 38, 39, 41)

Provide three scaled or fully dimensioned plan of EACH level of the building showing location of:

- Room dimensions
- Exits
- Walls, partitions or half walls
- Windows
- Doors
- Stairs
- Rest area for infants
- Sanitary facilities: washrooms, diaper changing area with sink, janitorial closet, laundry area and other sinks
- Food preparation areas, kitchen
- Program areas/room names (i.e. infant room, preschool, school-age, staff room, office, storage, etc.)
- Other rooms which are used for childcare activities (in a public building)
- Wood stoves
- Location of smoke alarms or fire alarm system components
- Location of fire extinguishers

If a facility is located in a public building, floor plans of the entire building are required showing the usage of the other occupants.

### Outdoor space (Licensing Regulation sections 4, 31, 33)

Provide three plans of the outdoor space showing:

- Location of outdoor play area in relation to the building
- Location of fence or barriers and gates
- Street locations and parking lots
- Location of stationary equipment (i.e. slides, swings, sandboxes, etc.)
- The shaded area
- Location of storage

### Photographs

Provide two different colour photographs of the building exterior. To take the photographs, stand in one corner of the building and take a picture of two sides, go to the diagonal corner and repeat, getting all four sides in the two pictures. Make sure exits are in the pictures.

## **Plan Review Forms**

The Office of the Fire Marshal and Health Protection Services are licensing partners responsible for providing a statement of compliance (approvals) for early learning and childcare facilities according to their Act and standards.

To obtain these statements of compliance, plan review forms must be completed and included with your application. The early learning and childcare licensing staff will forward the plan reviews to the appropriate licensing partners and recommendations will be sent to the applicant.

The plan review forms are available on the Department of Education and Early Childhood Education web site or from the Early Learning and Childcare regional office.

### **Early Learning and Childcare Centres Plan Review form - Office of the fire Marshal**

The intent of this form is for a review of life and fire safety issues. Written recommendations will be mailed or faxed to you and a copy sent to the Fire Prevention Officer responsible for your area and/or the local Fire Department and the Building Inspector.

### **Early Learning and Childcare Centres Plan Review form - Health Protection Services**

The form describes the information required by the Health Protection Services when requesting Medical Officer of Health approval for new early learning and childcare facilities. The public health inspector will contact the applicant with requirements for compliance.

An application for a food premises licence may be required and applicants are to consult with Health Protection Services before food is served or prepared.



**Criminal Record Check and Vulnerable Sector Check  
(Licensing Regulation 12(0.1)a) and 12(1))**

When applying for a licence, a criminal record check (CRC) and vulnerable sector check (VSC) is required for the following:

<b>Applicant</b>	<b>CRC and VSC required for</b>
Individual ownership	Applicant
Partnership	All partners
Limited partnership	The general partners*
Corporation	Corporation directors*
Non-profit organization	All board of director administrators*
If the facility is in a home	All individuals 18 years and older residing in the applicant's home where the facility will be located <i>Only a criminal record check is required</i>

***\*A vulnerable sector check is only required if they have contact with the children at the facility***

These checks must be issued during the previous three months of submitting an application for a licence.

The procedure for obtaining a criminal record check/vulnerable sector check is as follows:

- Applicant requests appropriate checks directly to the local police station or RCMP detachment.
- Police agencies may require a letter requesting a criminal record check and vulnerable sector check be completed. The applicant should contact the regional office of Early Learning and Childcare to obtain the required letter.

Include required criminal record check(s) and vulnerable sector check(s) with your application.

**Social Development (SD) Record Check Consent Form  
(Licensing Regulation 12(0.1)b) and 12(1))**

When applying for a licence, a check with the Department of Social Development (SD) is required for the following:

<b>Applicant</b>	<b>SD check required</b>
Individual ownership	Applicant
If the facility is in a home	All individuals 18 years and older residing in the applicant's home where the facility will be located
<b>Applicant</b>	<b>SD check only required if they have contact with children or manage the finances of the facility</b>
Partnership	Partners
Limited partnership	General partners
Corporation	Corporation directors
Non-profit organization	Board of director administrators

The procedure for obtaining a Social Development Record Check is as follows:

- Contact the regional Early Learning and Childcare office for an original copy of the SD Record Check Consent form, if required.
- Attach the completed form with the application for a licence.
- Once the application for a licence is received, the regional Early Learning and Childcare office will forward the form to the Department of Social Development.
- The results will be returned to the Early Learning and Childcare office within two weeks.
- A copy of the results will be given to the applicant for their files.

How to complete the form:

- The form must be completed in full.
- Complete the box at the top right of the form indicating if the record check is for a new childcare facility request (applicant, directors, board of directors, partners, general partners) or an Initial check (individuals 18 years and older residing in the

<b>You must indicate if it is for:</b>	
<input type="radio"/>	Initial check
<input type="radio"/>	Five-year renewal
<input type="radio"/>	Owner/Operator
<input type="radio"/>	Exemption request
<input type="radio"/>	New childcare facility request

applicant's home).

- Complete the information about the facility (i.e.; name of agency (facility), fax number, address and telephone number).
- Complete the required information regarding the applicant (person requesting the check): name, date of birth, address, etc.
- Sign and date the bottom of the consent form.

### **Witness name and signature**

The applicant's identity **must** be verified and witnessed by an employee of Early Learning and Childcare to submit the SD Record Check Consent Form.

Applicants can either:

- Present themselves in person, by appointment, to a regional Early Learning and Childcare office to present a government issued photo identification or;
- Send a copy of two different government issued identification pieces (one must be photo) with your application. These copies will be securely discarded immediately, once the witness has verified the identity of the applicant.

SD record check consent forms for individuals 18 years of age and older residing in the home do not need to be witnessed by Early Learning and Childcare employee but can be witnessed by another adult over the age of 18.

In signing the form, the witness acknowledges that he or she has reviewed the applicant's government-issued identification and confirmed that the information recorded on the consent form matches the applicant's government-issued identification.

It is also important that the **witness** ensures that:

- All information is legible, clearly written and accurate;
- Date of birth is accurate;
- Middle name is provided and not just an initial;
- All sections of the form are to be completed.

**Important:** Forms which are not completed properly will not be processed. Forms that are not clear will be returned. This will delay the application for licence process.

*Include the witnessed SD Record Check Consent Form(s) with your application.*

### **Proof of compliance with applicable municipal by-laws**

Applicants are required to provide proof of compliance with all relevant municipal by-laws, including zoning by-laws.

Applicants must contact the municipality or Local Service District for their area to check what other by-laws are applicable to their facility (for example, building inspections, parking requirements, extended and overnight services) and obtain a letter from them stating it is in compliance with municipal by-laws.

### **Certificate of General Liability Insurance**

Applicants are required to provide a copy of the Certificate of Insurance or a statement from an insurer of an intention to provide Insurance. The proof of insurance documents must clearly indicate who the insurance provider is, or will be, providing coverage for a child care setting.

Prior to the issuance of a licence, a valid insurance policy must be provided.

## Daily Childcare Fees

Childcare fees on the application form must be the **daily** amount you will be charging for childcare services.

**The childcare fees are separated in the following time categories**

<b>Time category</b>	<b>Description</b>	<b>Example</b>
<b><u>Full-Time</u></b> <b>5 days per week, full day</b> (Full week/full day)	The daily fees for a 5-day week, full day attendance	Regular full-time childcare, summer attendance, etc.
<b><u>Part-Time</u></b> <b>Less than 5 days per week, full days</b> (Part week/full day)	The daily fees for less than a 5-day week but full day attendance	Children who attend full days, less than 5 days a week
<b><u>Part-Time</u></b> <b>5 days per week, half day</b> (Full week/part day)	The daily fees for a 5-day week but less than full day attendance	After school, morning preschool, pre-kindergarten
<b><u>Part-Time</u></b> <b>Less than 5 days per week, half day</b> (Part week/part day)	The daily fees for less than a 5-day week but less than full day attendance	Part-time morning preschool program, 2x a week



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**Office of the Fire Marshal • Bureau du Prévôt des incendies**

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Gibson Place, 12 McGloin St., 2<sup>nd</sup> Floor, Fredericton, NB, E3A 5T8  
506-457-6468(tel) 506-457-4899(fax)

**EARLY LEARNING AND CHILDCARE CENTRES PLAN REVIEW**

If you intend to open an early learning and childcare centre for 6 or more persons, a detailed plan for review of life and fire safety issues, must be submitted to your Early Learning and Childcare Services regional office along with your application. Written response will be mailed or faxed to you and a copy sent to the Fire Prevention Officer responsible for your area and/or the local Fire Department and the Building Inspector.

Your submission must include a scaled or fully dimensioned plan of EACH level of the building showing exits, partitions, windows, doors, stairs, room names (i.e. kitchen, storage, etc.), wood stoves, location of smoke alarms and/or fire alarm system components, rooms which are used for early learning and childcare centre activities, fire extinguishers, etc. Please include 2 different colour photographs of the building exterior.

Date: \_\_\_\_\_

Name and Civic Address of Early Learning and Childcare Centre:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and Civic Address of Building Owner: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and Civic Address of Operator: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of children attending: \_\_\_\_\_ Ages: \_\_\_\_\_

Number of infants 0 – 23 months: \_\_\_\_\_

Planned hours of operation? \_\_\_\_\_

How many storeys is the building? \_\_\_\_\_

Is there a basement level? \_\_\_\_\_ Infant care not permitted on unsprinklered basement level.

Will the entire building have a sprinkler system?

Will the building have an AC/DC fire alarm system (please note an AC/DC fire alarm system is required when infants other than the operator's own children are cared for)? \_\_\_\_\_

Will the centre have AC/DC emergency lighting? \_\_\_\_\_

How many exits (not windows) are provided? \_\_\_\_\_

What is the finish on interior walls and ceilings? \_\_\_\_\_

How is the building heated? \_\_\_\_\_

Please show location of wall mounted fire extinguishers on drawings.  
Fire extinguishers to be 2A-10BC (or equivalent).

Please provide any additional information which may be useful in this review.

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### SITE INSPECTION OF EARLY LEARNING AND CHILDCARE CENTRES

Upon completion of construction, renovations, etc. and prior to occupancy, your early learning and childcare centre will require a site visit from the local Fire Prevention Officer to ensure appropriate fire safety requirements are in place.

Please call the Fire Prevention Officer, as provided in the fire plan review, several days prior to occupancy to arrange for the site visit.

### FEES FOR FIRE PLAN REVIEWS

The fee for a fire plan review is \$100 + HST per hour, or part thereof, with a minimum charge of \$100 + HST.

## Health Protection: Early Learning and Childcare Centre Plan Review

The following list describes the information required by the Department of Health when requesting Medical Officer of Health approval for a new or renovated early learning and childcare centre. The Department of Health should also be contacted with a change of operator or if changes are to be made to an existing licenced facility(changes include adding children, adding food services, changing bathrooms, etc.).

- Basic information:
  - Name of Early Learning and Childcare Centre
  - Name of Operator
  - Physical address, and mailing address, if different
  - Phone and fax numbers
  - E-mail address
  - Number of spaces being applied for, including age groups
  - Number of employees
- Type of water supply and, if a private supply (i.e., drilled well), recent bacteriological and inorganic water test results, information on any treatment devices used (where applicable), and ice supply.
- Type of sewage disposal (municipal or on-site). If on-site sewage disposal, provide the appropriate paperwork to demonstrate that the existing septic system meets the requirements of the *On-site Sewage Disposal Regulation* for this use, and show the location of the septic system on the site (see site plan below).
- Solid waste disposal method and on-site storage.
- Details on type of food service to be provided, if applicable. If preparing food, a Food Premises Licence is required and an application must be completed. Please refer to *Application Guide – Food Premises Licence and Application for Food Premises Licence* for more information.
- Details on how dishes and utensils will be cleaned and sanitized, if no food premises application submitted and if applicable
- Written cleaning and sanitizing schedule, area/item to be cleaned, cleaning frequency, materials to be used, and who is responsible.
- Written policies:
  - Hand washing
  - Disease control plan- including exclusion, isolation and forms for tracking illness, disease and activities. Methods should be consistent with the Guidelines for the Prevention and Control of Communicable Disease in ELCC's, most recent advice from Office of Chief Medical Officer of Health, and other accepted sources.
  - Every ELCC shall have health policies that offer appropriate guidance for the protection of workers as well as children. Including personal hygiene practices, staff health, reporting of illness, and covering cuts, burns or other skin abrasions
  - Disease Outbreak Response Plan, including roles and responsibilities of staff, notifying Public Health, notifying parents, control measures (some of which may involve Public Health) such as closure of all or part of a facility, exclusion of staff and/or children, cohort staffing, enhanced cleaning and disinfection, and contact tracing(refer to Guidelines for the Prevention and Control of Communicable Disease in ELC Facilities)



- *Smoke-free Places Act* compliance
- Details on any policy the operator may have with respect to children's environmental health (i.e., UV protection, insect repellent, BPA, car idling, etc.)
- Diaper changing
- Details on any pets the centre plans on having.
  - Type(s) of pet(s)
  - Maintenance of pets' living quarters
  - Location of pets' living quarters, especially proximity to kitchen area and play areas
  - Disposal of animal waste
  - Supervision of children in contact with pets
  - Hand hygiene
  - Protecting sandboxes and other play equipment from contamination
  - The following animals are NOT permitted in early learning and childcare centres where infants and children under 5 years of age are present: Reptiles (i.e., turtles, lizards, snakes, and iguanas), amphibians (i.e., frogs, toads, newts, and salamanders), baby chicks or chickens, baby ducklings or ducks, raccoons, skunks, bats, monkeys and other wild animals (consult with Public Health if unsure if animal is "wild")
- Site plan:
  - Building location on the property
  - Property lines
  - Well location
  - Sewage disposal system location (if private)
  - Outdoor play area land use, including type of play equipment
  - Activities on adjacent properties- ie: potential land use activities that may present a health hazard on the ELCC site or adjoining properties
- Detailed floor plan of the centre:
  - Indoor play area(s) and equipment
  - Sleeping area(s) and equipment
  - Kitchen area
  - Sanitary facilities, including washrooms, diaper changing area, janitorial closet, laundry area, and any other sinks
  - Floor, wall and ceiling materials in each room
  - Indicate the following:
    - type of ventilation (i.e., mechanical or natural)
    - type of heating
    - lighting
- Any other information the applicant feels is applicable.

**Notwithstanding the provision of the above information, the Department of Health reserves the right to ask for additional information or more detail on any of the information provided in order for the Regional Medical Health Officer to make an informed decision.**

# HEALTH INSPECTION STANDARDS

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For EARLY LEARNING AND CHILDCARE CENTRES



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## INTRODUCTION

Early Learning and Childcare Facilities are required to be licensed and inspected in order to operate in the Province of New Brunswick. These facilities are issued an operating license by the Department of Education and Early Childhood Development (EECD). Facilities that are licensed include Early Learning and Childcare Homes and Early Learning and Childcare Centres. The Department of Health is mandated to inspect, and recommend for licensing, Early Learning and Childcare (ELC) centres. EECD will ensure that Regional Health Protection Services regularly receive updated lists of the licensed ELC centres in their regions.

Part of the licensing process requires approval in writing from a Regional Medical Health Officer. Specifically, Section 5(a) of *Licensing Regulation 2018-11 under the Early Childhood Services Act* states:

*Before issuing a licence to provide services at a full-time or part-time early learning and childcare centre, the Minister shall require...a statement of compliance from a medical officer of health appointed under the Public Health Act stating that the facility meets lighting, ventilation and other general health standards under the Public Health Act.*

For licence renewal, Section 6(2)(b)(i) states that:

*If the facility is a full-time or part-time early learning and childcare centre, (i) a statement of compliance from a medical officer of health appointed under the Public Health Act stating that the facility meets lighting, ventilation and other general health standards under the Public Health Act.* The Minister of Health is responsible for the administration of the *Public Health Act* for the Province of New Brunswick. He/she may designate persons to act on his/her behalf to apply regulations or policies. This includes issuing of orders for compliance, as may be deemed necessary for the prevention, treatment, and suppression of disease, and the preservation of human health. **Under the authority of Section 6 under the *Public Health Act*, a regional medical officer of health believing, upon reasonable grounds, that a health hazard exists, may issue an order for removal, repair, cleaning/disinfecting and/or closure of a premises to ensure elimination of the health hazard.**

The following standards have been drafted to provide guidance to public health inspectors and ensure consistency of application across the province. This standard is intended to replace any and all previous guidelines used for public health inspection of early learning and childcare (ELC) centres.

The standards are outcome or performance based. They are intended to capture the public health objective while allowing an operator some flexibility in the means of meeting the standard. In some situations, where the means of compliance is important, the standards will be more prescriptive in nature. Each standard has "Assessment Criteria" which can be used by the operator and public health inspector to determine compliance. **These criteria are not standards but are examples of factors the inspector could look at to make a determination on**

**compliance with the standard.** They may not be applicable to all centres at all times, recognizing that an inspection is a slice-in-time event and observations are relevant to the time and place.

Public health inspectors, under Health Protection Services(HPS), will continue to make recommendations to the Department of Education and Early Childhood Development (EECD) with respect to licensing. This does not imply that all standards need to be met before Health Protection Services makes a positive recommendation. For facilities with non-compliance, HPS will make its recommendation based on risk. Most will be recommended for licensing with the deficiencies noted and a timeframe indicated for compliance. Follow-up is a responsibility of, and at the discretion of, the public health inspector, and is based on risk. Should the health risk be considered unacceptable, the public health inspector will make a recommendation that the facility not be licensed. In this situation, no further inspections will be conducted until the operator and/or EECD informs the public health inspector that remediation has been carried out. **Should there be reasonable grounds to believe that a health hazard exists in the centre, in addition to the inspection report, the medical officer of health may issue an order under the *Public Health Act*.** Should a PHI note a violation that is clearly regulated by EECD staff, and not a health and safety issue, they will not write it on their inspection report, but will advise the appropriate coordinator after the inspection for their awareness and decision regarding follow up.

If early learning and childcare centres are preparing food at their facility, they are required to have their kitchen licensed by the Department of Health as a Food Premise and all sections of the Food Premises Standard Operating Procedures would apply to these kitchens. Should a food premise license of an ELC centre be revoked, then all food served to the children would have to be provided by the parents of each child or purchased from a licensed food premise. Where a centre is simply warming up foods brought in by individual parents for their child (children), using a microwave, licensing under the *Food Premises Regulation* is not required.

Enforcement activities carried out by HPS-DPS inspection staff must include consultation with the Regional Medical Officer of Health (RMOH) where food premises license suspensions or revocations are required, or health hazard orders are considered necessary.

Note: The operational requirements of the Department of Early Childhood and Education have been added in the separate column in this inspection standard to show that EECD departmental staff already inspects early learning and childcare centres for these items during their routine inspections. The requirements indicated by “Section” are taken from their *Licensing Regulation* and the requirements with a bolded number reference are taken from the operator manual. Many areas where inspection duplication occurred in the previous public health inspection standard have been removed, but the reference in the EECD operator manual given so HPS staff are aware that these items are covered. Some items are still evaluated by both departments as they impact on health and safety and are clearly noted.

## 1.0 General Requirements

Health Inspection Standard	EECD Requirement
<p><b>1.1 New and Renovated Facilities/Plans</b>            Site and floor plans must be submitted for review and approved by Health Protection Services (HPS) before any physical changes are made to the centre. See plan review checklist.            Prior to a new operator taking ownership of an existing centre, even if the physical structure has not changed, HPS are also to be contacted for approval for the new operator licence.</p>	<p>Plans must be submitted and approved by EECD and other inspection agencies, including Health Protection Services) before any physical changes are made to the centre. This also includes changes in the operator licence.</p>
<p><b>1.2 Location</b>  <b>Note: Moved to the ELC centre inspection checklist</b></p>	
<p><b>1.3 Water and Ice Supply</b></p> <p>Hot and cold potable water is supplied in sufficient quantity and pressure to meet the needs of the operation. Ice is made on-site from potable water or bought from an approved source.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Is the water from a regulated public water supply?</li> <li>- Is ice made from a potable/approved water source?</li> <li>- Are records of water testing results being maintained? Are they available?</li> <li>- Are there any apparent cross-connections?</li> <li>- Are there any on-site water treatment systems in place or use?</li> <li>- Has there been a noticeable change in the water quality?</li> </ul> <p>For ELC centres with no food preparation</p> <ul style="list-style-type: none"> <li>- Are they sampling at least twice per year for bacteria?(recommend spring and fall)</li> <li>- Has it been tested at least once every 5 years for inorganics? Is there an inorganic risk that requires further monitoring? Is there an organic threat for which the supply should be tested?</li> </ul> <p>For ELC centres with food preparation-refer to the Food SOP</p>	
<p><b>1.4 Sewage Disposal</b>            Sewage and other waste water must be discharged to an <b>approved</b> communal system or on-site sewage disposal system.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Is the on-site system creating a health hazard?</li> </ul>	
<p><b>Health Inspection Standard</b></p>	<p><b>EECD Requirement</b></p>

<p><b>1.5 Solid Waste Disposal</b>  Solid waste must be handled and disposed of in a manner that will not create a health hazard.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are the containers leak proof and rodent proof?</li> <li>- Do the containers have secure covers?</li> <li>- Are the containers cleaned when necessary?</li> <li>- Is the on-site storage adequate in space and security?</li> <li>- Is the collection often enough?</li> </ul>	
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## 2.0 Physical Facility

<b>Health Inspection Standard</b>	<b>EECD Requirement</b>
<p><b>2.1 Construction</b>  Premises must be of sound construction and maintained in a good state of repair. Carpets are not acceptable in food preparation and washroom areas. Equipment, materials and furnishings must be of safe construction, easy to clean and free of hazards.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are the floors (except carpet/rugs, where acceptable) composed of tight, smooth and non-absorbent material, readily cleanable, and maintained in a clean and sanitary condition?</li> <li>- Are the walls and ceilings easily cleanable?</li> <li>- Is carpet/rug securely placed, maintained, clean and in a good state of repair? Maintained as per Appendix D located in the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare Centres?</li> <li>- Are there any suspected safety hazards that may require more detailed evaluation by other agencies (i.e., EECD, Public Safety)?</li> </ul>	<p>Section 30(3)-An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.</p>
<p><b>2.2 Indoor Play Areas/Equipment</b>  Indoor play areas must be clean and in a good state of repair.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are rugs and carpeting clean? Are carpets vacuumed daily? Cleaned as per Appendix D located in the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare Facilities?</li> <li>- Are there areas of wear or lack of maintenance that interfere with good sanitation?</li> <li>- Are rugs and carpeting placed and maintained so as to not pose a tripping hazard?</li> </ul>	<p>Section 32(1)(d)-An operator of a licensed facility shall provide indoor play area materials and equipment that are clean and in good repair.</p>
<b>Health Inspection Standard</b>	<b>EECD Requirement</b>



<p><b>2.3 Outdoor Play Area/Equipment</b>  The outdoor play area and its equipment must be safe and sanitary. Portable wading pools are not permitted.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Does the area accumulate water?</li> <li>- Are sand boxes equipped with tight-fitting covers and kept covered when not in use</li> <li>- Are outside sandboxes protected from contamination from animals?</li> <li>- -Are trees pruned, grass mowed and yard brush-free in order to prevent tick harborage?Are activity areas and play equipment placed away from the woods and bushes to prevent tick exposure?</li> </ul>	<p>Section 22- The daily routine of a licensed facility shall include (a) outdoor play for at least one hour in each four-hour block of time when the majority of children receiving services are in attendance except in the following circumstances: (i) the wind chill is below -20 °C; (ii) the temperature is below -20 °C; or (iii) the temperature is 33 °C with humidity or above</p> <p>Section 31-Outdoor play area –covers shade, area.and fencing (if required).  Section 33- Outdoor play area materials and equipment-refers to all objects/structures (falling within the parameters of the CSA standard) in a play area that are provided to be used for play by children, whether or not they were produced for that purpose.  Includes protective surfacing-material to be used as a ground cover within the safety zone of play area equipment as specified by the CSA standard.  Section 35- Access to trampolines not permitted</p>
<p><b>2.4 Sanitary Facilities</b>  Sanitary facilities must be maintained in a hygienic manner. Lavatories are to be provided with hot and cold running water under pressure. Hot water at point of use should not exceed 49°C (120°F) when children under 5 are present.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are paper towels and dispensed soap provided for every hand washing sink?</li> <li>- Is there adequate ventilation so as to prevent odor accumulation (ie:bathroom exhaust fans, windows that open, etc.)?</li> <li>- Are floors, walls, ceilings, fixtures and all hand contact surfaces maintained in a clean and sanitary manner?</li> </ul>	<p>Section 38-Washroom-includes ratio of fixtures to children, use and cleaning of potty-chairs.  9.2.4-washroom-privacy(partitions)</p>

<ul style="list-style-type: none"> <li>- Is there a mixing valve or other method of adjusting temperature used in the washrooms in ELCC's with children under 5 present- to ensure that hot water is at a temperature (below 49°C) to prevent scalding? <i>Note: As per national standards and Codes, hot water heaters must be maintained at factory settings of minimum 60°C<sup>1</sup></i></li> </ul>	
<b>Health Inspection Standard</b>	<b>EECD Requirement</b>
<p><b>2.5 Heating/Ventilation</b> Heating and ventilation must maintain the air at an appropriate comfort level and prevent the accumulation of undesirable substances.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are room temperatures being maintained at a comfortable level (around 21-22°C)? (including floor areas where used for seating).</li> <li>- Are there any indications of indoor air quality problems?</li> <li>- Is there a concern about relative humidity?</li> </ul> <p>Note: Information on the recommended levels of relative humidity may be found in the footnote link below.<sup>2</sup></p>	
<p><b>2.6 Lighting</b> Lighting provided by natural and/or artificial means must provide adequate illumination for the activities/functions being performed.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are there concerns regarding inadequate/unsafe lighting?</li> </ul>	
<p><b>2.7 Sleeping Area and Equipment</b> The sleeping area and equipment must be kept clean and sanitary.</p> <p><u>Assessment Criteria</u></p> <ul style="list-style-type: none"> <li>- Are cots, beds, cribs or mats maintained in a clean and sanitary manner?</li> </ul>	Section 36 Rest area-covers area, separation of rest equipment, type of cot/mats, storage, and surfaces, of mats, washing schedule of bedding(min. once weekly)

### 3.0 General Health Standards

<b>Health Inspection Standard</b>	<b>EECD Requirement</b>
<b>3.1 Health Hazards</b>	

<sup>1</sup> The National Plumbing Code, CSA and the World Health Organization have set a mandate that water heaters used in Canada come factory set at 60°C (140°F) to reduce the risk of bacterial growth and potentially legionella in electric water heaters. Source: NB Power website, 2019 <https://www.nbpower.com/en/products-services/water-heaters/water-quality/>

<sup>2</sup> Health Canada recommended relative humidity levels [http://publications.gc.ca/collections/collection\\_2013/rncan-nrcan/M144-59-2007-eng.pdf](http://publications.gc.ca/collections/collection_2013/rncan-nrcan/M144-59-2007-eng.pdf)

<p>Situations that are unhygienic, physically hazardous or expose children to contagious illness or toxic substance are to be avoided.</p> <p><b>Assessment Criteria</b></p> <ul style="list-style-type: none"> <li>- Is there an understanding that all ELC centre staff are responsible for identifying, correcting and preventing health and/or safety hazards?</li> <li>- Are there any apparent environmental hazards?</li> <li>- Is there compliance with the <i>Smoke-Free Places Act</i>?</li> <li>- Exposure to ticks?<sup>3</sup> Exposure to toxic plants? (ie: poison ivy, giant hogweed, etc.)</li> <li>- Are there adequate steps taken to protect children from insect bites or stings? Are insect repellants used only according to Health Canada guidelines?<sup>4</sup></li> <li>- If there is a <b>private</b> swimming pool as part of the ELC license, does it pose a health hazard?</li> </ul>	<p>Section 39(2)- separate locked space for medications, toxic products, chemical products, cleaning supplies</p> <p>Section 39(3)- exemption are medications used in cases of anaphylactic shock(do not have to be locked)</p> <p>Section 43- Hot beverages</p> <p>Section 42- Prohibition of smoking-covers Smoke Free Places Act requirements for exposure of children to smoking or vaping.</p> <p>Section 34- Privately operated swimming pools-covers lifeguard, filtration and chlorination system, fencing, safety equipment and signage, staff-child ratio.</p> <p>Section 37- An operator of a licensed facility shall not permit a child receiving services at the licensed facility access to the kitchen unless the child is supervised.</p>
<p><b>3.2 Hand Washing</b></p> <p><b>Assessment Criteria</b></p> <ul style="list-style-type: none"> <li>- Are there signs posted to encourage hand washing?</li> <li>- Is staff appropriately trained?</li> <li>- Are they following handwashing and respiratory etiquette as per the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare Facilities?</li> </ul>	
<p><b>Health Inspection Standard</b></p>	<p><b>EECD Requirement</b></p>
<p><b>3.3 Diaper Changing</b></p> <p>The diaper changing area shall be separate from areas where food is prepared, stored or served</p>	<p>Section 41- Staff shall follow the standard method for diaper changing as</p>

<sup>3</sup> NB DOH Tick Advice: [https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/vectorborne\\_andzoonotic/Tick-Borne\\_Diseases/how\\_to\\_be\\_protected.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/vectorborne_andzoonotic/Tick-Borne_Diseases/how_to_be_protected.html)

<sup>4</sup> HC Insect Repellants: <https://www.canada.ca/en/health-canada/services/about-pesticides/insect-repellents.html>

<p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Is the diaper changing area separate from areas where food is prepared, stored or served? If diaper changing occurs in the same room where food is served, is the area located as to minimize risk of cross contamination.</li> <li>- Is there a handwashing sink available for use that is not used for food preparation or clean up?</li> <li>- Is the hand washing station properly equipped and maintained?</li> <li>- Is the changing area cleaned and disinfected after each use? Are staff trained on the diaper changing procedures and do they follow them?</li> <li>- Are waste baskets used to dispose of diapers located outside of the kitchen or children's play areas? Are they tightly covered and lined with a disposable trash bag?</li> </ul>	<p>outlined in their manual and posted procedures. Covers surface, posting of diaper changing procedures, distance from sink (1metre), materials to be used, safety and supervision. Exemptions, if applicable Appendix 22- Diaper Changing Procedures covers how, what to use and cloth diapers, if used.</p>
<p><b>3.4 Toys</b> Toys and learning materials shall be cleaned and sanitized/disinfected or discarded as often as is necessary to prevent the spread of disease. Some materials should not be used within the ELC centre. These include used meat trays, used egg cartons, toilet tissue rolls, sand obtained from outdoor locations.</p> <p><b><u>Assessment Criteria</u></b> See Appendix D in the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare(ELC)Facilities</p> <ul style="list-style-type: none"> <li>- Do toys have cracks or broken parts that may compromise cleaning?</li> <li>- Are sand or sensory tables covered when not in use to prevent contamination?</li> <li>- Are children with respiratory and skin infection restricted from using water tables?</li> </ul>	
<p><b>3.5 Grooming Materials</b> if a child has their own personal care materials, these are to be stored so as to prevent cross-contamination.</p> <p><b><u>Assessment Criteria</u></b> Are individual personal care materials available, adequately identified and stored separately?</p>	<p>Section 40- separate storage of toothbrushes, individual use of toothpaste, and use and storage of pacifiers</p>
<p><b>Health Inspection Standard</b></p>	<p><b>EECD Requirement</b></p>
<p><b>3.6 Maintenance of the Facility</b> The building, grounds, and equipment shall be maintained in a clean and orderly manner and kept in a good state of repair.</p> <p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Is there a written cleaning and sanitizing/disinfecting schedule that contains adequate detail with respect to area/item to be cleaned, cleaning frequency, materials used and who is responsible?</li> <li>- Are only disinfectants that have PCP or DIN numbers or chlorine bleach used?</li> </ul>	<p>Section 32(1)(d)-An operator of a licensed facility shall provide indoor play area materials and equipment that are clean and in good repair.</p>

<ul style="list-style-type: none"> <li>- Are sanitizers approved for use on food contact surfaces used?</li> <li>- Are there visible signs of disrepair that could present a safety hazard or interfere with sanitary maintenance?</li> <li>- Is staff aware of and do they follow universal precautions when in contact with blood or other bodily fluids?</li> <li>- Can staff demonstrate proper use of sanitizers/disinfectants?</li> <li>- Are staff able to test sanitizers and disinfectant strength using appropriate test strips?</li> </ul>	
<p><b>3.7 Insect and Rodent Control</b>  All areas must be free of insects and rodents.  Note: Professional pest control companies should be consulted to eliminate problematic pest infestations</p> <p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Are there any signs of insects and/or rodents?</li> <li>- Are openings to the outside screened?</li> <li>- Are outside play areas and equipment kept from accumulating standing water?</li> <li>- Are pesticides used on the premises? If so, is there a concern?(ie: way they are used? Type of chemical (powder, spray), location of traps and access to children, etc.)</li> <li>- For areas contaminated with rodent urine or feces, does the operator demonstrate knowledge on appropriate cleaning and disinfection?</li> </ul>	
<p><b>3.8 Field Trips</b>  Staff must be aware of and protect children from health hazards while on field trips outside of the centre</p> <p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Are appropriate control/protection measures put in place to prevent/reduce risks?</li> </ul>	<p>10.9-planning outings, transportation to be considered and risks, if age and development appropriate, child safety during outing.  Section 34-outings to public beach or public pool-only if lifeguard on duty and reduced child to staff ratio maintained.</p>
<p><b>3.9 Pets/Animals</b>  <b><u>Assessment Criteria</u></b>  Follow recommendations as per the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare(ELC) Facilities</p>	

#### 4.0 Staff Health

#### Communicable Disease Control

<p><b><u>4.1 Communicable Diseases</u></b>  <b><u>Disease Control</u></b>  For communicable disease control, every ELC centre operator shall follow the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare(ELC) Facilities, most recent advice from the Office of Chief Medical Officer of Health and other accepted sources.</p> <p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Is the ELC centre operated to prevent and control communicable disease using methods that are that are consistent with the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare(ELC) Facilities most recent advice from Office of Chief Medical Officer of Health, and other accepted sources?</li> <li>- Are they appropriately tracking illness and disease?</li> </ul>	<p>11-Management of illness  Appendix 9- Daily information sheet(5 day and 7 day)  Appendix 10- Attendance record(5 day and 7 day)  Appendix 11- Potential illness report form;  Appendix 12- Return after exclusion form  Appendix 13- Notice of illness form  Appendix 14- Managing illness in ELC facilities- parent/Guardian's role</p>
<p><b><u>4.2 Staff Health Policies</u></b>  Every ELC centre shall have health policies that offer appropriate guidance for the protection of workers as well as children.</p> <p><b><u>Assessment Criteria</u></b>  Follow recommendations as per the Guidelines for the Prevention and Control of Communicable Disease in Early learning and Childcare(ELC) Facilities ELCC's</p>	<p>6.4 Staff handbook</p>
<p><b><u>4.3 Outbreak Response</u></b>  Every ELC centre shall have a plan regarding communicable disease outbreak management as per the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare (ELC) Facilities.</p> <p><b><u>Assessment Criteria</u></b></p> <ul style="list-style-type: none"> <li>- Is there a plan in place? Are staff familiar with it?</li> <li>- Does it contain the elements as listed in the Guidelines for the Prevention and Control of Communicable Disease in Early Learning and Childcare (ELC) Facilities?</li> <li>- Exclusion of staff/children?</li> </ul>	

## Social Development Record Check Consent Form

**You must indicate if it is for:**

- Initial check
- Five-year renewal
- Owner/Operator
- Exemption request
- New childcare facility request

**Send to:** Centralized SD Record Check Services  
 P.O. Box 5001, Moncton, NB E1C 8R3  
 Fax: 506-856-3013  
 Phone: 506-856-2258 Toll free: 1-844-994-7372 (SDRC)  
 Email: [Check.Verification@gnb.ca](mailto:Check.Verification@gnb.ca)

**Return to:** \_\_\_\_\_

**Name of Agency / Service:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**PLEASE PRINT**

Full Name of Applicant:     
*Surname* *First Name* *Middle Name*

Maiden Name:  Other(s) surname(s):

Date of Birth    Sex: M  F  Previous employer: \_\_\_\_\_  
*Year* *Month* *Day*

Current address (must contain civic#, city/town and postal code): \_\_\_\_\_

Previous Addresses within past five years (must contain civic#, city/town and postal code): \_\_\_\_\_

The Applicant provides consent to the Department of Social Development:

- To conduct a SD Record Check, as described below, and
- To disclose the outcome of the SD Record Check to the agency/service named at the top of this form.

The purpose of the SD Record Check is to review Social Development files to determine if the Applicant has been a person identified in the following:

- a) a court order based on a finding by the court that a person has endangered a child's security or development as described in paragraphs 31(1)(a) to (g) of the Act or a person's security as described in paragraphs 37.1(1)(a) to (g) of the Act;
- b) a finding by the Minister, as the result of an investigation by the Minister, that a person has endangered the security or development of a child as described in paragraphs 31(1)(a) to (g) of the Act, where the person has been informed of the finding of the Minister; and
- c) a finding by the Minister, as the result of an investigation by the Minister, that a person has endangered the security of another person as described in paragraphs 37.1(1)(a) to (g) of the Act, where the person has been informed of the finding of the Minister;
- d) who has been found, in accordance with section 27(4)(d) of the Act, to operate a community placement resource in a manner that is dangerous, destructive or damaging to a user, where the person has been directed by the Minister to terminate the operation of the community placement resource.

Applicants with any of the above-noted criteria cannot be approved in the delivery of programs and services funded and/or approved by the Department of Social Development, including:

- operate or work in an early learning and childcare facility, adult residential facility, child placement facility (for example: a foster home or group home), in an AFLA or at Adult Development Activities Program & Training (ADAPT);
- live in an adult residential facility or child placement facility operated out of a personal residence, except as a client receiving services as part of an approved case plan;
- provide home support services, such as attendant care and homemaker;
- become an adoptive parent.

The Applicant acknowledges that he/she has read and understands the purpose of this consent. Applicants who are not in agreement with the outcome of the SD Record Check may request a review in writing.

X \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
**Signature of applicant**

*The Witness acknowledges that they have reviewed the Applicant's government issued identification and confirms that the information recorded above matches the Applicant's government issued identification.*

X \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
**Signature of witness** **Print name (witness)**

**Note: All incomplete forms will be returned to the sender which will result in a delay to the processing of the SD Record Check.**

[ ] **Contravention not indicated** [ ] **Contravention indicated** **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Process for obtaining supplier number

All GNB suppliers (operators) are assigned a unique eight-digit supplier number that can be found on the top portion of your cheque stub or notice of remittance. Supplier numbers are required in order to receive payments from EECD. **We recommend this number be included on all of your invoices and correspondence with EECD and SNB.** If you need to contact SNB regarding any payments, providing this number will aid SNB in identifying the correct supplier information in their financial system

Applicants are to complete the **GNB Supplier Registration / Direct Deposit Form Formulaire pour l'inscription des fournisseurs GNB et le virement direct des fonds** and return it with their completed application package.

The intent of this process is to have the supplier number assigned prior to the licence being finalized.

If you already have a supplier number and there aren't any changes, **do not** resubmit a supplier number request form as the existing supplier number will be used. There should only be one supplier number per operator as multiple supplier numbers cause problems with the payment systems.

### **Steps to complete the GNB Supplier Registration / Direct Deposit Form Formulaire pour l'inscription des fournisseurs GNB et le virement direct des fonds) :**

- The information on the application must match the information on the **GNB Supplier Registration / Direct Deposit Form Formulaire pour l'inscription des fournisseurs GNB et le virement direct des fonds** and (if attached) the void cheque.
- The operating name must be the name of the facility as indicated on the application form.
- The legal or corporate name must be the legal name of the operator as indicated on the application form.
- The legal or corporate name must match the beneficiary name.
- The "supplier type" section is not applicable and doesn't need completed.
- The banking details section must be completed by a financial institution or a voided cheque attached.
- The "beneficiary name" on the space indicated on the form must match the operator name. Bank accounts should be created in the legal name of the operator of the facility (incorporation for example).
- The form must be signed by the operator or director of the incorporated body.

If the form is filled out incorrectly or is missing information, the Administrative Assistant will contact the applicant and advise you of what needs to be corrected. A new form must be submitted as EECD staff cannot make changes to the document. If the applicant requires further assistance, the QAM will take the form to the applicant and will assist you in completing it correctly and will then return the form to the administrative assistant for processing.



### **Changes to existing supplier numbers**

- If an operator wishes to make changes to their existing supplier number contact information (mailing address, etc), once the request has been approved by EECD, it is the **responsibility of the operator** to submit this form **directly** to SNB.
- The request for changes is sent by email to **“Supplier Maintenance – Maintenance fournisseurs (SNB)”** [suppliermaintenance@snb.ca](mailto:suppliermaintenance@snb.ca).
- **GNB Supplier Registration / Direct Deposit Form Formulaire pour l’inscription des fournisseurs GNB et le virement direct des fonds** may be found at :  
<https://www2.snb.ca/content/dam/snb/Procurement/DirectDepositVirementDirect.pdf>

**GNB Supplier Registration / Direct Deposit Form**  
**Formulaire pour l'inscription des fournisseurs GNB**  
**et le virement direct des fonds**



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Please send the completed form to Service New Brunswick by email to [suppliemaintenance@snb.ca](mailto:suppliemaintenance@snb.ca) or mail to Brookside Place, Suite 30, 435 Brookside Dr., Fredericton, NB E3A 8V4. For questions, call 1-888-487-5050. Please see instructions for completion of this form on reverse side.

Veillez envoyer le formulaire dûment rempli à Service Nouveau-Brunswick par courriel à [maintenancefournisseurs@snb.ca](mailto:maintenancefournisseurs@snb.ca) ou par la poste à Place Brookside, 435, promenade Brookside, bureau 30, Fredericton (N.-B.) E3A 8V4. Si vous avez des questions, composez le 1-888-487-5050. Veuillez lire au verso les instructions pour remplir le formulaire.

<b>1</b>	<b>Supplieur</b>	<b>Fournisseur</b>
<b>All Fields must be completed and form must be signed</b>		<b>Il faut remplir tous les champs et signer le formulaire</b>
Operating Name / Nom commercial		
Legal or Corporate Name / Raison sociale ou nom légal		
Address / Adresse	Street address, PO Box / adresse de voirie, case postale	
	City and Province / ville et province	
	Postal Code / code postal	
Supplier # / N° de fournisseur		
Contact Name / Nom du contact		
Contact Phone / Téléphone		
Email address / Adresse de courriel		
<b>Not applicable / Sans objet</b>		Service ID # / ID du service
Supplier Type / Type de fournisseur		Client / Client
		Service Provider / Fournisseur de services
		Supplier / Fournisseur
<b>Signing Authority / Pouvoir de signer</b>		
I/We hereby authorize you to credit this account with any payments due from the Province of N.B. until appropriate authority is received to indicate otherwise.		
Je vous autorise (Nous vous autorisons) par la présente à porter au crédit de mon/notre compte tout paiement que le gouvernement du Nouveau-Brunswick me/nous doit jusqu'à ce qu'un nouvel avis de l'autorité appropriée indiquant autrement soit reçu.		
Signature and Position (if applicable) / Signature et titre (s'il y a lieu)		

<b>2</b>	<b>Banking Details</b>	<b>Renseignements bancaires</b>
<b>Please attach a « Void » cheque OR have your financial institution complete all fields below.</b>		<b>Annexez un chèque annulé OU demandez à l'institution financière de remplir tous les champs</b>
Financial Institution Name - Nom de l'institution financière		
Financial Institution Address - Adresse de l'institution financière		
Beneficiary Name - Nom de bénéficiaire		
Transit Number - Numéro de transit		<p><b>Bank Validation Stamp Required</b>          Le sceau de la banque est obligatoire.</p>
Bank Identification - Numéro d'identification		
Account Number - Numéro de compte		
The bank validation stamp certifies that the beneficiary name and information have been verified.		
Le sceau de la banque certifie que le nom du bénéficiaire et les renseignements bancaires ont été vérifiés.		
Financial Institution / Institution financière		
Authorized Signature - Signataire autorisé :		
_____		Date _____

## Definitions and Instructions for Completion of the GNB Supplier Registration / Direct Deposit Form

### Définitions et instructions pour remplir le formulaire d'inscription des fournisseurs du GNB / Virement direct des fonds

<p><b>Definitions:</b></p> <ul style="list-style-type: none"><li>• <b>Operating Name:</b> Record your Individual / Agency / Company / Business operating name (the name that will appear on your Invoices).</li><li>• <b>Legal or Corporate Name:</b> As applicable record your Agency / Company / Business legal or corporate name if different than above.</li><li>• <b>Address:</b> Record your full mailing address including as applicable the Street address, PO Box, Postal code, City and Province (the address that will appear on your Invoices).</li><li>• <b>Supplier #:</b> Not applicable for new suppliers – please refer to the supplier registration section below. This field only applies if you are an existing supplier registering for or changing your existing information. Your supplier number can be found on your cheque stub or notice of remittance</li><li>• <b>Contact Name:</b> A contact name for inquiries.</li><li>• <b>Contact Phone:</b> A contact phone number for inquiries.</li><li>• <b>Email Address:</b> Email address where remittance notices / communications can be sent.</li><li>• <b>Supplier Type:</b> Internal use for Department of Social Development only. Service ID # and one supplier type must be provided.</li><li>• <b>Signature and Position:</b> Authorized signature and title.</li></ul>	<p><b>Définitions :</b></p> <ul style="list-style-type: none"><li>• <b>Nom commercial :</b> Inscrivez votre nom ou le nom commercial de votre organisme, compagnie ou entreprise (le nom qui apparaîtra sur vos factures).</li><li>• <b>Raison sociale ou nom légal :</b> Si le nom ci-dessus diffère de la raison sociale ou du nom légal de votre organisme, compagnie ou entreprise, veuillez inscrire la raison sociale ou le nom légal.</li><li>• <b>Adresse :</b> Inscrivez votre adresse postale complète, y compris, comme il convient, l'adresse de voirie, la case postale, le code postal, la ville et la province. (l'adresse qui apparaîtra sur vos factures).</li><li>• <b>N° de fournisseur :</b> Sans objet pour les nouveaux fournisseurs – voir la section ci-dessous sur l'inscription des fournisseurs. Vous devez seulement remplir ce champ si vous êtes un fournisseur existant et que vous voulez vous inscrire ou modifier vos renseignements. Votre numéro de fournisseur figure sur votre talon de chèque ou votre avis de versement.</li><li>• <b>Nom du contact :</b> Nom de la personne-ressource.</li><li>• <b>Téléphone :</b> Numéro de téléphone de la personne-ressource.</li><li>• <b>Adresse de courriel :</b> L'adresse de courriel pour l'envoi des avis de versements et des communications.</li><li>• <b>Type de fournisseur :</b> Champ réservé à l'usage du ministère du Développement social. L'ID du service et un type de fournisseur doivent être fournis.</li><li>• <b>Signature et titre :</b> Signature autorisée et titre.</li></ul>
<p><b>Requirements for GNB Supplier Registration (suppliers who have been awarded a GNB Purchase Order can pre-register):</b></p> <ul style="list-style-type: none"><li>• Suppliers that have been awarded a GNB PO that have not previously done business with GNB or otherwise do not already have a GNB supplier number are required to pre-register to obtain a supplier number prior to invoicing for goods and services. To pre-register:<ul style="list-style-type: none"><li>○ Fill out the GNB Supplier Registration / Direct Deposit Form and send it by mail, with a copy of your GNB purchase order attached, including the name and the address of your company or organization to the following address; Service New Brunswick, Brookside Place, 435 Brookside Dr, Suite 30, Fredericton, New Brunswick, E3A-8V4. You can also scan and send the form by e-mail to <a href="mailto:suppliermaintenance@snb.ca">suppliermaintenance@snb.ca</a></li><li>○ Please note, documentation (Direct Deposit / Pre-Registration form, void cheque or bank confirmation, PO and Sample Invoice) must contain matching name/address information.</li><li>○ A confirmation providing your GNB supplier number will be sent to the Email address provided on this form.</li><li>○ Please allow two – three weeks for processing.</li></ul></li></ul>	<p><b>Exigences relatives à l'inscription des fournisseurs du GNB (fournisseurs auxquels le GNB a adjudgé une commande) :</b></p> <ul style="list-style-type: none"><li>• Avant de facturer des biens ou des services, les fournisseurs auxquels le GNB a adjudgé une commande et qui n'ont jamais fait affaire avec le GNB ou n'ont pas de numéro de fournisseur du GNB doivent s'inscrire pour obtenir un numéro de fournisseur. Pour vous inscrire :</li><li>• Remplissez le formulaire pour l'inscription du fournisseur du GNB et le virement direct de fonds et envoyez-le par poste, accompagné d'une copie de votre bon de commande du GNB et d'un exemple de facture nulle indiquant le nom et l'adresse de votre compagnie ou entreprise, à l'adresse suivante :<ul style="list-style-type: none"><li>- Service Nouveau-Brunswick, place Brookside, 435promenade Brookside, bureau 30, Fredericton (N ouveau-Brunswick) E3A 8V4. Vous pouvez aussi balayer le formulaire et l'envoyer par courriel à l'adresse <a href="mailto:maintenancefournisseurs@snb.ca">maintenancefournisseurs@snb.ca</a></li><li>- S'il vous plait notez que toutes pièces fournis (Formulaire pour l'inscription des fournisseurs et le virement direct de fonds, le spécimen de chèque ou confirmation de la banque, le bon de commande et la facture échantillon) doivent contenir des informations correspondantes pour l'adresse et le nom de compagnie ou de l'entreprise.</li><li>- Une confirmation contenant votre numéro de fournisseur du GNB sera envoyée à l'adresse de courriel indiqué sur le formulaire.</li><li>- Veuillez prévoir de deux à trois semaines pour le traitement du formulaire.</li></ul></li></ul>

For additional information, clarification or general inquiries, please contact SNB Accounts Payable at 1-888- 487-5050 (press 3 for Accounts Payable). For additional information on invoicing requirements please refer to the SNB Invoice Guide.

Pour obtenir des renseignements supplémentaires, des précisions ou des renseignements généraux, veuillez communiquer avec le Service des comptes créditeurs de SNB, en composant le 1 888- 487-5050 (appuyez sur le 3 pour le service des comptes créditeurs). Pour avoir des renseignements supplémentaires sur les exigences relatives à la facturation, veuillez consulter le guide de SNB pour la facturation