



Online Child Enrolment - Important Information for Parents with Children in Childcare

The Department of Education and Early Childhood Development (EECD) is implementing Online Child Enrolment for parents with children in childcare - full-time, part-time, before or after school. This information can be accessed through the Parent Portal, a secure, online tool. The Parent Portal is a 'one stop shop' for you to interact with EECD throughout your child's educational experience, beginning with their enrolment in a licensed childcare facility through to Grade 12. All the information you need, in one place.

Online enrolment also lays the foundation of reduced childcare fees for parents and will guide future funding and support programs in New Brunswick.

How It Will Work

Moving forward, every child in New Brunswick attending a licensed childcare facility will need to be registered through the Parent Portal. This will enable your child to receive a New Brunswick Education Number (NBEN). This is a unique number assigned to each child that attends a licensed childcare facility or school and will follow your child throughout their entire educational experience.

Your childcare provider will start the online enrolment process and will send you an email confirming the details of your childcare arrangement. This will be the case *whether your child is new to the facility, or if they have been attending for a while*. Once you receive the email, you will need to create an account in the Parent Portal and confirm your childcare arrangements. It's easy and fast. If you ever change facilities in the future, your new childcare provider will send you a new offer of enrolment from their facility.

Your Checklist

Once you have received the enrolment information from your childcare provider, you will register your child by entering their:

- CHECK Name
- CHECK Date of birth
- CHECK Medicare information **or**
- CHECK New Brunswick Education Number (NBEN)*

* You may already have this if your child attends school. This can be found on your child's report card.

Your child's information is safe and secure.

The Parent Portal is operated and maintained by EECD. It is a secure site and can only be accessed by the Parent Portal account owner, through their username and password. Your childcare provider will only have access to the information that relates to the enrolment arrangement. These are the details you and the operator have agreed upon, such as the number of days your child will be attending the facility and the corresponding fees.

What else does the Parent Portal do?

The Parent Portal includes **an online directory** of all licensed childcare operators in New Brunswick.

The Portal allows you to:

- Search for facilities in your community
- View their contact details and inspection reports
- See if they have any available spaces
- Research and apply for childcare subsidies

Want to learn more or need assistance? Contact us.

Please call Monday to Friday from 8:30 a.m. to 4:30 p.m. at 1-833-221-9339 (toll-free)
or email us at EECDPortal-PortailEDPE@gnb.ca