

Sandbox Memories Childcare
Ages 15 Months to 4 Years
Maximum 5 Childcare Spaces
Owner/Operator: Tracey Cook
110 Doncaster Dr
Quispamsis
506-607-3041
sandboxmemories@live.ca

Sandbox Memories Mission Statement (Updated August 1, 2026)

Provincially licensed since 2008, Sandbox Memories Childcare is a NB Designated Centre committed to ensuring quality care which facilitates the healthy development of all children enrolled. Positive interactions with fun, engaging environments encourage learning and developing of happy, healthy children. The goal at Sandbox Memories Childcare is to provide a safe, nurturing environment with a “just like home” feel. As childcare operator, I have received training on the New Brunswick Curriculum for Early Learning and Child Care and services are delivered in English. The New Brunswick Curriculum for Early Learning and Child Care can be found online at (https://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum_framework.html)

The New Brunswick Curriculum Framework focuses on children growing to their fullest potential with dignity, sense of self-worth, and a zest for living and learning. The curriculum framework’s four goals, Well-being, Play and playfulness, Communication and Literacies, and Diversity and Social Responsibility are implemented here at Sandbox Memories Childcare through purposefully planning activities based on the child’s interests, providing inviting environments, and actively observing and documenting each child as they play.

Sandbox Memories Childcare Policies

1. Hours of Operation: Monday to Friday, 7:30am to 5:00pm

*A late fee will be charged if not picked up before 5:00pm.

*A record will be kept of late days, parents will be asked to find alternate care if late picking up more than 3 times.

*No drop offs allowed past 9:00am. Some exceptions for appointments depending on the time. No pickups during quiet time(12:30-3:00pm).

2. Designated Daycare Fees: Sandbox Memories Childcare fees are subsidized under the Canada Wide Daycare Agreement through the province of New Brunswick

-Under 24 months: \$48.81/day: **Parent portion \$19**

-Two Year Old: \$43.03/day: **Parent portion \$16**

-Three Year Old: \$40.79/day: **Parent portion: \$16**

To be paid monthly through etransfer(sandboxmemories@live.ca), the first day of each month.

*As a Designated Centre, families may be able to access more funding to help cover some or all daycare fees. For more information on that program, please go to the GNB website(https://www2.gnb.ca/content/gnb/en/corporate/promo/improved_early_learning_and_child_care/dcs_info.html)

*Receipts to be given out every February.

Standard New Brunswick Parent Fee Grid as set by the Province of New Brunswick. Fees are partial to fully subsidized through the Canada Wide Daycare Program.

	Infant	Two Year old	Three year old
Full Day	\$48.81	\$43.03	\$40.79

3. Full paying families are required to pay for 52 weeks of daycare tuition fees per year to maintain their spot. Subsidized families are required to cover any amount that is not covered. This includes regularly scheduled days, statutory holidays, 6 weeks employee vacation, employee sick days(if needed), educator professional development/first aid training days(if needed), snow/storm days and if their child is sick, or unable to attend for any reason. Parents will be responsible to pay in the event the daycare is shut down by public health due to communicable disease outbreaks.

4. The criteria set out in the Management of Illness in Children and Staff in New Brunswick Child Day Cares document, the Guide for Managing Potential Illness in Child Day care Facilities in New Brunswick, and the Guidelines for the Prevention of Communicable Disease will be used as a **minimum** guideline. These guidelines are posted in the parent information binder and can be found on the GNB website (<https://www2.gnb.ca/content/gnb/en/departments/education.html>). This facility may follow stricter guidelines where young children attending have minimal control over their respiratory etiquette/bodily fluids. This facility requires all children to be immunized according to the timeline set out the the Government of New Brunswick Vaccination Guidelines. Only medical exemptions will be allowed. Doctors notes will not exempt a child from following the illnesses exclusion guidelines that this daycare follows

The Parent's Role information sheet will be given at the time of registration. The following are some of the illness guidelines at this daycare:

-If your child is sick (fever, vomiting, diarrhea, cold/cough/runny nose, etc) or if your child isn't feeling well enough to take part in daily activities, please keep them home. They may return, depending on illness/required wait times, if they have mild symptoms(ie: mild cough or mild runny nose), and are comfortable enough to participate in daily activities. If your child needs Advil or Tylenol before coming to daycare, then they are not well enough to return.

-If your child has a had two or more cases of diarrhea or has had one case of vomiting, your child must wait a minimum of 48 hours with no diarrhea or vomiting before they can return to the daycare.

-if your child has a fever(Ear: 37.7°C or higher, Armpit 37.4°C or higher), they must stay home and cannot return until they no longer have a fever(minimum 48 hours fever free without the aid of medication)

-If your child has a cold(runny nose/cough, etc), keep them home until they are feeling better and until their symptoms(runny nose/cough/etc) are minimal.

-if your child has lice, they cannot return until all lice and lice eggs(nits) are gone and have been through the minimum treatment time. This may require multiple treatments.

-If your child has rashes/blisters/sores, they must stay home until the rash has cleared have healed and are feeling well enough to attend daycare.

- If your child has an eye infection they must stay home until infection has cleared.
- If your child has pin worms, they must stay home 48 hours after 1st treatment and no scratching/digging at the bottom.
- If your child has a sickness(communicable) or symptoms that require testing for a communicable disease which prevents them from coming, a Return after Exclusion form must be filled out. A copy of communicable diseases will be available for viewing on the parent notice board. The required exclusions guidelines must be followed.
- If your child becomes sick or injured while at daycare they must be picked up within 30 minutes of notification. Sick children will be separated from the rest of the group.
- If your child is unable to attend daycare please call or text to let the daycare know as soon as possible. If illness related, please provide specific details about the illness.

5. I will be taking 6 weeks paid vacation every year. The vacation dates will be made available by February of that year. Under rare circumstances where I am sick and unable to work parents are responsible to pay for employee sick days.

6. Nut free healthy snacks and lunches are to be provided by parents. Please refrain from sending choking hazard foods unless food is cut lengthwise into small pieces(ie: apples/ grapes/cherry tomato/carrots, hotdogs etc). Any sugary or non-nutritious foods/candy/cookies/ chocolate/chips/gummies will not be given. Please send your child's litter-less lunch in a lunchbox with ice pack. Food should be ready to eat in easy open containers to encourage independent eating. Every child should have their own water bottle sent in daily, no juice. Please label all personal items. Each snack and meal should have fruit and vegetables included.

7. Families are responsible to supply all diapers, wipes, creams. These can be kept on site or brought in daily. No 360/pull-up style diapers to be used unless using for potty training. Please ensure your child has the following things onsite as needed: Minimum 2 changes of clothes, snow pants/splash pants, hats, mitts, sunscreen, and winter boots/rubber boots. These things can either be kept in cubby or sent in daily. Please DO NOT send in tiny toys that may pose a choking hazard or electronics. The daycare is not responsible should any items brought in be lost or broken.

8. Child Guidance Practices: Positive reinforcement and praise are the main guiding practices in this daycare. In the event of any behavioural issues the negative situation will be redirected. Under no circumstances will corporal punishment be used.

9. Enrolment Procedure

-Prior to enrolment all forms must be completed, copy of immunization records that are updated regularly must be given, \$320 deposit received, and contract must be signed.

10. Discharge Policy

- Families are required to give a minimum of one month's written notice if services are no longer required. Your initial deposit will be used as payment for your child's last 20 days at daycare.
- Sandbox Memories Childcare would give parents a minimum of one month's written notice prior to the facility closing.
- Sandbox Memories Childcare has the right to end services immediately if there is non payment or issues with late pick ups, a written warning would initially be given.
- Children that no longer nap have outgrown this daycare and will need to find alternative care within one month. New children just starting will be given time to adjust to a new napping routine(One month adjustment Period).
- Every effort will be made to meet the individual needs of each child enrolled. There may be situations, however, where those needs cannot be met. The parent(s)/caregiver will be kept informed and involved with all efforts and areas of concern through formal and informal

discussions. All meetings with parents will be documented. In the event that the child's individual plans put in place are not successful, Sandbox Memories Childcare reserves the right to withdraw services for any of, but not limited to the following reasons: conduct that is injurious to the physical, emotional, or intellectual well being of others in the centre, Lack of compliance with the parental/guardian responsibilities outlined in the policies of the centre, Behaviour that creates a potential safety hazard to children and staff, Verbal abuse, harassment, or threatening of children/staff, Inability of the centre's program and staff to meet the child's individual needs and Individual needs of a specific child that interferes with those of other children or puts others at risk. In those circumstances, one week's written notice of termination will be given.

11. An incident report form will be available for parents to sign should any incidents occur.

12. Each child needs to have one age-appropriate bottle of acetaminophen, sealed and in the original package on hand at the daycare. Please label with name and dosage amount for your child.

-Any time medication is given a Medication record will be filled out for parents to sign.

-Any prescribed medications in original packaging must have the name of the physician, instructions, and time period of use.

-Acetaminophen will only be given with signs of a fever.

13. A daily information sheet will be kept for all children under 23 months and under

14. This daycare is required to report any suspected child abuse or neglect as set out in the Child Victims of Abuse Protocols of the province of New Brunswick

15. In the event of an emergency where the children would have to leave the daycare the alternate location would be 30 Vincent Rd. The children will walk to the facility. Families would be notified of such emergency as soon as possible and required to pick up children immediately.

16. This facility does not allow any smoking.

17. Paid Statutory Holidays include(daycare will be closed these days)

New Years Day

Family Day

Good Friday

Easter Monday

Victoria Day

Canada Day

New Brunswick Day

Labour Day

Thanksgiving

Truth and Reconciliation Day

Remembrance Day

Christmas

Boxing Day

Should a Holiday fall on a weekend day, that day will be carried over to the Monday/Tuesday, etc, following.

18. A non-refundable deposit(\$320) is required with registration to secure your spot in the form an etransfer(sandboxmemories@live.ca). This will be used as payment for your 4 weeks notice of end of services. If you choose not to come the deposit will not be returned.

19. This facility does not offer transportation. Occasionally the children will go for walks down the trail or to the brook. These outings are all within walking distance.

20. Families are welcome to visit the daycare at anytime during regular business hours. Note: for safety reasons, the daycare door will be locked at quiet time, parents can text me if they need in during that time. Family feedback, suggestions, or ideas are always welcome. If any family has concerns that they are not comfortable talking to the daycare directly, they are welcome to call the Quality Assurance Monitor, Amanda Wills at 1-506-566-2647

Amanda.wills@gnb.ca

21. **Designation Inclusion Policy** will ensure children of all abilities, race, and backgrounds are welcomed and respected, given equal opportunities to support their development to their fullest potential. Families will be informed and engaged in the decisions and planning for transitions. Collaboration with educator, families, licensing staff, and inclusion support services to help develop a plan to ensure the adequate support to allow inclusion of all children.

22. New Brunswick Curriculum Framework goals delivered in English

Well-Being: children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured.

Play and Playfulness: children experience open and flexible environments where playful exploration, problem solving and creativity are encouraged and purposefully planned.

Communication and Literacies: children experience intellectually, socially and culturally engaging environments where their communicative practices, languages, literacies are valued and supported.

Diversity and Social Responsibility: children experience socially inclusive and culturally sensitive environments in which consideration for others and social responsibility is nurtured.

23. Snow/storm days: this facility will be open on snow/storm days unless it is being recommended to stay off roads/city shutting down/safety concerns/power outage or so much snow the daycare is not accessible for drop offs or pickups. On snow/storm closure days, your child must be picked up at your earliest available time, in order to ensure a safe drive home.

Thank you in advance for respecting the daycare policies and thank you for your trust in me to care for your child.

Sincerely,

Tracey Cook

Sandbox Memories Childcare