

OneHSN 5-Step Parent Guide

OneHSN is designed to help you learn about the licenced child care services available in our community and apply for a child care space. The application process is easy to use and the information you provide will determine the child care options available to you. You can apply your child(ren)'s name to as many Centres as you choose. The Child Care Centre will contact you when a space becomes available.

1. Application Process

To apply, go to the OneHSN link, <http://onehsn.com/Huron/> and click "Create an Account" in the top right hand corner or middle of the page, and follow the prompts. An email will be sent to the email you provide with a link to create a password.

To begin the registration process either:

Click on [Create an Account](#) for first time users

Or

Click on [Log In](#) if you already created an account on this registration system

Once your account is created and you have successfully logged back into the OneHSN site, you can begin your application & enter your information to create your profile. Continuing the process until you arrive at the summary page, where you can click "Save & Add Child".

2. Adding a Child(ren)

Follow the step-by-step process to adding your child into the waitlist system. If you have made a mistake or wish to amend your application, you can return to the previous screen at any time. You will also include any referrals from outside agencies and any special needs your child may have. *(See below for instructions on adding additional children)*

3. Fee Subsidy

You **cannot** apply for fee subsidy on this page. Please use the link provided to apply to receive the information needed to apply for childcare subsidy, or contact the office at 519-482-8505 for more information.

[Click here for more information on applying for child care subsidy](#)

- ☐ No fee assistance is required
- ☒ Fee assistance is required
- ☐ Fee assistance is preferred but will accept non-assistance care

A fee subsidy calculator is located at the bottom of this page to estimate the cost of child care based on your income – you do not have to provide this information when completing the application.

[Click here for more information on the subsidy application process in Huron County.](#)

Note: This will not affect your application status (Ontario Works recipients may by-pass this page by selecting a fee assistance option and continuing to the next step)

4. Applying to Programs

Ensure that you have indicated the correct preferred start date for the child applying (you can change this at any time once you have applied to a program). You can limit the provider type shown by selecting the provider type of care you are looking for (ex. Home Based, Centre Based, etc.), as well as by selecting the days of the week care is required.

The next step will provide a list of available child care options based on your previous selection, your application, and your location. From here, you can select "Show Program" to see more details about each provider and the care provided at each location, and select [Apply](#) to apply to all of your preferred programs. A summary of your applications will be shown on the next page once you have chosen all the programs you wish to apply your child too.

Applications Updated



Your child care applications have been received

5. Child Care Space Available

Once a centre has an available spot for your child(ren), you will be contacted directly. If you wish to confirm a placement at this provider, you can request that your application be removed from all other waitlists, or to select certain waitlists to remain active on.

If you're currently an Ontario Works client, please confirm with your Case Worker once you have secured provider for your child.

The OneHSN service will send email reminders to ensure your account remains active, & keep your child's place on the waitlist. Please ensure you log into your account when you receive these emails – if not, your account will become inactive & your spot of the waitlist will be lost after 90 days of inactivity.