



# Nipissing District Child Care Registry

One Application. One List.



## Parent Manual

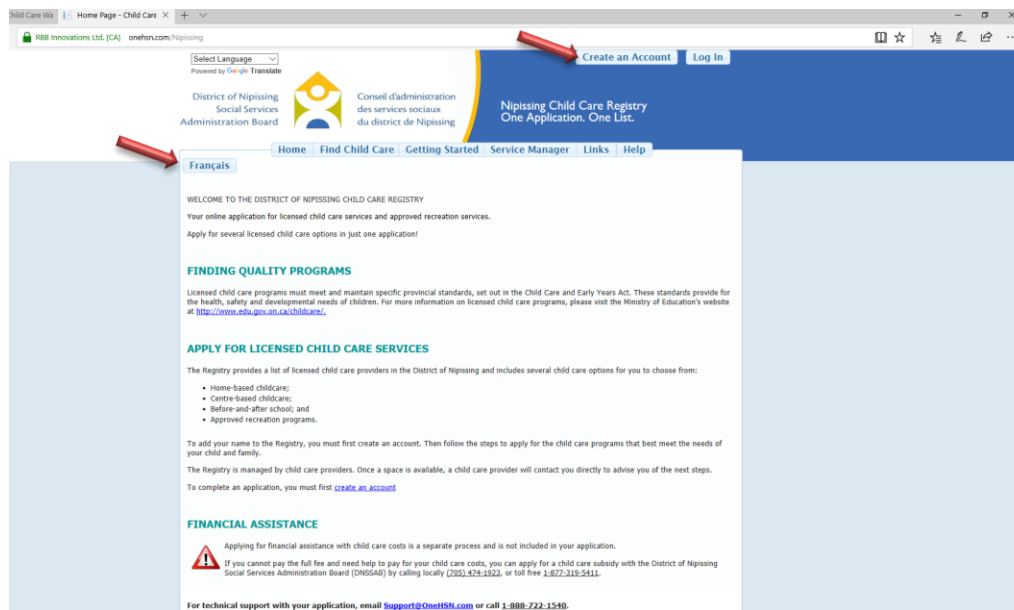
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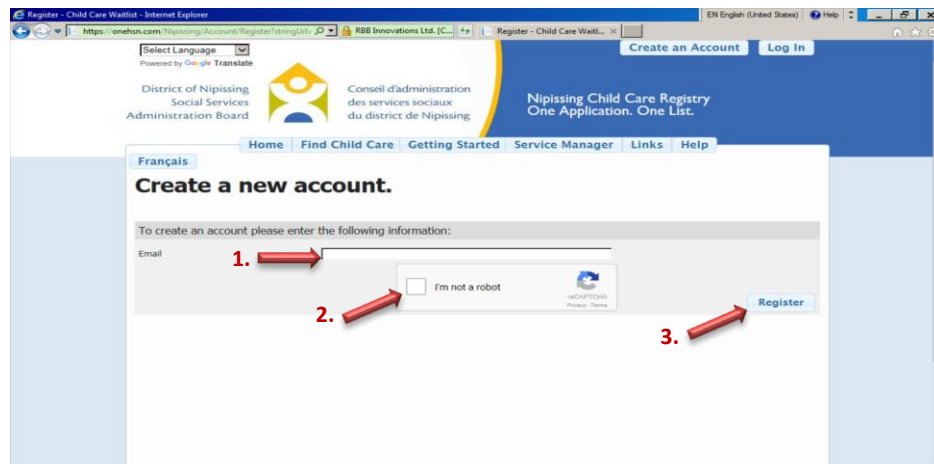
## Accessing the Website

In order to access the Nipissing District Child Care Registry, please visit [www.onehsn.com/Nipissing](http://www.onehsn.com/Nipissing) and you will see the following welcome page. Click 'Create an Account' at the top of the page to get started, or you can use 'Log In' if you have already created an account. You can access the website on any web-enabled device with a browser. If you would like to access the French page, click 'Français'.



## Creating Your Account

To create an account, you will need to input your email address (1), click in the box to indicate that you are not a robot (2) and follow the instructions provided, and then press 'register' (3).



You will be sent a link via email to set your passphrase. In the email, click on the link and follow the instructions to set your passphrase. Please note that the link provided will only be active for 24 hours. If you do not see an email within a few minutes, please check your junk mail as it may have been redirected there. If you do not follow the link within 24 hours, you will need to follow the steps to reset your passphrase. Your passphrase must be a minimum of eight characters and must include at least two of the following character types: upper case letter, lower case letter, numbers or symbols.

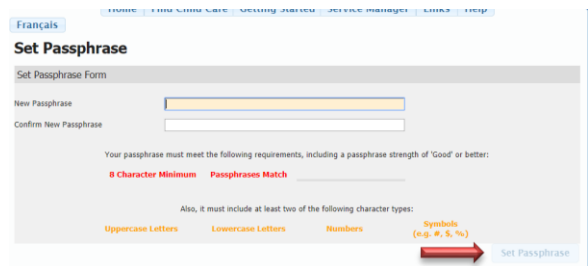
## Your OneHSN Child Care Applications & Waitlist Passp

To complete the process we request that you please click on the link below to reset your passphrase:

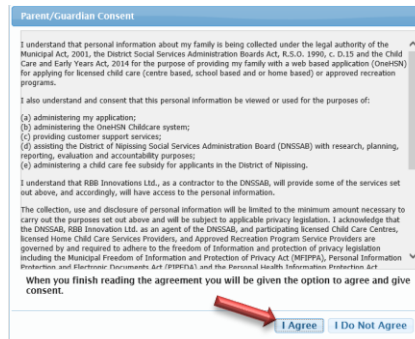
<https://training.onehsn.com/Nipissing/Account/ResetPassword/G0xnz9Ql66VMfXgoorGsdA2>

If you are having difficulty with the link please try to copy and paste the url into your browser's address bar.

The above link will expire in 24 hours.



Once completed, you will be logged into the child care registry system and a Parent/Guardian Consent window will appear. Read through the consent and then click 'I agree' to continue.



The next screen will prompt you to begin your application, and details the information that will be gathered to help you find the right programs to fit your needs. When you are ready to begin, click on 'Begin Application'.



## Completing the Application

### Parent Information

The first section of the application will require you to input your contact information; fields that are required are shown in red and must be completed to move to the next step. If you would like to add an additional contact person/number, click 'Add' (1). Once you have finished with the parent information, click on 'Next Step' (2).

Enter your address in the address box that is red. The website will generate a list of possible locations; ensure that you are choosing the correct municipality for the address you enter. This should be your home address. You can still choose child care located in a different municipality to where you live.

Home Service Manager Links Help

Français

**1** Contact Info  
How we can contact you

**2** Activity Info  
Information about you

**3** Summary  
Review your answers

Required fields are shown in red.


Primary Contact Information (required)

First Name  Last Name

Home Phone  ☐ International Number

Address Information (required)

Enter your address into the search box below and select the closest match.

Address 

Unit/Apt. Number  Street Number  Street Name

City/Town  ZIP/Postal Code  Province  Country

Additional Contact Information (optional) Add **1.**

To add additional contact numbers, click Add.

Note: Additional numbers may also include other contacts information.

**2.** Next Step

The next screen will inquire about employer/school information; this information is optional, you may provide it if you choose. Click on 'Next Step' to continue.

Select Language  User Settings Log Out

Powered by Google Translate

District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

Nipissing Child Care Registry One Application. One List.

Home Service Manager Links Help

Français

**1** Contact Info  
How we can contact you

**2** Activity Info  
Information about you

**3** Summary  
Review your answers

Employer/School Information

Are you currently employed by an agency that provides childcare? ☐ Yes ☒ No

Do you wish to enter your employer / school information? ☐ Yes ☒ No

Previous Screen Next Step

This next screen will ask you to review your information. Once you have reviewed your information, click 'Save & Add Child' to continue. If you notice an error, you can click on 'Previous Screen' to go back and correct the information.

Select Language   
 Powered by Google Translate   
 District of Nipissing   
 Social Services   
 Administration Board

Conseil d'administration   
 des services sociaux   
 du district de Nipissing

User Settings Log Out

Nipissing Child Care Registry   
 One Application. One List.

Home Service Manager Links Help

Français

1 Contact Info   
 How we can contact you

2 Activity Info   
 Information about you

3 Summary   
 Review your answers

**Review Your Information**

Your information has been updated

**Contact Methods**

Name   
 Address   
 Telephone #

No additional contact methods given.

**Occupation Information**

You have chosen not to provide your   
 occupation information.

Previous Screen

Save & Add Child

## Child Information

The next section requires you to input information about your child. As in the previous section, fields that are required are shown in red and must be completed to move to the next step. For those parents that would like to register their child prior to their birth, you must click on the checkbox that indicates the date provided is the baby's due date. In addition, a child who is not born can be registered as a 'nickname' (such as 'baby', 'unsure', etc.), until the child is named. For those parents, it will be important to remember to log back into the system and update the child's details after the child is born.

Administration Board du district de Nipissing One Application. One List.

Home Service Manager Links Help

Français

1 Child Details   
 Information about your child.

2 Referrals   
 Referral sources.

3 Fee Subsidy   
 Subsidy information.

4 Summary   
 Summary of your answers.

Required fields are shown in red.

**About Your Child**

First Name

Last Name

Date of Birth

☐ This date represents my baby's due date

Gender

Primary Language

School Board

School (if applicable):

Your relationship to child:

Does this child still require child care?

You can select school board and identify the school your child attends. After selecting the appropriate school board, start typing the school name and select the correct school from the options available.

You will also see the option to add disclaimers to your application to indicate whether you, your partner, or child, identify with the First Nations/Inuit & Métis population, the Francophone population, or whether you are a military family. This information is used for the purposes of planning services in the community, and/or to provide information to those child care providers that may prioritize children from Indigenous, Francophone or military families. Once you have completed this section, click 'Next Step' to continue.

**1 Child Details**  
Information about your child.

**2 Referrals**  
Referral sources.

**3 Fee Subsidy**  
Subsidy information.

**4 Summary**  
Summary of your answers.

Changes have been made. Required fields are shown in red.

**About Your Child**

First Name: Child1 Last Name: Test

Date of Birth: 08/23/2013 ☐ This date represents my baby's due date

Gender: Male Primary Language: French

School Board: CSCFN

School (if applicable): North Bay - Saint-Raymond

Your relationship to child: Parent

Does this child still require child care? Yes

**First Nations/Inuit and Métis family Disclaimer**

Declaration is voluntary and information is used solely for the purpose of planning for First Nations/Inuit and Métis family services in our community.

First Nations/Inuit and Métis family: No

**Francophone Disclaimer**

Declaration is used solely by child care centres that only accept children with parental and/or grandparental francophone ascendants.

I, my spouse or one of our parents are Francophone: Yes

**Military Disclaimer**

Declaration is used solely by child care centres that accept children from military families.

I or my spouse is employed by the military: No

Cancel Next Step

The next section asks whether your child has been referred to or supported by an agency. If the answer is no, you can indicate that and click on 'Next Step'. If you indicate 'yes, my child is being referred', the system will prompt you to select any referring agencies, but it is not currently required. You can just click 'Next Step' to continue.

Home Service Manager Links Help

**1 Child Details**  
Information about your child.

**2 Referrals**  
Referral sources.

**3 Fee Subsidy**  
Subsidy information.

**4 Summary**  
Summary of your answers.

Changes have been made.

If your child has been referred to/supported by an agency select 'Yes' and indicate the referring agencies.

If you have not been referred to/supported by an agency you may skip this selection.

This information is being collected for statistical purposes.

Is your child being referred to care by an agency?

☒ Yes, my child is being referred.

☐ No, my child is not being referred.

Select any referring agencies: ← Disregard this section

Previous Screen Next Step

The following section allows you to indicate whether or not you require assistance with monetary fees for child care. Please note that this is **not** an application for fee subsidy, but rather a tool to help you determine what your estimated cost for child care would be on a monthly basis if you did qualify. This section also includes a link to guide you through the appropriate process to apply for fee subsidy.

Note: you may apply for child care fee subsidy once you have accepted a place in a licensed child care. For more information about child care fee subsidy please visit <https://dnssab.ca/childrens-services/parents/how-to-apply/#child-subsidy>.

Fee Calculator

Instructions:

1. Enter the combined annual income, for you and your spouse, found on line 236 of your Tax Assessments into the box labeled 'Family Income'.
2. Click 'Calculate Fee'.
3. Your result will appear in the box labeled 'Your Estimated Monthly Cost'.

Family Income (line 236 of NOA): \$ 50,000

Calculate Fee

Your Estimated Monthly Cost: \$

**Disclaimer:** The values presented here are only an estimate. Eligibility for subsidy and parental contribution amounts will be confirmed at an assessment meeting. There are factors, such as receipt of the Universal Child Care Tax Benefit, that may adjust your income slightly.

Fee Calculator

Instructions:

1. Enter the combined annual income, for you and your spouse, found on line 236 of your Tax Assessments into the box labeled 'Family Income'.
2. Click 'Calculate Fee'.
3. Your result will appear in the box labeled 'Your Estimated Monthly Cost'.

Family Income (line 236 of NOA): \$ 50,000

Calculate Fee

Your Estimated Monthly Cost: \$ 416.67

**Disclaimer:** The values presented here are only an estimate. Eligibility for subsidy and parental contribution amounts will be confirmed at an assessment meeting. There are factors, such as receipt of the Universal Child Care Tax Benefit, that may adjust your income slightly.

1 Child Details  
Information about your child.

2 Referrals  
Referral sources.

3 Fee Subsidy  
Subsidy information.

4 Summary  
Summary of your answers.

Changes have been made.

Do you require assistance with monetary fees? Select one of the options below that best suits your needs. You may use the Fee Calculator below to determine the portion of the monthly child care fee must be paid by you. The remaining portion (if applicable) may be subsidized by an organization providing subsidy.

Click here for more information on applying for child care subsidy

☐ No fee assistance is required

☒ Fee assistance is required

☐ Fee assistance is required but will accept non-subsidized care

Fee Calculator

Instructions:

1. Enter the combined annual income, for you and your spouse, found on line 236 of your Tax Assessments into the box labeled 'Family Income'.
2. Click 'Calculate Fee'.
3. Your result will appear in the box labeled 'Your Estimated Monthly Cost'.

Family Income (line 236 of NOA): \$

Calculate Fee

Your Estimated Monthly Cost: \$

**Disclaimer:** The values presented here are only an estimate. Eligibility for subsidy and parental contribution amounts will be confirmed at an assessment meeting. There are factors, such as receipt of the Universal Child Care Tax Benefit, that may adjust your income slightly.

Previous Screen

Next Step



## HOW TO APPLY FOR SUBSIDIZED CHILDCARE

### WHO CAN APPLY

You can qualify for the child care subsidy if you are the parent and your child:

- is under 13 years old (or up to 18 years old if your child has special needs)
- is in a licensed child care program, or
- is a school-aged child enrolled in an approved recreation program, or
- is in a before- and after-school program in a school that offers full-day kindergarten.

The amount you pay for child care depends on your family's adjusted net income. Your adjusted net income equals: the net income amount on line 236 of the Canada Revenue Agency personal income tax form minus any federal Universal Child Care Benefit (UCCB) payments. (The UCCB is not considered in determining a family's child care fee subsidy).

### HOW TO APPLY

You can apply for the child care subsidy or get more information about this program by calling locally (705) 474-1923, or toll free 1-877-319-5411. For First Nations, please contact your local band office administrator.

Click on 'Next Step' when you are ready to continue.

The screenshot shows a web application interface for applying for a child care subsidy. At the top, there are navigation links: 'Home', 'Service manager', 'Links', and 'Help'. Below these is a language selector for 'Français'. A progress bar at the top indicates four steps: 1 Child Details, 2 Referrals, 3 Fee Subsidy (the current step), and 4 Summary. The main content area asks the user if they require assistance with monetary fees and provides three radio button options: 'No fee assistance is required', 'Fee assistance is required', and 'Fee assistance is preferred but will accept non-assistance care'. A red star icon is next to a link that says 'Click here for more information on applying for child care subsidy'. Below this is a 'Fee Calculator' section with instructions: 1. Enter the combined annual income, for you and your spouse, found on line 236 of your Tax Assessments into the box labeled 'Family Income'. 2. Click 'Calculate Fee'. 3. Your result will appear in the box labeled 'Your Estimated Monthly Cost'. There are input fields for 'Family Income (line 236 of NOA):' and 'Your Estimated Monthly Cost:', both preceded by a dollar sign. A 'Calculate Fee' button is positioned between the two fields. At the bottom of the calculator section, a disclaimer states: 'Disclaimer: The values presented here are only an estimate. Eligibility for subsidy and parental contribution amounts will be confirmed at an assessment meeting. There are factors, such as receipt of the Universal Child Care Tax Benefit, that may adjust your income slightly.' At the very bottom, there are two buttons: 'Previous Screen' and 'Next Step'. A red arrow points from the 'Next Step' button towards the right.

The next screen allows you to review the information you have inputted regarding your child prior to continuing with the application. There is a section at the bottom that allows you to add any additional comments about your child that you think may be relevant (e.g. diagnoses, allergies, etc.). You can also add information on whether you would be willing to accept a placement in a different age group if it was available. For example, some Toddler programs may be able to take children who are still within the Infant age group but are approaching the Toddler group age (16-18 months). If you need to edit information, use the 'Previous Screen' button to go back and make the changes. Once you are ready to continue, click 'Save & Continue to Apply to Programs'.

**1** Child Details  
Information about your child.

**2** Referrals  
Referral sources.

**3** Fee Subsidy  
Subsidy information.

**4** Summary  
Summary of your answers.

### Review Your Child's Information

**Your child's information has been updated**

Child1 Test	Referrals	Special Needs	Fee Assistance
<b>Date of Birth:</b> 8/23/2013	No references indicated	No special needs indicated	Fee subsidy is required
<b>Gender:</b> Male			
<b>School:</b> Saint-Raymond			
<b>Primary Language:</b> French			
<b>First Nations/Inuit and Métis family:</b> No			
<b>Francophone:</b> Yes			

**Comments**

Additional comments about your child:

[Previous Screen](#)[Save & Continue to Apply to Programs](#)

## Applying to Child Care Programs

Now you will input your preferences for child care. You will first need to input your preferred start date for child care; you also have the option to indicate if you would like to be contacted should a space become available prior to your preferred start date. You will notice that for all other choices, the 'Select All' option is automatically chosen. It is recommended that you keep the 'Select All' option so that you can see a list of all providers within the range you provided. If you are having trouble finding a provider, you will need to return to this screen and check select all for each option. Once you have made your selections, click 'Next Step'.

### For: Test, Child1

**Preferred Start Date:**

If a space becomes available sooner, would you like to be offered a spot? Please note, if you are applying for subsidy this may not be covered.

☐ Yes, I would like to be offered a spot before my preferred start date.

Changing the preferred start date and program times will not alter any waitlist you have currently applied to. Changes will impact all future waitlist applications.

**Preferred Provider Type:**

- ☒ **Select All**
- ☒ Centre Based
- ☒ School
- ☒ Nursery/Pre-school Co-op Based
- ☒ Home Based
- ☒ Recreation

**Days of the week requiring care:**

☒ **Select All**

☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Varies

**Program times:**

- ☒ **Select All**
- ☒ Full Day
- ☒ Half Day AM
- ☒ Half Day PM
- ☒ After School
- ☒ Before School
- ☒ Evenings (After 6:00pm)
- ☒ PD Days
- ☒ Summer Programs
- ☒ March Break
- ☒ Christmas Break

[Next Step](#)



On the next screen, you will be shown a list of providers that meet your needs. At this stage, you can include filters to help narrow your search for programs, either by type of provider (1), by provider name (2) if you are looking for one in particular, and/or by maximum distance (3) from your home address. We recommend that you change the distance to at least 40 km to see a list of all providers within your area. Note: the provider name is the name of the child care provider and may not necessarily match the name of the school. If your child will require bussing between school and their child care provider, it is up to you as the parent to ensure that bussing is available and to make the arrangements.

The screenshot shows the 'Program Selection' step of an application process. At the top, there are three tabs: '1 Care Requirements', '2 Program Selection' (active), and '3 Summary'. Below the tabs, a message states: 'The information you provided in the previous section directly affects the programs available to you.' The user's child is 'Test, Child1', born on '2013-08-23'. The user has indicated required care days: 'Monday, Tuesday, Wednesday, Thursday Friday'. The program times are set to 'Any Time, After School, Before School, PD Days, Summer Programs, March Break'. The provider type is set to '1. -- Select --'. The interface includes a 'List View' and 'Map View' toggle. Below this, there are input fields for 'Provider Name' (labeled '2.'), 'Max Distance (km)' (labeled '3.' and set to '25'), and a checkbox for 'Show Existing Childcare Applications Only'. A 'Filter' button is present. Below the filter section, a table lists three providers: 'Silver Birches Child Care' (0.37 km), 'YMCA, Our Lady of Fatima Early Learning Child Care Centre' (0.41 km), and 'Garderie Tournesol' (0.54 km). Each provider entry has a 'Show Programs' button.

Once you click on 'Filter', you can click on 'Show Programs' for any of the providers that you are interested in to see a list of their available programs and more information about the program itself such as address, contact information, program description, operating hours, types of programs, etc. From the example below, 'Show Programs' for Garderie Tournesol was selected and it revealed more information about the provider. You can hide this information by selecting 'Hide Programs'. You have the option to check off whether or not your child has a sibling already enrolled in the program, which is useful if the child care has a policy of prioritizing siblings of children already in care. In the list of programs offered, click on 'View' to get a more detailed description and cost of the chosen program.

**List View** **Map View**

Provider Name:  Max Distance (km):  ☐ Show Existing Childcare Applications Only **Filter**

"Distance" refers to distance from your home address to provider.

Silver Birches Child Care	Distance to provider: 0.37 km	<b>Show Programs</b>
YMCA, Our Lady of Fatima Early Learning Child Care Centre	Distance to provider: 0.41 km	<b>Show Programs</b>
<b>Garderie Tournesol</b>	Distance to provider: 0.54 km	<b>Hide Programs</b>

22 Borge Avenue, North Bay, P1A 2S7

Offers Subsidy ☒ Special Needs ☒

Provider Type: Centre Based

(705) 476-6100 ext:

☐ Sibling Enrolled in the Program

Information	Program	Date	
<a href="#">View</a>	After School, JK/SK		<b>Apply</b>
<a href="#">View</a>	Before School, JK/SK		<b>Apply</b>

This is the screen that you would see when you click 'View'. Once you have read the information, you can simply click on the 'X' to go back to the previous screen.

**Program Information**

**Description**


This program is a mixed age group from 3 to 12 years of age. Art, math/science, gross/fine motor, sensory and literacy activities are always proposed to the children in the program. A light snack is provided at 3:30PM and 4PM (as the children are divided into 2 groups) daily.

**Rates and Fees**

Rate Per Day: \$10.00

*Rates and fees subject to change.*

If you want to apply for a particular program, you would simply click on 'Apply' and you will see that the button has now turned green, indicating that your application was processed. You have the option to 'Remove' should you have applied by mistake or no longer wish to apply to the program. You can continue with the same steps to apply to other child care providers; there is no limit to the number of providers or programs you can apply to. For some school-age child care providers, you may have to apply separately for before-school care, after-school care and full day school-aged care (for example PD Days and school holidays). Once you have indicated all the programs you want to apply to, click 'Next Step'.

Garderie Tournesol		Distance to provider: 0.54 km	<a href="#">Hide Programs</a>
22 Borge Avenue, North Bay, P1A 2S7		Garderie Tournesol is located in St-Raymond school in the West Ferris area. We provide full day care for children 0 to 4 years of age, as well as before and after school care for children aged 3 to 12 years. Our children offer a French service to families as well.	
Offers Subsidy <input checked="" type="checkbox"/>	Special Needs <input checked="" type="checkbox"/>		
Provider Type: Centre Based			
(705) 476-6100 ext:			
<input type="checkbox"/> Sibling Enrolled in the Program			
<b>Information</b>	<b>Program</b>	<b>Date</b>	
<a href="#">View</a>	After School, JK/SK		<a href="#">Remove</a> 
<a href="#">View</a>	Before School, JK/SK		<a href="#">Apply</a>

You will then be redirected to a screen where you will be able to review your applications. You will see a list of all the child care providers to which you have applied, along with the type of program, application date, and your preferred start date. If no changes are required, click 'Save & Return to Home Screen'. If changes or additions are required, you can go back to the previous page to add to your application.

1 Care Requirements  
What you're looking for


2 Program Selection  
Apply to programs

3 Summary  
Application Summary

**For: Test, Child1**

**Review Your Application(s)** [Print View](#)

**Applications Updated**

 Your child care applications have been received

The current active applications for Child1 Test are:

**District of Nipissing Social Services Administration Board**

Provider	Program	Application Date	Preferred Start Date
Garderie Tournesol <small>22 Borge Avenue North Bay, P1A 2S7 (705) 476-6100</small>	JK/SK, After School	March 07, 2018	<del>April 07, 2018</del>

You will be contacted by a provider when a position becomes available.  
If you wish to modify the programs you have selected, you may:  
a. Click the 'Previous Screen' button and return to the program selection screen now.  
b. Return to the program selection screen at a later time from the home screen.

[Previous Screen](#)
[Save & Return to Home Screen](#)

Your Home screen will now look similar to the one pictured below. At the top of the screen, you will see the number of children and applications that have been entered into the registry. You can click on the button just below that to get a detailed summary of your applications. From this Home screen, you can also make any changes necessary to your information, your child's information, and you can apply to additional programs. You can apply to additional programs at any time; it will not affect the application date of programs you have previously applied to.

If you would like to add an additional child, you can also do it from your Home screen by clicking on 'Add Child'. You would then follow the same steps listed above in order to apply to child care programs for the next child.

[Français](#)  
 Welcome back, *Jennifer Roussy*!  
 You currently have **1** children with a total of **1** total applications entered into Onelist.  
[Click here to view a complete summary of your applications](#)

### Parent/Guardian Information

Our current record related to your information indicates you live in **North Bay** and your primary telephone number is **(705) 478-6669**.  
 Information about you is used to help suggest child care programs for your child(ren).

[Parent Details](#)  
[Manage Account](#)  
[Deactivate Account](#)

### Child & Application Information

Here you can review information about your child(ren) and applications.

Child1 Test	
Born on: <b>Friday, August 23, 2013</b>	<a href="#">Child Details</a>
Child has <b>1</b> active applications.	<a href="#">Review Applications</a>
Child is placed in <b>0</b> programs.	<a href="#">Apply to Programs</a>
	<a href="#">Delete Child</a>

The process of adding a new child includes two distinct parts.

1. We gather information about your child(ren).
2. We help find child care providers with programs that fit your needs and create applications to them.

[Add Child](#)

## Updating the Application

As noted above, you can return to your Home screen at any time to update your or your child's information. It is important to keep your contact information up to date to ensure that the child care providers are able to reach you when a spot becomes available. If child care providers are unable to reach you, the timeliness of your child's placement will be delayed.

### Updating your Child's Birthdate

If you have applied for child care prior to the birth of your child, it is important to update your child's information with their actual birthdate, and name, once the baby is born. From the Home screen, click on 'Child Details' for the respective child, and it will bring you to the details page.

**Child3 Test**  
 Born on: **Monday, May 14, 2018**  
 Child has **1** active applications.  
 Child is placed in **0** programs.

[Child Details](#)  
[Review Applications](#)  
[Apply to Programs](#)  
[Delete Child](#)

Here, you will be able to update the child's name, gender, the date of birth and uncheck the box that says this date represents your baby's due date. Once the information is complete, click 'Next Step' to continue on to the next screen. If no other changes are required to Referrals or Fee Subsidy information, continue to click 'Next Step' until you reach the Summary page. Once you're reviewed and the information is correct, click 'Save and Continue to Apply to Programs'.

Required fields are shown in red.

### About Child3 Test

**First Name** 
**Last Name**

**Date of Birth** 
☒ This date represents my baby's due date

**Gender** 
**Primary Language**

**School Board**

**School (if applicable):**

**Your relationship to child:**

**Does this child still require child care?**

### First Nations/Inuit and Métis family Disclaimer

Declaration is voluntary and information is used solely for the purpose of planning for First Nations/Inuit and Métis family services in our community.

**First Nations/Inuit and Métis family**

### Francophone Disclaimer

Declaration is used solely by child care centres that only accept children with parental and/or grandparental francophone ascendants.

**I, my spouse or one of our parents are Francophone:**

### Military Disclaimer

Declaration is used solely by child care centres that accept children from military families.

**I or my spouse is employed by the military:**

[Next Step](#)



### About Child3 Test

**First Name** 
**Last Name**

**Date of Birth** 
☐ This date represents my baby's due date

**Gender** 
**Primary Language**

**School Board**

**School (if applicable):**

**Your relationship to child:**

**Does this child still require child care?**

### First Nations/Inuit and Métis family Disclaimer

Declaration is voluntary and information is used solely for the purpose of planning for First Nations/Inuit and Métis family services in our community.

**First Nations/Inuit and Métis family**

### Francophone Disclaimer

Declaration is used solely by child care centres that only accept children with parental and/or grandparental francophone ascendants.

**I, my spouse or one of our parents are Francophone:**

### Military Disclaimer

Declaration is used solely by child care centres that accept children from military families.

**I or my spouse is employed by the military:**

[Next Step](#)

1 Child Details  
Information about your child.

2 Referrals  
Referral sources.

3 Fee Subsidy  
Subsidy information.

4 Summary  
Summary of your answers.


## Review Your Child's Information

Your child's information has been updated

Child3 Test	Referrals	Special Needs	Fee Assistance
<b>Date of Birth:</b> 3/8/2018 <b>Gender:</b> Male <b>Primary Language:</b> French <b>First Nations/Inuit and Métis family:</b> No <b>Francophone:</b> Yes	No references indicated	No special needs indicated	No fee subsidy is required

### Comments

Additional comments about your child:


[Previous Screen](#)

[Save & Continue to Apply to Programs](#)

## Updating the Preferred Start Date

From the Home screen, click on 'Apply to Programs' for the child that you wish to change the preferred start date.

### Child & Application Information

Here you can review information about your child(ren) and applications.

<b>Child 2 Test</b> Born on: <b>Thursday, December 09, 2010</b> Child has <b>1</b> active applications. Child is placed in <b>0</b> programs.	<a href="#">Child Details</a> <a href="#">Review Applications</a> <a href="#">Apply to Programs</a> <a href="#">Delete Child</a>
<b>Child1 Test</b> Born on: <b>Friday, August 23, 2013</b> Child has <b>1</b> active applications. Child is placed in <b>0</b> programs.	<a href="#">Child Details</a> <a href="#">Review Applications</a> <a href="#">Apply to Programs</a> <a href="#">Delete Child</a>
<b>Child3 Test</b> Born on: <b>Thursday, March 08, 2018</b> Child has <b>1</b> active applications. Child is placed in <b>0</b> programs.	<a href="#">Child Details</a> <a href="#">Review Applications</a>  <a href="#">Apply to Programs</a> <a href="#">Delete Child</a>

Please note that when you change the preferred start date, you will get a message indicating that changing the start date will not alter any waitlist you have currently applied to, but will only impact future waitlist applications. Once you have made the change, click 'Next Step' to continue to the Summary Page. From there, you will be able to click on 'Save & Return to Home Screen'.



Preferred Start Date: 05/14/2019

If a space becomes available sooner, would you like to be offered a spot? Please note, if you are applying for subsidy this may not be covered.

☐ Yes, I would like to be offered a spot before my preferred start date.

*Changing the preferred start date and program times will not alter any waitlist you have currently applied to. Changes will impact all future waitlist applications.*

Preferred Provider Type:

☒ Select All

☒ Centre Based

☒ School

☒ Nursery/Pre-school Co-op Based

☒ Home Based

☒ Recreation

Days of the week requiring care:

☐ Select All

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Varies

Program times:

☐ Select All

☒ Full Day

☐ Half Day AM

☐ Half Day PM

☐ After School

☐ Before School

☐ Evenings (After 6:00pm)

☐ PD Days

☐ Summer Programs

☐ March Break

☐ Christmas Break

[Next Step](#)

Français

**1** Care Requirements  
What you're looking for

**2** Program Selection  
Apply to programs

**3** Summary  
Application Summary

**For: Test, Child3**

**Review Your Application(s)** [Print View](#)

**Applications Updated**

Your child care applications have been received

The current active applications for Child3 Test are:

**District of Nipissing Social Services Administration Board**

Garderie Tourmesol	Program	Application Date	Preferred Start Date
22 Borge Avenue North Bay, P1A 2S7 (705) 476-6100	Infant, Full Day	March 08, 2018	May 14, 2019

You will be contacted by a provider when a position becomes available.  
If you wish to modify the programs you have selected, you may:

a. Click the 'Previous Screen' button and return to the program selection screen now.  
b. Return to the program selection screen at a later time from the home screen.

[Previous Screen](#) [Save & Return to Home Screen](#)

## Removing Applications

Once you have received a space in a child care setting, you may wish to remove applications to other child care providers. To do so, from the Home screen you can click on 'Review Applications' and the next screen will show you a list of programs you have applied to for your child. If you are satisfied with your child care arrangements and wish to be removed from other lists, you can simply click on the picture of the garbage can to delete your application for that provider. You will then be asked to confirm that you wish to remove your application. Click on 'Remove' to continue.

Child 2 Test

Born on: **Thursday, December 09, 2010**

Child has **5** active applications.

Child is placed in **0** programs.

[Child Details](#)

[Review Applications](#)

[Apply to Programs](#)

[Delete Child](#)

## District of Nipissing Social Services Administration Board

<b>Garderie Tournesol</b> 22 Borge Avenue North Bay, P1A 2S7 (705) 476-6100 <input type="checkbox"/> Sibling Enrolled in the Program	Program	Application Date	Preferred Start Date	
	School Aged, After School	March 07, 2018	<u>March 25, 2019</u>	
<b>Place du Passage</b> A-124 King Street East North Bay, P1B 1P2 (705) 474-8809 <input type="checkbox"/> Sibling Enrolled in the Program	Program	Application Date	Preferred Start Date	
	School Aged, After School Starts: September 07, 2016	March 08, 2018	<u>March 25, 2019</u>	
	School Aged, PD Days Starts: September 06, 2016	March 08, 2018	<u>March 25, 2019</u>	
<b>Silver Birches Child Care</b> 65 Marshall Avenue East North Bay, P1A 3L4 (705) 475-1003 <input type="checkbox"/> Sibling Enrolled in the Program	Program	Application Date	Preferred Start Date	
	School Aged, After School	March 08, 2018	<u>March 25, 2019</u>	
	School Aged, PD Days	March 08, 2018	<u>March 25, 2019</u>	

[Return Home](#)

[Français](#)

## Remove Application

Confirm you would like to remove the application listed below. Once the application has been removed, your child will no longer appear on the waitlist for the provider.

**Provider:** Garderie Tournesol  
**Program:** After School  
**Application Date:** 03-07-2018  
**Preferred Start Date:** 03-25-2019

[Cancel](#)

[Remove](#)

## Contact Us

This document is meant to be a guide to help you complete your child care registry application on line. Please see the next page for responses to frequently asked questions. Should you require additional assistance, you can contact a Children's Services Data Coordinator through email at [ChildrenServices@dnssab.ca](mailto:ChildrenServices@dnssab.ca) or by calling the District of Nipissing Social Services Administration Board at (705) 474-2151.

## Frequently Asked Questions

### **I didn't get a link in my email to set my passphrase?**

First, check your junk mail folder to ensure the email isn't there. If not, go to the homepage ([www.onehsn.com/Nipissing](http://www.onehsn.com/Nipissing)) and click 'Log in'. On the next screen, click the 'Forgot my passphrase' link and you will be directed to input your email address and they will send you a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at [support@OneHSN.com](mailto:support@OneHSN.com) or 1-888-722-1540.

### **I received a link in my email, but it's not working?**

Please remember that these links are only active for 24 hours; if you have not activated the link within 24 hours, you will be required to follow the same steps above to be sent a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at [support@OneHSN.com](mailto:support@OneHSN.com) or 1-888-722-1540.

### **I can't remember my passphrase; how can I log in?**

Go to the homepage ([www.onehsn.com/Nipissing](http://www.onehsn.com/Nipissing)) and click 'Log in'. On the next screen, click the 'Forgot my passphrase' link and you will be directed to input your email address and they will send you a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at [support@OneHSN.com](mailto:support@OneHSN.com) or 1-888-722-1540.

### **I cannot find my preferred programs for my child.**

There may be a number of reasons you are unable to see your preferred programs.

The application will only show programs that are relevant to the child for the date care is needed. For example, an application for a child that is 17 months old when care is required will only show infant programs. A child that is 18 months old will only show toddler programs. If you are unable to see a program you want, ensure that the child's age corresponds to the licensing programming requirements for the child care. For example, to see toddler programs the date care is required must be on or after the child turns 18 months.

In general, licensed child care age groups are as follows:

*Infant:* under 18 months

*Toddler:* 18 months to 30 months

*Preschool:* 30 months to 6 years

*JK/SK:* 44 months to 7 years

*School-aged:* 7-13 years

When applying to providers, it is possible to limit the results due to choices made for programs days, times, locations etc. In order to see all providers, ensure "Select All" is chosen for all options. (See p.10)

### **The date I need care to start has changed? How can I update it?**

From the Home Screen, click on 'Apply to Programs' for your child and follow the instructions to change the date and save the new information. (See p. 15)

### **I received a placement; how do I remove my other applications?**

From the Home Screen, click on 'Review Applications' for the child and you will see a list of programs that you applied for. To remove your applications, simply select the garbage can icon and confirm removal. You would do this for each application you want to remove. (See p. 16)

**I received a placement, but I want to stay on the list for my preferred site; what should I do?**

If you have accepted a placement but you would like to stay on the waitlist for a preferred site, you can simply keep that application open and wait for a space at that site.

**I want to apply for Fee Subsidy; how can I do that?**

To apply for Fee Subsidy, please contact the District of Nipissing Social Services Administration Board at (705) 474-1923 or toll free at 1-877-319-5411. For families who live in First Nations communities, please contact your local band office administrator.

**How can I determine how long my child will be waiting for a child care placement?**

The Child Care Registry does not provide wait times for child care placement. In order to receive this information, you must contact each child care provider separately to determine where your child is on their list.