

User Guide for Parents



Child Care Registry and Waitlist

Table of Contents

- 1.0 General Overview3
- 2.0 Registration and Log In4
 - 2.1 Registration5
 - Email Link to Passphrase Set/Reset.....6
 - 2.2 Setting Your Passphrase.....6
 - Parental Consent Form.....7
 - Begin Your Application.....8
 - 2.3 User Login8
 - 2.4 Forget your passphrase.....9
 - 2.5 Logging Out.....10
- 3.0 Begin Application11
 - Contact Info.....11
 - International Phone Number11
 - Address Information.....12
 - Additional Contact Information12
 - Activity Info.....13
 - Enter Employer or School Information13
 - Socio-Economic Factors15
 - Parent Summary Information16
- 3.1 Parent Home Portal17
- 3.2 Manage Account.....18
- 3.3 Deactivate Account.....18
- 4.0 Child & Application Information19
 - 4.1 Child Details19
 - 4.2 Additional Information.....20
 - 4.3 Referrals/Supports.....23
 - 4.4 Fee Subsidy.....24
 - 4.5 Child Summary Screen.....25
 - 4.6 Care Requirements26
 - 4.7 Program Selection27
 - 4.8 Location Prioritization28



Child Care Registry and Waitlist

4.9 Summary29

4.10 Fee Subsidy Application Wizard30

5.0 Review Applications36

6.0 Care Requirements and Program Selection.....37

6.1 Care Requirements37

6.2 Program Selection38

6.3 Summary39



Child Care Registry and Waitlist

1.0 General Overview

OneHSN Child Care Registry and Waitlist (CCRAW) module is designed to help you find licensed child care services in your community apply for a fee subsidy if you require financial assistance with your child care and apply for child care spaces. The application form is easy to use. You can apply up to 9 licensed child care agencies and up to 6 licensed home child care programs for each child (ren). The Child Care Centre will contact you when a space becomes available. Your place on any agency or program list will be determined by the date you submit your first online application.



Child Care Registry and Waitlist

2.0 Registration and Log In

The screenshot shows the homepage of the City of Ottawa Child Care Registry and Waitlist. At the top, there are navigation buttons for 'Create an Account' and 'Log In'. The main header includes the Ottawa logo and the text 'City of Ottawa Child Care Registry and Waitlist One list - One application - Online'. Below this is a secondary navigation bar with links for 'Home', 'Find Child Care', 'Getting Started', 'Service Manager', 'Special Needs', and 'Help'. A 'Français' link is also present.

The main content area is titled 'Welcome to the City of Ottawa Child Care Registry and Waitlist, your online application for licensed child care'. It includes a sub-header 'Finding Quality Programs' and a section 'Apply for licensed full fee child care (referred to as the Registry)'. This section contains a bulleted list of information about the Registry, such as the types of care provided and the steps to apply. Another section, 'Apply for child care subsidy (referred to as the Waitlist)', provides details on how to apply for financial assistance, including an 'Important' note about required documents.

A 'Getting Started' section follows, with two columns: 'NEW USER' and 'RETURNING USER'. The 'NEW USER' column instructs users to 'Create an Account' and choose a passphrase. The 'RETURNING USER' column instructs users to 'Log In' to their existing account. A blue arrow points from the 'Log In' button in the 'RETURNING USER' column back to the 'Log In' button in the top navigation bar.

At the bottom, there is a 'Need Help?' section with contact information for technical support and a note about browser compatibility. The footer features the OneHSN logo and links for 'Disclaimer' and 'Privacy'.

Figure 2-0

Child Care Registry and Waitlist

The registration and login section is displayed at the top/right portion of the screen and is depicted in Figure 2-0. In order to apply for child care you must first create an account and set up a passphrase to log into the website. To sign up, you must have an active e-mail address. If you do not have an email address, please call 3-1-1, select your language and choose option 4 “daycare”.

2.1 Registration

Click the [Create an Account](#) button as shown in Figure 2-0. This will direct you to the **Create a new account** screen (see Figure 2-1).

Create a new account.



To create an account please enter the following information:

Email

CAPTCHA™ Security words or numbers

Enter CAPTCHA™ security words or numbers into this textbox

Click to Register

Annotations in the image:

- Insert your Email Address (points to the Email input field)
- CAPTCHA™ Security words or numbers (points to the CAPTCHA image)
- Click to Register (points to the Register button)
- Enter CAPTCHA™ security words or numbers into this textbox (points to the CAPTCHA input field)

Figure 2-1

Enter your Email address in the **Email** textbox.

1. Type the multiple letters and/or numbers in the **Type the text** textbox that are displayed in CAPTCHA™ security box. If you are having difficulty interpreting what is in the security box, click the Get a new challenge button  on the CAPTCHA™ security box. If you are still having difficulty with the security box data, click on the Get an audio challenge button  to get an audio challenge. Enter what you hear without spaces in the textbox.
2. Click the [Register](#) button to register your email address and the Registration Complete screen is displayed (see Figure 2-2). You only have to register your email once.

Registration Complete.

Thank you for completing the account registration process. To continue with this process and Register for Childcare, please check your email for a link that has been sent there.

Figure 2-2



Child Care Registry and Waitlist

Email Link to Passphrase Set/Reset

After you have completed the registration process, an email with a passphrase link will be sent to the email address you provided (see Figure 2-3). A passphrase is similar to a password but it is longer and more complex for added security. It is a sequence of words or other text that controls access to the system. Click on the link in the email to set your passphrase. This link is only valid for 24 hours, if you don't complete the passphrase set up, you will have to register your email again.

Thank-you for registering with the City of Ottawa's Child Care Registry and Waitlist

We are pleased to inform you that your account has been successfully created.

To complete the process we request that you please click on the button below to set up your initial passphrase:

Passphrase
Link

<https://onehsn.com/Ottawa/Account/ResetPassword/f092d3fb-e250-4c6a-8c21-2b3c94b1b1b8>

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.

Figure 2-3

2.2 Setting Your Passphrase

After clicking the passphrase link (see Figure 2-3) in your email you will be presented with the Change Passphrase screen (see Figure 2-4). A passphrase is a sentence you can easily remember and only you would know. When creating a passphrase for a new account or when changing your passphrase, it is important that you choose a strong passphrase. Your passphrase gives you access to your personal information that is stored within your account.

The passphrase strength feature assists users in choosing strong passphrases. Each character that you add to your passphrase increases the protection that it provides. The text below the '**Confirm New Passphrase**' textbox (see Figure 2-4) indicates how many more characters are needed to create your passphrase. Eight characters is the minimum, but you should add more. It is important to include:

- more than one type of character into your passphrase
 - capital letters
 - lower case letters
 - numbers
 - symbols



Child Care Registry and Waitlist

If the Passphrases match and are complex enough the meter will indicate **Good** or **Strong**. Click the [Set Passphrase](#) button to save the passphrase and log into the system.

If the meter says **Weak** or **Too Short** then your passphrase is not complex enough and you will need to add characters until it becomes **Good** or **Strong**.

Figure 2-4

Parental Consent Form

Once the passphrase is set you will be logged into the system and will need to read and provide consent in order to continue with the registration (see Figure 2-5). Once you have read the consent form click on [I Agree](#) and the Welcome screen (see Figure 2-6) is displayed.

Figure 2-5



Child Care Registry and Waitlist

Begin Your Application

Once your passphrase has been set for the first time, you will advance automatically to the screen below.

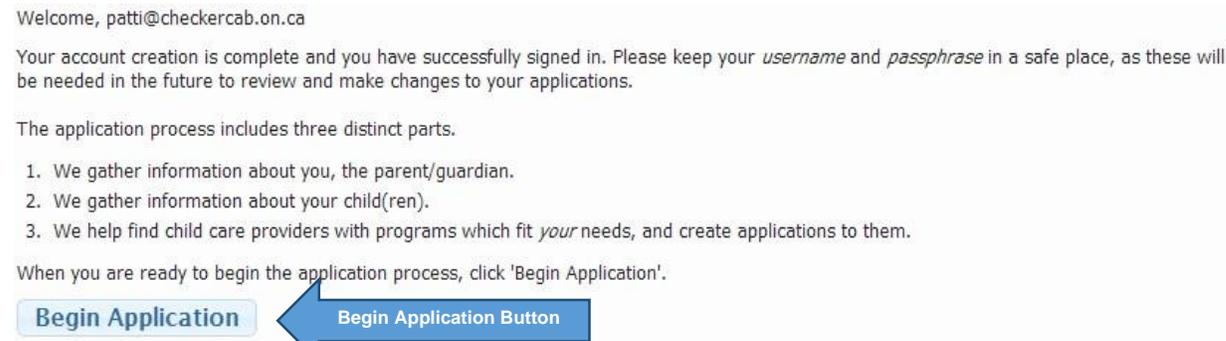


Figure 2-6

Click on the [Begin Application](#) button (see Figure 2-6) and the Contact Info screen is displayed (see Figure 3-0), continue to section **3-0 Begin Application**.

2.3 User Login

Once you have registered your email and set your passphrase, all future access to the website is through the [Log In](#) button (see Figure 2-0). Click the [Log In](#) button which will direct you to the Log In screen (see Figure 2-7). If you haven't yet registered, click on the [Create an Account](#) button and go to section **2-1 Registration**.

Please log in.

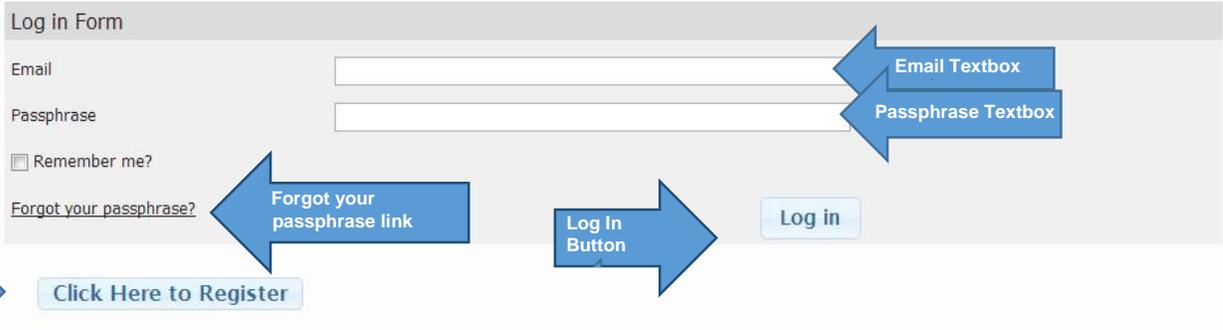


Figure 2-7

1. Enter your email address in the **Email** textbox.
2. Enter your Passphrase in the **Passphrase** textbox.
3. Click the [Log In](#) button.



Child Care Registry and Waitlist

If your Email and Passphrase are correct then you will have successfully logged in as a Parent/Guardian and will need to agree to the consent form (see Figure 2-5). Once you have agreed to the terms the Contact Info screen is displayed (see Figure 3-0), continue to section **3-0 Begin Application**. If you do not agree to the consent you will be reverted back to the home screen (see Figure 2.0)

2.4 Forget your passphrase

If you have forgotten your passphrase, click on the [Forgot your passphrase?](#) link (see Figure 2-6) and the Reset Passphrase screen is displayed (See Figure 2-8).

Reset your Passphrase.

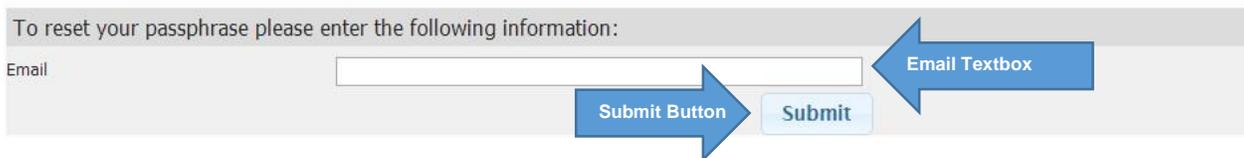


Figure 2-8

Enter your Email in the Email textbox and click on the Submit button. The following message will be displayed.

Change Passphrase Request Has Been Sent to Your Email

Click on the link in the email (See Figure 2-9) to be directed to the Change Passphrase screen.

Your OneHSN Childcare Applications & Waitlist Passphrase reset request has been received.

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



<https://onehsn.com/Ottawa/Account/ResetPassword/19383d1c-5ab4-49ff-98b4221cdd1384d4>

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.

Figure 2-9

Return to section [2-2 Setting your Passphrase](#) for instructions on changing/setting a passphrase.



Child Care Registry and Waitlist

2.5 Logging Out

Ensure any information that you have changed is saved before you log out of your account. Failing to do so may result in loss of information.

- 1. In the Welcome back section; click the **Log Out** button found at the top, right of the screen (Figure 2-10).



Figure 2-10



Child Care Registry and Waitlist

3.0 Begin Application

Contact Info

The Contact Info screen is used to gather Parent/Guardian information.

The screenshot shows a multi-step application form. The first step, 'Contact Info', is highlighted in orange. It contains four sub-sections: 'Primary Contact Information (required)', 'Address Information (required)', 'Additional Contact Information (optional)', and 'Work Phone'. The 'Primary Contact Information' section has fields for 'First Name' (Kellie), 'Last Name' (Maxwell), and 'Home Phone' ((613) 555-1111). The 'Home Phone' field is highlighted in red. A blue arrow points to this field with the text 'Additional Contact Information'. The 'Address Information' section includes a map and a text input for 'Address' (241 Booth St, Ottawa, ON K1R 7J5). The 'Additional Contact Information' section has a 'Work Phone' field ((613) 555-1212) with 'Edit' and 'Delete' buttons. A blue arrow points to the 'Next Step' button with the text 'Next Step'.

Figure 3.0

The **First Name**, **Last Name**, and **Home Phone** are highlighted in red, indicating that they are required fields. All phone number fields are formatted (###) ###-#### and hyphens are already inserted.

International Phone Number

If you wish to be contacted via a non-Canadian phone number, check the **International Number** check box. The format will be removed from the entered phone number, and a drop-down list of countries will be displayed to select the country the phone number is registered in.

This screenshot shows the same 'Contact Info' form as Figure 3.0, but with the 'International Number' checkbox checked and the country dropdown menu set to 'Aruba'. The 'Home Phone' field now contains the number 6135551212 without the formatting. The 'First Name' field contains 'Darryl' and the 'Last Name' field contains 'Yyy'. The 'Address' field is empty. A red box highlights the 'Primary Contact Information' section.



Child Care Registry and Waitlist

Address Information

Unit/Apartment Number, Street Number, Street Name and Postal Code are required fields. The Postal Code, Province and Country will be auto filled. The map shown is for confirmation of the address entered.

If the address returned is not correct then please double check your address information. If the address is correct but the red marker is in the wrong location you can click and drag it on the map to the correct location. This location will be saved for future reference.

Additional Contact Information

Click on the “Additional Contact Information (optional)” Add button (see Figure 3-0) to add additional contact phone numbers. The Additional Contact Information screen is displayed (see Figure 3-1). It is highly recommended that more than one contact number be provided.

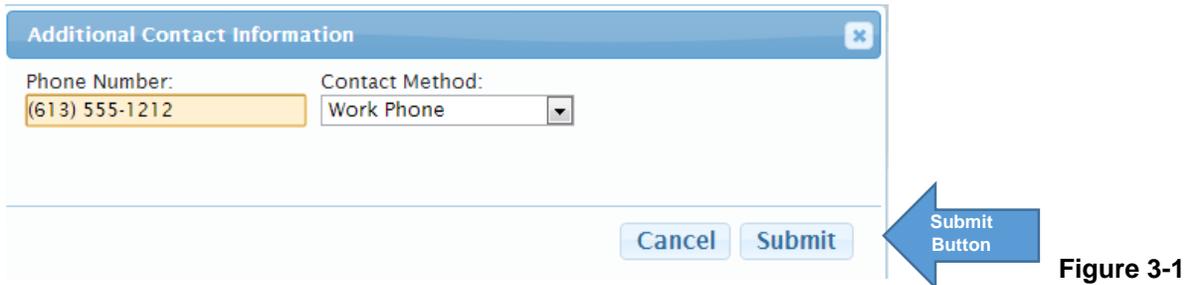


Figure 3-1

Enter the Phone Number in the phone number textbox then select a Contact Method of Primary Phone, Work Phone, Secondary Phone, Fax, Text Only Phone, Voice Mail Only Phone or Cell Phone from the drop down list. Click on the Submit button (see Figure 3-1) to add the contact information. You can Edit or Delete this information by clicking on the corresponding button (see Figure 3-2)

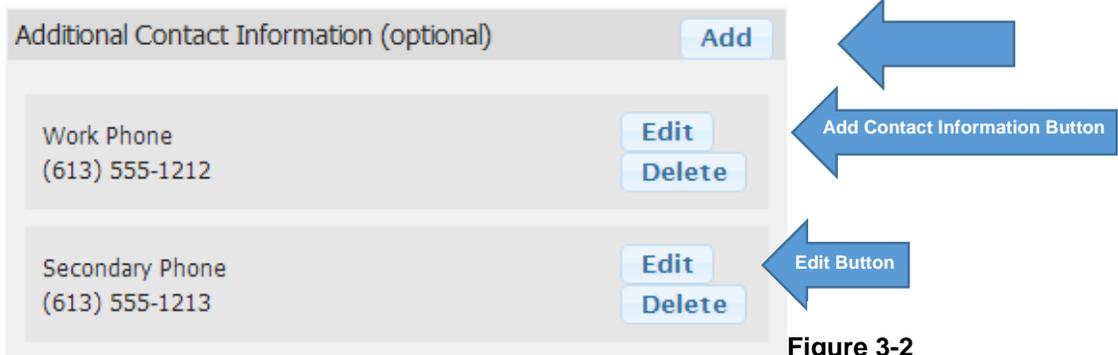


Figure 3-2

Once all required fields are entered, click on the Next Step button on the Contact Info screen (see Figure 3-0) and the Activity Info screen is displayed (see Figure 3-3)



Child Care Registry and Waitlist

Activity Info

1 Contact Info
How we can contact you.

2 Activity Info
Information about you.

3 Socio-Economic Factors
Additional Information

4 Summary
Review your answers.

Employer/School Information

Are you currently employed by an agency that provides childcare? Yes No **Employment Link**

Do you wish to enter your employer / school information? Yes No **Employer/School Link**

Figure 3-3

If you click on the [Previous Screen](#) button the Contact Information screen is redisplayed (see Figure 3-0), allowing you to make any necessary changes to this information.

If you click [Yes](#) on the “Are you currently employed by an agency that provides childcare?” button (see Figure 3-3), the Work at Provider drop down menu is displayed (see Figure 3-4).

Work at Provider

Provider Name: **Provider Drop Down Menu**

Figure 3-4

Select the Provider Name that you work for from the drop down menu.

Enter Employer or School Information

If you click [Yes](#) on the “Do you wish to enter your employer / school information?” (see Figure 3-3) the Employer/School [Add](#) button is displayed (see Figure 3-5).

Employer/School

Add Employer/School Button

Figure 3-5



Child Care Registry and Waitlist

Click on the [Add](#) button and the Employer/School screen is displayed (See Figure 3-6).

The screenshot shows the 'Employer/School' form. At the top left is a map of Ottawa. To the right of the map are radio buttons for 'Employer' (selected) and 'School'. Below these are input fields for 'Employer / School Name' and 'Phone Number'. A 'Search' button is highlighted with a blue arrow labeled 'Search Button'. Below the search fields is an 'Address' field containing '100 Laurier Place, Ottawa, ON K1P 1J1'. Further down are fields for 'Unit/Apt. Number', 'Street Number', and 'Street Name'. Below these are dropdown menus for 'Ottawa', 'ZIP/Postal Code', and 'Ontario', with 'Canada' listed below. At the bottom are 'Latitude:' and 'Longitude:' fields. 'Reset' and 'Save' buttons are at the bottom right, with a blue arrow labeled 'Save Button' pointing to the 'Save' button.

Figure 3-6

Click on the Employer or School button, then enter your Employer or School Name, Phone Number, Unit/Apartment Number, Street Number, Street Name. The Postal Code, Province and Country will automatically be displayed. Click on the [Save](#) button and the information you've entered is displayed (See Figure 3-7).

The screenshot shows the 'Employer' information display. It includes the text: 'Name: Bouncing Tots Day Care Phone Number: (613) 555-1114' and 'Address: 1 Sussex Drive, Ottawa, K1A 0A1, Ontario Canada'. At the bottom right, there are 'Edit' and 'Delete' buttons. A blue arrow labeled 'Edit Button' points to the 'Edit' button, and another blue arrow labeled 'Delete Button' points to the 'Delete' button.

Figure 3-7

Click on the [Edit](#) button and the Employer/School screen is redisplayed (see Figure 3-6) allowing you to change information. Click on the [Delete](#) button and the Employer/School information is deleted from your Activity Info. Click on the [Next Step](#) button on the Activity Info screen and the Socio-Economic Factors step appears (see Figure 3-9).



Child Care Registry and Waitlist

Socio-Economic Factors

On the Socio-Economic Factors screen, answer Yes or No to the questions about your family shown in Figure 3-9. If you select Yes to either question; “The Family is residing in or exiting family emergency shelters?” or “The family is fleeing abuse?”, a drop down list appears. From the drop down list, choose one of the options shown in Figure 3-9. Click [Next Step](#) to go to the Summary Screen (see Figure 3-11).

Figure 3-9

Figure 3-10



Child Care Registry and Waitlist

Parent Summary Information

1 Contact Info
How we can contact you

2 Activity Info
Information about you

3 Socio-Economic Factors
Additional Information

4 Summary
Review your answers

Review Your Information

Your information has been updated

	Contact Methods		Occupation Information
Kelle Maxwell 241 Booth Street Ottawa, K1R 7J5 (613) 555-1111	Work Phone (613) 555-1212 Secondary Phone (613) 555-1213	Employer	Bouncing Tots Day Care 1 Sussex Drive Ottawa, K1A 0A1 (613) 555-1114

Previous Screen

← Previous Screen Button

Save and Add Child Button

→ Save & Add Child

Figure 3-11

Review the Summary information. Click on the [Previous Screen](#) button to make changes to your information. Click on the [Save & Add Child](#) button to save this information and continue to section **4.1 Child & Application Information** screen (see Figure 4-0)



Child Care Registry and Waitlist

3.1 Parent Home Portal

If you are returning to your OneHSN CCRAW account or just completed the [4.9 Fee Subsidy Application Wizard](#) for the first time, you will see your Home page below where you can manage your profile and children’s profiles and applications.

**** Note **** If this is your first time using CCRAW, the system will automatically skip this step and advance to section [4.0 Child & Application Information](#).

Alerts will appear at the top of the parent home portal for Incomplete Applications, Incomplete Fee Subsidy Applications or if your child’s application has auto-aged into the next age category program.

Welcome back, *Darryl Yyy!*

There are one or more issues with your profile that require your attention.

Xxx Buck has NOT applied to any childcare programs. [Apply to Programs](#)

Click on these buttons to correct problems.

You currently have **1** children with a total of **0** 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 **Ottawa** and your primary telephone number is **6135551212**

Information about you is used to help suggest child care programs for your child(ren).

[Manage Account Button](#)

[Click here to manage your Fee Subsidy information](#)

[Parent Details](#)

[Manage Account](#)

[Deactivate Account](#)

Change Parent Information Button

Child & Application Information

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

Xxx Buck

Born on: **Thursday, September 02, 2010**

With a preferred Start Date of: **No preferred Start Date has been provided.**

Child has no active applications.

Click 'Apply to Programs' to create applications.

[Child Details](#)

[Review Applications](#)

[Apply to Programs](#)

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](#)

To modify your profile information click the button “Parent Details” under the Parent/Guardian Information heading and the Primary Contact Information screen is displayed (See Figure 3-0). To change your passphrase or your email address click on the “Manage Account” button and the Manage Account screen (see Figure 3-12) is displayed.



Child Care Registry and Waitlist

3.2 Manage Account

Change your Passphrase

Manage Account

You're logged in as **onehsn@rbbinnovations.com**.

Change Passphrase



To change your passphrase click on the [Click here to send request to your email address](#) button and an email is sent to your email address. Click the link in the email and return to section **2-2 Setting Your Passphrase**.

Change your email address

Change Email Address

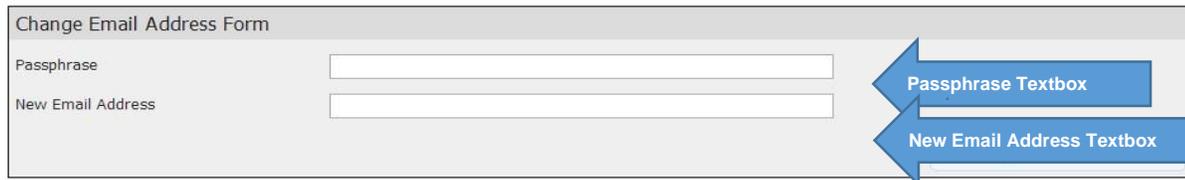


Figure 3-13

To change your email address, enter your passphrase in the Passphrase textbox and your new email address in the New Email Address textbox. Click the [Change Email Address](#) button.

3.3 Deactivate Account

When this button is clicked, a pop-up dialogue box will appear (Figure 3-11) prompting you to confirm you wish to deactivate your parent account AND remove all your child(ren) applications to Centres and programs.

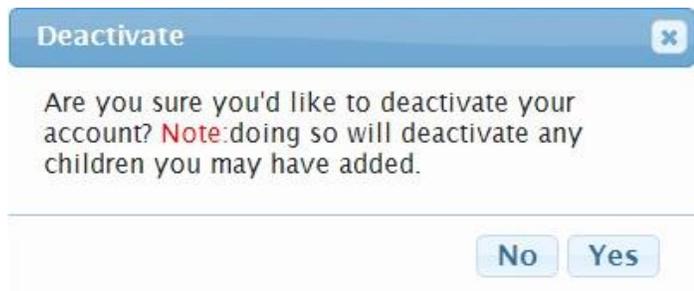


Figure 3-11



Child Care Registry and Waitlist

4.0 Child & Application Information

A parent must have a Parent/Guardian account created first in order to add their child(ren) (See Figure 3-0). Click on the [Add Child](#) link and the Child Details form is displayed (See Figure 4-1).

4.1 Child Details

1 Child Details
Information about your child

2 Additional Information
Needs your child has

3 Referrals/Support
Referral Sources

4 Fee Subsidy
Subsidy information

5 Summary
Summary of your answers

Required fields are shown in red.

About John Buck

First Name	John	Last Name	Buck
Date of Birth	02/07/2008 <small>📅</small>	<input type="checkbox"/> This date represents my baby's due date	
Gender	Male ▼	Primary Language	English ▼
School Board	-- Select -- ▼		
School (if applicable):			
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 Prefer not to disclose ▼

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: Prefer not to disclose ▼

Next Step

Figure 4-1

All required fields are highlighted in red and must be entered. Press the [Cancel](#) link to delete the information you've added and return to the Home Screen (Figure 3-12). Press the [Next Step](#) link to save this information and continue to the Additional Information screen (Figure 4-2).



Child Care Registry and Waitlist

4.2 Additional Information

You are presented with the screen below to indicate if your child has any special needs. If your child has any of these special needs, click on the [Continue to Additional Information Consent Form](#) button. If your child does not have any of these special needs, click the [Skip](#) button and proceed to section [4.3 Referrals/Supports](#).

1 Child Details
Information about your child

2 Additional Information
Needs your child has

3 Referrals/Support
Referral Sources

4 Fee Subsidy
Subsidy information

5 Summary
Summary of your answers

Click the 'Continue to Additional Information Consent Form' button if your child has any needs from the below list, otherwise click the 'Skip' button to continue.

Examples of Needs	
Behaviour	Speech
Social/Emotional	Motor Difficulty
Health	Development
Audiology/Hearing	Other

NO needs

YES needs

Previous Screen Skip Continue to Additional Information Consent Form

Figure 4-2

Note If you clicked on the [Continue to Additional Information Consent Form](#) button, you will be presented with the e-Consent Form to electronically sign (see Figure 4-2.1).



Child Care Registry and Waitlist

- 1** Child Details
Information about your child
 - 2** Additional Information
Needs your child has
 - 3** Referrals/Support
Referral Sources
 - 4** Fee Subsidy
Subsidy information
- 5** Summary
Summary of your answers

Consent

Please read the following consent carefully and sign below.

Acknowledgment and Consent

I acknowledge that the City of Ottawa Child Care Registry and Waitlist, administered through this third party OneHSN online application website, collects the following personal information for the purpose of processing my application for a child care space in the City of Ottawa:

- Parent(s)/Guardian(s) name, ward, mailing address, phone number and email address, and if there is a child care service affiliated with your employer/school, the name of your employer and school
- Child(ren)'s name, DOB, and if there is a sibling application, name of current licensed child care service for sibling (if applicable)
- Date of original application and date child care is required
- Language option chosen
- Financial option chosen (full fee or subsidy)
- Any special needs for the child(ren)

I acknowledge and agree that, through my selection of participating child care providers providing licensed care in the City of Ottawa, the personal information described above will be shared with each of the child care providers that I select. Should I apply for a child care subsidy, I further acknowledge that the City of Ottawa will collect personal financial information and socio-economic factors and will use this information to determine my eligibility for a subsidized space.

Personal Information is collected for the administration and management of the City of Ottawa's Child Care Registry and Waitlist, a centralized waitlist that is administered through this third party OneHSN online application website. Questions about the collection and use of this information should be directed to the City of Ottawa, Community and Social Services Department, Direct Operations, Coordinator, Operational Support Unit 613 580-2424 ext. 43118.

Print your name

Draw your signature

[Clear Signature](#)

[Previous Screen](#)

When the e-consent is shown you need to:

- Type your name in the white box below [Print your name](#)
- Draw your signature with your mouse or touch pad in the large white box below the text [Draw your signature](#)

If you make a mistake, you can erase your signature and start again by clicking on [Clear Signature](#) link below the signature box

Once done, click on the [I accept the terms of this agreement](#) button and the system will prompt you to enter your passphrase as confirmation that you signed this e-consent

The system will advance you to the next step

Figure 4-2.1



Child Care Registry and Waitlist

After signing the e-consent, a screen is presented for you to identify special needs your child may have. Check all boxes that apply. Resource agencies will receive a copy of your child's application for purposes of planning.

- 1** Child Details
Information about your child
- 2** Additional Information
Needs your child has
- 3** Referrals/Support
Referral Sources
- 4** Fee Subsidy
Subsidy information
- 5** Summary
Summary of your answers

Additional Information

Click on any of the following check boxes to indicate your child's special needs/concerns.

Behaviour:	<input checked="" type="checkbox"/>	Speech/Language:	<input checked="" type="checkbox"/>
Social/Emotional:	<input type="checkbox"/>	Motor Difficulty:	<input type="checkbox"/>
Health:	<input type="checkbox"/>	Learning Difficulties:	<input type="checkbox"/>
Audiology/Hearing:	<input type="checkbox"/>		
Other (Please Specify):	<input type="checkbox"/>		
Has child been diagnosed?	<input type="checkbox"/>		

 [View Signed Consent](#)

[Previous Screen](#)

[Next Step](#)



Child Care Registry and Waitlist

4.3 Referrals/Supports

By selecting that your child has been referred to licensed child care by an outside agency, it provides planning information around associated resources. Check all that apply.

1 Child Details
Information about your child

2 Additional Information
Needs your child has

3 Referrals/Support
Referral Sources

4 Fee Subsidy
Subsidy information

5 Summary
Summary of your answers

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.

Is your child being referred to care by an agency?

Children's Intergration Support Services (C.I.S.S)

Ottawa Children's Treatment Centre (O.C.T.C)

Children's Aid Society

Ottawa Public Health

Family Physician

Other

Previous Screen Next Step

If your child has not been referred by an agency, select “No, my child is not being referred.” and skip this section by clicking on the [Next Step](#) link and continue on to the Fee Subsidy form (See Figure 4-3).

If your child has been referred to care by an agency select “Yes, my child is being referred.” and a pop up window showing the referring agencies is displayed (See Figure 4-2.2). Click on the agency that provided the referral and click on the [Next Step](#) link to continue to the Fee Subsidy form (See Figure 4-3).

Is your child being referred to care by an agency?

Children's Intergration Support Services (C.I.S.S)

Ottawa Children's Treatment Centre (O.C.T.C)

Children's Aid Society

Ottawa Public Health

Family Physician

Other

Next Step

Figure 4-2.2



Child Care Registry and Waitlist

4.4 Fee Subsidy

Depending on your situation, there may be financial assistance towards the fees associated with licensed child care that is provided through the City of Ottawa. Click on the “Click here for more information on applying for childcare subsidy” link and you will be redirected to your City of Ottawa website for more information on this option.

Figure 4.3

Please select one of the following:

No fee subsidy is required

- Click on the “No fee subsidy is required” link and then the [Next Step](#) on the bottom right link to proceed to the Summary form (See Figure 4-5).

Fee subsidy is required

- If subsidy assistance is required, click on the “Fee subsidy is required”
- If you wish to determine approximately your cost of child care with fee subsidy, use the **Childcare Subsidy Calculator**. Enter your combined family income found on line 236 of your Tax Assessment and click on the [Calculate Fee](#) link. Your estimated monthly cost is displayed. This amount may change once you have completed an assessment meeting.
- Click on the [Next Step](#) link to proceed to the Summary form (See Figure 4-5).

Fee subsidy is preferred but will accept non-assistance care

- If subsidy is preferred but not mandatory click on the “Fee subsidy is preferred but will accept non-assistance care” link
- If you wish to determine approximately your cost of child care with fee subsidy, use the **Childcare Subsidy Calculator**. Enter your combined family income found on line 236 of your Tax Assessment and click on the [Calculate Fee](#) link. Your estimated monthly cost is displayed. This amount may change once you have completed an assessment meeting.
- Click on the [Next Step](#) link to proceed to the Summary form (See Figure 4-5).



Child Care Registry and Waitlist

4.5 Child Summary Screen

You are presented with a summary of your child’s profile.

If you selected the *No fee subsidy is required* option on screen 4 – Fee Subsidy, click on the [Save Child Info & Continue to Subsidy Wizard](#) button. You will now advance to section 4.9 Fee Subsidy Application Wizard.

1 Child Details
Information about your child

2 Additional Information
Needs your child has

3 Referrals/Support
Referral Sources

4 Fee Subsidy
Subsidy information

5 Summary
Summary of your answers

Review Your Child's Information

Your child's information has been updated

	Referrals	Special Needs	Fee Assistance
Xxx Buck	No references indicated	Speech Concerns	Fee subsidy is required

Date of Birth: 9/2/2010
Gender: Male
Primary Language: English
First Nations/Inuit and Métis family: Prefer not to disclose
Francophone: Prefer not to disclose

[Previous Screen](#) [Save Child Info & Continue to Subsidy Wizard](#)

If you selected *Fee subsidy is NOT required* option on screen 4- Fee Subsidy, click on the [Save Child & Apply to Programs](#) button and advance to section 4.6 Care Requirements.



Child Care Registry and Waitlist

4.6 Care Requirements

Enter the Preferred Start Date mm/dd/yyyy or click on the Calendar link  and click on the date.

- Select the Preferred Provider Type(s): (Select All, Centre Based, School, Nursery Based and/or Home Based)
- Select the days of the week requiring care: (Select All, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday or Varies)
- Select Program times: (Select All, Full Day, Half Day AM, Half Day PM, After School, Before School, Evenings (After 6:00pm), and/or PD Days)
- Select Optional Program filters: (Select All, Lunch, Breakfast, Dinner, Early drop off, Late Pickup, Overnight and/or Weekends)

Click on the [Next Step](#) link to save this information and continue to the Program Selection form (See 4.7 Program Selection)

1 Care Requirements What you're looking for	2 Program Selection Apply to programs	3 Location Prioritization	4 Summary Application Summary
---	---	----------------------------------	---

For: Buck, John

<p>Preferred Start Date:</p> <p><input type="text" value="02/19/2014"/> </p> <p><i>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.</i></p>	<p>Preferred Provider Type:</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Centre Based</p> <p><input type="checkbox"/> School</p> <p><input type="checkbox"/> Nursery/Pre-school Co-op Based</p> <p><input type="checkbox"/> Home Based</p>
<p>Days of the week requiring care:</p> <p><input type="checkbox"/> Select All</p> <p><input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Varies </p>	
<p>Program times:</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Full Day</p> <p><input type="checkbox"/> Half Day AM</p> <p><input type="checkbox"/> Half Day PM</p> <p><input type="checkbox"/> After School</p> <p><input type="checkbox"/> Before School</p> <p><input type="checkbox"/> Before and After School</p> <p><input type="checkbox"/> Evenings (After 6:00pm)</p> <p><input type="checkbox"/> PD Days</p> <p><input type="checkbox"/> Overnight</p> <p><input type="checkbox"/> Weekends</p> <p><input type="checkbox"/> Christmas Break</p> <p><input type="checkbox"/> March Break</p> <p><input type="checkbox"/> Summer Programs</p>	<p>Optional Program filters:</p> <p><input type="checkbox"/> Select All</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Early drop off</p> <p><input type="checkbox"/> Late Pickup</p> <p><input type="checkbox"/> Overnight</p> <p><input type="checkbox"/> Weekends</p>

[Next Step](#)



Child Care Registry and Waitlist

4.7 Program Selection

This screen lists all the child care providers that match your child’s care requirements and your child’s age at the Preferred Start Date specified. The list will default to agencies within 25 kilometres of your home address. You are able to filter to a smaller (closer) list by lowering the [Max Distance \(km\)](#) and then click on the “Filter” button. The list of providers will reload.

By specifying a Provider Type in the drop down list, you will only see provider types that match your child’s criteria.

Click on the “Show Programs” link and the programs that match the requirements indicated is displayed (See Figure 6-0). Click the [Apply](#) link under the appropriate programs to register your child for those program(s). The same button will now appear as **Remove**.

Note You can choose up to 9 licensed agencies and up to 6 licensed home child care agencies.

When complete, click on the “Next” button at the bottom of the list to advance to the next step in the application process where you will list your choices in order of your priority from 1 to 9.

1 Care Requirements What you're looking for	2 Program Selection Apply to programs	3 Location Prioritization	4 Summary Application Summary
---	---	----------------------------------	---

The information you provided in the previous section directly affects the programs available to you.

Program Selection For: **Buck, John**

Born on: **2008-02-07**

You have indicated that you required care on the following days: **Sunday, Saturday, Varies**

For these program times: **All Selected** Provider Type:

You require the following options: **All Selected**

You can apply to 8 more care providers

[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.

Agence de Garde "La Maisonnee"/Grandir Ensemble Somerset - Ward 14	Distance to provider: 1.06 km	Show Programs
Wee Watch Enriched Home Child Care Ottawa E/Orleans - Somerset - Ward 14	Distance to provider: 1.06 km	Show Programs



Child Care Registry and Waitlist

4.8 Location Prioritization

In step 3 of the Apply to Programs process, you are required to list at least one licensed child care provider in your child’s priority list. This list is important because, when your child is placed in care at any Centre you have applied to, your child is automatically removed by the system from all other Centre waitlists, except those Centres listed as a higher priority on this page.

Please choose the care providers that you would like to have priority when your applications are placed. Use the add and remove (+ X) to add and remove providers as a priority. Use the arrow (↑ ↓) buttons to change each providers priority ranking.

Priority	Centre	
1	Mothercraft Ottawa - Home Child Care - Somerset - Ward 14	↓
2	Andrew Fleck Home Child Care Alta Vista - Ward 18g	↑ X
3	No care provider has been set to this priority.	
4	No care provider has been set to this priority.	
5	No care provider has been set to this priority.	
6	No care provider has been set to this priority.	
7	No care provider has been set to this priority.	
8	No care provider has been set to this priority.	
9	No care provider has been set to this priority.	
No Priority	Agence de Garde "La Maisonnee"/Grandir Ensemble Somerset - Ward 14	+
No Priority	Wee Watch Enriched Home Child Care Ottawa E/Orleans - Somerset - Ward 14	+

Click the:

- up arrow to move that Centre up 1 position in priority.
- down arrow to move the Centre down in priority.
- red X to remove the Centre from the list

Click the plus sign (+) to add the next Centre into your list of priorities.

Previous Screen

Next Step



Child Care Registry and Waitlist

4.9 Summary

1 Care Requirements What you're looking for | 2 Program Selection Apply to programs | 3 Location Prioritization | 4 Summary Application Summary

For: Buck, John

Review Your Application(s)

[Print View](#)

Applications Updated



Your child care applications have been received

The current active applications for John Buck are:

	Program	Application Date	Pref. Start Date
Acorn Early Learning Centre 600 Bank Street Ottawa, K1S 3T6 (613) 216-7668 ext. 226 Priority #1	School Aged, After School	May 28, 2014	February 19, 2014
	School Aged, Before School	March 07, 2014	February 19, 2014
Agence de Garde "La Maisonnee"/Grandir Ensemble Somerset - Ward 14 Old City, K1R (613) 789-3020 Priority #2 A child care provider will contact you when a space becomes <u>available</u>	School Aged, Overnight	June 11, 2014	February 19, 2014

[Previous Screen](#)

[Save & Return to Home Screen](#)

Figure 4-4

Review the Summary information. If information on the Summary form is incorrect, click on the [Previous Screen](#) link to go back and change information. If the information is correct, click the [Save & Return to Home Screen](#), to save the information and return to the home screen (See Figure 3-12) or click the [Save & Continue to Care Requirements](#) to save the information and go to the Care Requirements form (See Figure 6-0)



Child Care Registry and Waitlist

4.10 Fee Subsidy Application Wizard

The Fee Subsidy application wizard has 9 screens of information related specifically to the application for child care fee assistance. Your answers are secure and confidential and will only be seen and verified by a Caseworker employed by the City.

Screen 1 – Applicant

Review the questions and click “yes” for any or all answers that apply to you.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Applicant Questions

Parent is a social assistance recipient who is exiting Ontario Works or Ontario Disability Support Program for employment.

Yes No

Parent is a social assistance recipient who is exiting Ontario Works or Ontario Disability Support Program for post-secondary education.

Yes No

Our family received a former child care subsidy and is now returning from parental leave.

Yes No

Parent is completing high school.

Yes No

Parent is completing equivalency for foreign credentials.

Yes No

Parent is completing second language training.

Yes No

Parent is completing college / apprenticeship.

Yes No

Parent is completing undergraduate work.

Yes No

Parent is completing graduate work.

Yes No

Parent has documented illness or disability.

Yes No

[Next Step](#)



Child Care Registry and Waitlist

Screen 2 – Personal Information

Information fields with **red** titles require an answer. Information fields with black titles are preferred but optional. If you try to advance without providing an answer to all the required fields, the system will not move off this screen and will highlight the unanswered field.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Required fields are shown in red.

Personal Information

Darryl Yyy

Have you received Child Care Fee Assistance within the City of Ottawa previously? Yes No

Gender: Female Male **Date of Birth:**

Previous Surname: **Marital Status:**

Preferred Language: **Interpreter is Required:**

For other language, please comment here:

Source of Income: **Reason for Child Care:**

For other source of income, please comment here:

Annual Income Type Document Used: **Annual Income Year:**

Annual Income Amount:

Spousal information can only be entered if marital status is married or common law. If you wish to enter spousal information, please ensure that the marital status is married or common law.

[Previous Screen](#) [Next Step](#)



Child Care Registry and Waitlist

Screen 3 – Contact Information

Enter contact information for other adults in the home.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Changes have been made.

Required fields are shown in red.

Contact Information

Are there any other adults living in your home? Yes No

First Name: Last Name:

Relationship: Effective Date:

Screen 4 – Spousal Information

If you selected you were married or living common-law, the system will prompt you for your partner’s information as seen below.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Required fields are shown in red.

Spousal Information

Surname: First Name:

Gender: Female Male Date of Birth:

Previous Surname:

Preferred Language: Interpreter is Required:

For other language, please comment here:

Source of Income: Reason for Child Care:

For other source of income, please comment here:

Annual Income Type Document Used: Annual Income Year:

Annual Income Amount:



Child Care Registry and Waitlist

Screen 5 – Children Information

On this screen you must enter any additional children in your home. Click the [Add Child](#) button to add each additional child.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Children Information

Please include the names of all children under the age of 18 in your home.

Children applied for child care:

First Name	Last Name	Gender	Date of Birth
Xxx	Buck	Male	9/2/2010

Additional children in your family NOT applying for child care:

First Name	Last Name	Gender	Date of Birth	Add Child

Screen 6 – Reason for Seeking Child Care Subsidy

This screen requires you to answer the most appropriate response as to why you want child care subsidy. You must select one response.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Required fields are shown in red.

Reason for Seeking Child Care Subsidy

Please identify your reason for seeking child care subsidy by selecting one of the following options (select the option that most applies to your family situation):

- Two Parent Family, Both Parents Working Full Time or Part Time or Self Employed
- Two Parent Family, Both Parents Attending School/Educational Upgrading
- Two Parent Family, One Parent Working Full Time or Part Time or Self Employed and One Parent Attending School/Educational Upgrading
- Two Parent Family, Special needs parents or child
- Two Parent Family, One Parent with Special needs and One Parent Working Full Time or Part Time or Self Employed
- Two Parent Family, One Parent with Special needs and One Parent Attending School/Educational Upgrading
- Two Parent Family, Both Parents Working Full Time or Part Time or Self Employed and/or Both Parents Attending School/Educational Upgrading
- Two Parent Family, One Parent Working Full Time or Part Time or Self Employed and Attending School/Educational Upgrading, and One Parent with Special needs
- Two Parent Family, Both Parents Looking for work
- Two Parent Family, One Parent Looking for Work and One Parent Working Full Time or Part Time or Self Employed
- Two Parent Family, One Parent Looking for work and One Parent Attending School/Educational Upgrading
- Two Parent Family, One Parent Looking for Work and One Parent with Special needs



Child Care Registry and Waitlist

Screen 7 – Preferences

Identify which phone number, time range, day of the week and location you prefer to be contacted at during the verification process.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

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

Preferences

Preferred telephone number and time of day to be contacted in case we need to reach you

Preferred Phone: Preferred time for a call back:

Please select the preferred day and location for an appointment in case one is required

Preferred Application Day: Preferred Location:

Screen 8 – Documentation

Please read this page VERY CAREFULLY. It lists the specific documents that you are required to submit for verification, and where to submit them.

1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

Documentation

If you are in receipt of Ontario Works, you do not need to submit documents as we will request them from your Ontario Works case co-ordinator.
For all other cases:
Required documentation

- Identification for all family members, i.e. birth certificate, passport, immigration documents, Citizenship Card and/or original immigration documents with a date of arrival for all family members if not born in Canada
- Verification of address: mortgage document, tax bill, lease agreement, rent receipt with address indicated, phone bill, gas bill, hydro bill, transfer of land document
- A copy of any divorce/separation agreement (where applicable)
- Most recent Notice of Assessment Form for both applicant and spouse, OR most recent Canada Child Tax Benefit Notice if family is in receipt of the Universal Child Care Benefit OR Ontario Child Benefit
- Letter of Employment for both the applicant and spouse stating days and hours of work, start date for employment; OR current consecutive paystubs equal to 1 month for both the applicant and spouse
- Confirmation of Educational Program/Course Registration, and School/Class Schedule for both the applicant and spouse
- Verification of self-employment (if the applicant or the spouse is self-employed), i.e. a copy of the Business License, or any other document that can verify the self-employment situation AND latest T1 General

If your preferred start date is within 6 months, your documentation must be submitted within 30 days.
If your preferred start date is greater than 6 months your documentation must be submitted within 6 months of your preferred start date.

- All of the required documents must be identified as Child Care Subsidy Waitlist.
- If your documents are not received within the proscribed time, we will assume that you no longer require a subsidy.
- Once the completed documentation package is received, your application will be reviewed and verified.
- You will be notified whether or not your child's name has been added to the Child Care Subsidy Waitlist.

You can mail, fax (613)596-6201, or drop off your documents to any of the four(4) offices or e-mail them to ccraw-relage@ottawa.ca
Office Hours: 8:30 am to 4:30 pm. Summer hours (June 1 to Labour Day): 8:30 am to 4:00 pm.

Central Child Care Subsidy Unit 370 rue Catherine St. 2nd floor/2e étage Ottawa, ON K1R 5T5	East Child Care Subsidy Unit 410-2339 chemin Oglivie Rd Ottawa, ON K1J 8M6	South Child Care Subsidy Unit 2020 chemin Walkley Rd Ottawa, ON K1G 6S6	West Child Care Subsidy Unit 100 crois Constellation Cres. 2nd floor West/2e étage Ottawa, ON K2G 6J8
--	---	--	--



Child Care Registry and Waitlist

Screen 9–Summary

This shows all the information you have entered.

It also has a [Print View](#) button to print out this information for your records.

You are **REQUIRED** to check the [I agree to the above](#).

A [Complete](#) button will appear to save and submit your application.

Important If you do not complete this last step, your fee subsidy application will NOT be sent to the City’s fee subsidy caseworkers and you will not be evaluated for fee assistance.



1 Applicant	2 Personal Information	3 Contact Information	4 Spouse Information	5 Children Information	6 Reason for Seeking Child Care Subsidy
7 Preferences	8 Documentation	9 Summary			

In order for your application to be submitted, you MUST agree to the terms at the bottom of the screen and click on COMPLETE. Failure to do so will result in your subsidy application not being processed.

Please review your information: [Print View](#)

Personal Information

Application Date:	9/18/2014		
Have you received Child Care Fee Assistance within the City of Ottawa previously?	No		
Surname:	Yyy	First Name:	Darryl
Gender:	Male	Date of Birth:	9/6/1995
Previous Surname:		Marital Status:	Married
Source of Income:	Ontario Works		

Contact Information

Unit-Street:	100 Constellation Drive	City:	Ottawa
Province:	Ontario	Postal Code:	K2G 5J9
Email Address:	darryl+yyy@onehsn.com	Cell Phone:	
Home Phone:	01333331212	Work Phone:	
Are there any other adults living in your home?	No		

Spouse Information

Surname	Buck	First Name	Jane
Gender:	Female	Date of Birth:	9/5/1995
Previous Surname:			
Source of Income:	Ontario Disability Support Payment		

Children Information

Surname	First Name	Gender	Date of Birth	Child Care Requested
Buck	Xxx	Male	9/2/2010	Yes

Appointment

Preferred telephone number and time of day to be contacted in case we need to reach you.			
Preferred Phone:	6135551212	Preferred time for Call Back:	Morning - between 9:00 to 11:00
Preferred Application Day:	Wednesday	Preferred Location:	Bilingual - 370 Catherine St

Reason for Seeking Child Care Subsidy

Reason for child care:	Working part-time
------------------------	-------------------

Agreement

As a condition of receiving Child Care Fee Subsidy Assistance, the Direct Operations Branch reserves the right to contact an employer, education institution or community referral agent to confirm that you or your spouse are still working, going to school, or are still involved with the referral agent, and as a result still require Child Care Fee subsidy Assistance for the purpose that Child Care Fee Subsidy Assistance was approved.

Also, while in receipt of Child Care Fee Subsidy Assistance for a licensed program, you are subject to the terms of the City of Ottawa's [Paid Days Away Policy](#) which allows for a maximum number of paid absence days in a calendar year, based upon your child's enrolment schedule and number of service months. As such, you will be charged the full daily rate for any absent days exceeding you maximum entitlement.

Please carefully review them as failure to inform your Subsidy Co-ordinator of any changes in your family's circumstances ([Rights and Responsibility document](#)) (either by phone, mail or email) could lead to the termination of any ongoing Child Care Fee Subsidy Assistance that has been approved, and an overpayment may be calculated for past services.

Please read the above hyperlinked Rights and Responsibilities document, print a copy, sign and submit with documentation.

I agree to the above

[Previous Screen](#)

At this point your have NOT applied to any child care Centres.

Once the Complete button is clicked, the system will advance to your Home page. See section [3.1 Parent Home Portal](#). You **must** now click on the Apply to Programs button in your child’s section to apply to childcare centres.



5.0 Review Applications

On your [Home Portal](#) screen you can click on the [Click here to view a complete summary of your applications](#) link to display the active applications (Figure 5-0) Press the [Print View](#) link to print a copy of the active applications.

The current active applications for Jake Smith are: [Print View](#)

Niagara Region Home Child Care 3340 Schmon Parkway Thorold, L2V 3Z3 905-984-6900	Program Pre-School, Evenings (After 6:00pm)	Application Date September 09, 2013	Pref. Start Date September 03, 2013
---	---	---	---

[Return Home](#)

Figure 5-0

Click the [Return Home](#) link to return to the [Home Portal](#) screen as seen in Figure 3-11.

Child Care Registry and Waitlist

6.0 Care Requirements and Program Selection

This section allows the parent to indicate what type of care they are looking for and apply to specific programs.

6.1 Care Requirements

1 Care Requirements What you're looking for.	2 Program Selection Apply to programs.	3 Summary Application Summary.
--	--	--

For: Smith, Jake

Preferred Start Date:	Preferred Provider Type:
<input type="text"/>  <i>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.</i>	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Centre Based <input checked="" type="checkbox"/> School <input checked="" type="checkbox"/> Nursery Based <input checked="" type="checkbox"/> Home Based
Days of the week requiring care:	
<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Varies	
Program times:	Optional Program filters:
<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Full Day <input checked="" type="checkbox"/> Half Day AM <input checked="" type="checkbox"/> Half Day PM <input checked="" type="checkbox"/> After School <input checked="" type="checkbox"/> Before School <input checked="" type="checkbox"/> Evenings (After 6:00pm) <input checked="" type="checkbox"/> PD Days	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner <input checked="" type="checkbox"/> Early drop off <input checked="" type="checkbox"/> Late Pickup <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Weekends

[Next Step](#)

Figure 6-0

Enter the Preferred Start Date (mm/dd/yyyy) or click on the Calendar link  and click on the date. Then:

- Select the Preferred Provider Type(s) (Select All, Centre Based, School, Nursery Based and/or Home Based)
- Select the days of the week requiring care (Select All, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday or Varies)
- Select program times (Select All, Full Day, Half Day AM, Half Day PM, After School, Before School, Evenings (After 6:00pm), and/or PD Days)
- Select Optional Program filters (Select All, Lunch, Breakfast, Dinner, Early drop off, Late Pickup, Overnight and/or Weekends)

Click on the [Next Step](#) link to save this information and continue to the Program Selection form (See Figure 6-1).



Child Care Registry and Waitlist

6.2 Program Selection

1 Care Requirements
What you're looking for.

2 Program Selection
Apply to programs.

3 Summary
Application Summary.

For: Smith, Jake

The information you provided in the previous section directly affects the programs available to you.
 You have indicated that you required care on the following days: **All Selected**

For these program times: **After School, Before School, Evenings (After 6:00pm), PD Days**
 You require the following options: **Lunch, Dinner, Early drop off, Late Pickup, Overnight, Weekends**

Current Waitlists

List View

Map View

Provider Name:

Max Distance(km):

[Filter](#)

Niagara Region Home Child Care	Distance to provider: 16.61 km	Show Programs
--------------------------------	--------------------------------	-------------------------------

[Previous Screen](#)

[Next Step](#)

Figure 6-1

Click on the “Show Programs” link and the programs that match the requirements indicated is displayed (See Figure 6-2). Click the [Apply](#) link to register your child for that program.

Niagara Region Home Child Care		Distance to provider: 16.61 km	Show Programs
3340 Schmon Parkway, Thorold, L2V 3Z3		SUBSIDIZED FAMILIES ONL Y Home Child Care providers may have availability 24 hours a day, 7 days a week Placements available throughout Niagara Region	
905-984-6900			
Offers Subsidy <input checked="" type="checkbox"/>	Special Needs <input checked="" type="checkbox"/>		
Provider Type: Home Based			
Description	Program	Date	
	Evenings (After 6:00pm), Pre-School		Apply

Figure 6-2

Click on the [Next Step](#) link (located at the bottom of the page) to display the Summary form (See Figure 6-3).



Child Care Registry and Waitlist

6.3 Summary

1 Care Requirements
What you're looking for.

2 Program Selection
Apply to programs.

3 Summary
Application Summary.

For: Smith, Jake

Review Your Application(s)

Print View

Applications Updated

Your child care applications have been received

The current active applications for Jake Smith are:

	Program	Application Date	Pref. Start Date
Niagara Region Home Child Care <small>3340 Schmon Parkway Thorold, L2V 3Z3 905-984-6900</small>	Pre-School, Evenings (After 6:00pm)	September 09, 2013	September 03, 2013

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.

 An e-mail will be sent to onehsn@rbbinnovations.com within an hour of your most recent changes.

Previous Screen

Save & Return to Home Screen

Figure 6-3

Click on the [Print View](#) link to print a confirmation copy of the applications. Click on [Previous Screen](#) to return to the Program Selection form and make any required changes. Click on the [Save & Return to Home Screen](#) to save the application(s) and return to the [Home Portal](#) screen as seen in Figure 3-11.