

EARLYON OCCMS PROGRAM REGISTRATIONS

User Guide for York Region's Children's Services Portal

CLICK HERE FOR LINK TO THE CHILDREN'S SERVICES PORTAL





Children's Services portal

Parent guide to EarlyON programs and registration

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Purpose

EarlyON Child and Family Programs in York Region use the Children's Services portal for program calendars and registrations. The benefits of this system include:

- One-time process for entering family information
- ✤ Easily manage your registrations in one place
- Consistent registration processes for all EarlyON programs
- Simple check-in and check-out process from your own device
- ✤ Access to all EarlyON program calendars in York Region

If your family is planning to join any EarlyON programs in York Region, we invite you to set up your account today.

You can also view this <u>instructional video</u> (in English) for a step-bystep guide to setting up your account on the Children's Services portal and registering for EarlyON programs.

Access to portal

To begin, click here to access the Children's Services portal.

You can also access information about EarlyON programs and the registration platform by visiting york.ca/EarlyON. Contact information for all EarlyON centres are listed on the webpage.

Creating an account

Creating an account is a one-time process. All information entered into the Children's Services portal is kept confidential. **EarlyON staff will only use your contact information for program purposes. To use the portal in French, select the "French" button on the top right corner.**

Step 1: Select "EarlyON Child and Family Centres" on the Children's Services portal homepage.

York Region Children's Services				=
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Step 2: Select "Sign in" in the top right corner of the page. Please note, as you navigate the website, the EarlyON logo in the top left can be selected to bring you back to this homepage.

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Check-in 业	Check-out Ţ	

Step 3: Select "Create an Account."

Step 4: Fill out the information and select "Create Account."

Note:

Date of birth is a mandatory field. A valid email is required to verify the account.

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Step 5: Check your email inbox for an email from "noresponse@missioninc.com" with a subject line "Confirm your Children's Services account." Click the link under the word "here" to confirm your account. Note, you only have 24 hours to confirm your account.

Sent: Friday February 25, 2022 3:53 PM	
To:17@missioninc.com	
Subject: Confirm your York Region Children's Services account / Co	nfirmer votre compte du "Services à l'enfance"
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	4
A York Region Children's Services account has been created for (47.6 missioninc.com. Please confirm your account by clicking here. The link will be active for 24 hours.

If you did not receive an email, check your spam or junk mail folder. If 24 hours have passed:

- Go back to Sign in on the Children's Services portal and select "forgot password"
- ✤ Look for a confirmation email again

Calendar and programs

Once your account is created, go back to the home page and sign in.

Step 1: To view programs, select "Calendar"

Step 2: Adjust the view to your preference in the top right corner: day, month, or agenda (week) For smaller devices, you will

only see "agenda" view.



Calenda

Check-in

1

Check-out

Step 3: Select the magnifying glass in the top right corner to filter programs based on location, program name, age of children, or virtual events. Select "reset" to see the full menu of programs again.

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Step 4: Select a program to view details including title, dates, time, recommended children's ages, location and description. You may also see "Virtual" or "Adult only" if it applies. Note: Program ages are put in place to help families meet their child(ren)'s developmental needs.

Registration

•	Sunday, October 16, 2022 - 2:30 to 3:30 PM Tuesday, October 18, 2022 - 2:30 to 3:30 PM
0	2 to 6 years of age
0	EarlyON Autora Centre Virtual Program
	Triple P is a registered parenting program and a unique, multi-level family intervention program for the treatment and prevention of behavioural and emotional problems in children. Fear-Less Triple P will introduce parents and categoivers to key anivety-management strategies that support children with maintait. Tracies that will be parent clied and anivety-management strategies that support children with maintait. Tracies that will be parent clied and anivety-management.
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- Step 1: Under pre-registration, add the number of adults and children planning to attend. You may register up to 10 participants. Select "pre-register".
- Step 2: Fill out the Pre-Registration form. Emergency contact is required for onsite programs. Please identify who you would like us to call to collect/care for your child in the event of an emergency.

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(992, 956 6698	
English	

Important note for "Other Information:"

If you plan to register for a virtual program, EarlyON is only able to send you the link to access the program if you select the consent below:

"I/we give consent to the EarlyON Program for communication via email for the sole purpose of attending any EarlyON program across York Region."

Please allow time for email responses as each agency will have a different protocol for sending these program links.



Step 7: Select "Save."

Step 8: View all registered programs under "My Pre- Registrations."

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Calendar	My Pre- Registrations	
Check-in 坐	Check-out	

Check-in and check-out

Checking-in and out is EarlyON's new attendance system. **Caregivers and parents will be responsible to check-in and out for virtual and onsite programs** for EarlyON to manage attendance. Check-in is available 30 minutes prior to the program start. You may still check-in once a program has begun, if you have the virtual link to join or are attending in person. You may check-in from your own device before attending the program.

Please note, the first time you check into a program you will be required to register any children and additional adults planning to attend the program. The system will save these participants in your profile, which will allow for a quicker check-in and check-out process at any York Region EarlyON program, moving forward.

Kiosk for check-in and check-out:

Each location will have a kiosk available with a QR code. You may use this kiosk to access your profile for check-in and check- out processes. If you have a personal device, open your camera app and hover over the QR code to access the check-in function for that location. Please ensure the feature to scan QR codes is enabled on your smartphone settings. If you are at home attending a virtual program, access your profile through the Children's Services portal and select the "check-in" option.



Check-in process

Step 1: Enter your profile and select check-in



Step 2: Select the site and program you are attending



Step 3: Add children and additional adults planning to attend the program and fill out the information for each participant. This is a one-time process.

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€ Messy Play Check in	(905) 777-7777
Adults	Parts (on 1
attigenesses can	Lóv 406
	Pathpart (pr.)
Add New Adult	Peer *
Children	
Add New Child	Emergency Contact (Optional for Virtual Programs)
There is space available for up to 18 participants, You are pre-regulated for 2 participants.	Rachara .
Owkin	John
	Later .
	Dee
	Providence
	(905) 888-8888

Step 4: Select the adults and children planning to attend the program. Then select "check-in."



Check-out

Once the program is complete, please check-out for all participants attending, including virtual and onsite programs.

Step 1: Enter your profile and select the check-out option.



Step 2: Select the adults and children leaving the program or select "check-out all."



Support

We hope you have found this guide helpful for EarlyON registrations and attendance. If you have any questions, please contact your local EarlyON centre and a team member will be happy to assist you; contact information is listed below.

We look forward to seeing you soon!

Town of Aurora

Aurora Centre 40 Engelhard Drive, Unit 1, Aurora ON L4G 6X6 Telephone: 1-866-404-2077 ext. 217 Email: Early.ON@socialenterprise.ca

Town of East Gwillimbury

For information about mobile sites in East Gwillimbury, contact the <u>Newmarket Centre</u>.

Town of Georgina

Keswick Centre

70 Biscayne Boulevard, Georgina ON L4P 3M8 Telephone: 905-476-3834 Email: <u>EarlyON@yorkchild.ca</u>

Township of King

King Centre

15 Old King Road, King ON L0G 1N0 Telephone: 905-859-9941 Email: <u>Early.ON@socialenterprise.ca</u>

City of Markham

Markham Centre

3990 14th Avenue, Markham ON L3R 0B2 Telephone: 905-479-0002 Email: <u>EarlyONMarkham@familyday</u> <u>care.com</u>

On y va Markham

École catholique Sainte-Marguerite-Bourgeoys Lundi et mardi de 8h30 à 16h30 111 John Button Boulevard, Markham ON L3R 9C1 Email: <u>centreONYva@centrefranco.o</u>

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Markham East Centre

40 Washington Street, Markham ON L3P 2R5 Telephone: 905-471-1620 Email: <u>EarlyONMarkhamEast@famil</u> <u>ydaycare.com</u>

Town of Newmarket

Newmarket Centre

17310 Yonge Street, Unit 6, Newmarket ON L3Y 7R8 Telephone: 905-853-0754 Email: <u>EarlyON@yorkchild.ca</u>

City of Richmond Hill

Richmond Hill Centre

10610 Bayview Avenue, Unit 9, Richmond Hill ON L4C 3N8 Telephone: 905-948-9627 Email: <u>earlyon.richmondhill@ymcagt</u> a.org

City of Vaughan

Thornhill Centre

7755 Bayview Avenue, Vaughan ON L3T 4P1 Telephone: 905-709-6159 Email: <u>EarlyONThornhill@familydayc</u> <u>are.com</u>

On y va Kleinburg

École élémentaire La Fontaine Mercredi et jeudi de 8h30 à 16h30 10110 Islington Avenue, Woodbridge ON L4H 3N5 Email: <u>centreONYva@centrefranco.o</u>

Woodbridge Centre

140 Woodbridge Avenue, Unit E-400, Vaughan ON L4L 4K9 Telephone: 1-866-404-2077 ext. 215 Email: <u>Early.ON@socialenterprise.ca</u>

Town of Whitchurch-Stouffville

Stouffville Centre

5892 Main Street, Unit 304, Stouffville ON L4A 1T2 Telephone: (289) 612-1777 Email: <u>earlyon.stouffville@ymcagta.o</u>