EarlyON
Child and Family Centre

EARLYON OCCMS PROGRAM REGISTRATIONS

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

CLICK **HERE** FOR LINK TO THE CHILDREN'S SERVICES PORTAL

All families planning to join EarlyON programs starting April 1, 2022 will be required to use the York Region Children's Services Portal.

Ontario

Children's Services Portal

Parent Guide to EarlyON Programs and Registrations

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Purpose

Starting April 1, 2022, all EarlyON Child and Family Programs in York Region will be transitioning to 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 **instructional video** for a step-by-step 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 also listed on this 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.**
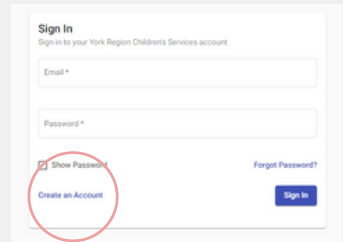
Step 1: Select "EarlyON Child and Family Centres" on the Children's Services Portal homepage.
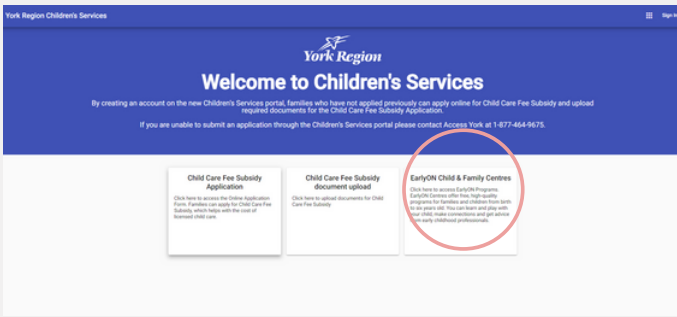
Step 2: Select "Sign in" in the top right corner of the page. Please note, as you navigate the website, the EarlyON logo in the top left can be selected to bring you back to this homepage.
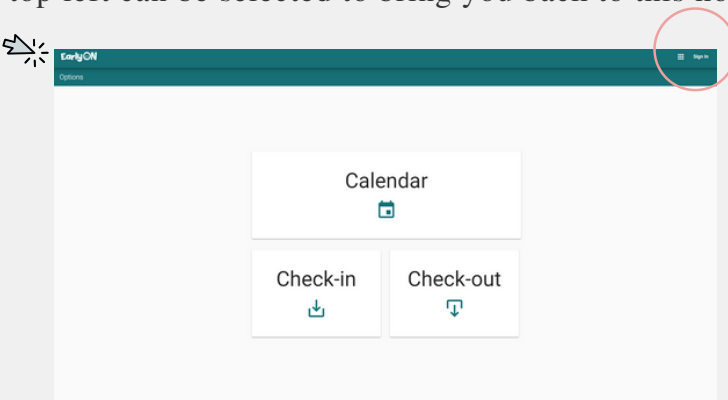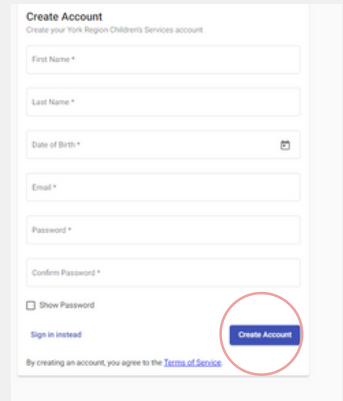
Step 3: Select "Create an Account."

**Step4:** 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.

Step 5: Check your email box for an email from "noresponse@missioninc.com" with a subject line "Confirm your children's services account." Select the link "here" to confirm your account.

Note, you only have 24 hours to confirm the account.
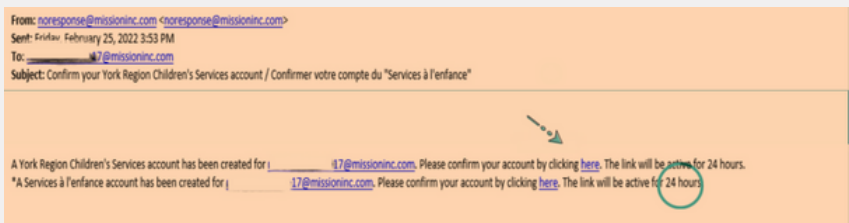
If you did not receive an email, check your spam or junk mail folder. If the 24 hours have passed:
- Go back to Sign In on the Children's Service Portal
- Select "forgot password"
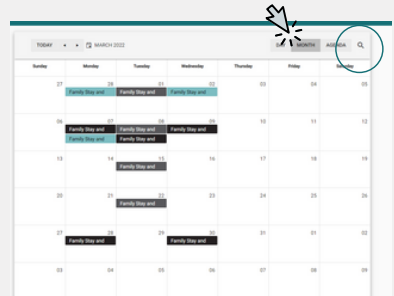- Look for confirmation email again

Calendar and Programs

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

**Step 1:** To view programs, select "Calendar"
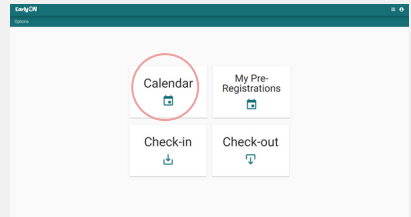
Step 2: Adjust view to your preference in the top right corner: day, month, or agenda (week)
For smaller devices, you will only see "agenda" view.

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.
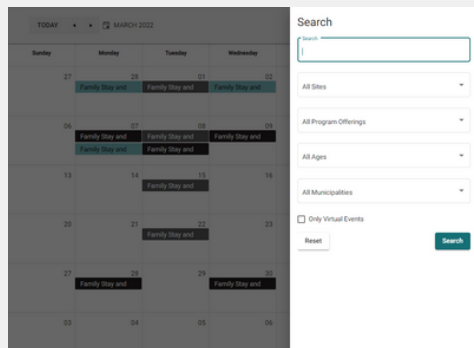
Step 4: Select a program to view details including title, dates, time, recommended children's ages, location and description. You may also see "Virtual" or "Adult only" if it applies.

Note: Program ages are put in place to help families meet your child's developmental needs

Registrations

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 programs on site. Please choose someone you would like us to call to care for your child in the event of an emergency on site.
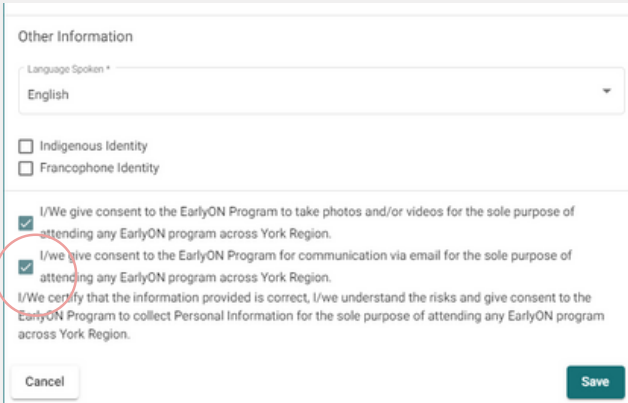
Important note for "Other Information:"

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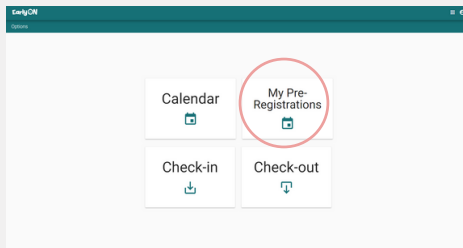
"I/we give consent to the EarlyON Program for communication via email for the sole purpose of attending any EarlyON program across York Region."

Please allow time for emails 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."

Check-In & 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 on site programs** for EarlyON to manage the attendance. Check-in is available beginning 30 minutes prior to the program starting. 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 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 programs. The system will save these participants in your profile, which will allow a quicker check-in and check-out process moving forward at any York Region EarlyON program.

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 smatphone settings. If you are home attending a virtual program, access your profile through Children's Services Portal and select the "check-in" option.
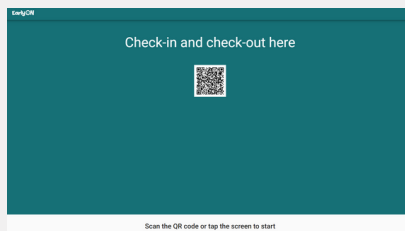
Check-in process

Step 1: Enter your profile
and select check-in

Calendar 📅	My Pre-Registrations 📅
Check-in ⬇	Check-out ⬆
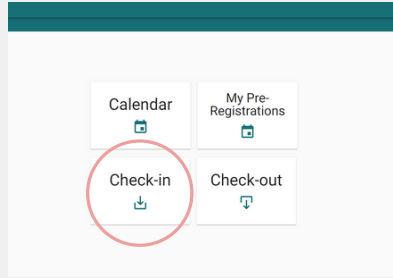
Step 2: Select the Site and Program you are attending

EarlyON
← Sites

Please choose a site

EarlyON Aurora Centre

EarlyON
← Events

Please choose an event

Fear-Less Triple P Seminar
4:00 p.m - 5:30 p.m.

Triple P is a registered parenting program and a unique and targeted family intervention program for the treatment and prevention of behavioural and emotional problems in children. Fear-Less Triple P will introduce parents and caregivers to key anxiety-management strategies that support children with anxiety. Topics that will be covered include understanding how anxiety works, knowing how to help your child develop coping skills and to face feared situations, and successfully managing children's

Step 3: Add children and additional adults planning to attend program and fill out the information for each participant. This is a one-time process.
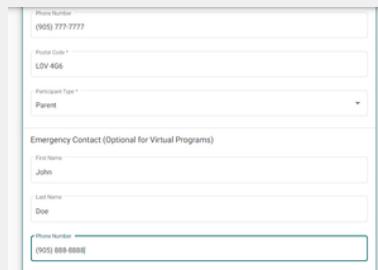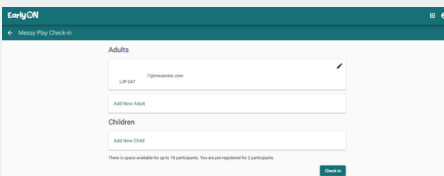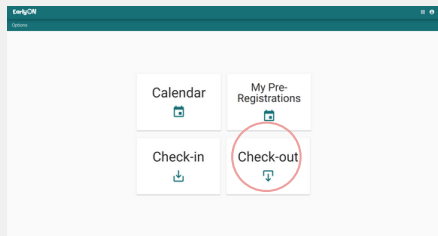
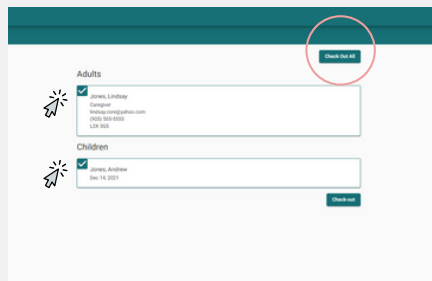**Step 4:** Select the adults and children planning to attend the program. Then select "check-in."
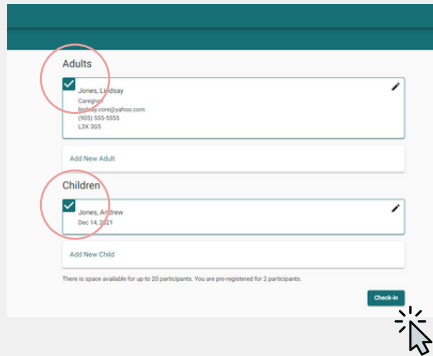
Check-out

Once the program is complete, please check-out for all participants attending, including virtual and on-site 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 as you begin this new journey 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 (and mobile sites)
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 Newmarket Centre.

Town of Georgina
Keswick Centre (and mobile sites)
70 Biscayne Boulevard, Georgina ON L4P 3M8
Telephone: 905-476-3834
Email: EarlyON@yorkchild.ca

Township of King
King Centre
15 Old King Road, King ON L0G 1N0
Telephone: 905-859-9941
Email: Early.ON@socialenterprise.ca

City of Markham
Markham Centre (and mobile sites)
3990 14th Avenue, Markham ON L3R 0B2
Telephone: 905-479-0002
Email: EarlyONMarkham@familydaycare.com

Markham East Centre (and mobile sites)
40 Washington Street, Markham ON L3P 2R5
Telephone: 905-471-1620
Email: EarlyONMarkhamEast@familydaycare.com

Town of Newmarket
Newmarket Centre (and mobile sites)
17310 Yonge Street, Unit 6, Newmarket ON L3Y 7R8
Telephone: 905-853-0754
Email: EarlyON@yorkchild.ca

City of Richmond Hill
Richmond Hill Centre (and mobile sites)
10610 Bayview Avenue, Unit 9, Richmond Hill ON L4C 3N8
Telephone: 905-883-6901
Email: earlyon.richmondhill@ymcagta.org

City of Vaughan
Thornhill Centre (and mobile sites)
7755 Bayview Avenue, Vaughan ON L3T 4P1
Telephone: 905-709-6159
Email: EarlyONThornhill@familydaycare.com

Woodbridge Centre (and mobile sites)
140 Woodbridge Avenue, Unit E-400, Vaughan ON L4L 4K9
Telephone: 1-866-404-2077 ext. 215
Email: Early.ON@socialenterprise.ca

Town of Whitchurch-Stouffville
Stouffville Centre (and mobile sites)
5892 Main Street, Stouffville, Unit 304, L4A 1T2
Telephone: (289) 612-1777
Email: earlyon.stouffville@ymcagta.org