



# 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

### Table of Contents

• Purpose .....	3
• Access to portal .....	3
• Creating an account .....	4
• Calendar and programs .....	6
• Registration .....	7
• Check-in and check-out .....	9
• Support .....	12



# 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 [instructional video](#) (in English) 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

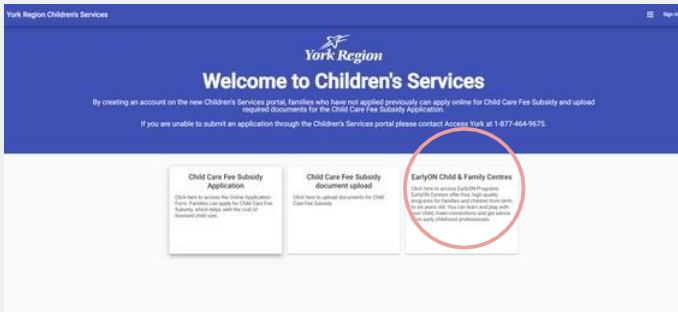
To begin, click [here](#) to access the Children's Services portal.

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

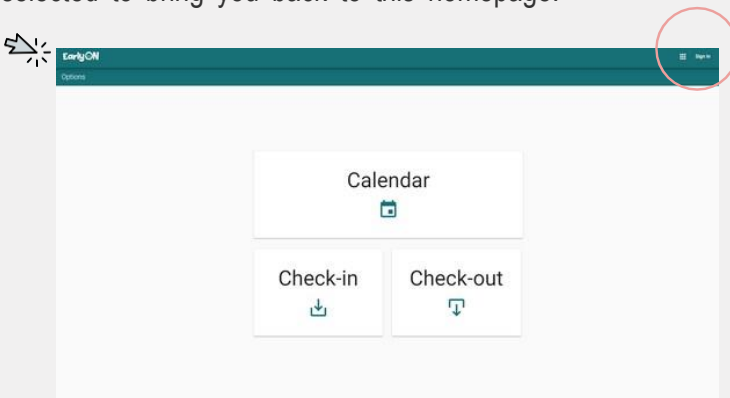
# Creating an account

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.



**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."

Sign In  
Sign in to your York Region Children's Services account

Email \*

Password \*

☐ Show Password

[Create an Account](#)

Forgot Password?

Sign In

### 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.

Create Account  
Create your York Region Children's Services account

First Name \*

Last Name \*

Date of Birth \*

Email \*

Password \*

Confirm Password \*

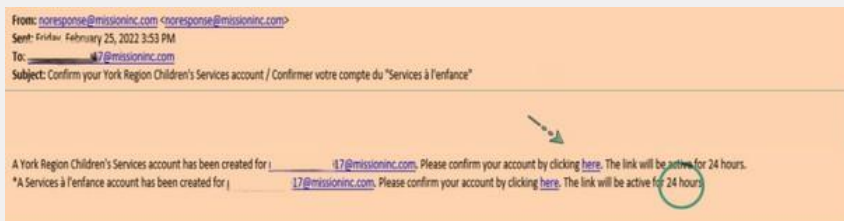
☐ Show Password

[Sign in instead](#)

[Create Account](#)

By creating an account, you agree to the [Terms of Service](#)

**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.



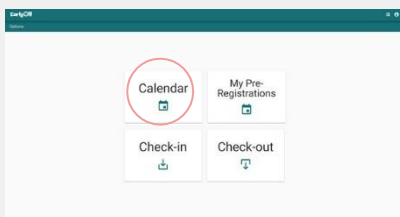
If you did not receive an email, check your spam or junk mail folder. If 24 hours have passed:

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

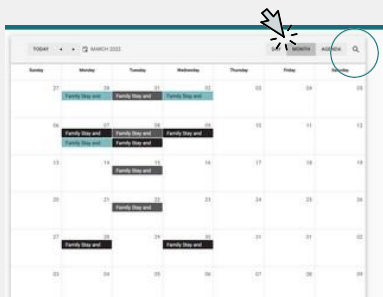
# Calendar and programs

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

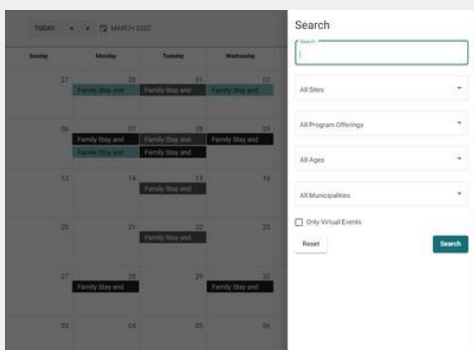
**Step 1:** To view programs, select "Calendar"



**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.



**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.



# Registration

**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".

**Pre-Registration**  
 Please fill out this form by clicking on the appropriate row on your pre-registration card.

First Name	_____
Last Name	_____
Username	_____
Phone	_____
Email	_____
Website (if applicable)	_____
Phone Number	_____
	(930) 535-5550
Website (url)	_____
	134 303
Personal Email?	<input type="checkbox"/>
Language	_____

**Emergency Contact (Optional for Virtual Programs)**

First Name	_____
Last Name	_____
Phone	_____
	(930) 535-5550

**Other Information:**

Personal Email?	<input type="checkbox"/>
English	<input type="checkbox"/>

**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.

Other Information

Language Spoken \*

English

☐ Indigenous Identity

☐ Francophone Identity

☒ I/we give consent to the EarlyON Program to take photos and/or videos for the sole purpose of attending any EarlyON program across York Region.

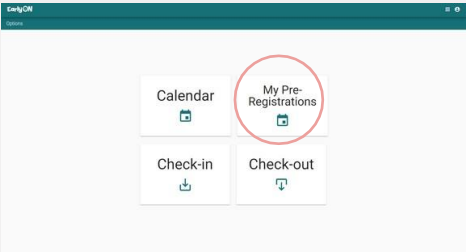
☒ I/we give consent to the EarlyON Program for communication via email for the sole purpose of attending any EarlyON program across York Region.

I/we certify that the information provided is correct, I/we understand the risks and give consent to the EarlyON Program to collect Personal Information for the sole purpose of attending any EarlyON program across York Region.

Cancel Save

**Step 7:** Select "Save."

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





# 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.

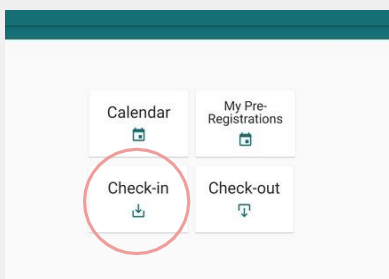
## Kiosk for check-in and check-out:

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.

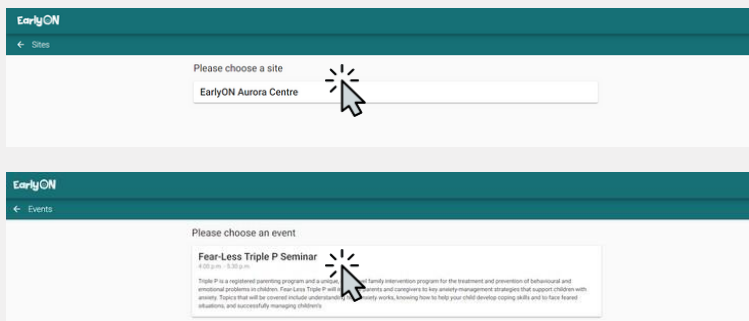


## Check-in process

**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.



Phone Number (905) 777-7777	
Phone Code L2N 4G6	
Participant Type Parent	
Emergency Contact (Optional for Virtual Programs)	
First Name John	Last Name
Date	
Phone Number (905) 888-8888	

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

The screenshot shows a registration form with two main sections: 'Adults' and 'Children'. Both sections have a checked checkbox and a list of details. The 'Adults' section lists 'James, Lindsay' with email 'lindsay@congyahoo.com' and phone '903-555-1055'. The 'Children' section lists 'James, Andrew' with date 'Dec 14, 2021'. A 'Check in' button is located at the bottom right. A cursor icon is pointing at the button.

Adults
<input checked="" type="checkbox"/> James, Lindsay lindsay@congyahoo.com 903-555-1055 L3K 305
<input type="text" value="Add New Adult"/>

Children
<input checked="" type="checkbox"/> James, Andrew Dec 14, 2021
<input type="text" value="Add New Child"/>

There is space available for up to 20 participants. You are pre-registered for 2 participants.

**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.

The screenshot shows a user profile menu with four options: 'Calendar', 'My Pre-Registrations', 'Check-in', and 'Check-out'. The 'Check-out' option is circled in red.

Calendar
<input type="text" value="Calendar"/>

My Pre-Registrations
<input type="text" value="My Pre-Registrations"/>

Check-in
<input type="text" value="Check-in"/>

Check-out
<input type="text" value="Check-out"/>

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

The screenshot shows a registration form with two main sections: 'Adults' and 'Children'. Both sections have a checked checkbox and a list of details. The 'Adults' section lists 'James, Lindsay' with email 'lindsay@congyahoo.com' and phone '903-555-1055'. The 'Children' section lists 'James, Andrew' with date 'Dec 14, 2021'. A 'Check Out All' button is located at the bottom right.

Adults
<input checked="" type="checkbox"/> James, Lindsay lindsay@congyahoo.com 903-555-1055 L3K 305
<input type="text" value="Add New Adult"/>

Children
<input checked="" type="checkbox"/> James, Andrew Dec 14, 2021
<input type="text" value="Add New Child"/>

**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](mailto: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**

70 Biscayne Boulevard, Georgina  
ON L4P 3M8

Telephone: 905-476-3834

Email: [EarlyON@yorkchild.ca](mailto: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](mailto:Early.ON@socialenterprise.ca)

## **City of Markham**

### **Markham Centre**

3990 14th Avenue, Markham ON  
L3R 0B2

Telephone: 905-479-0002

Email: [EarlyONMarkham@familydaycare.com](mailto:EarlyONMarkham@familydaycare.com)

### **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: [centreONYva@centrefranco.org](mailto:centreONYva@centrefranco.org)

### **Markham East Centre**

40 Washington Street, Markham ON  
L3P 2R5

Telephone: 905-471-1620

Email: [EarlyONMarkhamEast@familydaycare.com](mailto:EarlyONMarkhamEast@familydaycare.com)

## **Town of Newmarket**

### **Newmarket Centre**

17310 Yonge Street, Unit 6,  
Newmarket ON L3Y 7R8  
Telephone: 905-853-0754  
Email: [EarlyON@yorkchild.ca](mailto:EarlyON@yorkchild.ca)

## **City of Richmond Hill**

### **Richmond Hill Centre**

10610 Bayview Avenue, Unit 9,  
Richmond Hill ON L4C 3N8  
Telephone: 905-948-9627  
Email: [earlyon.richmondhill@ymcagta.org](mailto:earlyon.richmondhill@ymcagta.org)

## **City of Vaughan**

### **Thornhill Centre**

7755 Bayview Avenue, Vaughan ON  
L3T 4P1  
Telephone: 905-709-6159  
Email: [EarlyONThornhill@familydaycare.com](mailto:EarlyONThornhill@familydaycare.com)

### **On y va Kleinburg**

École élémentaire La Fontaine  
Mercredi et jeudi de 8h30 à 16h30  
10110 Islington Avenue, Woodbridge  
ON L4H 3N5  
Email: [centreONYva@centrefranco.org](mailto:centreONYva@centrefranco.org)

### **Woodbridge Centre**

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

## **Town of Whitchurch-Stouffville**

### **Stouffville Centre**

5892 Main Street, Unit 304,  
Stouffville ON L4A 1T2  
Telephone: (289) 612-1777  
Email: [earlyon.stouffville@ymcagta.org](mailto:earlyon.stouffville@ymcagta.org)