



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

January 4, 2016

Dear Parent(s)/Guardian(s):

The Niagara Catholic District School Board supports families through access to childcare services including the provision of before and after school childcare programs.

We would like to ensure the continuation of the current program at St. Martin Catholic Elementary School. Niagara Catholic staff will determine the viability of extended childcare based on interest from parents/guardians.

Please visit the Niagara Region's Onelist portal at <https://niagara.onehsn.com> and place your child on the registration list or update your current application. Read the program section carefully for additional information. You must select an alternate childcare centre to ensure your application is received by a childcare provider. You will receive an email from the alternate childcare provider who will work with you to secure space as it becomes available.

Please be advised that childcare will only be maintained in schools where there is sufficient demand for a childcare program. Niagara Catholic staff will notify parents/guardians by April 29th, 2016 of program status at your school.

All parents requiring any type of childcare must enter /update their information online no later than March 7, 2016 using the Onelist online registration tool.

If you have any questions regarding the Onelist registration, please contact Jackie Galloway at the Niagara Region at 905.984.6900 ext. 3817.

For all other inquiries, contact Debbie Ogilvie, Community Outreach Coordinator at 905.735.0240 ext. 277.

Thank you for your continued support of Catholic Education in the Niagara Catholic District School Board.

Sincerely,

Kathy Levinski,
Manager of Facilities Services

427 Rice Road, Welland, Ontario L3C 7C1
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John Crocco, Director of Education / Secretary Treasurer

Niagara Region Child Care Registry

One application. One list.



INSTRUCTIONS TO REGISTER ON THE NIAGARA REGION CHILD CARE REGISTRY:

WEBSITE: <https://niagara.onehsn.com>.

1. The registration and login section is displayed at the top/right portion of the screen. If you do not currently have an account click "Create an Account";
2. You will then be asked to input your email...you MUST have an email account to do this. Once you have done this a link will be sent to your email address. Click on this link to continue;
3. You will then be asked to create a passphrase. It will let you know if the phrase is good by changing to a green colour. If it does not change to green, your password will not be accepted. It should be 8 characters and include capitals, symbols and numbers. Click "Set PassPhrase".
4. Click Begin Application;
5. Input your address and click "next step";
6. If you are not employed by an agency you can simply click "Next Step" to continue;
7. Once you have confirmed the information is correct, click "Save and Add Child"
8. Input your child's information. You can put part of the school name and it should give you a drop down box...for the viability test please input "NCDSB – school name";
9. If you are not being referred by an agency, you can simply click "Next Step"
10. The next screen asks if you are in need of financial assistance, you have three choices, you must pick one and click "Next Step"
11. Confirm everything is correct and click "Continue and Apply to Programs"
12. Your preferred start date for this year MUST BE September 6, 2016, this is the first day of school; Complete the full screen and click "Next Step"; If you wish to click the other boxes you must click "select all" first in order to remove the check marks from all boxes, you can then choose...it is not mandatory to choose these however;
13. A list of schools/centres will now come up, your school will start with NCDSB – "school name"; Click "Next Step"
14. You will then be asked to review the application; If everything is correct you can click "Save and return to home screen";
15. You can add more children at this point.

The online form is safe, fast and convenient to use. To find out more or to register, visit <https://niagara.onehsn.com> or call Niagara Region Children's Services at 905-984-6900 ext. 3817 or 1-800-263-7215. For all support inquiries, contact support@oneHSN.com by email or call 1-888-722-1540.