

# Niagara Region Child Care Registry

**One application. One list.**



JANUARY, 2017

Dear parent/guardian,

**RE: BEFORE AND AFTER SCHOOL CARE**

As part of our commitment to helping parent's access quality, affordable child care, Niagara Region maintains a centralized, online registry for licensed child care and before and after-school programs. *The registry is available in both English and French.*

Simply completing and submitting an online application allows you to put your name on the list for any of the licensed child care options in Niagara that meet your family's needs.

The Niagara Region Child Care Registry means you do not have to call multiple child care providers or fill out multiple application forms. With the Niagara Region Child Care Registry, you can choose as many child care programs as you like. The child care program(s) you select will contact you when a space becomes available.

The online form is safe, fast and convenient to use. To find out more or to register, visit <https://niagara.onehsn.com>. For all support inquiries, contact [support@oneHSN.com](mailto:support@oneHSN.com) or call 1-888-722-1540.

Yours truly,

Darlene Edgar, RECE  
Director, Niagara Region Children's Services

Niagara  Region

[niagararegion.ca/childcare](http://niagararegion.ca/childcare)

# 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 5, 2017, 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;

If you require technical support, please contact the RBB Support line at 1-888-722-1540 or email [support@onehsn.com](mailto:support@onehsn.com) . For all other questions, please contact Jackie Galloway, Program Contract Analyst at 905-980-6000 Ext. 3817.

January, 2017

Dear Parent/Guardian:

The Niagara Catholic District School Board is currently in the process of determining the viability of before and after school child care programs at all schools. In order to determine the need in a school that does or does not currently provide child care, we are asking that you register on the Niagara Region's Child Care Registry, OneHSN portal at <https://niagara.onehsn.com>. Registration on the Niagara Region's Child Care Registry should take less than ten minutes to complete. A complete list of instructions is attached.

For those schools that **do not currently have a child care centre**, and a sufficient number of parents indicate their interest in having before and after school child care at your school, we will be able to move forward in this process.

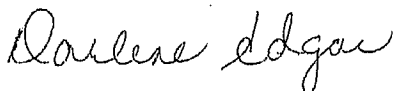
In order to ensure that we continue to provide before and after school child care at the schools **that currently provide child care**, the Ministry of Education needs to know whether there continues to be enough interest in these services to sustain a viable program. If you currently use, or plan to use before and after school child care in your child's school, it is imperative that you also register or update your child care needs on the Niagara Region Child Care Registry, OneHSN by choosing the specific school site from the drop down menu (e.g., **NCDSB – School Name**) within the registry portal.

Please be advised that child care will only be established in schools where there is sufficient demonstrated need for a viable child care program. **All parents requiring any type of child care must enter/update their information online no later than March 10, 2017 using the Niagara Region Child Care Registry, OneHSN portal.**

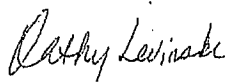
If you have any questions regarding the Niagara Child Care Registry, OneHSN, please contact Jackie Galloway at the Niagara Region at 905-980-6000 Ext. 3817.

For all other inquiries, contact Debbie Ogilvie, Community Outreach Coordinator, Niagara Catholic District School Board at 905-735-0240 ext. 277.

Sincerely,



Darlene Edgar, Director, Children's Services  
Niagara Region



Kathy Levinski, Administrator of Facilities Services  
Niagara Catholic District School Board

**Niagara Region**

**Niagara Region Child Care Registry**  
**One application. One list.**

