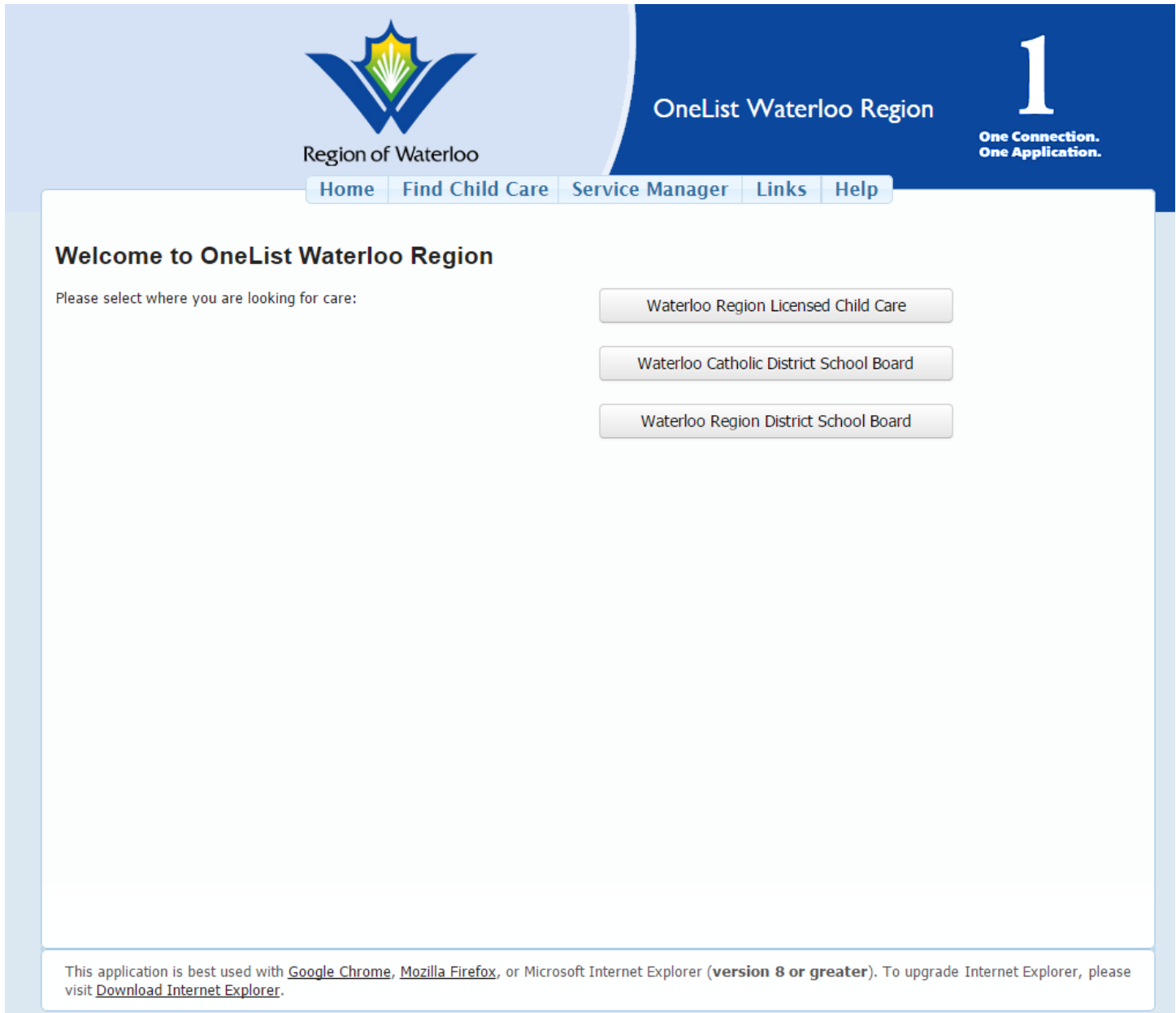


Registering for the Youth Development Program (Grades 3 to 6) with the Waterloo Region District School Board, is done through the Waterloo Region Licensed Child Care site by following the steps below.

Logging In

1. Access the Waterloo OneHSN Child Care site: <https://regionofwaterloo.onehsn.com>



The screenshot shows the OneList Waterloo Region website. At the top left is the Region of Waterloo logo. To the right, it says "OneList Waterloo Region" and "1 One Connection. One Application." Below the logo is a navigation menu with "Home", "Find Child Care", "Service Manager", "Links", and "Help". The main content area has a heading "Welcome to OneList Waterloo Region" and a prompt "Please select where you are looking for care:". There are three buttons: "Waterloo Region Licensed Child Care", "Waterloo Catholic District School Board", and "Waterloo Region District School Board". At the bottom, a footer note states: "This application is best used with [Google Chrome](#), [Mozilla Firefox](#), or Microsoft Internet Explorer (**version 8 or greater**). To upgrade Internet Explorer, please visit [Download Internet Explorer](#)."

2. Click on the “Waterloo Region Licensed Child Care” button.

Welcome to OneList Waterloo Region

Please select where you are looking for care:



Waterloo Region Licensed Child Care

Waterloo Catholic District School Board

Waterloo Region District School Board

3. If you already have a OneList account, click on Log In to access your information. If you are new to OneList, click on Create an Account and follow the steps.

To begin registration process either:

* Click on **Create an Account** for first time users

OR

* Click on **Log In** if you already created an account on this registration system

Applying to a Program

1. Upon successfully logging in, on your Home Screen, click on “**Apply to Programs**” next to your child’s name. A pop-up will appear.

You currently have **1** children with a total of **0** total registrations entered into OneList.

[Click here to view a complete summary of your applications](#)

Parent/Guardian Information

Our current record related to your information indicates you live in **Waterloo** and your primary telephone number is **(519) 555-5555**

Information about you is used to help suggest child care programs for your child(ren).

[Parent Details](#)

[Manage Account](#)

[Deactivate Account](#)

Child & Application Information

Here you can review information you entered about your child(ren) and program registrations.

Jake Doe

Born on: **Wednesday, March 01, 2006**

With a preferred Start Date of: **Tuesday, September 08, 2015**

Child has no active registrations.

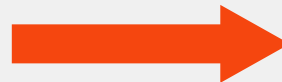
Click 'Register for Programs' to create registrations.

[Child Details](#)

[Review Registrations](#)

[Apply to Programs](#)

[Delete Child](#)



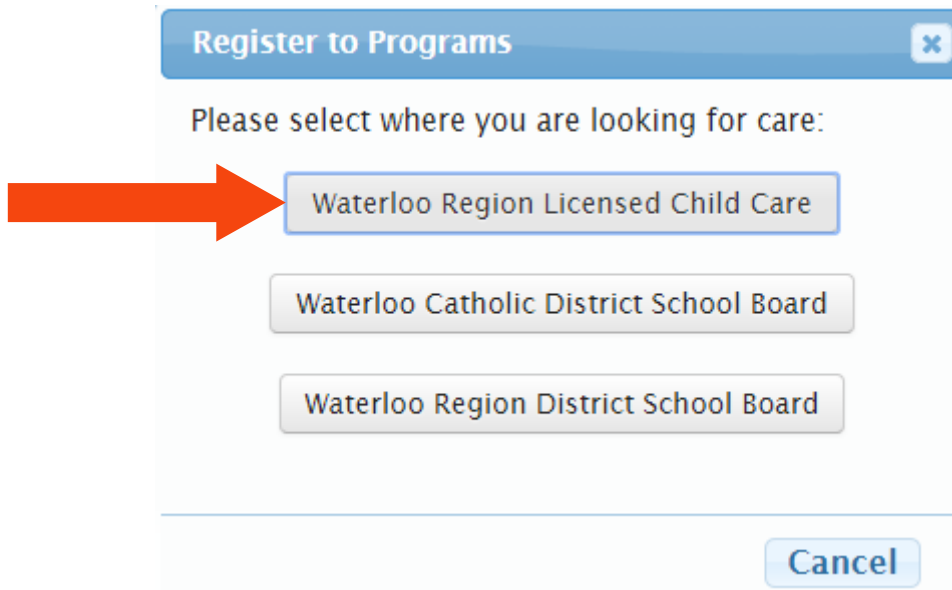
The process of adding a new child includes two distinct parts.

1. We gather information about your child(ren).
2. We help find child care providers with programs that fit your needs and create applications to them.

[Add Child](#)

This application is best used with [Google Chrome](#), [Mozilla Firefox](#), or Microsoft Internet Explorer (**version 8 or greater**). To upgrade Internet Explorer, please visit [Download Internet Explorer](#).

- Click on the **Waterloo Region Licensed Child Care** button. The **Care Requirements** screen will load.



Register to Programs

Please select where you are looking for care:

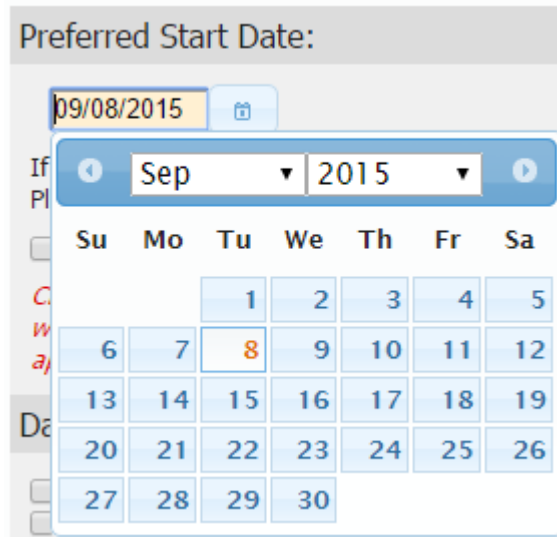
Waterloo Region Licensed Child Care

Waterloo Catholic District School Board

Waterloo Region District School Board

Cancel

- On the **Care Requirements** screen, choose your **Preferred Start Date** for the **2015-2016 School Year**.
Note: The first day of school is September 8, 2015



Preferred Start Date:


09/08/2015

09/08/2015

Sep 2015

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4. Select Centre Based and School as your Preferred Provider Type.



Preferred Provider Type:

- Select All**
- Centre Based
- School
- Nursery/Pre-school Co-op Based
- Home Based

5. Select the Days of the week you require care, the Program times (Before School, After School, etc) and your Optional Program filters and click on **Next Step** and the **Program Selection** screen will load.

Days of the week requiring care:

- Select All**
- Sunday Monday Tuesday Wednesday Thursday Friday Saturday Varies

Program times:

- Select All**
- After School
- Before School
- Before and After School
- PD/PA Days
- Lunch
- Full Day
- March Break
- Evenings
- Overnight
- Summer Program
- Half Day AM
- Christmas Break
- Holiday Program
- Half Day PM
- Weekends

Optional Program filters:

- Select All**
- Lunch
- Breakfast
- Dinner
- Early drop off
- Late Pickup
- Overnight
- Weekends



[Next Step](#)

- Under Provider Name, type in part of your child's school name. If you know who the provider running the YDP program is, you can type part of their name in the Provider Name field and click the **Filter** button.

1 Care Requirements
What you're looking for

2 Program Selection
Apply to programs

3 Summary
Application Summary

The information you provided in the previous section directly affects the programs available to you.

Program Selection For: **Doe, Jake**

Born on: **2006-03-01**

You have indicated that you required care on the following days: **Monday, Tuesday, Wednesday, Thursday, Friday**

For these program times: **After School, Before School, Before and After School, PD/PA Days, March Break, Christmas Break**

Provider Type -- Select --

You require the following options: **All Selected**

List View **Map View**

Provider Name:

Abraham

Max Distance(km):

25

Show Existing Childcare Applications Only

Filter

"Distance" refers to distance from your home address to provider.

YWCA Kitchener - Waterloo - Abraham Erb

Distance to provider: 6.06 km

Show Programs

List View **Map View**

Provider Name:

YWCA

Max Distance(km):

25

Show Existing Childcare Applications Only

Filter

"Distance" refers to distance from your home address to provider.

YWCA Child Care - Bridgeport

Distance to provider: 3.64 km

Show Programs

YWCA Kitchener - Waterloo - Abraham Erb

Distance to provider: 6.06 km

Show Programs

YWCA Child Care - St. Margaret

Distance to provider: 20.37 km

Show Programs

Previous Screen

Next Step

- Click on **Show Programs** to apply to the Before and After School Programs and click **Next Step**. Once you click Apply, the buttons change to Remove.

List View | **Map View**

Provider Name: Max Distance(km): Show Existing Childcare Applications Only

"Distance" refers to distance from your home address to provider.

YWCA Kitchener - Waterloo - Abraham Erb		Distance to provider: 6.06 km	<input type="button" value="Hide Programs"/>
710 Laurelwood Drive, Waterloo, N2V 2V3			
Offers Subsidy <input checked="" type="checkbox"/>		Special Needs <input checked="" type="checkbox"/>	
Provider Type: School			
519-744-3199 ext:209			
Information	Program	Date	
	After School, Grade 4 (9 yrs old)		<input type="button" value="Apply"/>
	Before School, Grade 4 (9 yrs old)		<input type="button" value="Apply"/>

YWCA Kitchener - Waterloo - Abraham Erb		Distance to provider: 6.06 km	<input type="button" value="Hide Programs"/>
710 Laurelwood Drive, Waterloo, N2V 2V3			
Offers Subsidy <input checked="" type="checkbox"/>		Special Needs <input checked="" type="checkbox"/>	
Provider Type: School			
519-744-3199 ext:209			
Information	Program	Date	
	After School, Grade 4 (9 yrs old)		<input type="button" value="Remove"/>
	Before School, Grade 4 (9 yrs old)		<input type="button" value="Remove"/>

8. The Summary Screen displays the programs you have applied to.

1 Care Requirements
What you're looking for


2 Program Selection
Apply to programs

3 Summary
Application Summary

For: Doe, Jake

Review Your Application(s) Print View

Applications Updated

 Your child care applications have been received

The current active applications for Jake Doe are:

	Program	Application Date	Pref. Start Date
YWCA Kitchener - Waterloo - Abraham Erb <small>710 Laurelwood Drive Waterloo, N2V 2V3 519-744-3199 ext. 209</small>	Grade 4 (9 yrs old), After School	March 16, 2015	September 08, 2015
	Grade 4 (9 yrs old), Before School	March 16, 2015	September 08, 2015

You will be contacted by a provider when a position becomes available.
 If you wish to modify the programs you have selected, you may:

- a. Click the 'Previous Screen' button and return to the program selection screen now.
- b. Return to the program selection screen at a later time from the home screen.

An e-mail will be sent to testing@onehsn.com within an hour of your most recent changes.

Previous Screen
Save & Return to Home Screen

For assistance with your applications, please contact OneHSN Support at 1-888-722-1540 or support@onehsn.com.