

EarlyON Ontario Child Care Management System (OCCMS) Program Registrations





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Purpose

Beginning January 1, 2023, EarlyON Child and Family Programs in Greater Sudbury will be moving to the Children Services Portal for program calendars and registrations. The benefits of this system include:

- One-time process for entering family information Easily manage 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 Greater Sudbury

If your family is planning to join any EarlyON programs in Greater Sudbury, we invite you to set up your account today.



Access to Portal



To begin, go to occms.greatersudbury.ca/childrenservices/en-ca/services to access the Children Services Portal.

You can also access information about EarlyON programs and the registration platform at greatersudbury.ca/earlyon. Contact information for all EarlyON centres is also listed on this web page.





Creating an Account

Creating an account is a one-time process. All information entered into the Children Services Portal is kept confidential.

EarlyON staff will use your contact information only for program purposes.

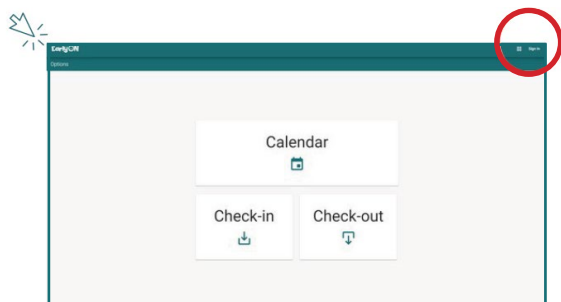
Step 1:

Select "EarlyON Child and Family Centres" on the Children Services Portal homepage.



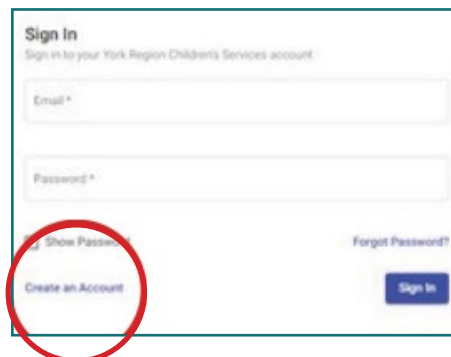
Step 2:

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."



Step 4:

Fill out the information and select "Create Account."

Notes:

- Date of birth is a mandatory field.
- A valid email is required to verify the account.
- By creating your account, you are agreeing to the terms and conditions listed on this page that describe how your personal information will be used and protected. Please read these terms and conditions before creating your account.

Step 5:

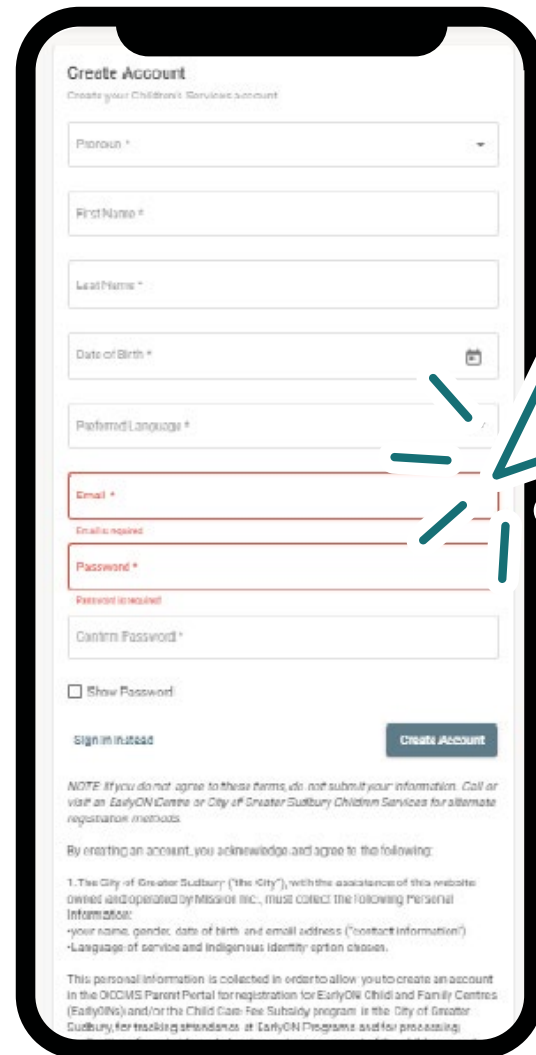
Check your email inbox for an email from "noresponse@missioninc.com" with a subject line "Confirm your children services account." Select the link "here" to confirm your account.

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 24 hours have passed:

- Go back to "Sign in" on the Children's Service Portal
- Select "forgot password"
- Look for confirmation email again



Create Account
Create your Children's Services account

Province *

First Name *

Last Name *

Date of Birth *

Preferred Language *

Email *

Email required

Password *

Password required

Confirm Password *

☐ Show Password

[Sign in instead](#) [Create Account](#)

NOTE: If you do not agree to these terms, do not submit your information. Call or visit an EarlyON Centre or City of Greater Sudbury Children Services for alternate registration methods.

By creating an account, you acknowledge and agree to the following:

1. The City of Greater Sudbury ("the City"), with the assistance of this website owned and operated by Mission Inc., must collect the following Personal Information:

- your name, gender, date of birth and email address ("contact information")
- Language of service and Indigenous identity (optional)

This personal information is collected in order to allow you to create an account in the OCCMS Parent Portal for registration for EarlyON Child and Family Centres (EarlyONs) and/or the Child Care Fee Subsidy program in the City of Greater Sudbury for tracking attendance at EarlyON Programs and for processing.



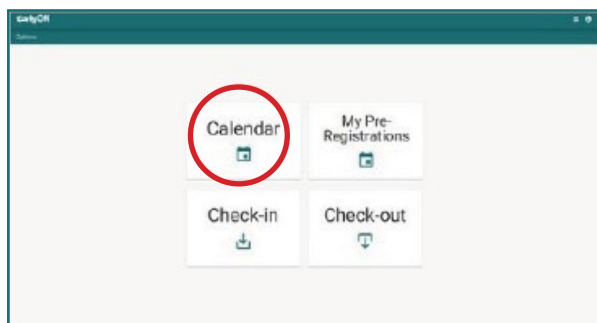


Calendar and Programs

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

Step 1:

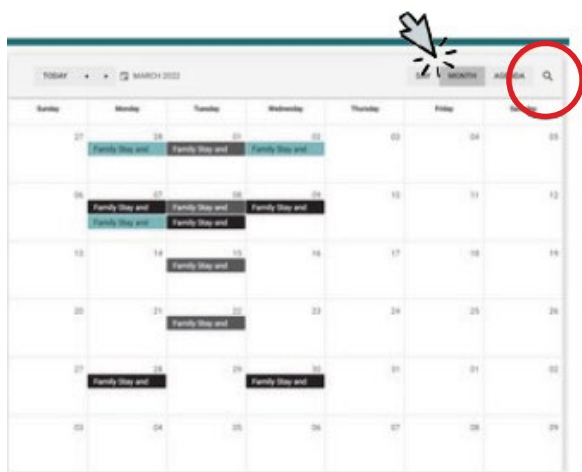
To view programs, select "Calendar."



Step 2:

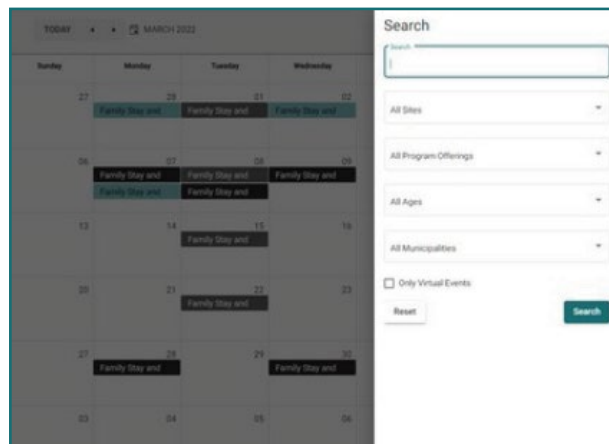
Adjust view to your preference in the top right corner.

Day, month, or agenda (week). For smaller devices, you will see only "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.

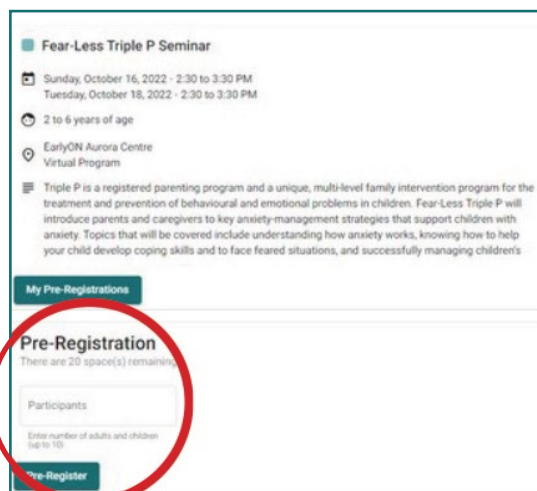


Step 4:

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 able to send you the link to access the program only if you select the consent below:

"I give consent to the City of Greater Sudbury and the contracted EarlyON Programs of Child and Community Network, Magic Triangle/Triangle Magique, Our Children Our Future, Better Beginnings Better Futures Sudbury and Jubilee Heritage Family Resources ("EarlyON Providers") to communicate with me via email for the sole purposes of administering EarlyON programs, asking for my feedback about programs and sharing information relevant to parenting and early learning.

I understand that I can rescind this consent at any time by requesting this in writing to any EarlyON provider."

Please allow time for emails as each agency will have a different protocol for sending these program links.

Pre-Registration
Please enter the following information to complete your pre-registration

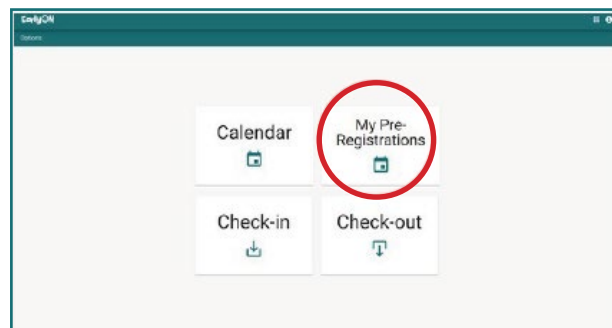
Name: _____
Last Name: _____
Email: _____
Phone Number: (XXX) XXX-XXXX
Emergency Contact (Optional for Virtual Programs):
Name: _____
Last Name: _____
Phone Number: (XXX) XXX-XXXX
Language: _____
Consent: _____

Step 7:

Select "Save."

Step 8:

View all registered programs under "My Pre-registrations."





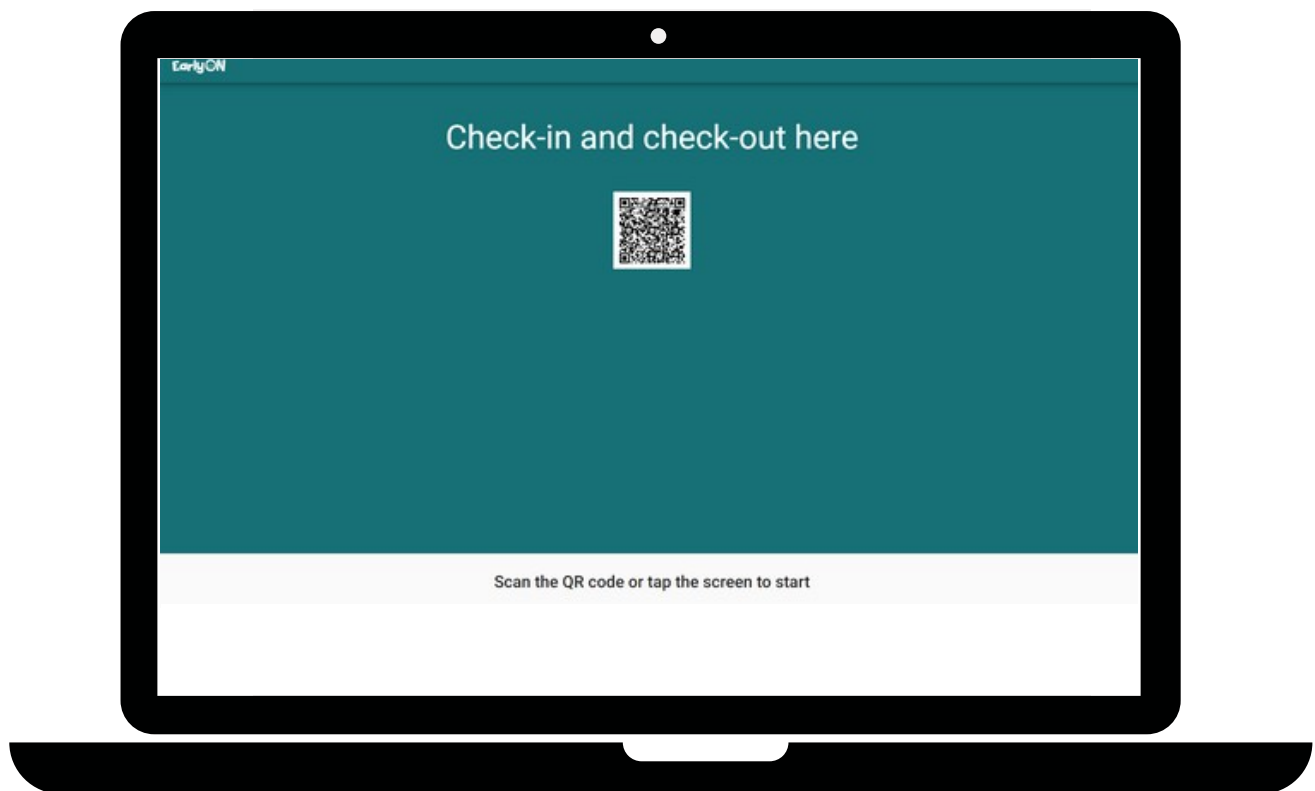
Check-in and Check-out

Checking-in and out is EarlyON's new attendance system. **Caregivers and parents will be responsible to check in and out for virtual and on-site programs** for EarlyON to manage attendance. Check-in is available 30 minutes prior to the program beginning. 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 a program.

Please note, the first time you check in to 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.

Kiosk for check-in and check-out:

Each location will have a kiosk 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 in your smartphone settings. If you are at home attending a virtual program, access your profile through the Children Services Portal and select the "check-in" option.





Check-in and Check-out

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.

Step 4:

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





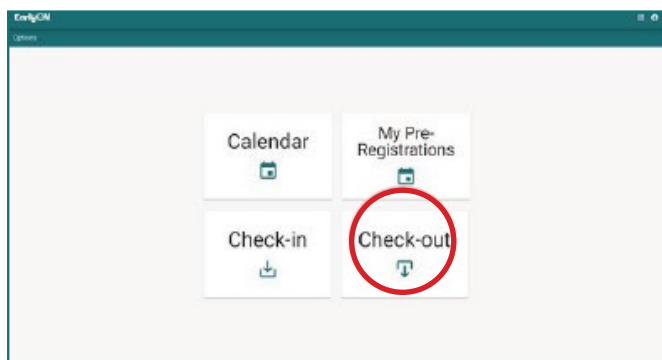
Check-in and Check-out

Check-out process

Once the program is complete, check out for all participants attending, including virtual and on-site programs.

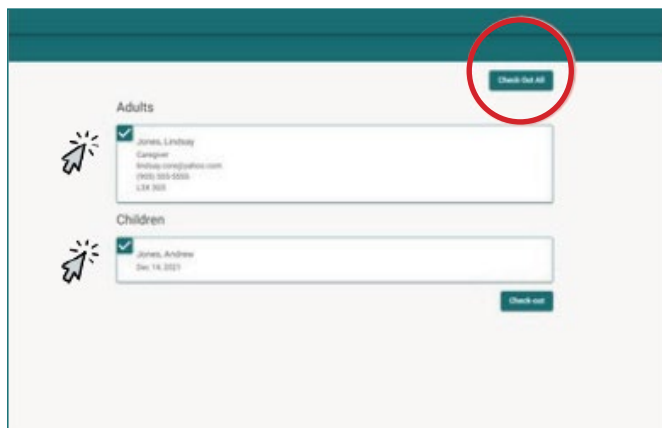
Step 1:

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.

EarlyON Baby's Breath Teen Parent Family Centre

babysbreath@betterbeginningssudbury.ca
705-671-1941, extension 219

EarlyON Donovan at Lansdowne Public

donovanhub@betterbeginningssudbury.ca
705-586-7100

EarlyON Chelmsford at St. Charles Elementary School

earlyon@ccrconnect.ca
705-855-2334

EarlyON Copper Cliff at Copper Cliff Public School

earlyon@ccrconnect.ca
705-682-9619

EarlyON Garson at Northeastern Public School

earlyon@ccrconnect.ca
705-693-5575

EarlyON Minnow Lake at Pius XII Catholic School

earlyon@ccrconnect.ca
705-525-7707

EarlyON New Sudbury at Westmount Public School

earlyon@ccrconnect.ca
705-222-9683

EarlyON Valley East at Valleyview Community Church

earlyonvalleyeast@cptm.ca
705-969 8685, extension 550

Indigenous EarlyON Wiingash Gamig at Victory Park

aboriginalhub@betterbeginningssudbury.ca
705-671-1941, extension 254

Jubilee South End EarlyON at Algonquin Public School

jubileehubs@jubileeheritage.ca
705-523-0586

Jubilee West End EarlyON at St. Francis Catholic School

jubileehubs@jubileeheritage.ca
705-671-3199

OCOF EarlyON New Sudbury at Downe Playground

Sudbury@Ocof.net
705-222-1826, extension 267

OCOF EarlyON South End at 1960 Paris

Sudbury@Ocof.net
705-222-1826, extension 273

ON y va Centre-ville at École publique Jeanne Sauvé

earlyon@ccrconnect.ca
705-673-0131

ON y va Chelmsford à l'École Alliance St-Joseph

onyvachelmsford@cptm.ca
705-969-8685, extension 540

ON y va Moulin à fleur Partir d'un bon pas

onyvabbbf@betterbeginningssudbury.ca
705-671-1941, extension 229

ON y va Nouveau Sudbury à Félix Ricard

earlyon@ccrconnect.ca
705-566-4135

ON y va Vallée Est à Notre-Dame Hanmer

onyvavalleeest@cptm.ca
705-969-8685, extension 560

**We look forward to
seeing you soon!**

