

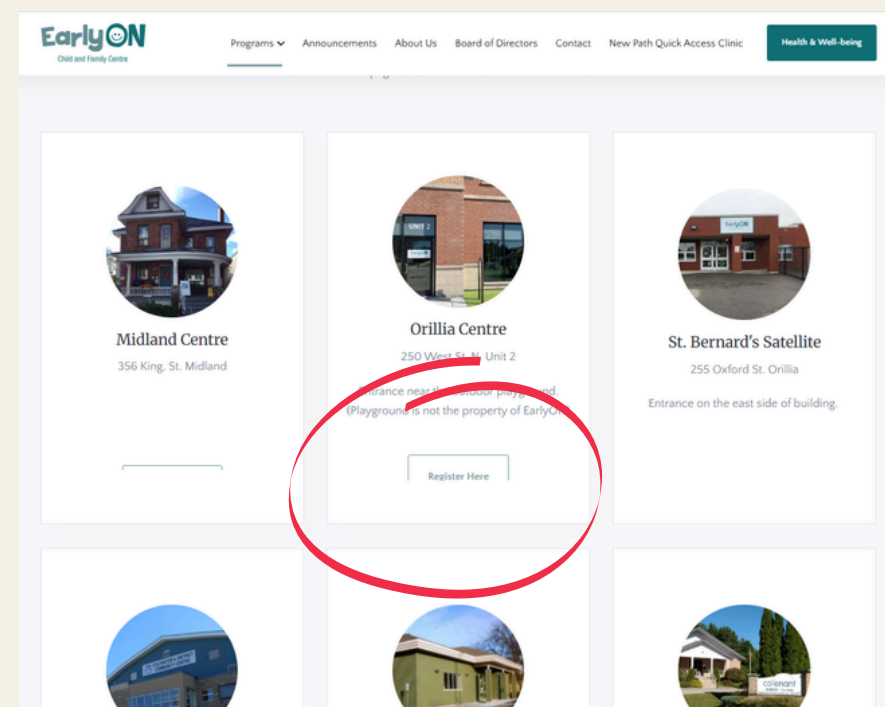
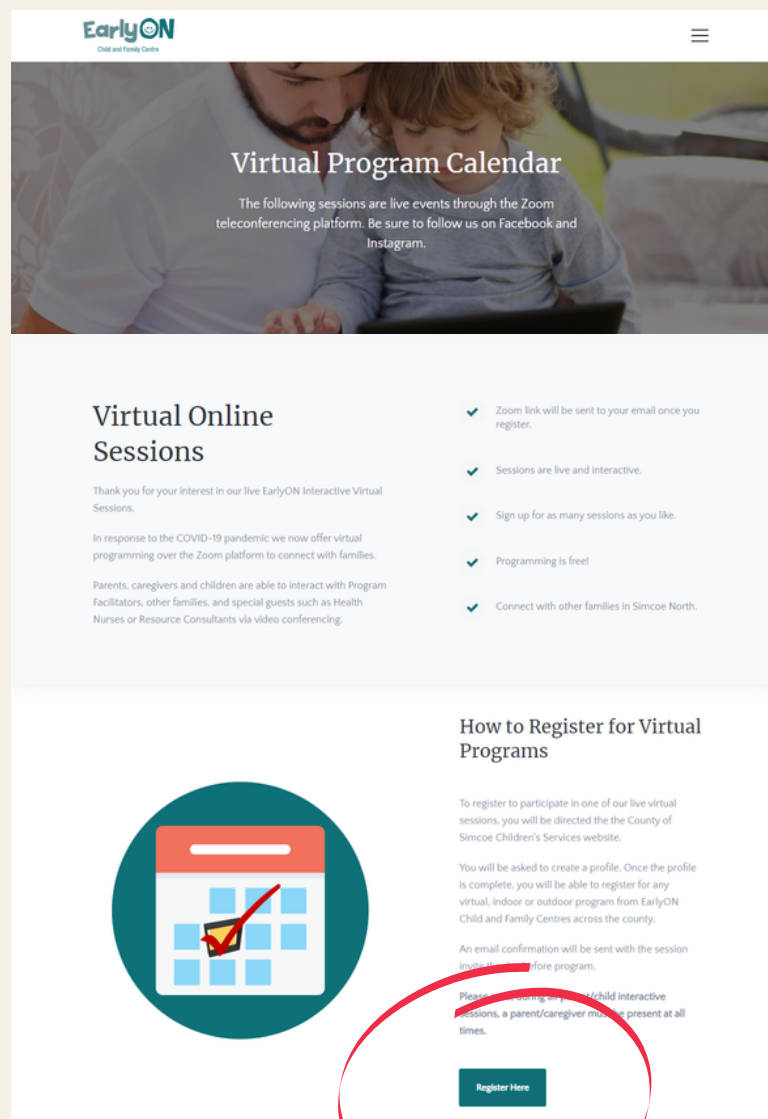
HOW TO?

Head to our website and visit either our Virtual or In-person page



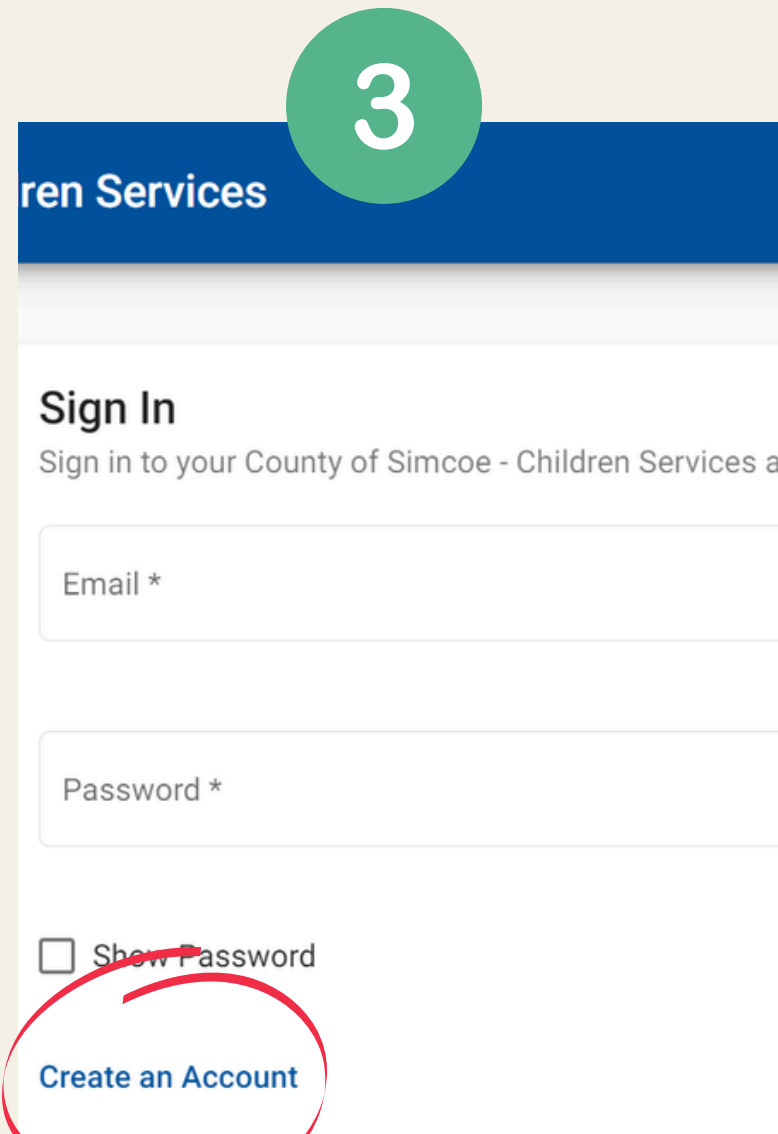
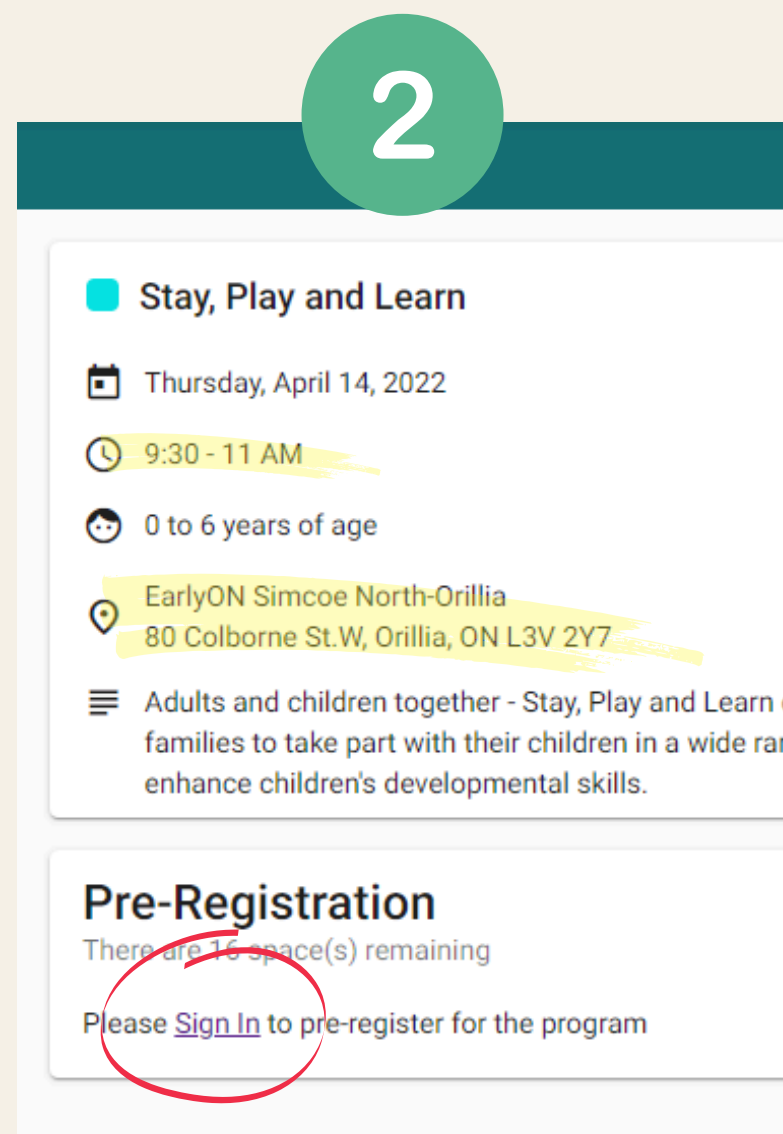
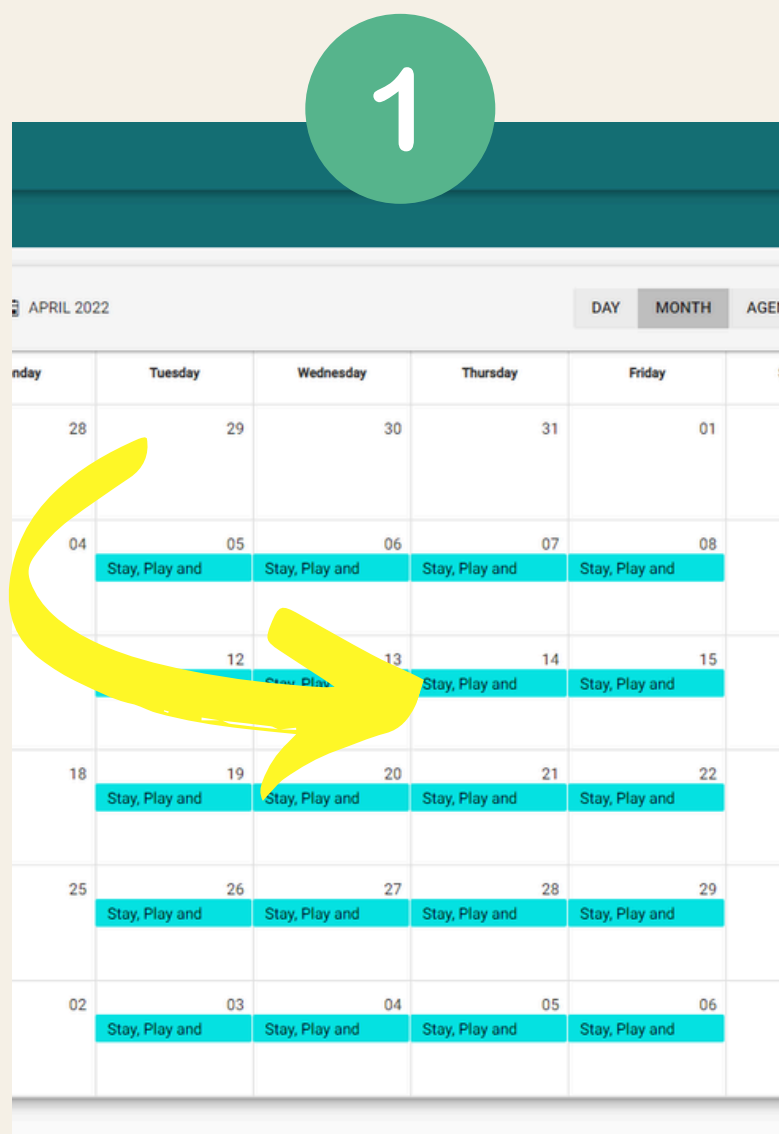
VIRTUAL

IN-PERSON



You will be directed from our website to the specific calendar you have chosen (Midland, Orillia, Satellite or Virtual) on the new pre-registration site.

If this is your first time, you will need to create an account.



1. Choose the day/program you would like to register for.
2. Confirm the time and location you have picked. Click "**Sign in**"
3. The Simcoe County Children's Services Page will load. From here, you click "**Create an Account**"



You will be asked your full name, date of birth, email. You will also be asked to create a password.

A screenshot of a web form titled 'Create Account' for the County of Simcoe - Children Services. The form includes fields for 'First Name *', 'Last Name *', 'Date of Birth *' (with a calendar icon), 'Email *', 'Password *', and 'Confirm Password *'. There is a checkbox for 'Show Password' and a 'Sign in instead' link. A blue 'Create Account' button is at the bottom right.

Once you have created an account (and confirmed your email) you can pre-register for any program at any EarlyON site in Simcoe County.

A screenshot of a 'Pre-Registration' form for a program titled 'Stay, Play and Learn'. The program details include the date 'Thursday, April 14, 2022', time '9:30 - 11 AM', age group '0 to 6 years of age', and location 'EarlyON Simcoe North-Orillia, 80 Colborne St. W, Orillia, ON L3V 2Y7'. A description states: 'Adults and children together - Stay, Play and Learn drop-in allows opportunities for caregivers and families to take part with their children in a wide range of early learning inquiry based activities which enhance children's developmental skills.' There is a 'My Pre-Registrations' button and a 'Pre-Registration' section with a 'Participants' field (highlighted in yellow) and a 'Pre-Register' button (circled in red). The text 'There are 16 space(s) remaining' is visible above the participants field.

** A note: For parent child interactive programs, you will need to pre-register a minimum of 2 participants (1 adult and 1 child).



For virtual programs, you will receive the zoom link from one of our program facilitators the day before program. This link is unique and can not be shared with others.

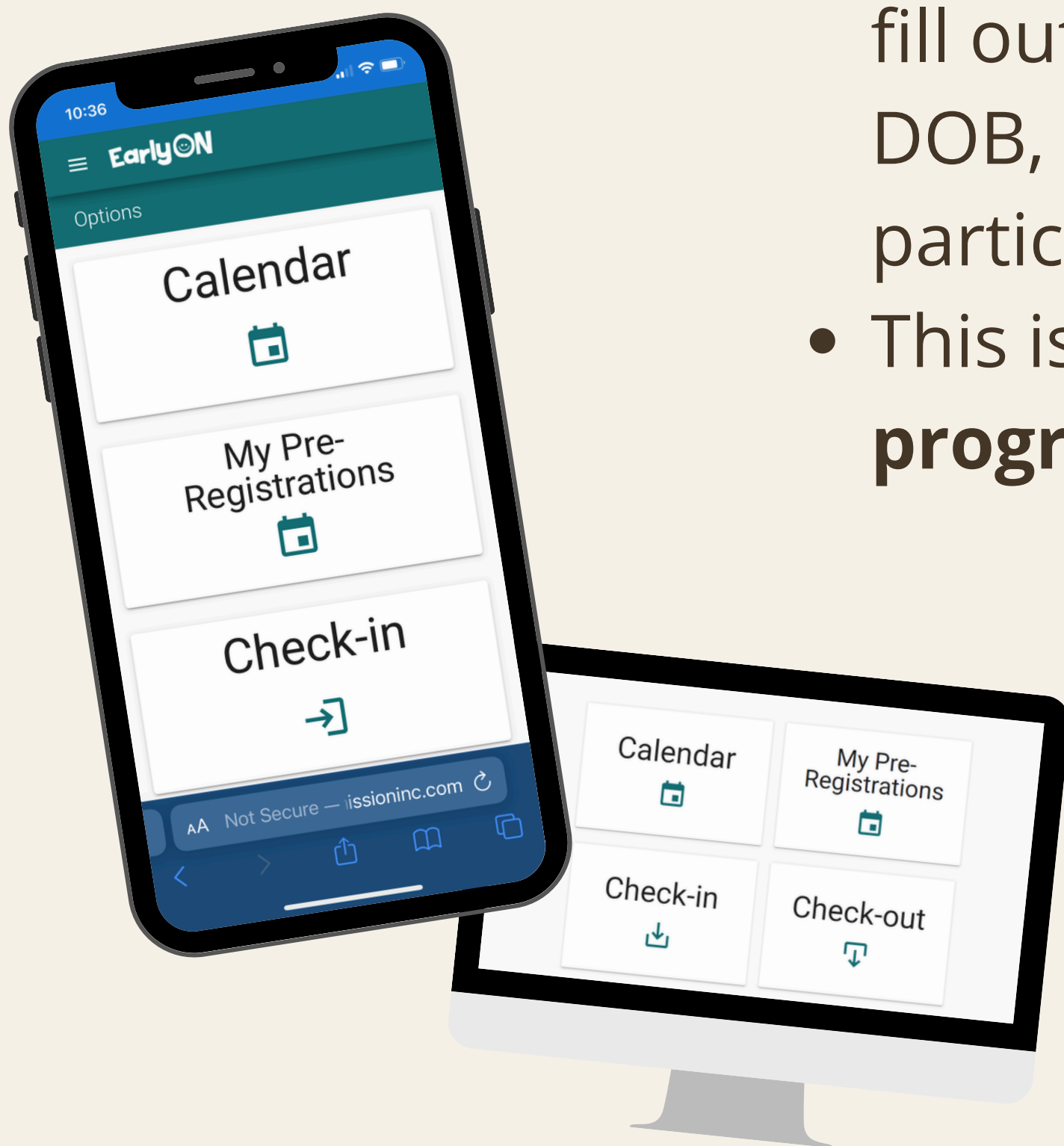


For In-person programs such as Stay, Play and Learn, you will receive an email the day of program confirming your registration and outlining current protocols for the centre.

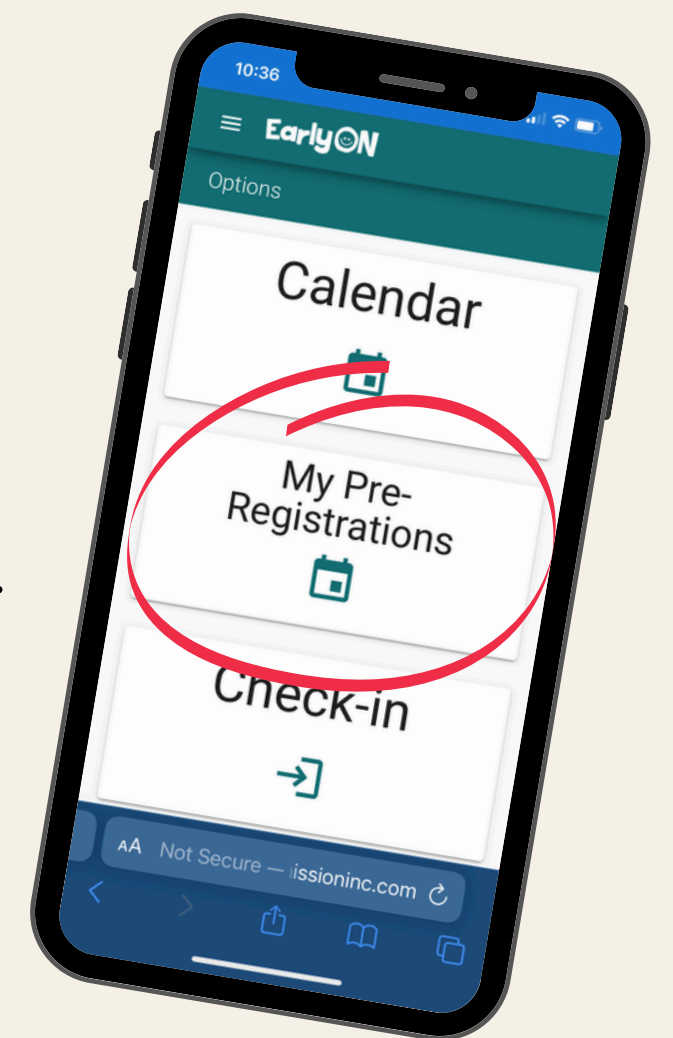
Check-in

The day of program:

- For **virtual programs**, please check-in 10 minutes before the program **on the County's Children services site** to fully register all the participants that will be joining the virtual program. If this is your first time checking-in, you will be asked to fill out information such as child's name, DOB, postal code and read over waivers for participation.
- This is only done **once** before **virtual program**, to help with attendance.
- For **in-person programs**, you will be able to check-in at the centre with one of the program facilitators to help guide you through the process.



QUICK TIPS



1

If you want to remove or cancel a registration, go to the Options page and click My Pre-Registrations. From there you can REMOVE any pre-registrations from your account.

2

Keeping yourself signed in will make check-in faster during virtual and in-person programming.

3

Once we receive your pre-registration, we will be in touch via email the day of program to confirm your registration, and send you the virtual link (for virtual programs) Be sure to check your junk mail.

4

If you have any questions, please reach out to our centre staff to help you with this new way to pre-register for our programs.

5

If you've forgotten what programs you have pre-registered for, visit the County's [Children's Services website](#) (good idea to bookmark this page) and click on the "My Pre-Registration" link.

Midland Centre, 356 King St.
705-526-2456

Orillia Centre, 250 West St. N.
705-325-1299

EarlyON
Child and Family Centre
ON y va
Centre pour l'enfant et la famille



Check-In & 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 the attendance. Check-in is available beginning 30 minutes prior to the program starting. 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 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 programs. The system will save these participants in your profile, which will allow a quicker check-in and check-out process moving forward at any Simcoe County EarlyON program.

Kiosk for check-in and check-out:

Each EarlyON Centre 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 home attending a virtual program, access your profile through Children's Services Portal and select the "check-in" option.

