


# OneHSN Step-by-Step Parent Guide

OneHSN is designed to help you learn about the licenced child care services available in our community and apply for a child care space. The application process is easy to use and the information you provide will determine the child care options available to you. You can apply your child(ren)'s name to as many Centres as you choose.

## 1. Application Process

To apply, go to <http://onehsn.com/Huron/> and click  in the middle of the page, and follow the prompts. An email will be sent to the email you provided with a link to create a password. Once your account is created and you have successfully logged back into the OneHSN site, you will be prompted to "My Details" page to input your personal information.




## 2. Adding a Child(ren)


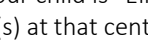

After you have completed your personal details, you will click "Save & Add Child". Follow the step-by-step process to adding your child into the waitlist system. You will also include any referrals from outside agencies and any special needs your child may have. Once you have input all the required information for this child, you can either "Save and Continue to Next Step" or "Save and Add Another Child" (this will populate a new set of form fields for an additional child in which you wish to add to the waitlist).

## 3. Fee Subsidy

You **cannot** apply for fee subsidy on this page. Please use the link provided to apply to receive the information needed to apply for childcare subsidy, or contact the office at 519-482-8505 for more information. A fee subsidy calculator is located at the bottom of this page to estimate the cost of child care based on your income – you do not have to provide this information when completing the application. [Click here for more information on the subsidy application process in Huron County.](#) *Note: This will not affect your application status (Ontario Works recipients may by-pass this page by selecting a fee assistance option and continuing to the next step).*




## 4. Applying to Programs

Ensure that you have indicated the correct preferred start date for the child applying (you can change this at any time once you have applied to a program). You can limit the provider type shown by selecting the provider type of care you are looking for (ex. Home Based, Centre Based, etc.), as well as by selecting type of program you are looking for (this step is **not required**). Once you have made your selections, click .

The map will then provide a list of available child care options based on your previous selection, your application, and your location. From here, you can select  to see more details about each provider and the care provided at each location. In this screen, you can see the programs your child is "Eligible" and "Ineligible" for based on your preferred start date. After you have successfully applied to the program(s) at that centre, you can click  in the top left corner to apply to additional centres. Once you have applied your child to the centres' waitlists, you can click  in the bottom right corner of your screen to direct you to Setting Priority for your child's waitlist applications.


## 5. Prioritization

The rank/priority you give to each centre will ensure that when your child is placed, your child's name will remain on the waitlist of agencies with a higher-ranking priority. Your child's name will be removed from the waitlists for agencies with a lower-ranking priority. This step is **important** to ensure that our waitlist for each centre are kept accurate.

To rank your applications by priority/preference click the  next to the providers you have applied for care at. This will add the provider to your priority list. To move a provider up or down the list, click on the  buttons on the page. To remove a provider from your prioritized list, click on . Prioritize the providers in the order of priority you would like, and click "Continue".

## Review Your Applications

You can see an overview of your child's applications in order of your set priority. To begin applying to waitlist for an additional child, please select "My Children" on the left-hand side of the screen and select the child to apply to programs.

You can check your child care applications at any time after completing the application process. If there are any new notifications or messages on your account, you will see that indicated on the top right corner, in the [Notification Center](#) 

**Huron County Child Care Waitlist  
One application. One list.**

**OneHSN will send email reminders to regarding keeping your account active and child's place on the waitlist if their preferred start date has passed and have not yet been placed in a program. Please ensure you log into your account when you receive these emails – if not, your account will become inactive & your spot on the waitlist will be removed after 90 days of inactivity.**

## Child Care Space Available

Once a centre has an available spot for your child(ren), you will be contacted directly. If you wish to confirm a placement at this provider, the centre will place your child's application within OneHSN. **Please log on after confirming a placement to update your account, and remove any additional applications on other waitlists you may no longer wish to be on.**

*If you're currently an Ontario Works client, please confirm with your Case Worker once you have secured provider for your child.*

For additional assistance, please click [here](#) to watch a tutorial for the application process or contact [519-482-8505](tel:519-482-8505).