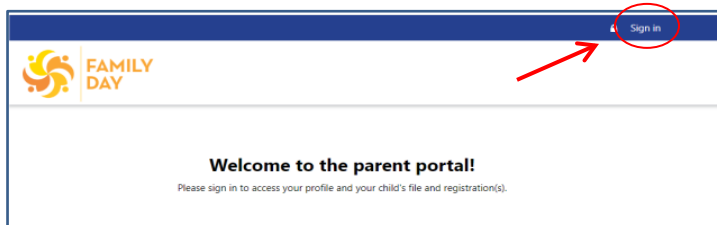


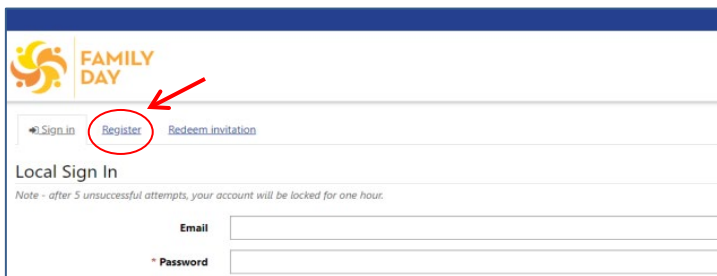
Thank you for your interest in Family Day! In order to create your waitlist application we will need you to follow a few steps to register on our new Parent Portal. We are providing the detailed instructions below to help guide you through the process.

1. Go to our online Parent Portal → <https://familydaycare.powerappsportals.com/>

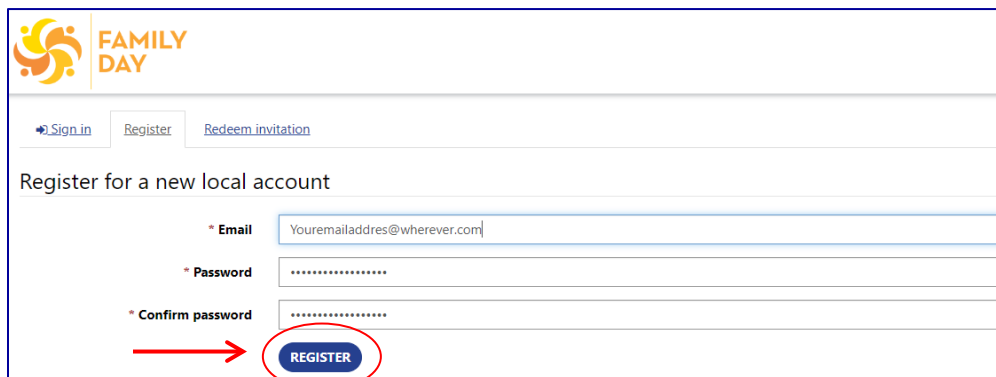
2. Click on Sign In



3. Click on Register

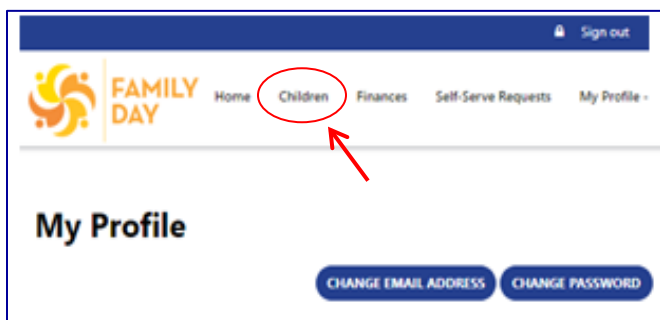


4. Enter your Email address and a Password (Protect your information with a strong password. At least 8 characters that include upper and lower case letters, a number and a symbol.) Confirm your password and then press **REGISTER**

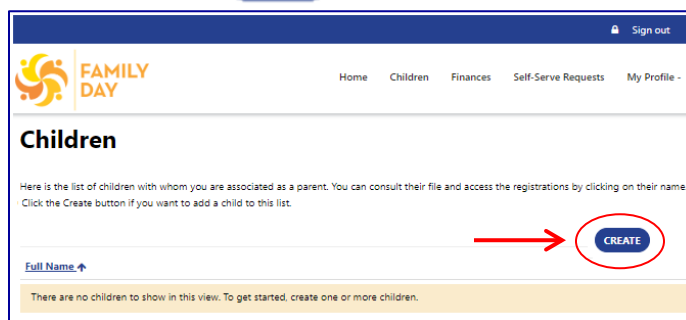


5. The **My Profile** form will appear – please complete it. **You are only required to provide information in fields marked with an asterisk (*).** When you have finished completing the My Profile form, click on **SAVE** at the bottom left on your screen).

6. Click on the Children tab



Then click on **CREATE**



7. The **Child Information** form will appear – please complete it. **You are only required to provide information in fields marked with an asterisk (*).** When you have finished completing the Child Information form, click on **SUBMIT** at the bottom left of your screen.

Please note: If you are a two parent family, you will be prompted to enter information for the other parent.

8. Click on **Registrations**

9. Click on **Join Our Waitlist**

10. **Complete the Search for Care Options** to find the Child Care that suits your family the best.

After entering your options, to find the Child Care that suits your family the best, click **SEARCH** (bottom left on your screen.)

11. Click **ADD** to select any and all options you are interested in and then click **NEXT**

Step 2 – Select option(s)

- Use the "Add" and "Remove" buttons to modify your selection.
- Only options that haven't already been chosen for this child are available.

Program	Ages	Setting	Location	
Peel e.g., Brampton, Mississauga, Bolton, Caledon				
Infant/Toddler (Peel)	0 to 30 months	Home Child Care	Specifics to be provided by a Family Day Child Care Services coordinator	ADD
Infant	0 to 18 months	Centre-Based	Gordon Graydon Early Learning & Child Care Centre 1490 Ogden Avenue, Mississauga, ON, L5E 2H8	ADD
Infant	0 to 18 months	Centre-Based	Hickory Wood Early Learning & Child Care Centre 630 Ray Lawson Blvd., Brampton, ON, L6Y 4W8	ADD
Infant	0 to 18 months	Centre-Based	Holy Spirit Early Learning & Child Care Centre 25 Bloomsbury Avenue, Brampton, ON, L6P 1W9	ADD
Infant	0 to 18 months	Centre-Based	St. Francis Xavier Early Learning & Child Care Centre 50 Bristol Road West, Mississauga, ON, L5R 3K3	ADD
Infant	0 to 18 months	Centre-Based	Tony Pontes Early Learning & Child Care Centre 12872 Kennedy Road, Caledon, ON, L7C 2E9	ADD

12. Choose the order of preference to rank your choices. You will need to click **SAVE** (at the bottom of the page) after modifying.

Complete the **Finalize and Submit** information. Make sure to click the checkbox to confirm accuracy of this information at the bottom of the page and then click **SAVE** (at the bottom of the page)

SEARCH FOR OPTION(S)

Program	Setting	Location	Status	Order of Preference	
Peel e.g., Brampton, Mississauga, Bolton, Caledon					
Infant	Centre-Based	Hickory Wood Early Learning & Child Care Centre 630 Ray Lawson Blvd., Brampton, ON, L6Y 4W8	Interested	1	CANCEL
Infant	Centre-Based	Holy Spirit Early Learning & Child Care Centre 25 Bloomsbury Avenue, Brampton, ON, L6P 1W9	Interested	2	CANCEL
Infant	Centre-Based	Tony Pontes Early Learning & Child Care Centre 12872 Kennedy Road, Caledon, ON, L7C 2E9	Interested	3	CANCEL

Finalize and Submit

Select "yes" box below if you've received confirmation from your municipality that your child is eligible for a child care subsidy. Once you've completed the registration process, please create a "Municipal Subsidy Addition/Change" Self Serve Request (link at the top of the page) to provide us the necessary details regarding the subsidy. Upon receiving confirmation from your municipality, we will calculate your fee portion and reach out to you to arrange payment.

Do you receive a municipal subsidy for this child's child care fees?

Yes No



Your waitlist application has now been submitted!

You can view your waitlist registrations and their status by clicking on the Registration Tab across the top of the page and click on Show List.

You should be contacted by a Supervisor or Home Child Care Coordinator within 2 business days.

Thank you for your interest in Family Day!