



Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

Here to help.
Ici Pour Aider

Sault Ste. Marie Central Child Care Application Site

Parent Manual



April 2025

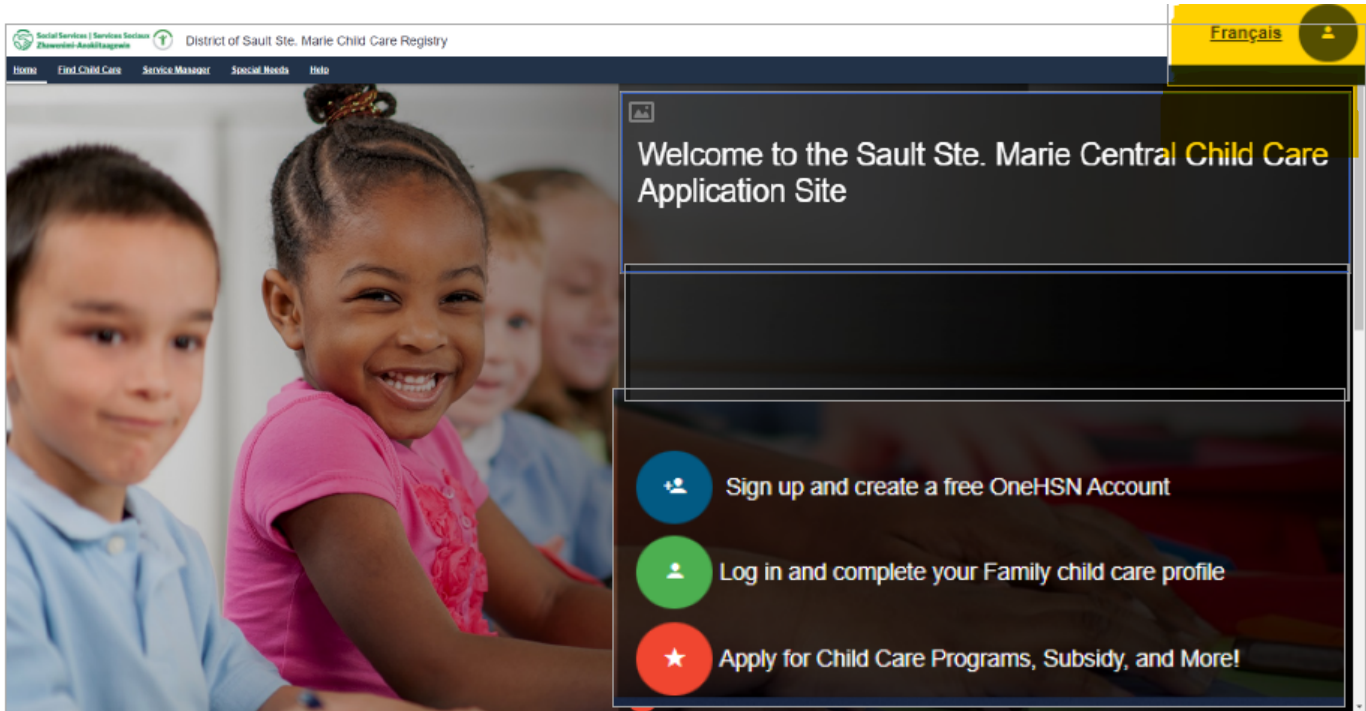
www.saultchildcare.ca

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Accessing the Child Care Waitlist

In order to access the Sault Ste Marie Child Care Application Site, please visit www.saultchildcare.ca You can access the website on any web-enabled device with a browser. If you would like to access the French page, click 'Français' in the top right corner.



Creating a New Account

If this is your first time accessing the waitlist, please create a new account by clicking the 'Sign Up' button (Blue). If you have created an account in the past, but do not remember your sign in information, please do not create another account as it could lead to duplicate applications. Contact c.childcare@socialservices-ssmd.ca for help with retrieving your username/email and resetting your passphrase.

To create a new account, enter your email address (1), click in the box to indicate you are not a robot (2) and then press 'Register Now'.

Once you register, you will see the following message, directing you to check your email and use the link sent to you to complete your registration.

Please note that the link provided will only be active for 24 hours. **If you do not see an email within a few minutes, please check your junk mail as it may have been redirected there.** If you do not follow the link within 24 hours, you will need to follow the steps to reset your passphrase.

Your passphrase must be a minimum of eight characters and must include at least two of the following character types: upper case letter, lower case letter, numbers or symbols.

Set Passphrase

Set Password Form

Enter and confirm your passphrase - the system will tell you whether or not you've met the criteria. Click 'Set Passphrase' to continue.

New Passphrase

Confirm New Passphrase

Your passphrase must meet the following requirements, including a passphrase strength of 'Good' or better:

8 Character Minimum

Passphrases Match

Good

Uppercase Letters ,
Numbers ,

Lowercase Letters ,
Symbols (e.g. #, \$, %)

SET PASSPHRASE

You will receive a confirmation that your account has been created, and you will then be prompted to begin entering your details in the 'My Details' section.

Your account creation is complete and you have successfully signed in. Please keep your username and passphrase in a safe place, as these will be needed in the future to review and make changes to your applications.

The application process includes three distinct parts.

1. We gather information about you, the parent/guardian.
2. We gather information about your child(ren).
3. We help find child care providers with programs which fit your needs, and create applications to them.

My Details

The first section of the application will require you to input your contact information; fields that are required are marked with an asterisk and must be completed to move to the next step.

My Details

| | |
|---|--------------------------------------|
| First Name* | Last Name* |
| <input type="text" value="Data"/> | <input type="text" value="Analyst"/> |
| Date of Birth: * | |
| <input type="text" value="07/20/1982"/> | |

Contact & Address

| |
|---|
| Phone Number * |
| <input type="text" value="(705) 474-2151"/> |

Enter your address in the address box marked with the map symbol. The website will generate a list of possible locations; ensure that you are choosing the correct municipality for the address you enter. This should be your home address. You can still choose child care located in a different municipality to where you live.

🔍 180 brock street

📍 180 Brock Street Winnipeg, MB

📍 180 Brock Street Town of, Gravenhurst, ON

📍 180 Brock Street Sault Ste. Marie, ON

🔍 180 brock street gravenhurst

Once you make your choice, it will populate the information below. If the auto-fill does not find your address, you can just manually input it into the boxes below.

| | | | |
|---|----------------------------------|---|--------------------------------------|
| Unit/Apt. Number | Street Number | Street Name | ZIP/Postal Code |
| <input type="text"/> | <input type="text" value="180"/> | <input type="text" value="Brock Street"/> | <input type="text" value="P6A 3B7"/> |
| City/Town | Province/State | Country | |
| <input type="text" value="Sault Ste. Marie"/> | <input type="text" value="ON"/> | <input type="text" value="Canada"/> | |

If you would like to add an additional contact person/number, click 'Add Contact' and follow the prompts to enter the required information.

City/Town: Sault Ste. Marie

Province/State: ON

Country: Canada

Additional Contact Information (optional)

[Add Contact](#)

Additional Contact Information (optional)

Phone Number * Contact Method Type * Contact Name *

 -- SELECT --

[Add Contact](#)

Next, you will see questions regarding your employment and school information. You have the option whether or not you want to share the details of that information by click on the toggle for Employer/School.

Additional Information

Are you an Essential Worker?

- ☐ Yes
- ☒ No

Are you working outside of the home?

- ☐ Yes
- ☒ No

Employer/School Information

Are you currently employed by an agency that provides childcare?

- ☐ Yes
- ☒ No

Employer/School

☐ Do you wish to enter your employer / school information?

Employer/School

☒ Do you wish to enter your employer / school information?

[Add employer/school information](#)

Employer/School

☒ Do you wish to enter your employer / school information?


☒ Employer Choose which type of information you are providing and then complete the form.

☐ School x

Employer/School Name *

Phone Number

Please enter Employer/School Address *

Enter a location 

Enter your address into the search box above and select the closest match.

[Click here to add additional information](#) → [Add employer/school information](#)

Once you have completed entering your details, click on 'Save & Add Child'.

Employer/School

☐ Do you wish to enter your employer / school information?

[SAVE & ADD CHILD](#)

My Children

Next, you will be prompted to answer some questions about your child. As in the previous section, fields marked with an asterisk are mandatory and must be completed in order to move on to the next step.

Home Fee Subsidy Service Manager Special Needs Links Help

Application Process

Home

My Details

My Children

+ Add a child

My Child Care Applications

Help

Home → My Children → Add Child

1 Child Profile 2 Program Selection 3 Summary 4 Placements in Programs (0)

Add Child

First Name *

This field is required.

Last Name *

This field is required.

Date of Birth *

This field is required.

☐ This date represents my baby's due date

Gender *

Primary Language *

Your relationship to child: *

School Board

School (if applicable):

For those parents that would like to register their child prior to their birth, you must click on the checkbox that indicates the date provided is the baby's due date. In addition, a child who is not born can be registered as a 'nickname' (such as 'baby', 'unsure', etc.), until the child is named. For those parents, it will be important to remember to log back into the system and update the child's details after the child is born.

Add Child

First Name *

This field is required.

Last Name *

This field is required.

Date of Birth *

This field is required.

☐ This date represents my baby's due date

You can select school board and identify the school your child attends. After selecting the appropriate school board, start typing the school name and select the correct school from the options available.

You will also see the option to add disclaimers to your application to indicate whether you, your partner, or child, identify with the First Nations/Inuit & Métis population, the Francophone population, or whether you are a military family. This information is used for the purposes of planning services in the community, and/or

to provide information to those child care providers that may prioritize children from Indigenous, Francophone or military families.

Does this child have First Nations, Inuit or Metis status or ancestry?

Declaration is voluntary and information is used for the purpose of planning for indigenous family services in our community and to assist with admissions for child care centres that provide indigenous child care services.

YES

Is this child francophone or do they have a parent or grandparent that is francophone?

Declaration is voluntary and information is used for the purpose of planning for francophone family services in our community and to determine eligibility for child care centres that only accept francophone children.

YES

Military Disclaimer

Declaration is used solely by child care centres that accept children from military families.

NO



Back

The next question asks whether or not you will be requiring Child Care Fee Subsidy to help pay for the cost of child care services. **Please note: this is not an application for child care fee subsidy.** This helps us monitor how many families will be requiring financial support to pay for child care costs.

Fee Subsidy

Please note: Subsidized spaces are limited. There may be a waiting period to access Fee Subsidy.

Do you need help paying your child care fees? You may use the fee calculator below to determine the portion of the monthly child care fee that must be paid by you. The remaining portion (if applicable) may be subsidized by Social Services. Please select one of the following options:

[More Information on Applying for Child Care Subsidy](#)

[Open Fee Calculator](#)

- ☒ I need help to pay my child care costs (Subsidy)
- ☐ I can pay for my child care costs (Full Fee)

If you select the first option (Subsidy), Click on 'More Information' to visit the DSSMSSAB website and find out more about our Fee Subsidy program. Once the selected child care program has an available spot for your child, you will be contacted to complete an application for Fee Subsidy.

Next, you will be asked to input your preferred start date for child care. Please note that the system will only show you programs that match based on your child's age at the given preferred start date. In this section, you can also indicate whether you would like to be contacted should a space become available prior to your preferred date.

Select the date you prefer this child to start care. Based on your child's age at the given Preferred Start Date the system will determine which programs your child is eligible to apply to.

Preferred Start Date *

mm/dd/yyyy

This field is required.

📘 You will also be able to update the Preferred Start Date on the next screen

If a space becomes available sooner, would you like to be offered a spot? Please note, if you are applying for subsidy this may not be covered.

☐ I would like to be offered a spot before my preferred start date.

Finally, select the days of the week that you require care. Then, click 'Save and Continue to Next Step', or you can 'Save and Add Another Child'. If you continue, you can always add another child later from your home page.

Select days of the week you require care.

☐ Select All

☐ Sunday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Varies

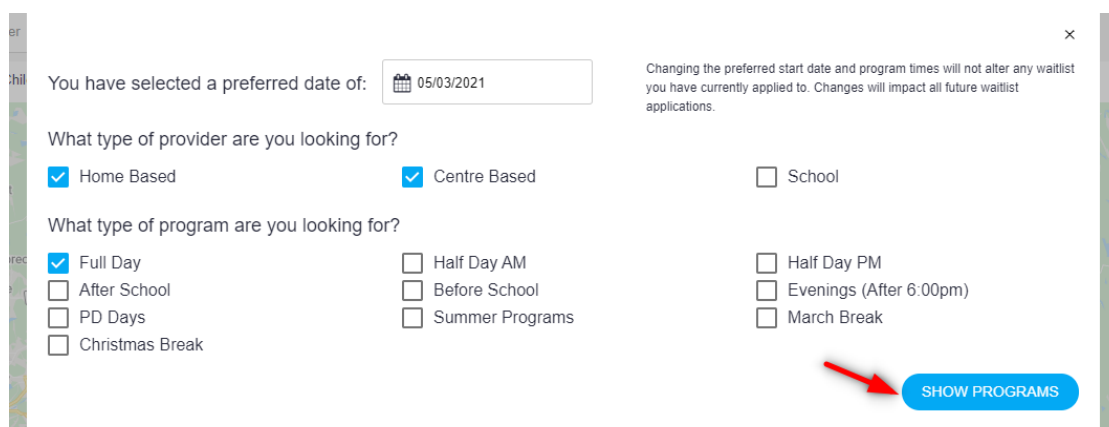
CANCEL

SAVE AND CONTINUE TO NEXT STEP

SAVE AND ADD ANOTHER CHILD

Applying to Child Care Programs

The next step requires you to select the types of providers and programs that you are looking for. Based on your selections, the system will show you the programs to which you can apply. **Please note: although there are programs located within schools, they are considered ‘centre-based’ programs, as they are not run by the schools.** Make your selections and then click ‘Show Programs’.



The screenshot shows a web form for selecting child care options. At the top, it says "You have selected a preferred date of:" followed by a calendar icon and the date "05/03/2021". To the right, a note states: "Changing the preferred start date and program times will not alter any waitlist you have currently applied to. Changes will impact all future waitlist applications." Below this, the question "What type of provider are you looking for?" is followed by three checkboxes: "Home Based" (checked), "Centre Based" (checked), and "School" (unchecked). The next question is "What type of program are you looking for?", followed by nine checkboxes arranged in three columns: "Full Day" (checked), "After School", "PD Days", "Christmas Break", "Half Day AM", "Before School", "Summer Programs", "Half Day PM", "Evenings (After 6:00pm)", and "March Break". A red arrow points to a blue button labeled "SHOW PROGRAMS" at the bottom right.

You will then see the following screen, in which you will have multiple ways to explore and apply to the different child care programs.

Child Care Application For: Test, Test Born on: November 01, 2024

Looking for care from: 30/11/2024 Provider Type Program Time SHOW RESULTS Reset all filters LESS FILTERS

Show Existing Child Care Applications Only Show Programs My Child is Currently Eligible For Favourites (0) Participating in CWELCC Agreement

31 Child Care Providers

Search Show images: Sort list: by distance

Waterfront Child Development Centre

70 Foster Drive
Sault Ste. Marie, Ontario, P6A 6V4
Centre Based
(705) 945-5999
wdcsupervisor@outlook.com
0.55 km away from your address

Hours of operation: 7:30AM to 5:30PM
Months of operation: All Year
Accepts Subsidy
Special Needs
Participating in CWELCC Agreement

Programs Offered
Infant Toddler Pre-School
JK SK

Child Care Algoma - St. Basil's Site

240 Saint Georges Avenue East
Sault Ste. Marie, Ontario, P6B 1X5
School
(705) 945-8898 ext:321
stbasils@childcarealgoma.ca
Website Link
1.39 km away from your address

Hours of operation: 7:30AM to 5:30PM
Months of operation: All Year
Accepts Subsidy
Special Needs
Participating in CWELCC Agreement

Programs Offered
Infant Toddler Pre-School
JK SK

YMCA ChildCare

180 Brock Street, Sault Ste. Marie, P6A 3B7, ON Canada

1. On the left hand side, you will see a list of the available programs to which you can apply. You can use the scroll bar to scroll to the bottom, and then move through the different pages to see all of the options. From here, you can click on the 'Apply' button to add an application.

Child Care Application For: Test, Test Born on: November 01, 2024

Looking for care from: 30/11/2024 Provider Type Program Time

Show Existing Child Care Applications Only Show Programs My Child is Currently Eligible For Favourites (0)

31 Child Care Providers

Search Show images: Sort list: by distance

Programs Offered

Infant Toddler Pre-School
JK SK

Prince Charles Early Learning Centre

550 Northern Avenue East
Sault Ste. Marie, ON, P6B 4J4
Centre Based
(705) 989-5019
princecharles@socialservices-ssmd.ca
Website Link
3.03 km away from your address


Hours of operation: 7:30 a.m. - 5:30 p.m.
Months of operation: 12 Months
Accepts Subsidy
Special Needs
Participating in CWELCC Agreement

Programs Offered
Infant Toddler Pre-School
JK SK

Apply

You will be directed to another screen, which will provide you with all of the details of the child care program. If you would like to continue to apply to the program listed, click on 'Apply'.

Prince Charles Early Learning Centre



556 Northern Avenue East
Sault Ste. Marie, ON, P6B 4J4

Centre Based

(705) 989-5019

princecharles@socialservices-ssemd.ca

[Website](#)

2.03 km away from your address

The DSSMSSAB Prince Charles Early Learning Centre provides care for children from infancy to preschool age. Our program offers a child-focused schedule and curriculum where we val skills and competencies based on interests and topics which are driven from child initiated and adult-supported ideas, questions and experiences.

☐ Sibling Enrolled at Child Care Provider
 ☐ I am willing to accept a space prior to my preferred start date

[Programs](#) [Photos](#)

Based on your criteria, your child is eligible for:

Infant 01/10/2021

Full Day 01/10/2021

Program Description:
Opening January 2022

Select the days you are looking for care:

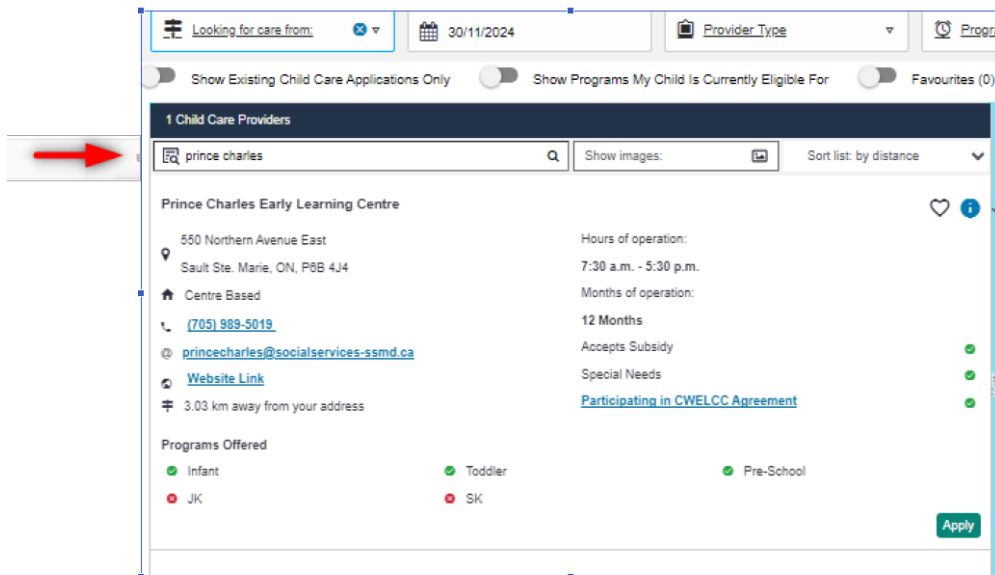
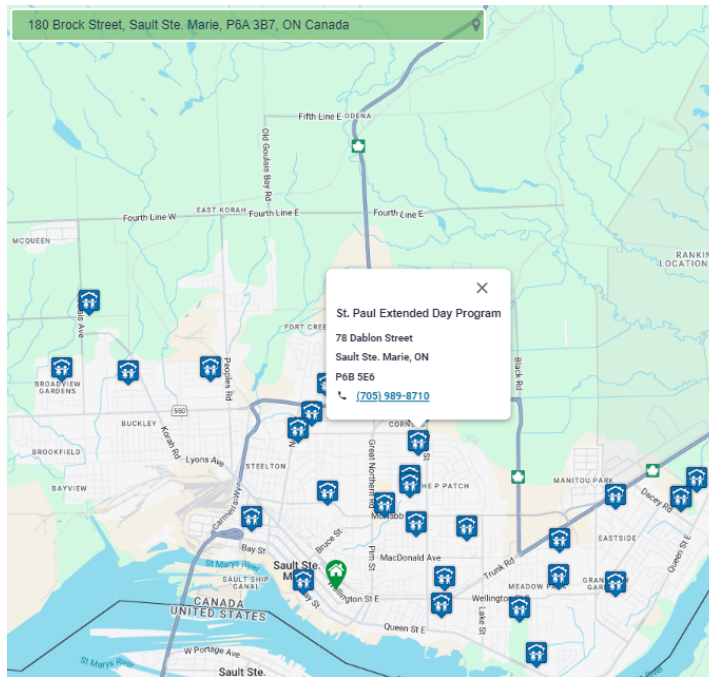
☐ SUN
 ☒ MON
 ☐ TUE
 ☐ WEN
 ☐ THU
 ☐ FRI
 ☐ SAT
 ☐ VARIES

[Apply](#)

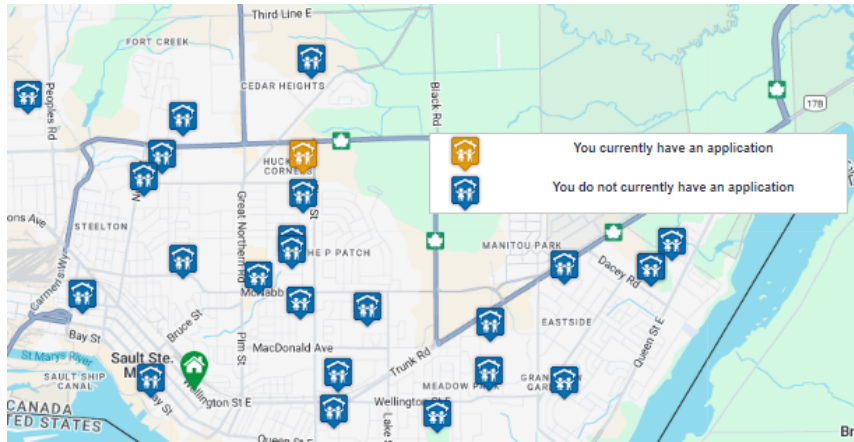
The button now changes to 'Remove', which confirms that you have an application in for that program. If you would like to remove the application, you can simply click on the button to delete that application.

Click on 'Back to map' in the top left corner to return to the previous screen and look for additional programs.

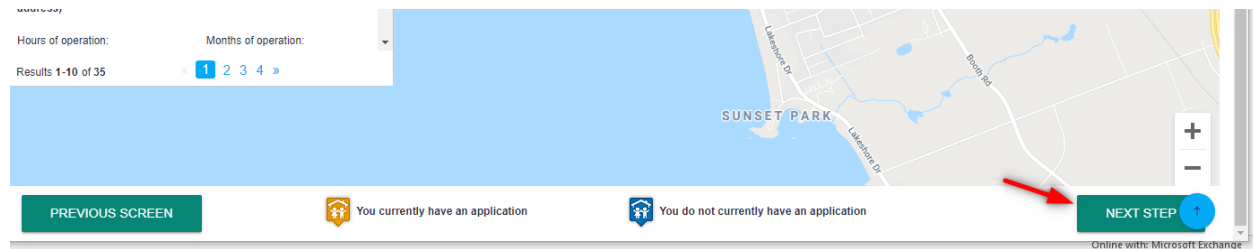
2. You can also use the map to Zoom into a specific location to view child care programs near you. If you hover over a listing, it will give you the details of the program. You can click on the program to go to the application page and confirm your application.



You will noticed that the icon for the child care centres you have applied to will change from blue to gold, to give you a quick view of those you have applied to.



You can apply for as many programs as you would like to. Once you are done with your applications, click 'Next Step'.



The next screen will show you a summary of your applications. From here, you can continue to apply to other programs, print your summary, or return to the Home page.

Review Your Application(s)



Success!
Your child care applications have been received. You will be contacted by a provider when a space for your child becomes available.

Child Care Application Summary for Test Test

[APPLY TO PROGRAMS](#)[PRINT VIEW](#)

District of Sault Ste. Marie Social Services
Administration Board

[SET PRIORITY](#)[UPDATE PREFERRED START DATE](#)[REMOVE APPLICATIONS](#)

Prince Charles Early Learning Centre
550 Northern Avenue East, Sault Ste. Marie, P6B 4J4

[Accepts Subsidy](#)[Special Needs](#)[Participating in CWELCC](#)

Priority #1

Infant, Full Day

Centre Based
(705) 989-5019
princecharles@socialservices-ssmd.ca
[Website Link](#)

☐ Sibling Enrolled in the Program

☐ I am willing to accept a space prior to my preferred start date



Application Date
Nov 14, 2024



Preferred Start Date
30/11/2024

Days of the Week

S M T W T F S V



You will be contacted by a provider when a space for your child becomes available.

If you wish to modify the programs you have selected, you may:

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

You now will see a summary of your account, children and applications on your Home page.

Welcome back, First Name Last Name!

Please note: Subsidized spaces are limited. There is currently a waiting list to access a Fee Subsidy.

First Name Last Name

Our current record related to your information indicates you live in Sault Ste. Marie and your primary telephone number is (705) 759-5266

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

My Children

Add a Child

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

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

[ADD CHILD](#)

Test Infant

Born on November 01, 2024

Child has no active applications.

Click 'Apply to Programs' to create applications.

[APPLY TO PROGRAMS](#)

To see the full details of your applications, click on 'My Child Care Applications' from the menu on the left, and you will see the overall summary of your applications.


The screenshot shows a web application interface for managing child care applications. On the left is a sidebar with a dark blue header containing 'Home', 'Service Manager', 'Special Needs', and 'Help'. Below this is a menu with 'Application Process' (highlighted in dark blue), 'Home', 'My Details', 'My Children', 'Summary of My Child Care Applications' (highlighted in green), 'My Favourites', 'My Action Center (0)', and 'Help'. The main content area has a dark blue header with 'Home' and 'Manage Applications'. The title is 'Summary of My Child Care Applications' with a 'PRINT VIEW' button. Below the title, it says 'Current Active Applications for Test Test are:'. There are three buttons: 'SET PRIORITY', 'UPDATE PREFERRED START DATE', and 'REMOVE APPLICATIONS'. The application details for 'Prince Charles Early Learning Centre' are shown, including address, phone, email, and website. It also shows the application date, preferred start date, and days of the week.


Updating Your Account and Applications

You can return to your account at any time to update your information or your child's information and applications. It is important to keep your contact information up to date to ensure that the child care providers are able to reach you when a spot becomes available. If child care providers are unable to reach you, the timeliness of your child's placement will be delayed or your applications may be removed.

Updating You Child's Birthdate

If you have applied for child care prior to the birth of your child, it is important to update your child's information with their actual birthdate and name, once the baby is born. From the Home Screen when logged into the registry, click on the child's name and it will bring you to the details page where you can edit the information.



Test Child


Born on **Tuesday, January 01, 2019**

Child Status
1 Active Application
0 Placements in Programs

MANAGE APPLICATIONS
APPLY TO PROGRAMS

Test's details

| | | |
|-----------------------|--|---|
| First Name * Test | Last Name * Child | Date of Birth * 01/01/2019 <input type="checkbox"/> This date represents my baby's due date |
| Gender * MALE | Primary Language * ENGLISH | Your relationship to child: * PARENT |
| School Board CSCFN | School (if applicable): North Bay - Saint-Raymond | |

From here, you can change any of the information for your child and then scroll down and click 'Save'. A confirmation will appear to inform you that your changes were saved.

☒ I would like to be offered a spot before my preferred start date.

Select days of the week you require care.

☐ Select All

☐ Sunday

☒ Monday

☒ Tuesday


☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Varies



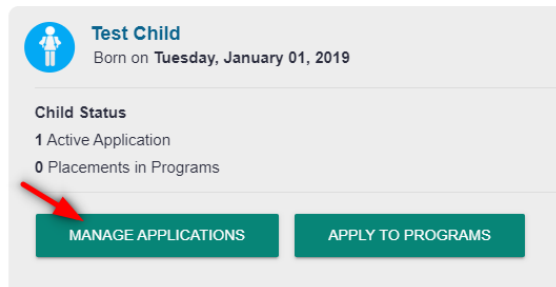
SAVE
SAVE AND CONTINUE TO NEXT STEP

Test's details


Success: form saved

Updating the Preferred Start Date

From the Home screen, click on 'Manage Applications' for the child that you wish to change the preferred start date.

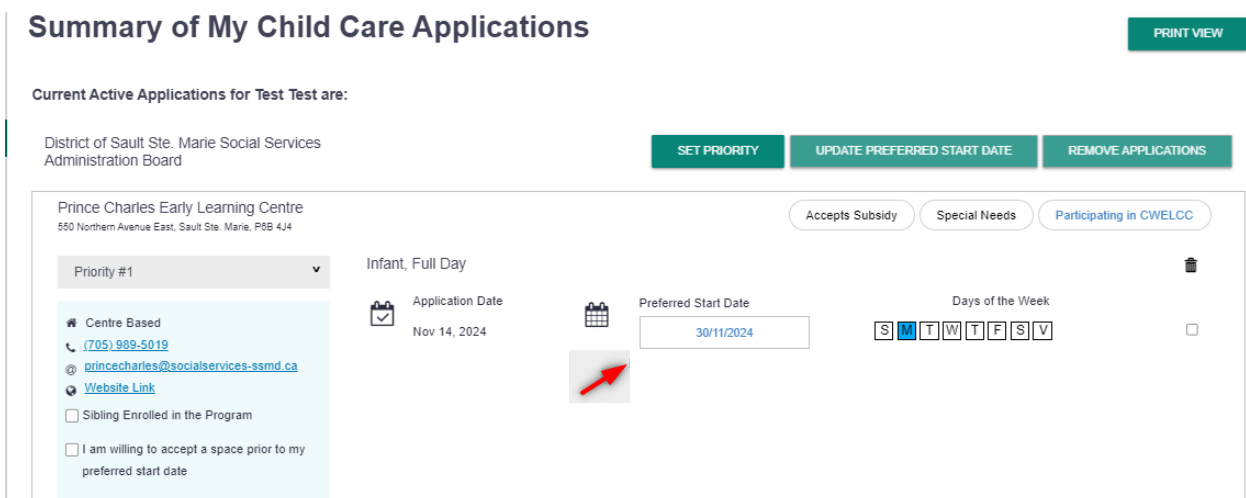


Test Child
Born on Tuesday, January 01, 2019

Child Status
1 Active Application
0 Placements in Programs

MANAGE APPLICATIONS **APPLY TO PROGRAMS**

Click on the preferred start date for the program that you would like to change.



Summary of My Child Care Applications **PRINT VIEW**

Current Active Applications for Test Test are:

District of Sault Ste. Marie Social Services Administration Board

SET PRIORITY **UPDATE PREFERRED START DATE** **REMOVE APPLICATIONS**

Prince Charles Early Learning Centre
550 Northern Avenue East, Sault Ste. Marie, P6B 4J4

Accepts Subsidy Special Needs Participating in CWELCC

Priority #1 Infant, Full Day

Application Date: Nov 14, 2024

Preferred Start Date: 30/11/2024

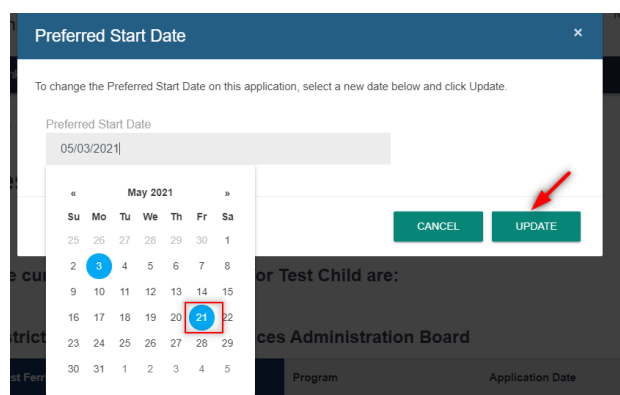
Days of the Week: S M T W T F S V

Centre Based
(705) 989-5019
princecharles@socialservices-ssmd.ca
Website Link

☐ Sibling Enrolled in the Program

☐ I am willing to accept a space prior to my preferred start date

Select a new date, then click 'Update'.



Preferred Start Date

To change the Preferred Start Date on this application, select a new date below and click Update.

Preferred Start Date
05/03/2021

« May 2021 »

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 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 | 31 | 1 | 2 | 3 | 4 | 5 |

CANCEL **UPDATE**

You will now see the new preferred start date. Please note that changing the preferred start date will not alter your rank in any waitlist application you currently have open.

The current active applications for Test Child are:

District of Sault Ste. Marie Social Services Administration Board

Prince Charles Early Learning Centre
550 Northern Avenue East, Sault Ste. Marie, P6B 4J4

Priority #1

Centre Based

(705) 989-5019

princecharles@socialservices-ssmd.ca

[Website Link](#)

| Program | Application Date | Preferred Start Date |
|-------------------|------------------|----------------------|
| Toddler, Full Day | April 08, 2021 | May 21, 2021 |

Adding New Applications

You can come back to the registry at any time to add applications for your child. From the Home screen, click on 'Apply to Programs' for the child in question.

Test Child

Born on Tuesday, January 01, 2019

Child Status

1 Active Application

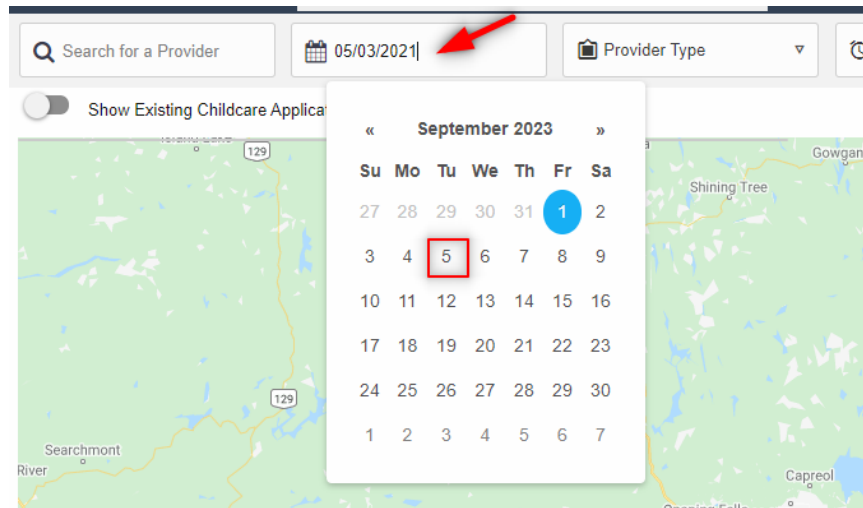
0 Placements in Programs

MANAGE APPLICATIONS

APPLY TO PROGRAMS

From here, you can follow the same process as noted above for searching and applying to programs. Remember, you will only see programs for the age of the child at the preferred start date. You can update the preferred start date by clicking on the calendar icon at the top of your screen. This will only change the preferred start date for any future applications; it will not change the date for previous applications.

For example, if you would like to apply for JK/SK before and after school programs, you will need to change the preferred start date to when your child will be starting school.



Search for a Provider

05/03/2021

Provider Type

Show Existing Childcare Application

September 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 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 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Adding a Child

If you would like to add a child, you can do so from the Home screen by clicking 'Add Child'.

Welcome back, First Name Last Name!

Please note: Subsidized spaces are limited. There is currently a waiting list to access a Fee Subsidy.

[First Name Last Name](#)

Our current record related to your information indicates you live in Sault Ste. Marie and your primary telephone number is (705) 759-5266

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

My Children

Add a 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](#)



[Test Infant](#)

Born on November 01, 2024

Child Status

1 Active Application

0 Placements in Programs

[MY CHILD CARE APPLICATIONS](#)

[APPLY TO PROGRAMS](#)


Once you have entered all of your child's information, click on 'Save and Continue to Next Step' to add applications for the new child.

If a space becomes available sooner, would you like to be offered a spot? Please note, if you are applying for subsidy this may not be covered.

☒ I would like to be offered a spot before my preferred start date.

Select days of the week you require care.

| | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Select All | | |
| <input type="checkbox"/> Sunday | <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Monday | <input checked="" type="checkbox"/> Thursday | <input type="checkbox"/> Varies |
| <input checked="" type="checkbox"/> Tuesday | <input checked="" type="checkbox"/> Friday | |



[CANCEL](#) [SAVE AND CONTINUE TO NEXT STEP](#) [SAVE AND ADD ANOTHER CHILD](#)

From here, follow the steps noted earlier for applying to programs.

On the Home screen, you will now see both of your children and a summary of their applications.

Welcome back, First Name Last Name!

Please note: Subsidized spaces are limited. There is currently a waiting list to access a Fee Subsidy.

[First Name Last Name](#)

Our current record related to your information indicates you live in Sault Ste. Marie and your primary telephone number is (705) 759-5266

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

My Children

Add a 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](#)



[Test Infant](#)

Born on November 01, 2024

Child Status

1 Active Application

0 Placements in Programs

[MY CHILD CARE APPLICATIONS](#)

[APPLY TO PROGRAMS](#)



[Test Preschool](#)

Born on February 01, 2021

Child Status

1 Active Application

0 Placements in Programs

[MY CHILD CARE APPLICATIONS](#)

[APPLY TO PROGRAMS](#)

Removing Applications

Once you have received a space in a child care setting, you may wish to remove applications to other child care providers. To do so, from the Home screen you can click on 'My Child Care Applications' and the next screen will show you a list of programs you have applied to for your children. If you are satisfied with your child care arrangements and wish to be removed from other lists, you can simply click on the picture of the garbage can to delete your application for that provider. You will then be asked to confirm that you wish to remove your application. Click on 'Remove' to continue.

The screenshot shows the 'Remove Application' dialog box for the Prince Charles Early Learning Centre. The dialog is titled 'Remove Application' and contains the following information:

- Provider:** Prince Charles Early Learning Centre
- Program:** Infant - Full Day
- Application Date:** Nov 14, 2024
- Preferred Start Date:** 20/11/2024
- Days of the Week:** S M T W T F S V

The dialog asks for confirmation to remove the application. It includes a checkbox labeled 'To Be Removed' which is checked. Below the application details, a red warning message states: 'This action cannot be undone. You will lose your application date.' At the bottom, there are two buttons: 'CANCEL' and 'REMOVE'.

Follow the same process for applications that are no longer necessary. Removing unnecessary applications helps the DSSMSSAB to monitor child care needs and trends. However, if you would like to remain on a list for a preferred program, you can leave some applications open even if you have a placement in another program.

Contact Us

This document is meant to be a guide to help you complete your child care application. Please see the next page for responses to frequently asked questions. Should you require additional technical assistance in completing your application, you can contact Children's Services through email at c.childcare@socialservices-ssmd.ca or by calling the District of Sault Ste. Marie Social Services Administration Board at (705) 759-5266.

If you have specific questions regarding Child Care Fee Subsidy, please visit our website at <https://socialservices-ssmd.ca> for more information, or you can call locally at (705) 759-5266.

Frequently Asked Questions

I didn't get a link in my email to set my passphrase?

First, check your junk mail folder to ensure the email isn't there. If not, go to the homepage (www.saultchildcare.ca) and click 'Log in'. On the next screen, click the 'Forgot my passphrase' link and you will be directed to input your email address and they will send you a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at support@OneHSN.com or 1-888-722-1540.

I received a link in my email, but it's not working?

Please remember that these links are only active for 24 hours. If you have not activated the link within 24 hours, you will be required to follow the same steps above to be sent a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at support@OneHSN.com or 1-888-722-1540.

I can't remember my passphrase; how can I log in?

Go to the homepage (www.saultchildcare.ca) 'Log in'. At the top right of the pop-up box, click on 'Forgot Password' and you will be directed to input your email address and they will send you a new link. If after resetting it you still cannot access the system, you must contact OneHSN (the developers) to assist you. They are available at support@OneHSN.com or 1-888-722-1540.

I cannot find my preferred programs for my child.

There may be a number of reasons you are unable to see your preferred programs.

The application will only show programs that are relevant to the child for the date care is needed (preferred start date). For example, an application for a child that is 17 months old when care is required will only show infant programs.

A child that is 18 months old will only show toddler programs. If you are unable to see a program you want, ensure that the child's age corresponds to the licensing programming requirements for the child care. For example, to see toddler programs the date care is required must be on or after the child turns 18 months.

In general, licensed child care age groups are as follows:

- Infant: under 18 months
- Toddler: 18 months to 30 months
- Preschool: 30 months to 6 years
- JK/SK: 44 months to 7 years
- School-aged: 7-13 years

When applying to providers, it is possible to limit the results due to choices made for programs days, times, locations etc. In order to see all providers, you can either leave all options blank or select all options, and then click "Show Programs". (See p.10)

The date I need care to start has changed? How can I update it?

From the Home Screen, click on 'Manage Applications' for your child and follow the instructions to change the date and save the new information. (See p. 18)

I received a placement; how do I remove my other applications?

From the Home Screen, click on 'Manage Applications' for the child and you will see a list of programs that you applied for. To remove your applications, simply select the garbage can icon and confirm removal. You would do this for each application you want to remove. (See p. 22)

I received a placement, but I want to stay on the list for my preferred site; what should I do?

If you have accepted a placement but you would like to stay on the waitlist for a preferred site, you can simply keep that application open and wait for a space at that site.

How can I apply for Child Care Fee Subsidy?

By choosing 'subsidy' (pictured on page 8), the District of Sault Ste. Marie Social Services Administration Board will automatically be notified that a fee subsidy application is required **once** the child care program offers a placement.

For families who live in First Nations communities, please contact your local band office administrator.

How can I determine how long my child will be waiting for a child care placement?

The Child Care Waitlist does not provide wait times for child care placement. In order to receive this information, you must contact each child care provider separately to determine where your child is on their list.