

KEYON™

A digital sign in application for use in
EarlyON centres across Ontario

Parent Guide
August 2021

**If you are experiencing issues with your account
or pre-registering for programs, contact your
local EarlyON Centre.**

**KEyON is an applicaton created to assist centres in managing
their attendance throughout Ontario and is not directly
affiliated to any one centre.**

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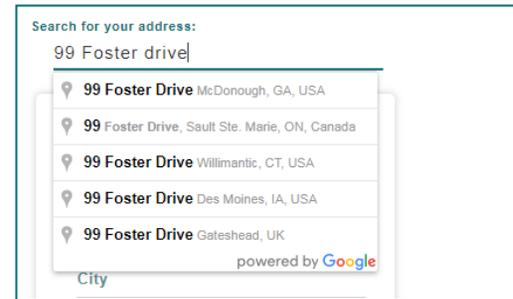


BECOMING A MEMBER

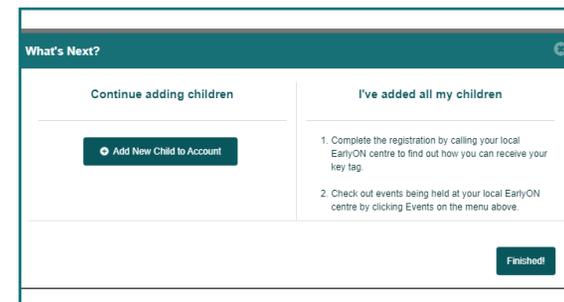
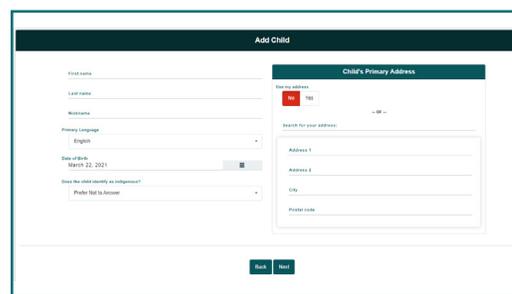
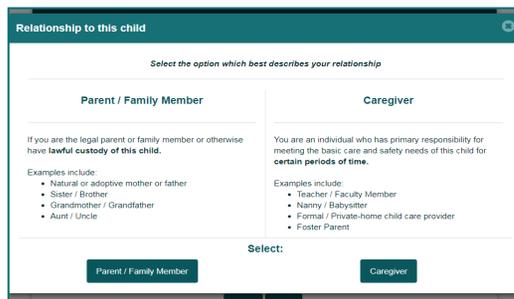
www.keyon.ca can be accessed from any device that is connected to the internet. From here, parents/ caregivers can create their accounts and edit them when needed. They will also be able to see events going on at various locations using the KEyON system.

A parent can either choose Become a Member or Register. Both options will bring them to the first page of the registration process.

The first two pages gather contact information about the parent such as address, email, phone number, etc. It also asks if they wish to identify as Indigenous and asks about their preferred language. The second page will ask them to identify an emergency contact and provide their phone number and email address. Note - When adding the address, the address can either be entered on the first line Search for your address: and once found, the remainder of the information will auto populate or it can be entered manually.



The third page is where they begin to add their children. A pop up will ask if they are a parent or caregiver. A first name, last name, and date of birth are required. A parent can choose to use their same address for the child but a caregiver cannot. Once the address is entered and Next is chosen, a pop up appears asking if they are done or need to add more children. The parent/caregiver continues to add children until all have been entered. Once this has been completed, the parent/caregiver will come to the EarlyON centre to receive their key tag.



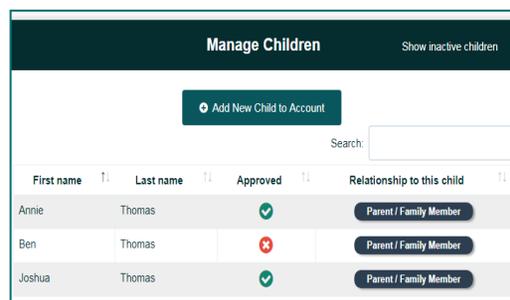
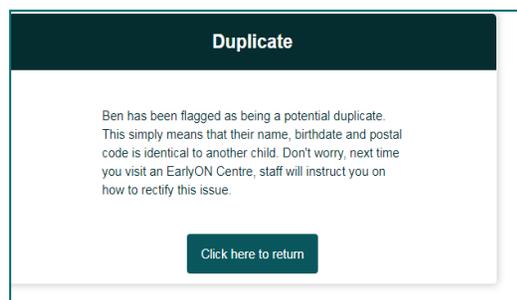
CHILDREN WITH THE SAME INFORMATION

There will be instances where a child being added to an account will have the same last name, date of birth and postal code as a child already registered (e.g. twins, separated parents, child care provider).

For example, you have created your account and has started adding their children. They have successfully added Joshua and Annie Thomas to this parent’s account (denoted by the checkmark under Approved).

The parent then attempted to add Annie’s twin brother, Ben Thomas, who shares the same last name, date of birth and postal code as Annie. When this happens, the parent/caregiver will receive a duplicate warning. The child, Ben in this example, will be added to the parent’s account, but will have an X beside his name.

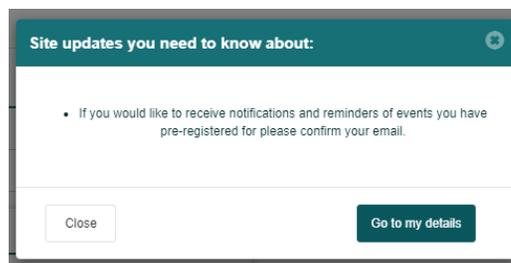
When the parent arrives at the centre for their key tag, this will be resolved.



EMAIL CONFIRMATION

The email field is tied into the pre-registration features. The parent will receive an email to confirm their pre-registration, a reminder email the day before and a cancellation email if the centre needs to cancel the program. Emails will only be sent if the parent confirms their email address.

If the parent did not add an email address when they first created their account, the next time they login, the following screen will appear.



The following steps need to be completed to confirm the email address:

1. Enter email address
2. Click on Confirm Your Email
3. Click on Yes and the email will either auto populate or it will have to be entered
4. An email will be sent to the email address. Click on the word Here within the email (4a) to finish the confirmation process(4b)
5. Confirm Your Email text box has now changed to Notification Reminders so that any time, you can opt out of receiving emails

1. **Email**
jla
Search for your address:
Address 1 *
99 Foster Dr
Emergency contact phone
(705) 111-1111
Relationship to emergency contact p
Husband
2. **Confirm Your Email**

3. **Confirm Email Address**
Would you like to confirm your email with us to enable you to receive reminders for events that you have registered for?
Email
No Yes

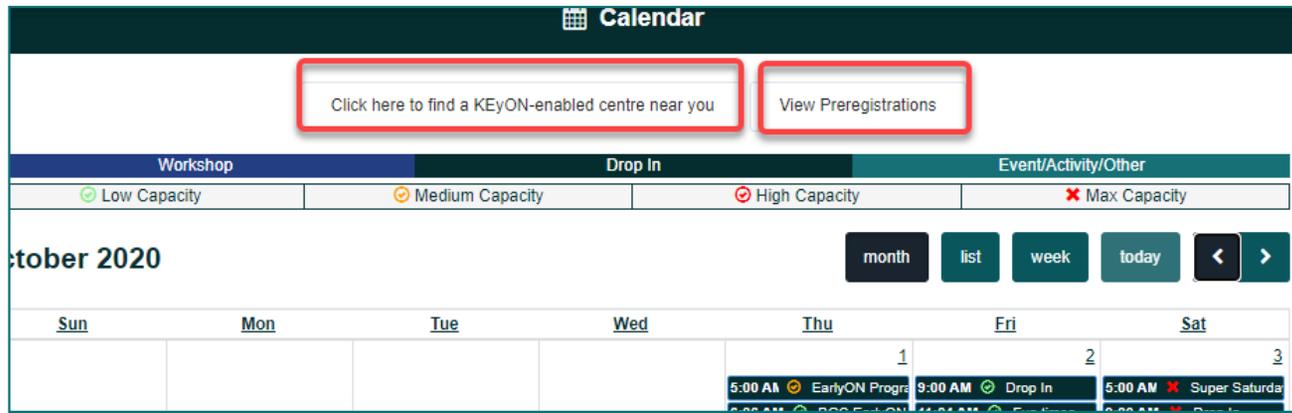
4a. Hello Tori ,
We are sending this e-mail to help confirm that your email address is .
If this is the correct email, please click **Here** to confirm your email address to allow us to notify you of confirmations, reminders, and cancellations.
If you did not sign up to confirm your email please disregard this message.
KEY ON

4b. **Email Confirmation**
Thank you for confirming your email address. You will now receive confirmations, reminders and any cancellation emails regarding your pre-registrations. If you wish to stop receiving these emails, please navigate to the "My Details" page and turn off Notification Reminders.

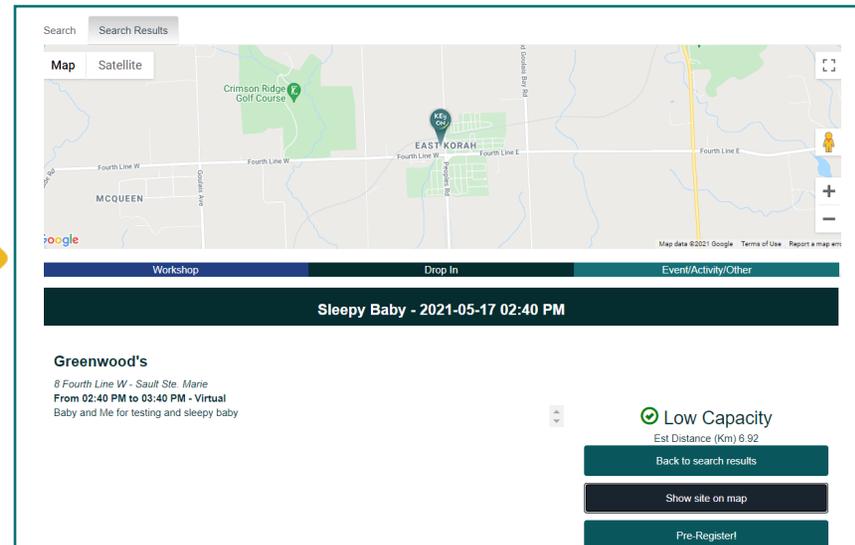
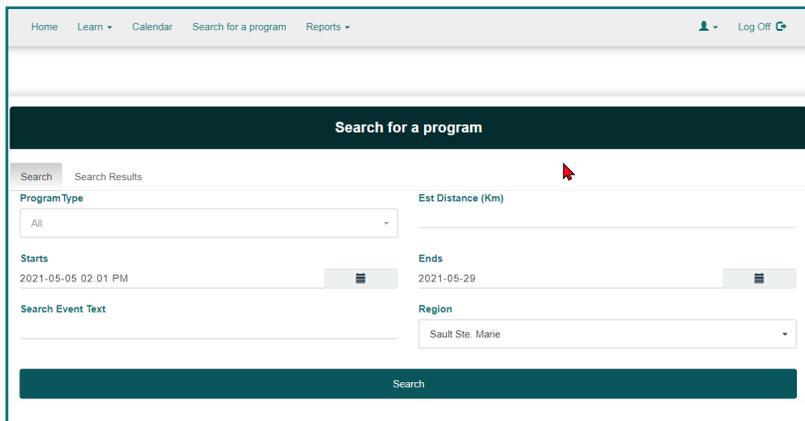
5. **Husband**
Notification Reminders
No Yes

From the www.keyon.ca webpage, the parent/caregiver can also view programs scheduled at EarlyON centres from the Calendar option in the Navigation bar. Parent/caregivers can also find other locations using KEyON. Click here to find a KEyON-enabled centre near you is located just below the black title bar.

Next to this feature is View My Pre-registrations where a list of all programs pre-registered for can be found (only appears when logged into the account).



In addition to the calendars, parents can find a program near them without searching each calendar within their region. From the main menu, next to Calendar, is *Search for a program*. Parents select the program type - indoor, outdoor, virtual or All and then select the region they reside in. Results will be listed below the map and the map shows a marker for the centres that have programs meeting the criteria.



PRE-REGISTERING FOR PROGRAMS

Parents must now pre-register for any programming taking place at or through an EarlyON centre. From the calendar, locate the program you wish to pre-register for. Please take note of the capacity symbol on each program (low, medium, high or max (full)).

1. Clicking on a program will bring up a Disclaimer. You must Accept to continue with the pre-registration.
2. When the pre-registration window opens, verify that is the program you want. Indicate the number of children attending with you and their ages.
3. Click Register. A message box will appear in the bottom right corner of the screen telling you that you have successfully registered for the program,
4. By clicking on the View Pre-Registrations button at the top of the main calendar page, you should see your pre-registration there.
5. If you have provided and confirmed your email, you should also receive a confirmation email.

Notes:

At any one time, there is a maximum of 5 pre-registrations for Drop In programs at one time.

All programs are created with dates for opening and closing the pre-registration window. If you receive a message that the registration window is closed, the closing date has passed. Some programs close 48 hours before the actual program begins so register early.

Disclaimer

All individuals entering an EarlyON Child and Family Centre will be screened for risk of COVID-19 infection each day before entering. This includes staff, parents/guardians, children and visitors. The Ministry of Education requires contact information to be retained for use in the event that you come in contact with a person who tests positive for COVID-19 while at an EarlyON Child and Family Centre. By proceeding with this pre-registration process, you are acknowledging that the EarlyON Child and Family Centre will share your name and phone number only if requested by the public health unit.

For more information and resources on COVID-19, please visit:
<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/contact-tracing-initiative>

Friday 26, March 2021

Outdoor drop In

09:30 am to 10:30 am 🟢 Space Available

Meet us at the park and join in on the many activities planned.

Register Today!

For safety reasons, centres are only allowing entry for one adult per registration. Each adult will need to register separately.

Number of Children Attending: Phone:

Email Address For Notifications:

Please select the child's age category

0-18m 1.5-2y 2-3y 4-6y 7+y

Pre-registrations

Region	EarlyOn Centre	Event	Event Date	Num Children	Event Type	
Sault Ste. Marie	Greenwood's	Outdoor drop In	March 26, 2021 9:30 AM	2	Drop In	Edit Cancel

DROP DOWN MENU FOR PARENTS

(Head icon next to Log Off)

There are a number of options the parent can access when logged into their account including

- My Details - can change address, phone number, email, etc.
- Manage My Children - add/ edit/ delete children from their account
- QR Codes - download code to their phone
- Close My Account
- Change Security Questions - parents can review their questions and responses. Responses are case sensitive!
- Reset My Password

QR Codes

Once a parent has received their key tag, they are able to download the QR code directly to their phone.

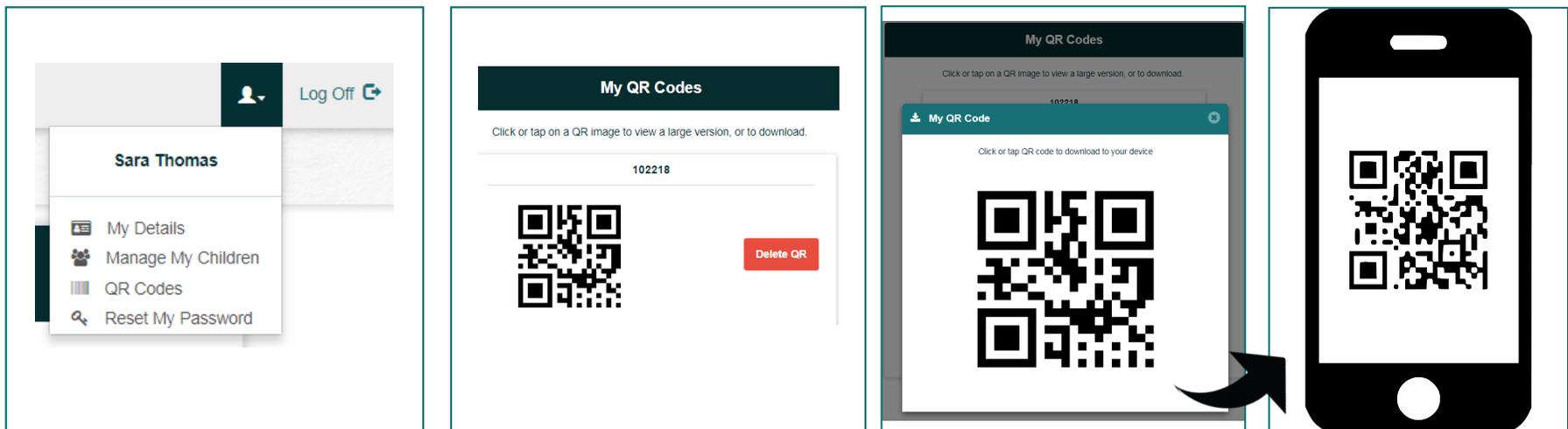
Log into their account at www.keyon.ca using their phone.

Click on the head next to the left of Log Off.

Click the option QR Codes

Click the image to download

Click on the enlarged image and it should download into the picture gallery on a cell phone



PARENT ADMINISTRATION

Close My Account

At any time, a parent can remove their consent to allow centres to use their visit information for planning purposes. From the drop down, select “Close My Account”. Once an account has been closed, the QR code will no longer work and the name will not show up in a search. If the parent wishes to once again attend an EarlyON centre as a KEyON member, a new account will have to be created.

ATTENDANCE REPORT

Once a parent begins to use their QR code to sign in, a record of their visits can be found under Reports (Navigation bar). This report can be used for documentation required by an agency or for personal use.



