

## EarlyON | Waterloo Programs

(Baby and Me, Connection and Conversation, Explore With Us, Music and Movement, Parenting My Baby, Read and Relax, Ready Set Move, Venez Jouer et Chanter)

### Step 1: Create Your KEyON Account

- Go to <https://www.keyon.ca/> and click Become a Member
- Enter Account Information
  - o Complete all required fields.
  - o If you had previously created a KEyON account, a Phone Number will now be required for contact tracing.
- Enter Adult Information
  - o Emergency Contact name and number are required
  - o Address is needed to differentiate you from others in Ontario with the same name
- Enter Child Information
- Repeat the last step for additional children in your household or under your care.
- **NOTE:** all adults must complete their own account.
- **NOTE:** If you receive a duplication notice, this could be because you have twins or another adult has the child listed in their account. On your next participation in EarlyON Online Programming, an EarlyON Team Member will be able to correct the duplication.

### Step 2: Pre-Register for Programs in KEyON

- Login to your account at <https://www.keyon.ca/> and go to Calendar.
- Choose the Regional Municipality of Waterloo from the first drop-down menu. Then chose the EarlyON location of your choice from the second drop-down menu.
  - o **NOTE:** For online programming, the location is “*Virtual Delivery*”
- On the calendar, the legend at the top will tell you which programs are available and which programs are full.
- Click an available program and agree to the disclaimer
- Register the number of children you plan to attend the program with you.
  - o **NOTE: Attending with multiple adults?** Each adult needs to complete the pre-registration. If your child is attending with multiple adults, please ensure the adult that is staying the longest pre-registers with the child. When the adult who has pre-registered with the child leaves the program, the child must leave with that adult and will not be able to remain in the program.
  - o **NOTE: What if I am not the parent/guardian?** If you are bringing a child that you are not the parent or guardian of, you can still complete the pre-registration in KEyON. Please

ensure that all children that you are bringing have been added to your KEyON account.

- Enter your phone number and your email address
  - o **NOTE:** Your email address is required to send you your Zoom link.
- Click “Pre-Register”

### Step 3: Receive Your Zoom Link via Email

- An EarlyON Team Member, will use the email address you entered in your pre-registration to email you your Zoom link
- **NOTE:** If you did not enter an email address, an EarlyON Team member will use your phone number to call you about sending you your Zoom link.

**NOTE:** Registration and Pre-Registration closes at 9:00 am the day before the program begins. Registration for Monday EarlyON programs and services will close at 9:00am on the Friday of the week before. **EXCLUDING** the Explore With Us with Kits program as it requires a porch kit delivery the day before the program. This program will close at midnight 2 business days before the program begins.

## Targeted Specialty Programs

(Baby Connections, Community Connections, Infant Massage, Make the Connection, Preparing for Parenthood, Sleep and Your New Baby, Super Dads Super Kids)

### Step 1: Create Your KEyON Account

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- Enter Account Information
  - o Complete all required fields.
  - o If you had previously created a KEyON account, a Phone Number will now be required for contact tracing.
- Enter Adult Information
  - o Emergency Contact name and number are required
  - o Address is needed to differentiate you from others in Ontario with the same name
- Enter Child Information
- Repeat the last step for additional children in your household or under your care.
- **NOTE:** all adults must complete their own account.
- **NOTE:** If you receive a duplication notice, this could be because you have twins or another adult has the child listed in their account. On your next participation in EarlyON Online Programming, the EarlyON Facilitator will be able to correct the duplication.

### Step 2: Pre-Register for Programs in KEyON

- Login to your account at <https://www.keyon.ca/> and go to Calendar.

- Choose the Regional Municipality of Waterloo from the first drop-down menu. Then chose the EarlyON location of your choice from the second drop-down menu.
  - o **NOTE:** For online programming, the location is “*Virtual Delivery*”
- On the calendar, the legend at the top will tell you which programs are available and which programs are full.
- Click an available program and agree to the disclaimer
- Register the number of children you plan to attend the program with you.
  - o **NOTE: Attending with multiple adults?** Each adult needs to complete the pre-registration. If your child is attending with multiple adults, please ensure the adult that is staying the longest pre-registers with the child. When the adult who has pre-registered with the child leaves the program, the child must leave with that adult and will not be able to remain in the program.
  - o **NOTE: What if I am not the parent/guardian?** If you are bringing a child that you are not the parent or guardian of, you can still complete the pre-registration in KEyON. Please ensure that all children that you are bringing have been added to your KEyON account.
- Enter your phone number and your email address
  - o **NOTE:** Your email address is required to send you your Zoom link.
- Click “Pre-Register”

### Step 3: Receive Your Zoom Link via Email

- An EarlyON Team Member, will use the email address you entered in your pre-registration to email you your Zoom link
- **NOTE:** For targeted specialty program, additional information may be required from you or provided to you in order to participate in the program. Please check your email before your program to prepare.
- **NOTE:** If you did not enter an email address, an EarlyON Team member will use your phone number to call you about sending you your Zoom link.

**NOTE:** Registration and Pre-Registration closes at 9:00 am the day before the program begins. Registration for Monday EarlyON programs and services will close at 9:00am on the Friday of the week before. **EXCLUDING** the Baby Connections program as it requires a porch kit delivery the day before the program. This program will close at midnight 2 business days before the program begins.

### Viewing and Changing your Pre-Registered Programs

- Login to your account at <https://www.keyon.ca/> and go to Calendar.
- Choose the Region of Waterloo from the first drop-down menu. Then chose the EarlyON location of your choice from the second drop-down menu.
  - o **NOTE:** For online programming, the location is “*Virtual Delivery*”
- Click View Pre-Registered Programs.

- Click Edit to change the number of children registered for the program. Please ensure that any children you plan on bringing to the EarlyON have been added to your EarlyON account.
- Click Cancel to cancel your registration for the program. All pre-registrations including you as the adult and the children you were planning to bring will be cancelled.
- **NOTE:** If the pre-registration window has closed and/or your program has already begun, you are encouraged to email [earlyyearsinfo@ytr.ymca.ca](mailto:earlyyearsinfo@ytr.ymca.ca) to cancel your pre-registration.

### Receiving a KEyON Key Tag Online

- Email [earlyyearsinfo@ytr.ymca.ca](mailto:earlyyearsinfo@ytr.ymca.ca) with your First Name, Last Name, Address and Phone Number.
- You will be contacted with an image of your new key tag.
- The actual key tag will be mailed to you through Canada Post.
- **NOTE:** Key tag assignment could take up to 2 business days to process and the key tag could take up to 2 weeks to arrive to your address. You are able to utilize the KEyON number that is emailed to you to pre-register and attend EarlyON programs once it is received.

### Receiving a KEyON Key Tag In Person

- Once you have your KEyON account created you can pre-register to attend our in person programs without having a physical key tag or QR Code. The key tag will be assigned to you in person at your visit and provided to you during your visit.
- **NOTE:** It is preferred for you to request a copy of your key tag via the email steps above.
  - o However, if you would prefer to pick up your KEyON key tag in person, when our EarlyON team calls you to confirm your pre-registration and to discuss your in person visit, please let them know that you plan to pick up your KEyON key tag during your visit and we can have it ready for you when you arrive.

### Participating in Online Programming

- Ensure you have registered for EarlyON programming
- Start the Zoom meeting from the link provided in your registration confirmation email
- Facilitators will take attendance and will manually sign you in/out of the program in KEyON