

HOW-TO STEPS AND INFORMATION:

Following these steps makes navigating The PEI Early Learning and Child Care Registry straightforward, ensuring you can efficiently manage your child care options.

1. Visit the Site

- Navigate to peichildcareregistry.com
- Click the "Sign-up" button.



2. Fill in Account Details

Complete all required fields on the registration form.

3. Verify Your Email



- Check your email for a verification email.
- Click the provided link to verify your account. (Check your spam folder if the email isn't in your inbox.)

4. Log In

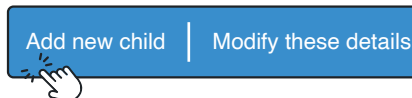


- Use your new username and password to login.
- This action will direct you to your account settings page.

5. Manage Your Account

From the settings page, you can:

- See a list of your children and click "Add new child" to include more.
- Use "Modify these details" to update existing child information.
- Update your contact information and add additional contacts.
- Change your password or close your account.



6. Apply for child care

- Click "**Search for child care**" to begin the search process.
- Use the map to concentrate on a specific area, and use controls above the map to filter centres.
- When you find a centre of interest, click its icon to learn more.
- To apply, click the "**Apply to centre**" button, select the child or children for the application, and click the final "Apply to centre" button. Note: If there is no "**Apply to centre**" button, then that centre requires direct contact for application.



7. Utilize the List of Centres

Alternatively, beneath the map, use the list of centres to search and apply directly.



8. Waiting for Availability

Once a spot becomes available, the centre will contact you to confirm interest and finalize registration.

9. Maintaining Positions on Other Waiting Lists

- To keep your child's spot on other waiting lists after accepting a spot, access your child's tab in your account.
- Click the "Reactivate Child on Other Wait Lists" button to confirm your interest in other centres. This ensures your child is still considered for other preferable options, giving you flexibility in finding the best childcare solutions.

Remember, to keep your account active, you must:

- Log in to your account at least once every 90 days to keep it from going dormant. Once your account goes dormant, your child will no longer be displayed on centres waiting lists.
- If your account becomes dormant, simply log in again to reactivate. This action will restore your child's position on the waiting lists in their previous position.