

How to Remove an Application off OneList

1. Log into your account
2. Click Summary of Child Care Applications

Welcome back, *Leah Clarke*!

You currently have 4 children with a total of 7 applications entered into OneList.

[Summary of Child Care Applications](#)

Parent/Guardian Information

Our current record related to your information indicates you live in **Waterloo** and your primary telephone number is (555) 123-4567.

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

[Parent Details](#)

[Manage Account](#)

[Deactivate Account](#)

All of your applications will be listed here.

3. Find the program you would like to remove, on the list
4. Locate the garbage can beside the program you would like to remove
5. Click the garbage can

Region of Waterloo Licensed Home Child Care	Program	Application Date	Preferred Start Date	
Kitchener, N2R (519) 883-2220	School Aged, Any Time	October 18, 2019	October 31, 2019	
Priority #1 <input type="checkbox"/> Sibling Enrolled in the Program				
TSET Daycare 200 University Avenue West Waterloo, N2J 2Y8 (999) 111-2222 ext. 1313	6 Weeks and Up, Any Time Starts: December 15, 2015	March 15, 2019	September 09, 2019	
Priority #2 <input type="checkbox"/> Sibling Enrolled in the Program				

6. Click "Remove"

Remove Application

Confirm you would like to remove the application listed below. Once the application has been removed, your child will no longer appear on the waitlist for the provider.

Provider: Region of Waterloo Licensed Home Child Care
Program: Any Time
Application Date: 10/18/2019
Preferred Start Date: 10/31/2019

[Cancel](#) [Remove](#)

The system will ask, "Would you like to re-prioritize?"

7. Click "No"
8. The system will list your current list of applications.
The one(s) that you have removed, should not be on the list anymore.