

Enrolling in Child Care

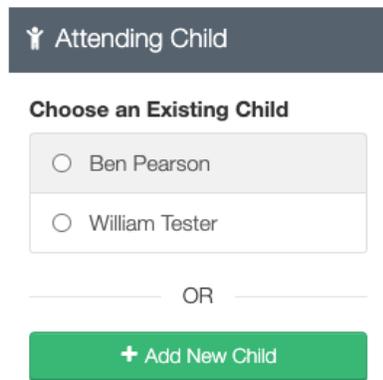
Once you have added a child to your account you can select to enroll them in one of the programs offered from your dashboard.

1. [Sign In](#) to your Eleyo account
2. Scroll down to “*Enroll in*” and select the program



A dark grey header bar with a white person icon and the text "Enroll in". Below it is a white list with four items, each with a right-pointing chevron: "Employee Child Care Centers", "PASAR", "Prekindergarten", and "Preschool (Early Learning Centers)".

3. Under “*Attending Child*” select the child you would like to enroll, or click **Add New Child**. *Clicking **Add New Child** will provide a form to enter the child's details. NOTE: When adding a new child, in order to indicate a grade lower than Kindergarten, select Kindergarten as the grade and indicate the year student will be entering Kindergarten.*
4. *Once completed, click **Add New Child**.*



A dark grey header bar with a white person icon and the text "Attending Child". Below it is the section "Choose an Existing Child" with two radio button options: "Ben Pearson" and "William Tester". Below these is a horizontal line with "OR" in the center. At the bottom is a green button with a white plus sign and the text "Add New Child".

5. Once selected, click **Looks Good. Start Registering**. *The Emergency Contacts and Authorized Pickups screen is displayed.*

Verify Emergency Contact info, make changes if needed and verify the ones who can pick up have the slider to green with “yes”. Click **Verify Contacts/Pickups and Continue**.

Verify Emergency Contacts and Authorized Pickups
REGISTERING SILLY IN PASAR 2/7

Child Contacts Location Terms Schedule Questions Finance Info

Emergency Contacts (at least 3 contacts required)

Name	Relationship	Phone Numbers	Drop off / Pick up?
Judy Humphrey (You)	Parent	(468) 752-8915 - Work	<input checked="" type="checkbox"/> Yes
Harry Harriet	Friend	(222) 222-2222 - Cell	<input checked="" type="checkbox"/> Yes
Harriet Harry	Friend	(222) 222-2222 - Cell	<input checked="" type="checkbox"/> Yes

+ Create New Emergency Contact

→ Verify Contacts/Pickups and Continue or cancel

6. Review the displayed program and season information and choose your student or child's location, then click **Use Location and Continue**.

Choose a Location *

<input type="radio"/> Barron Elementary	<input type="radio"/> Haggard Elementary
<input type="radio"/> Mendenhall Elementary	<input type="radio"/> Rasor Elementary
<input type="radio"/> Weatherford Elementary	

→ Use Location and Continue or cancel

7. Review the Terms and Conditions and click **Accept Terms and Continue**.
“Contract Schedule” will be displayed

First Date of Attendance and Last Date of Attendance autofill with the 1st day of school and the last day of school, if the start date or end date will be different, you will need to change to appropriate date and then check “**Select Sections**” **Note:** Start date is when your student begins attending and tuition starts.

8. Once schedule is selected with the correct “*First Date*” and “*Last Date*” of attendance click **Complete Schedule Setup and Continue**.
9. Complete the required registration questions and click **Complete Questions and Continue**.
10. Select an existing payment method or click **Add Saved Payment Method**.

11. Click **Complete Registration**

Note: *Your request for child care is submitted and will be pending approval from Child Care Finance. When enrollment is approved, you will receive an email confirmation of the approval from Eleyo.*