

# Enrolling in Child Care

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Once you have added a child to your account you can select to enroll them in the child care provided by your district or organization directly from your dashboard.

1. Navigate to your program's Eleyo site and click **Sign In**.  
*The Sign In page is displayed.*
2. Sign into your account.  
*Your Dashboard is displayed.*

The screenshot shows the user's dashboard for the Minneapolis Park & Recreation Board. The header includes the logo, a search bar, and the user's name 'Karen Bale' with a shopping cart icon. The main content area is divided into several sections:

- Your Invoices:** Shows 'No Outstanding Invoices'.
- Manage Family Members:** Displays the user's profile 'Karen Bale' with options to 'Add Emergency Contacts' and 'Find Programs'. A 'Manage All Relationships' button is also present.
- Enroll in:** A list of programs with expandable arrows: 'Rec Plus', 'School Age Care', 'SUMMER CAMP', and 'VIK Club - Before and After School Program'.
- Current and Upcoming Enrollments:** Shows 'No Enrollments' with a button to 'Explore Courses' and an 'All Enrollments' search button.
- Recent Payment Activity:** Shows 'No Payments in the past 60 days' with an 'All Activity' search button.

3. Under "Enroll In" select the desired child care service.

👤 Enroll in	
Rec Plus	>
School Age Care	>
SUMMER CAMP	>
VIK Club - Before and After School Program	>

*The registration page for the selected child care service is displayed.*

4. 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. Once completed, click **Add New Child**.*

👤 Attending Child	
<b>Choose an Existing Child</b>	
<input type="radio"/> Ben Pearson	
<input type="radio"/> William Tester	
OR	
<a href="#">+ Add New Child</a>	

5. Once selected, click **Looks Good. Start Registering**.

*The Emergency Contacts and Authorized Pickups screen is displayed.*

6. Review your displayed Emergency Contacts and confirm they are authorized for drop off/pick up, or click **Add Emergency Contact** to add new emergency contacts.

*First time registrants must enter at least one emergency contact.*

**Note: Districts or organizations may set a minimum number of emergency contacts that are required for each child.**

The screenshot shows a web interface for registering a child. At the top, there is a navigation bar with the Minneapolis Park & Recreation Board logo, a search bar, and a user profile for 'Karen Bale'. Below the navigation bar, the main heading is 'Verify Emergency Contacts and Authorized Pickups' for 'REGISTERING JADA IN SUMMER CAMP 2/7'. A progress bar indicates the current step is 'Child', followed by 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. The main content area is titled 'Emergency Contacts (at least 2 contacts required)'. It contains two contact entries:

Name	Relationship	Phone Numbers	Drop off / Pick up?	Actions
Karen Bale (You)	Parent	(651) 867-5309 - Cell	<input checked="" type="checkbox"/> Yes	
Jacob Bale	Parent	(651) 867-5309 - Cell	<input checked="" type="checkbox"/> Yes	

Below the contact list is a '+ Add Emergency Contact' button. At the bottom of the form, there is a blue button labeled 'Verify Contacts/Pickups and Continue' and a link for 'cancel'.

7. Once complete, click **Verify Contacts/Pickups and Continue**.
8. Review the displayed program and season information, then select your child care location.
9. Click **Use Location and Continue**.

**Note: If your district has setup terms and conditions or any required questions for registering in child care, you will be presented with them here.**

*The contract schedule page is displayed.*

The screenshot shows the 'Contract Schedule' registration page for JADA in Summer Camp 5/7. The page features a navigation bar with icons for Child, Contacts, Location, Terms, Schedule, Questions, and Finance Info. The 'Schedule' section is highlighted, and users are prompted to 'Choose a Schedule Type'. Two options are presented: 'Consistent Schedule' (with a radio button) and 'Pick Your Days' (with a radio button). Below each option is a visual representation: three vertical bars for the consistent schedule and a calendar grid for picking specific days. Descriptive text under each option reads: 'Pick the same days of the week for every week.' and 'Pick a varied schedule of specific dates.'

10. Select your schedule type as either: Consistent Schedule, Pick Your Weeks, Pick Your Days, Drop-In, or Non-School Day.

**Note: Schedule Types are set by the district or organization, not all options may be available.**

- Consistent Schedule: Pick the same days of the week for every week.
- Pick Your Weeks: Choose consistent days but pick the weeks of attendance.
- Pick Your Days: Pick a varied schedule of specific dates.
- Drop-In Days: Pick selected days for emergency care without other contracted care.
- Non-School Days: Allows child care on non-school days without other contracted days.

Depending on your selection, you will be presented with different scheduling options for selecting days or weeks of care.

11. Choose your dates and times.

12. Once your schedule is selected click **Complete Schedule Setup and Continue.**

13. If required, complete the required questions and click **Complete Questions and Continue.**

*The listed questions are designated by the district or organization that provides the child care and can vary from program to program.*

14. Select an existing payment method or click **Add Saved Payment Method.**

*Selecting to add a payment method will prompt you to add a bank account or credit/debit card for payment processing.*

Minneapolis Park & Recreation Board

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## Saved Payment Method

REGISTERING JADA IN SUMMER CAMP 7/7

[Child](#)
[Contacts](#)
[Location](#)
[Terms](#)
[Schedule](#)
[Questions](#)
[Finance Info](#)

**Save Payment Method Information**

Your payment method information is for any up-front registration fees or prepayments.

Your payment method information is stored securely and will not be charged until after our staff has reviewed and approved your registration.

**Choose from Your Existing Payment Methods**

<input type="radio"/>		Visa ●●●● 1111 Expires: 12-2023
<input type="radio"/>		Visa ●●●● 1111 Expires: 12-2025
<input type="radio"/>		Visa ●●●● 1111 Expires: 12-2023

[+ Add Saved Payment Method](#)

[✔ Complete Registration](#) or [cancel](#)

15. Click **Complete Registration**.  
*The enrollment confirmation page is displayed.*

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Explore All Programs

Karen Bale

Thank you for registering **Jada Bale** for

## SUMMER CAMP at Armatage Summer Camp

**ⓘ** We will be reviewing your contract request shortly. We will send an email confirmation after your contract request has been approved.

↓

Register **Jada** for  
Drop In Days

⚙

Register for  
Non School Days

OR

👤

Sign up **another child** for  
**SUMMER CAMP**

[Go to My Account](#)

Your request for child care is submitted and is pending approval from the district. When the district has approved the request, you will receive an email confirmation of the approval.