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If you have suggestions for other topics that would be helpful, please send an email to KidsCompany@priorlake-savage.k12.mn.us.

Thank you for your interest in Kids’ Company.
If you have not yet set up an account in Eleyo, you will need to begin by creating an account. Go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and select Sign In at the top right.

Select Create One Now at the bottom left of the login area.
Complete the form to register your new account.

Note that the required fields are indicated by the asterisk (*) in the top right corner of the field.

When all required fields have been completed, make sure to click the Create Account button at the bottom of the screen.

On the next screen, you will add your child/ren.
Here, too, you can add people who you will later list as Authorized Pickups for your child/ren.
Make sure to click the Create Person button at the bottom of the screen for each person you set up.
From here, you can register by choosing the Explore button on the left and then choosing Kids’ Company from the list on the main Community Education page.

See *How to Register* on the following pages.
To register, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Registration.

Log into Eleyo.
Choose the child you are registering here

Verify this child’s information here

If all of the information is correct, click here
Here you will need to have three emergency contracts for this child. If you need to add additional people, select the button labeled Add Emergency Contact.

You can select anyone you added when creating your account or you can add others. (See also How to Add/Update Emergency Contacts.) When finished, click the Verify Contacts/Pickups and Continue button.
Select the location that you need

Select the season for which you are registering

NOTE: If you are registering for a Non-School Day Only type of contract, select this option
Next the system will walk you through a series of agreements. Please read through each one and check the box to agree with it.

If you have questions here, please stop and call us at 952-226-0375 or send us an email at kidscompany@priorlake-savage.k12.mn.us.

**Review the information provided here**

**Select the schedule type that you wish to register for**
Once the schedule type has been selected, select the schedule that is needed.

NOTES:

- **Consistent Schedule**: You must select two or more sessions (morning and/or afternoon) per week.

- **Pick-Your-Day**: You must select each date (morning and afternoon) that you wish your child to attend.

ADDITIONAL RESOURCES:

- *How to Change Your Schedule/Withdraw Contract* in this catalog

After the schedule, Eleyo will ask you to answer a series of registration questions. Again, the questions with an asterisk (*) in the upper-right corner are the required fields. Please provide as much information here as possible so that we can best support your child.

The final screen for registration is the payment screen. Here you will enter the card or bank account information that you wish to use for the payment of your registration fee and deposit.

The registration fee and deposit are charged automatically when we process your registration.

If you wish to set up Auto-Pay, you can check the box before clicking the Complete Registration button.
To change your schedule for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the child’s contract
Consistent Schedule

On this screen, you can select or unselect days of the week under before school and after school that you wish to add or remove.

*Note that schedule changes made to a Consistent Schedule must be at least a month in duration.*

Be sure to click the Submit Contract Schedule Changes button at the bottom of the screen when finished.
Pick-Your-Day Schedule

On this screen, you can click on any date to add or remove it, provided you have the required eight-day notice during the school year or 15-day notice during the summer.

Be sure to click the Submit Contract Schedule Changes button at the bottom of the screen when finished.

When you have finished making your schedule change, you will receive an email indicating that you have submitted the schedule change.

Once the schedule change has been processed, you will receive an email confirming that the schedule change has been processed. Make sure that you receive the confirmation email so that you know the schedule change went through.
To add Drop-in Days for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

**IMPORTANT NOTES ABOUT DROP-IN DAYS:**

* Drop-in Days cost more than your contracted amount. Make sure that you only use Drop-ins to add sessions that cannot be added using the Change Schedule button (see pages 11-13).

* It is your responsibility to notify your child’s teacher and the school office of changes to your child’s Kids’ Company schedule.

Log into Eleyo.
Select the child’s name and then verify the contract.
This section will remind you that you will be paying an additional amount for drop-in days.

Add the drop-in days that you need here.

**IMPORTANT NOTES ABOUT DROP-IN DAYS:**

* Drop-in Days cost more than your contracted amount. Make sure that you only use Drop-ins to add sessions that cannot be added using the Change Schedule button (see pages 11-13).

* It is your responsibility to notify your child’s teacher and the school office of changes to your child’s Kids’ Company schedule.
Kids’ Company | Eleyo Navigation

How to Add/Update Emergency Contacts

You will need to verify your emergency contacts for each child each time you register for a new season with Kids’ Company. If you need to update the emergency contacts at other times during the year, follow these directions.

To update the Emergency Contacts for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

*Scroll to the bottom of the screen and select Your Dashboard*
Select the Edit Emergency Contacts or Add Emergency Contacts button under the child for whom you need to update Emergency Contacts.

If you chose this button: your screen will look something like this:

Select an emergency contact from the drop-down options or create a new one.
If you chose this button: your screen will look something like this:

Here you can edit or remove existing emergency contacts and/or add new emergency contacts.

Thank you for choosing Kids’ Company.
To update the Authorized Pickups for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the Manage Authorized Pickups button.
Here you can edit or remove existing Authorized Pickups on the upper portion of the screen. To add a new Authorized Pickup person, select the + Add Authorized Pickup button and either select a person from your existing relationships or select Other to add a new person to the system.

Note that all fields with a 🟢 in the upper right corner are required fields.

Once all Authorized Pickups have been added, click Save Authorized Pickups.

If you have need to add an Unauthorized Pickup, please review information in our handbook (https://www.priorlake-savage.k12.mn.us/community/kids-company/family-handbook) under Program Policies regarding Child Custody.

Contact our office at 952-226-0375, if needed.
Eleyo gives you the ability to update your personal information (contact information, address, etc.) as well as your child’s information (birthdate, etc.) online in the software.

To update your information in Eleyo, log into Eleyo and click on your name in the blue bar at the top right. This will give you a drop-down menu. On the drop-down menu, select Your Account/Relationships.
On the next screen select Edit by the name of the person whose information you wish to update.

This will bring up the screen where you can edit name, birthdate, email address, phone numbers, address, etc.

If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
To update Saved Payment Methods or Auto Pay for Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo, and then scroll to the bottom of the Kids’ Company screen, and select Saved Payment Methods.
You will see one of the following screens:

Or...

Select the Add Saved Payment Method button or Remove/Modify on an existing card/account.
Complete the information required on the next screen. You will need:

- Credit/Debit card account number and expiration date - OR - Bank account routing and account numbers
- Name on card/account being used
- Billing address

At the bottom of the screen, select any programs for which you would like to use this card/account for Auto Pay.

NOTE: If you wish to set up Kids’ Company Auto Pay for a percentage less than 100%, please save the card/account number, do not set up Auto Pay, and contact the Kids’ Company office to set up the Auto Pay.

To add Auto Pay using a card that is already saved in Eleyo

Follow the instructions to find Saved Payment Methods, locate the card/account you wish to use, and select Modify, then update Auto Pay elections.
To register for or verify if you have registered for non-school days in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Kids’ Company and then Account Management.

Log into Eleyo.

Select the child’s contract
To register for upcoming Non-School Days, click here.

Days listed here are Non-School Days you have registered for.

If you wish to remove any Non-School Days that you have registered for, they must be removed prior to the registration deadline. Non-School Days cannot be removed online. Please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us and let us know which dates you need to remove.

Thank you for choosing Kids’ Company.
To print your Tax Statement for Circle of Friends or Kids’ Company in Eleyo, go to Eleyo (https://priorlake-savage.ce.eleyo.com/) and under Explore All Programs, select Circle of Friends or Kids’ Company and then Account Management.

*NOTE: There is a separate tax statement for each program.*

Log into Eleyo.

Select the Download Tax Information button.
The years that appear as options here are the years you have been enrolled in the program you selected when logging in. The newest tax statement will be available once the calendar year has ended.

If you need copies of receipts, find this button under Recent Activity on the Account Management screen.

...and then filter by year and type of item you are looking for. Once the list has populated, you can look at individual items from the list or scroll to the bottom and get a single pdf of the receipts or invoices.

If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.
Preschool Child Care Options with Kids’ Company

### Edgewood

**Block A - $11/day**
- 7 am - 9 am
- For classes starting at 9 am

**Block B - $24/day**
- 11:30 am - 5:30 pm
- For classes ending at 11:30 am

**Block C - $24/day**
- 7 am - 1 pm
- For classes starting at 1 pm

**Block D - $11/day**
- 3:30 pm - 5:30 pm
- For classes ending at 3:30 pm

**Full-Day Care Option - $42/day**
- 7 am - 5:30 pm
- For days your child is not in preschool

### Jeffers Pond

**Block A - $11/day**
- 7 am - 8:30 am
- For classes starting at 8:30 am

**Block B - $24/day**
- 11 am - 5:30 pm
- For classes ending at 11 am

**Block C - $24/day**
- 7 am - 12 pm
- For classes starting at 12 pm

**Block D - $11/day**
- 3:30 pm - 5:30 pm
- For classes ending at 3:30 pm

**Full-Day Care Option - $42/day**
- 7 am - 5:30 pm
- For days your child is not in preschool

⇒ Any day that your child is not in preschool, but that Kids’ Company is open, can be added on the Full-Day Care section in Eleyo. Please do not register for Non-School Days in Eleyo, as those are based on the K-5 school sites and schedule, not the preschool sites and schedule.

⇒ For assistance with changing your schedule in Eleyo, please see pages 13-14 in this document.

If you have questions, please contact the Kids’ Company office at 952-226-0375 or kidscompany@priorlake-savage.k12.mn.us.

Thank you for choosing Kids’ Company.