

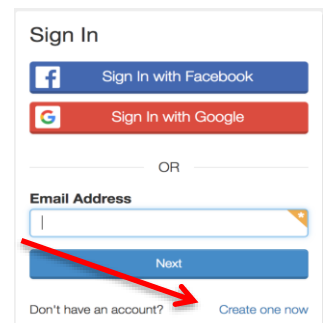
## 2019/2020 School Year Registration Instructions

The Etiwanda School District Child Care PLUS Program is transitioning to a new and convenient online tool to register and manage your childcare account. Below are instructions for creating your account and requesting a contract for your student(s) for the 2019/2020 School Year

**Only students who are enrolled in the Etiwanda School District boundaries may enroll for child care for the 19/20 school year (you must be enrolled with a site first before you may enroll with child care)**

### Log in

1. Browse to <https://etiwanda.ce.eleyo.com> and create a profile by selecting the *Sign In* button at the top right corner of the screen.
2. To create a new profile, log in with Facebook or Google -or- select *Create One Now*.
3. When you create an account within the system, you will be required to enter *your* basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the *Send Forgot Password Email* to receive a password set email.
4. Please remember your login credentials as you will use these to login to pay online, as well as manage your account.



### To Enroll

1. Once you have successfully created an account click on “Explore” on the left hand side of the screen.
2. Please select “Register for the 19/20 school year” and then click on “Enroll Now”
3. If this is your first time registering with the new system you will automatically be asked to add a child to your account. Please fill in all required information. Once completed you may add additional children to the account. *(When entering the grade level for a TK student please select K and specify which year they will start kindergarten)*
4. If you already have students added to your account you can add a new contract for the upcoming season. To do so log in to your child care account and select “Enroll in Child Care” In the lower left hand of the screen. Click the “New Contract” button and select the student you would like to enroll. *(Be sure to select the correct season).*
5. Once all students have been added to the account you can start registering them individually by selecting the child’s name and then clicking on “Looks Good. Start Registering”
6. You will need to add a minimum of two emergency contacts before you can continue registering.
7. Next select the “Choose a Season” Field, please select School Year 2019-2020
8. Continue through the registration screens and answer all required fields.
9. Select the schedule for the rate you would like to enroll for and continue through the process.
10. You will need to answer all of the contract questions, and complete all initial and signature spaces in order to complete your registration. Please enter a saved payment method and select the “*Complete Registration*” button. (You will not be charged the registration fee until your contract has been approved).
11. If you have additional children on the account you will need to register each of them individually.

### Requesting a Contract for your Student(s)

Upon completing the application process online, you will receive an email confirming your request. Once your application has been reviewed **and approved** by the childcare office, your saved payment method will be charged the registration fee. (Your payment will not go through until your application has been approved by the child care office). Please note that registration approval is based off of space and availability. You are not guaranteed a spot in child care until you have been charged the registration fee and have received the email confirming your contract approval.