



Registering for Kids Connection / Just 4 Kids

This quick reference will walk you through the process of registering a child care contract. Please follow the steps below to register for a pick your days schedule type.

Log In

- ✓ Browse to the website: <https://stfrancis.ce.eleyo.com>
- ✓ Select Sign Up (top, right corner) to create an account or enter your login credentials.
NOTE: *If your email address is recognized as a previously registered user, please use the **Forgot Password** link to receive an emailed link to create a password.*

Register for a Pick Your Days Schedule (variable schedule)

- ✓ Select *Explore All Programs*.
- ✓ Select Kids Connection / Just 4 Kids from the Explore menu.
- ✓ Select *Registration*.
NOTE: *If you already have a child care account, select **New Contract**.*
- ✓ Select your child from the list on the left. You may edit the child's information by selecting *Edit Child Info* if any information has changed. If not, select *Looks Good. Start Registering*.
- ✓ Complete the Emergency Contact / Authorized Pick-ups form, then select *Verify Contacts/Pickups and Continue*.
- ✓ Review the program description and instruction text and select the Season (if applicable) you are registering your child for.
- ✓ Select the Child Care Site and select *Use Location and Continue*.
- ✓ Select *Pick Your Days* and select the varying dates within each section your child will attend.
NOTE: *If the program requires a minimum number of dates, please be sure to select at least the minimum to continue through the registration process.*
NOTE: *You may also select individual days of the week, or select the day (Mon, Tue, etc.) at the top of each calendar to select multiple days at a time.*
- ✓ Select *Complete Schedule Setup and Continue*.
- ✓ Answer any registration questions required by the program then select *Complete Questions and Continue*.
- ✓ Enter a payment method that will be charged for any registration fees or deposits required by the program. If you have a saved payment method already attached to your profile, you can choose from your existing payment methods.
- ✓ Select *Complete Registration*.

You have now completed the registration for a pick your days schedule contract. Your contract request is pending until you receive a confirmation email when the program staff approves your schedule. At this time, you may request Drop-In Days, Non School Days, or another child's contract, based on what the program is offering.



Register for a Drop-In Only Schedule

- ✓ Select *Explore All Programs*.
- ✓ Select *Kids Connection / Just 4 Kids* from the Explore menu.
- ✓ Select *Registration*.
NOTE: *If you already have a child care account, select **New Contract**.*
- ✓ Select your child from the list on the left. You may edit the child's information by selecting *Edit Child Info* if any information has changed. If not, select *Looks Good. Start Registering*.
- ✓ Complete the *Emergency Contact / Authorized Pick-ups* form, then select *Verify Contacts/Pickups and Continue*.
- ✓ Review the program description and instruction text and select the Season (if applicable) you are registering your child for.
- ✓ Select the Child Care Site and select *Use Location and Continue*.
- ✓ Select *Drop-In*. At this time, you can select *Choose Some Drop In Days* or *Skip This Step And Continue*.
NOTE: *If you selected **Choose Some Drop In Days**, select the dates your child will attend. Next select **Complete Schedule Setup and Continue**. If you selected **Skip This Step And Continue**, then continue to the registration questions.*
- ✓ Answer any registration questions required by the program then select *Complete Questions and Continue*.
- ✓ Enter a payment method that will be charged for any registration fees or deposits required by the program. If you have a saved payment method already attached to your profile, you can choose from your existing payment methods.
- ✓ Select *Complete Registration*.

You have now completed the registration for a drop-in only schedule contract. Your contract request is pending until you receive a confirmation email when the program staff approves your schedule. At this time, you may request Drop-In Days, Non School Days, or another child's contract, based on what the program is offering.