

2023/2024 ARIZONA ELEYO REGISTRATION GUIDE

STEP ONE - Creating an Eleyo Account:

1. Navigate to <https://legacy.ce.eleyo.com/child-care/10/legacy-kids-care-az>
2. Click **Sign In** button in the upper-right of the screen.
3. The Eleyo Sign In Screen is displayed.

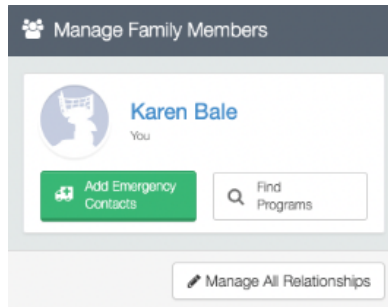
4. In the lower-right, click **Create one now**.
5. The Register a New Account page is displayed.

6. All fields marked with an asterisk (*) are required.
7. In "Account Info", enter your email address and password.
8. In "Your Info", enter your first and last name.
9. Optionally, complete the "Helpful Info" section.
10. In "Contact Info", complete all required fields.
11. Click **Create Account** to complete your registration.
12. *Your account profile is displayed.*

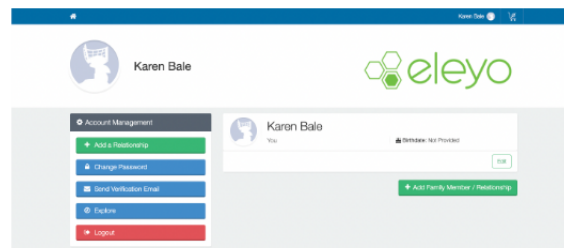
13. From your account profile you can click **Add a Relationship** to add a child or family member.

STEP TWO – Adding a Family Member or Relationship

14. Under "Manage Family Members" click **Manage All Relationships** or scroll to the footer of the page and click **Your Family**.

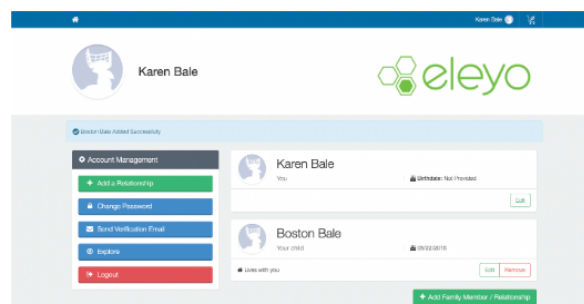


15. Click either **Add a Relationship** or **Add Family Member / Relationship**.



16. When adding a family member or relationship you will need to:

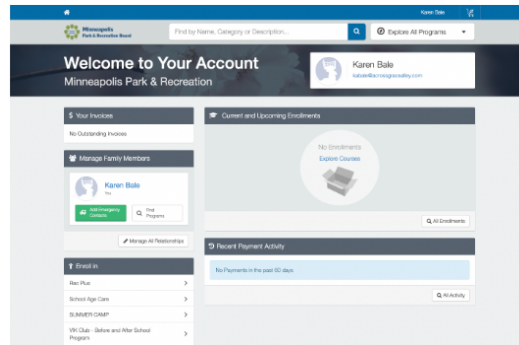
- Select how the person is related to you and if they live in the same household.
- Provide their first name, last name, and birth date.
If they are your child, enter their grade (for the fall of the year). Optionally, you can add their middle name.
- You may choose to answer any of the questions in the "Helpful Info" section.
- You can provide any contact information for them, such as email, home address, or phone number.
- Click **Create Person**.



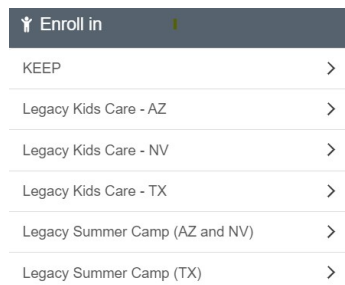
17. The added person will now be displayed on your profile page.

STEP THREE – Enrolling in Childcare

18. Once you have added a child to your account you can select to enroll them in child care directly from your dashboard.



19. Under "Enroll In" select the desired child care service: Legacy Kids Care – Arizona.

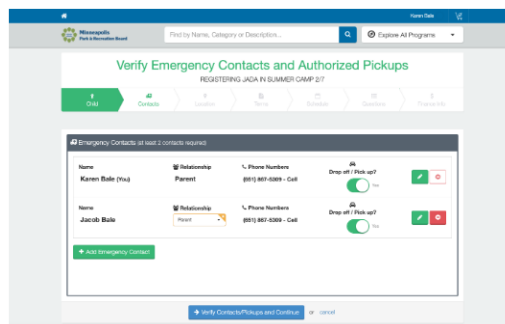


20. Once selected, click **Looks Good. Start Registering.**

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

22. 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.

23. *First time registrants must enter at least TWO emergency contacts.*




24. Select your campus location.

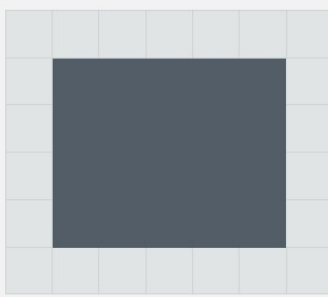
<input type="radio"/> Avondale Campus Legacy Traditional School – Avondale Campus	<input type="radio"/> Casa Grande Campus Legacy Traditional School - Casa Grande Campus
<input type="radio"/> Chandler Campus Legacy Traditional School – Chandler Campus	<input type="radio"/> Deer Valley Campus Legacy Traditional School - Deer Valley Campus
<input type="radio"/> East Mesa Campus Legacy Traditional School – East Mesa Campus	<input type="radio"/> East Tucson Campus Legacy Traditional School - East Tucson Campus
<input type="radio"/> Gilbert Campus Legacy Traditional School - Gilbert Campus	<input type="radio"/> Glendale Campus Legacy Traditional School – Glendale Campus
<input type="radio"/> Goodyear Campus Legacy Traditional School - Goodyear Campus	<input type="radio"/> Laveen Campus Legacy Traditional School - Laveen Campus
<input type="radio"/> Maricopa Campus Legacy Traditional School - Maricopa Campus	<input type="radio"/> Mesa Campus Legacy Traditional School - Mesa Campus
<input type="radio"/> North Chandler Campus Legacy Traditional School – North Chandler Campus	<input type="radio"/> Northwest Tucson Campus Legacy Traditional School – Northwest Tucson Campus
<input type="radio"/> Peoria Campus Legacy Traditional School – Peoria Campus	<input type="radio"/> Phoenix Campus (6-8) Legacy Traditional School - North Phoenix Campus
<input type="radio"/> Phoenix Campus (K-5) Legacy Traditional School - Phoenix Campus	<input type="radio"/> Queen Creek Campus Legacy Traditional School – Queen Creek Campus
<input type="radio"/> San Tan Valley Campus Legacy Traditional School - San Tan Valley Campus	<input type="radio"/> Surprise Campus Legacy Traditional School – Surprise Campus
<input type="radio"/> West Surprise Campus Legacy Traditional School - West Surprise Campus	

25. Accept the Terms and Conditions.

26. Choose your schedule type.

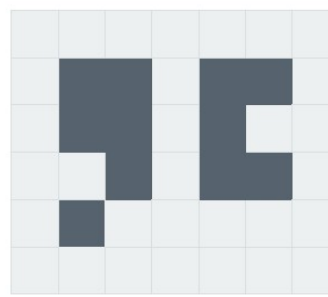
 **Choose a Schedule Type**

Consistent Schedule



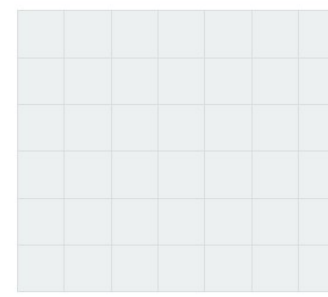
Scheduled attendance for the same days of the week, every week.

Pick Your Days



Custom attendance for specific scheduled dates.

Drop-In



Only drop-in days, without a regular care schedule.

27. Choosing a Schedule Type:

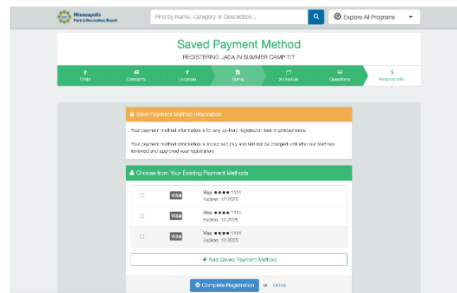
If Consistent, select before, after, or before and after. You can choose your first date and last date of attendance. Complete Schedule Setup and Continue.

If Pick Your Days, you can use the Next button to move through all months in the school year. You can register as many or few days and as far in advance as you would like. You can add before, after, or before and after care here.

If Drop-In, you only need to hit Complete Schedule Setup and Continue.

28. Complete the required questions and click **Complete Questions and Continue**.

29. Click **Add Saved Payment Method-You cannot skip this part. Your contract will not be saved or submitted without adding a payment method.**



30. Click **Complete Registration**.

31. Your request for child care is submitted and is pending approval from the district. We will not reach out to you before running the registration fee-the payment method must be valid and funds must be available at all times for processing. When the district has approved the request, the registration fee will be processed, and you will receive an email confirmation of the approval.

Please note: Contract requests submitted, will be reviewed and responded to within 1-2 business days via email. *(During peak registration seasons, contract requests submitted may take 3-4 business days for review).*

Questions

Contact Community Education
Office Hours: Monday-Friday 8am-4pm MST
Phone: (480) 270-5438 ext. 1812