

# Kids' Company | Eleyo Navigation

## "How to" Catalog

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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](mailto:KidsCompany@priorlake-savage.k12.mn.us).

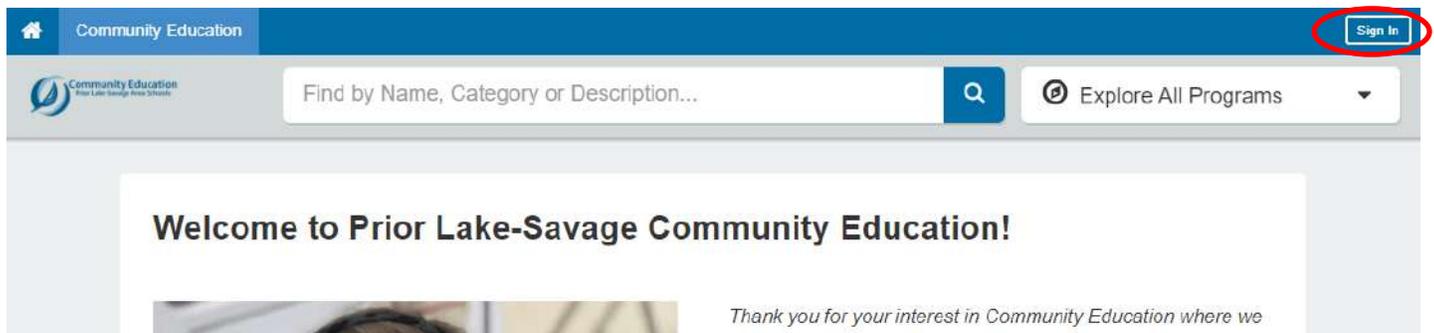
Thank you for your interest in Kids' Company.



## Kids' Company | Eleyo Navigation

### How to Set Up an Account

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.

A screenshot of the login form on the Community Education website. The form is titled "Sign In" and features two social login buttons: "Sign In with Facebook" and "Sign In with Google". Below these buttons is a horizontal line with the text "OR" in the center. Underneath is an "Email Address" input field with a yellow border and a small icon on the right. Below the input field is a blue "Next" button. At the bottom left of the form is the text "Don't have an account?" and at the bottom right is a link "Create one now" circled in red.

## Kids' Company | Eleyo Navigation

### How to Set Up an Account (continued)

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.

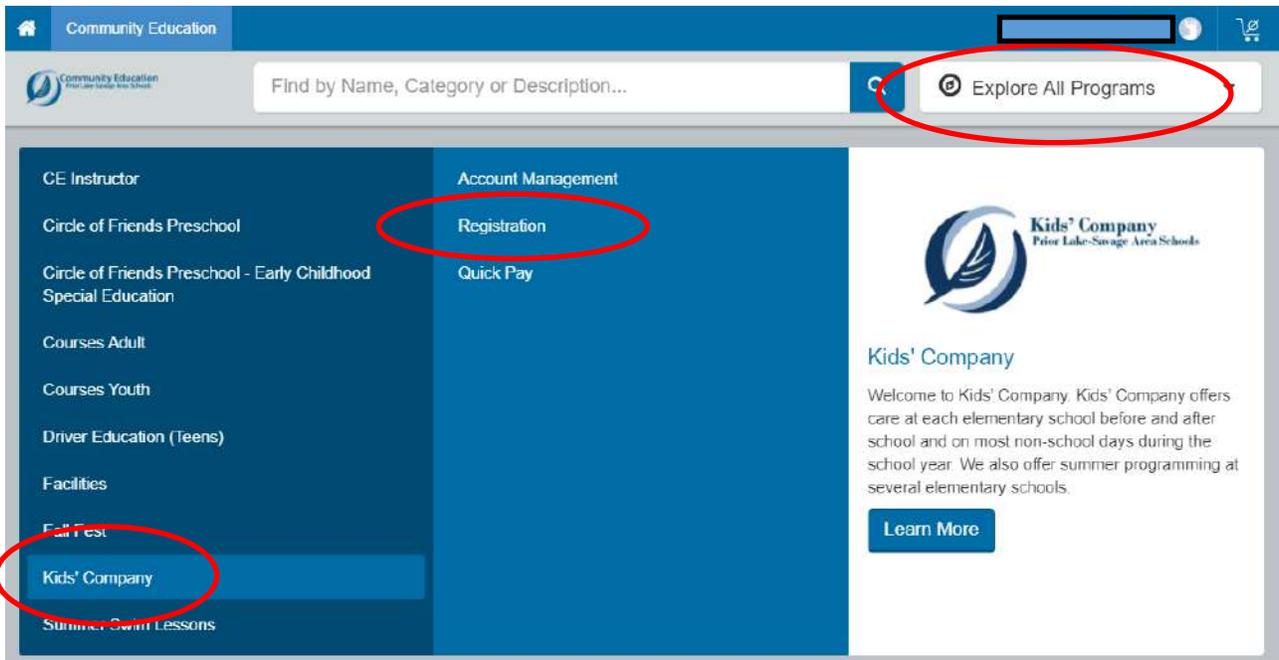


The screenshot shows the account management interface. On the left is a sidebar with the following options: Account Management (with a gear icon), Add a Relationship (green button), Change Password (blue button), Send Verification Email (blue button), Explore (blue button), and Logout (red button). The main content area shows a user profile for "You" with a redacted name box and a birthdate field that says "Birthdate: Not Provided". There is an "Edit" button next to the birthdate field. At the bottom right of the main area is a green button labeled "+ Add Family Member / Relationship".

## Kids' Company | Eleyo Navigation

### How to Set Up an Account (continued)

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.

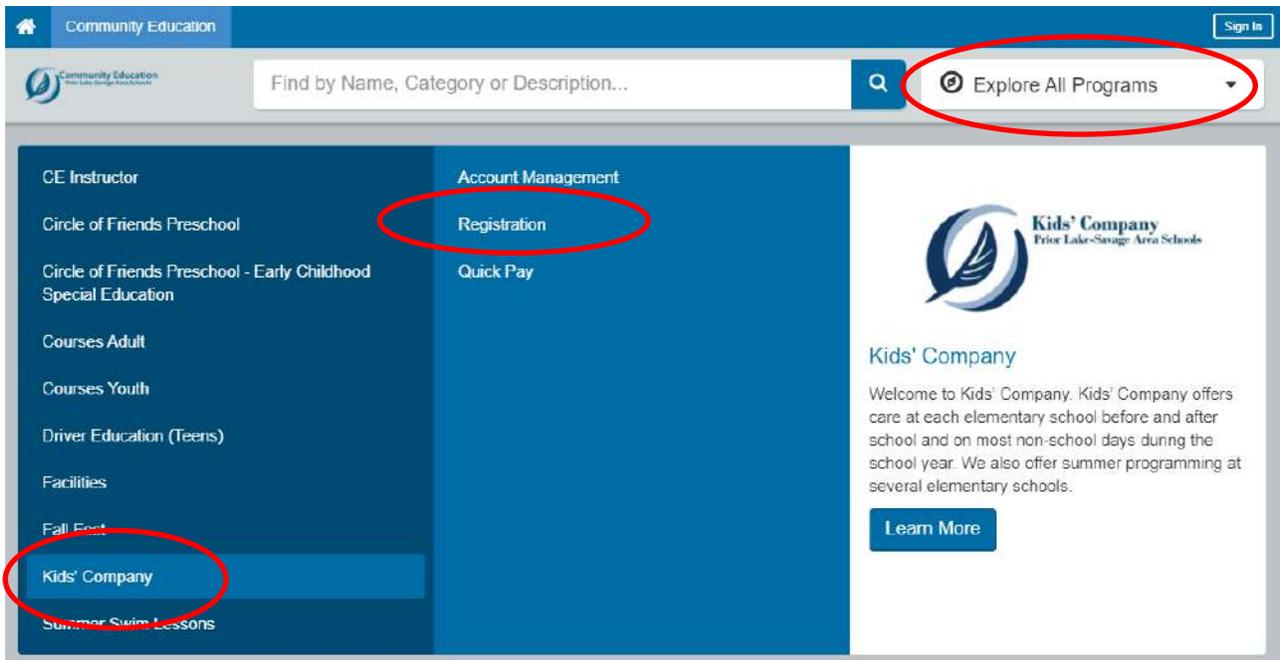


See *How to Register* on the following pages.

## Kids' Company | Eleyo Navigation

### How to Register

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.

# Kids' Company | Eleyo Navigation

## How to Register (continued)

The screenshot shows the 'Child Info' registration page. At the top, there is a navigation bar with 'Community Education' and a search bar. Below the search bar, the page title is 'Child Info' with a subtitle 'REGISTERING TESTING IN KIDS' CO 1/7'. A breadcrumb trail includes 'Child', 'Contacts', 'Location', 'Terms', 'Schedule', 'Questions', and 'Finance Info'. The main content area is divided into two sections: 'Attending Child' and 'Verify Child Info'. The 'Attending Child' section has a dropdown menu for 'Choose an Existing Child' with a selected option, an 'OR' separator, and a '+ Add New Child' button. The 'Verify Child Info' section displays a profile card for 'Your Child' with a placeholder for a photo, a date of birth '01/10/2016', and gender 'Male'. It also shows 'Lives with You' and 'Special Needs: None'. Below the profile card, there are fields for 'Grade Not Provided (for fall of 2021)', 'Attending School: Not Provided', and 'Teacher: Not Provided'. An 'Edit Child Info' button is located at the bottom right of the profile card. At the bottom of the page, a blue button reads 'Looks Good. Start Registering.'.

Choose the child you are registering here

Verify this child's information here

If all of the information is correct, click here

## Kids' Company | Eleyo Navigation

### How to Register (continued)

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.

The screenshot shows the 'Emergency Contacts' form with the following details:

Name	Relationship	Phone Numbers	Drop off / Pick up?
[Redacted] (You)	Parent	[Redacted] - Cell	<input checked="" type="checkbox"/> Yes

Buttons: + Add Emergency Contact, → Verify Contacts/Pickups and Continue or cancel

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.

The screenshot shows the 'Emergency Contacts' form with a search overlay. The details are:

Name	Relationship	Phone Numbers	Drop off / Pick up?
[Redacted] (You)	Parent	(952) 226-3075 - Cell	<input checked="" type="checkbox"/> Yes

Search overlay: Search for Person, [Redacted] [Redacted]'s Parent, Choose

Buttons: + Create New Emergency Contact, → Verify Contacts/Pickups and Continue or cancel

# Kids' Company | Eleyo Navigation

## How to Register (continued)

**Season/Location**  
REGISTERING TESTING IN KIDS' CO 3/7

Child   Contacts   Location   Terms   Schedule   Questions   Finance Info

**Program \***  
Kids' Company

Welcome to Kids' Company.

We look forward to working with you and your child. Kids' Company is a place where each child is a cherished and unique member of the team. Children are nurtured and kept safe in an environment that is designed to be recreational, educational and flexible enough to meet the individual needs of all children. Our focus is to provide students with E-STEM experiences and activities that promote 21<sup>st</sup> century learning skills.

For further information on Kids' Company, please refer to our [website](#).

Show Less ▾

**Choose a Season \***

School Year 2021-2022

**Registration Fee & Deposit:**  
A non-refundable registration fee of \$50 and a deposit of \$100 (per account, not per child) will be charged at the time of registration. The \$100 deposit will go toward your tuition.

**Kids' Company Hours:**  
Kids' Company hours are 6:30am-6:00pm.

**Rates:**

- Consistent Schedule session rate (before OR after school): \$13
- Pick-Your-Day Schedule session rate (before OR after school): \$14
- Drop-Ins: Contracted session rate plus \$5

**Payments:**

We accept payments using Visa, Master Card, American Express or Discover as well as ACH payment from a bank account.

Payments are not accepted at our sites. Checks must be mailed or dropped off at the Kids' Company office at 5061 Minnesota Street SE, Prior Lake, MN 55372.

**Questions:**  
Please call our office (952-226-0375) or send us an email ([kidscompany@priorlake-savage.k12.mn.us](mailto:kidscompany@priorlake-savage.k12.mn.us)) with questions.

Show Less ▾

**Choose a Location \***

<input type="radio"/> Five Hawks Five Hawks Elementary School	<input type="radio"/> Glendale Glendale Elementary School
<input type="radio"/> Hamilton Ridge Hamilton Ridge Elementary School	<input type="radio"/> Jeffers Pond Jeffers Pond Elementary School
<input type="radio"/> La ola del lago La ola del lago at Grainwood	<input type="radio"/> Redtail Ridge Redtail Ridge Elementary School
<input type="radio"/> WestWood WestWood Elementary School	<input type="radio"/> Non-School Day Only

→ Use Location and Continue or cancel

Select the season for which you are registering

Select the location that you need

NOTE: If you are registering for a Non-School Day Only type of contract, select this option

# Kids' Company | Eleyo Navigation

## How to Register (continued)

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](mailto:kidscompany@priorlake-savage.k12.mn.us)

**Contract Schedule**  
REGISTERING TESTING IN KIDS' CO 5/7

Child Contacts Location Terms Schedule Questions Finance Info

**Start Date**  
The date indicated below is the earliest available start date for your 2021-2022 school year registration. You may select a later date, if you wish to do so.

**Registration Fee/Deposit**  
A non-refundable registration fee of \$50 and a deposit of \$100 (per account, not per child) will be charged at the time of registration. The \$100 deposit will go toward your tuition. We accept payments using ACH, Credit/Debit card.

**Invoicing/Payments**  
Invoices are issued on Fridays for the following week's care. Auto Pay runs on Mondays for that week's care. (There may be occasional exceptions to this timing due to holiday office closures, software issues, etc.)  
Payment can be made manually online in Eleyo or Auto Pay can be set up by the account owner in Eleyo. Online payment methods include Visa, Master Card, American Express or Discover as well as ACH payment from a bank account.  
Payments are not accepted at our sites. Checks must be mailed or dropped off at the Kids' Company office located at 5061 Minnesota Street SE, Prior Lake, MN 55372.

**Non-School Days**

- The cost for Non-School Days is \$42 per child, per day. If a Non-School Day is requested and approved after the published deadline for that Non-School Day, the cost for that day is \$52 per child.
- The account owner must register for Non-School Days online in Eleyo by the deadline.
- Non-School Days cannot be removed in Eleyo. To remove a Non-School Day for which you have registered, the account owner must contact the Kids' Company office at [kidscompany@priorlake-savage.k12.mn.us](mailto:kidscompany@priorlake-savage.k12.mn.us) by the deadline and request that the Non-School Day be removed.

Show Less ▾

**Choose a Schedule Type**

Consistent Schedule

Pick Your Days

Pick the same days of the week for every week.

Pick a varied schedule of specific dates.

Review the information provided here

Select the schedule type that you wish to register for

## Kids' Company | Eleyo Navigation

### How to Register (continued)

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
- **Kids' Company handbook** (<https://www.priorlake-savage.k12.mn.us/community/kids-company/family-handbook>)

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.

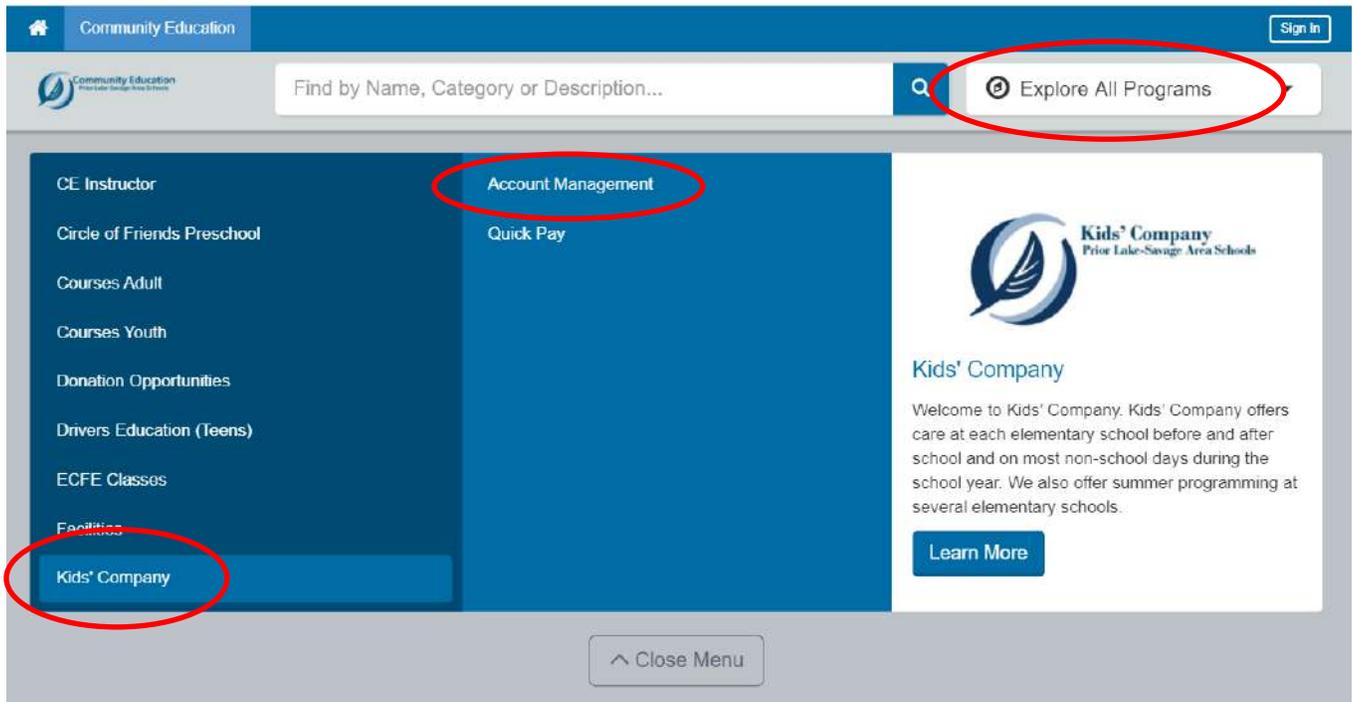
The registration fee and deposit are charged automatically when we process your registration.

If you wish to set up Auto-Pay, you can check the box before clicking the Complete Registration button.

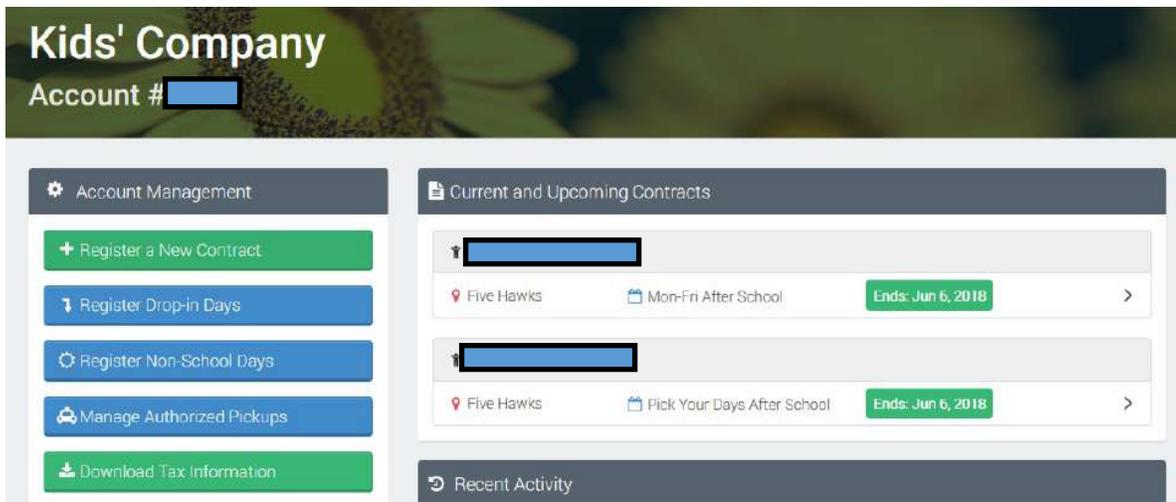
# Kids' Company | Eleyo Navigation

## How to Change Your Schedule/Withdraw Contract

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

# Kids' Company | Eleyo Navigation

## How to Change Your Schedule/Withdraw Contract (continued)

To **change** this child's schedule, click here

To **withdraw** this child's schedule, click here

The screenshot shows the 'Contract Management' sidebar with buttons for 'Change Schedule', 'Register for Drop-in Days', 'Register for Non-School Days', 'Managed Authorized Pickups', and 'Withdraw Contract'. The main area displays a calendar for September, October, and November 2017, and a section for 'After School' with a 'Drop-in Days' list.

### 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.

Currently Editable Schedule: Sep 7, 2018 To Jun 6, 2019; Mon-Fri Before School

Choose Date Range

First date of attendance for new schedule: 09/07/2018

Last date of attendance for new schedule: 06/06/2019

Select Days of the Week by Section

Redtail Ridge - Before School  
Sep 6, 2018 → Jun 6, 2019 6:30 - 11:50 am

Choose Days of the Week \* [All] [None] [Invert]

Mon [x] Tue [x] Wed [x] Thu [x] Fri [x]

You may select either: 1, 2, 3, 4 or 5 days of the week.

Redtail Ridge - After School  
Sep 6, 2018 → Jun 5, 2019 3:50 - 6:00 pm

Choose Days of the Week \* [All] [None] [Invert]

Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ]

You may select either: 1, 2, 3, 4 or 5 days of the week.

Submit Contract Schedule Changes or cancel

# Kids' Company | Eleyo Navigation

## How to Change Your Schedule/Withdraw Contract (continued)

### 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.

**Before School**

← Prev Today Next →

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

You must select at least 1 date total.

✓ Current + Adding - Removing

**After School**

← Prev Today Next →

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

You must select at least 1 date total.

✓ Current + Adding - Removing

✓ Submit Contract Schedule Changes or cancel

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.*

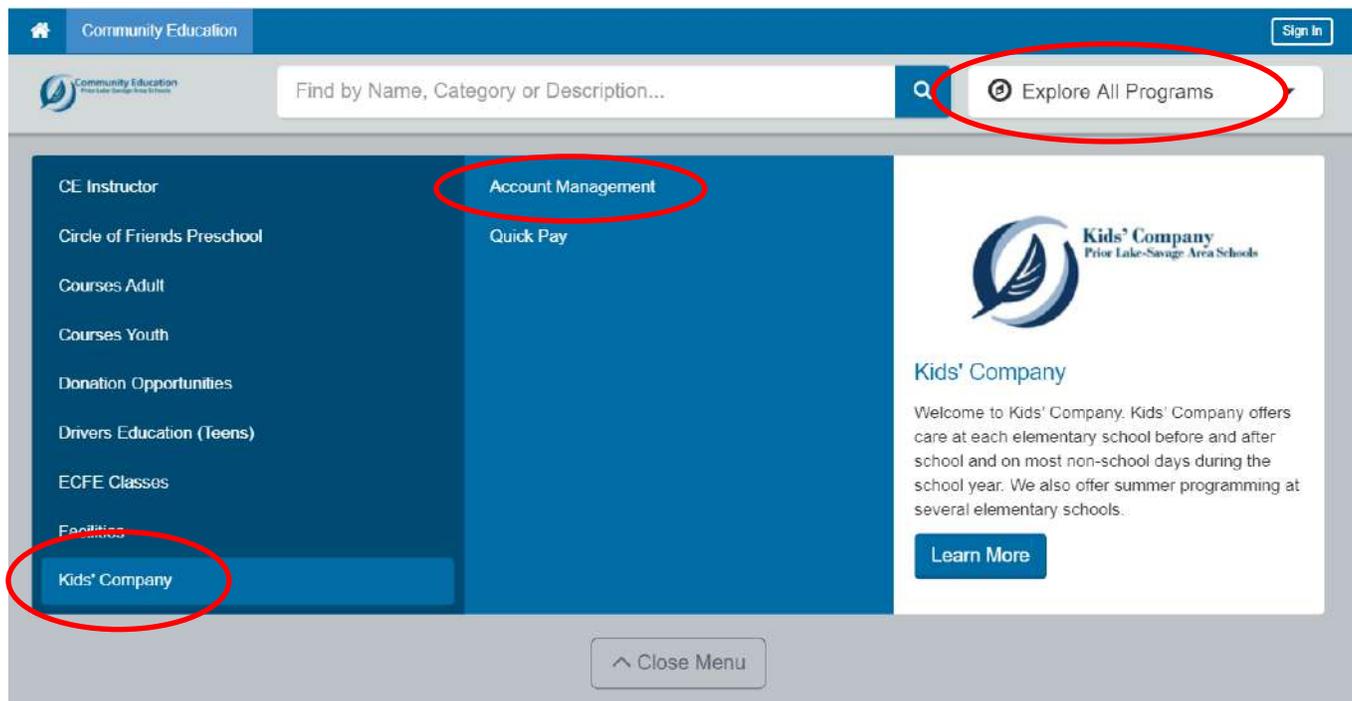
## Kids' Company | Eleyo Navigation

### How to Add Drop-in Days

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.

# Kids' Company | Eleyo Navigation

## How to Add Drop-in Days (continued)

Kids' Company  
Account # [redacted]

Account Management

- Register a New Contract
- Register Drop-in Days**
- Register Non-School Days
- Manage Authorized Pickups
- Download Tax Information

Current and Upcoming Contracts

- [redacted] Five Hawks Mon-Fri After School Ends: Jun 6, 2018
- [redacted] Five Hawks Pick Your Days After School Ends: Jun 6, 2018

Recent Activity

Select the Register Drop-in Days button

### Register for Drop-In Days

Attending Child

[redacted]

Contract

Five Hawks: Mon-Fri After School (School Year 2021-2022 (Grades K-5))

or

Select the child's name and then verify the contract

# Kids' Company | Eleyo Navigation

## How to Add Drop-in Days (continued)

### Register for Drop-In Days

This section will remind you that you will be paying an additional amount for drop-in days

**Drop-in days cost an additional \$5.00 per morning and per afternoon.**

Drop-in days should only be used to add a morning and/or an afternoon for your child that you cannot add by using the Change Schedule button. To find the Change Schedule button, navigate to your Kids' Company Account Management screen, then select your child's contract under Current & Upcoming Contracts. Once on the contract screen, select the Change Schedule button.

If you are adding an afternoon drop-in, please notify your child's teacher and the school office of the change in schedule.

Show Less ▾

#### Five Hawks - Before School

← Prev Today Next →

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Add the drop-in days that you need here

#### Five Hawks - After School

Already contracted for all available dates.

✔ Finish or cancel

### IMPORTANT NOTES ABOUT DROP-IN DAYS:

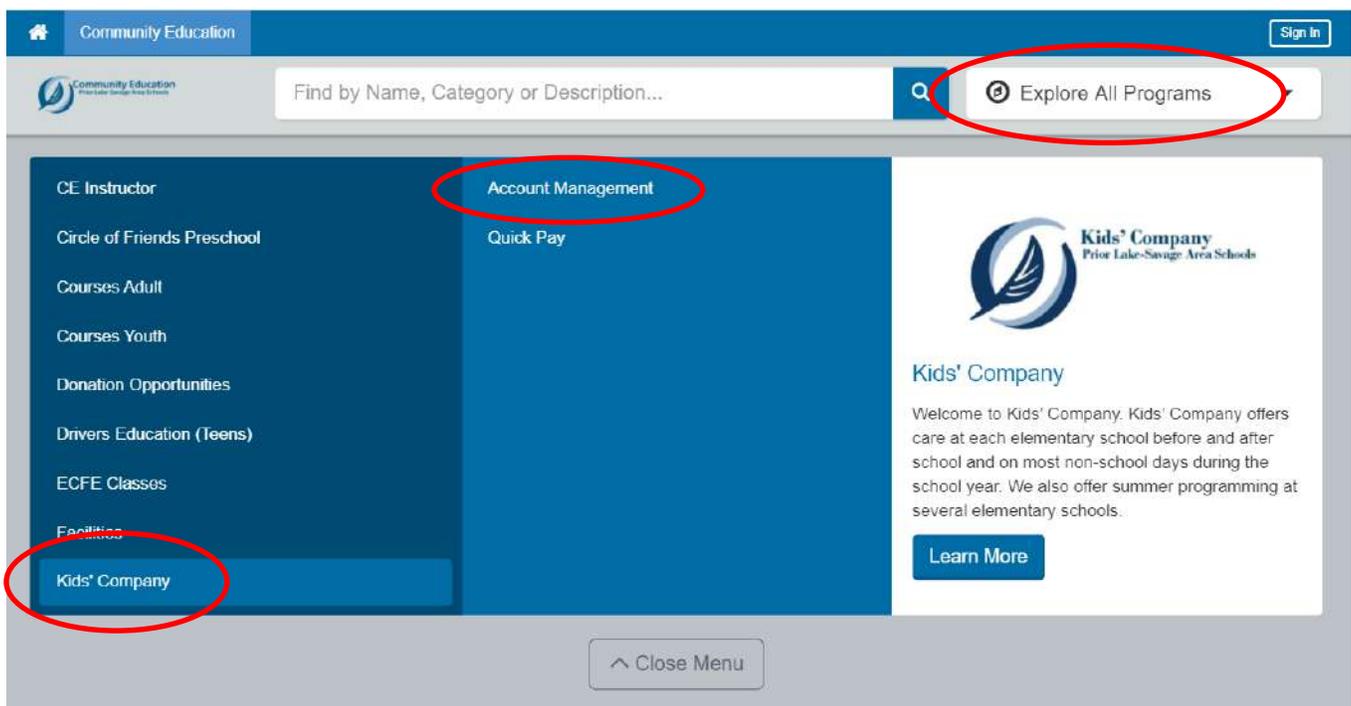
- \* Drop-in Days cost more than your contracted amount. Make sure that you only use Drop-ins to add sessions that cannot be added using the Change Schedule button (see pages 11-13).
- \* It is your responsibility to notify your child's teacher and the school office of changes to your child's Kids' Company 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.

### DISCOVER

- CE Instructor Handbook
- Career and Job Fair
- Circle of Friends Preschool
- Courses Adult
- Courses Youth
- Dance with Me Ball fka. Daddy Daughter Dance
- Drivers Education (Teens)
- ECFE Classes
- Facility Use / Calendar

- Fall Fest
- Kids' Company
- Summer Band
- Summer Swim Lessons
- The Wave (Grades 6-8)
- Our Website
- RSS / Atom

### SUPPORT

- Privacy Policy
- Contact Us

### ACCOUNT

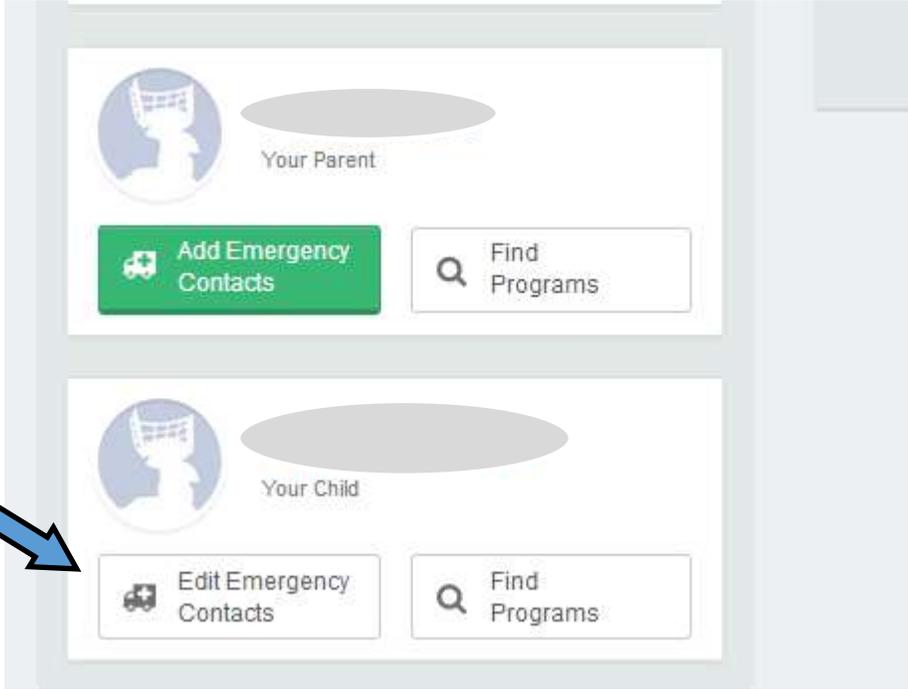
- Your Dashboard
- Your Family
- Your History
- Saved Payment Methods

Scroll to the bottom of the screen and select Your Dashboard

# Kids' Company | Eleyo Navigation

## How to Add/Update Emergency Contacts (continued)

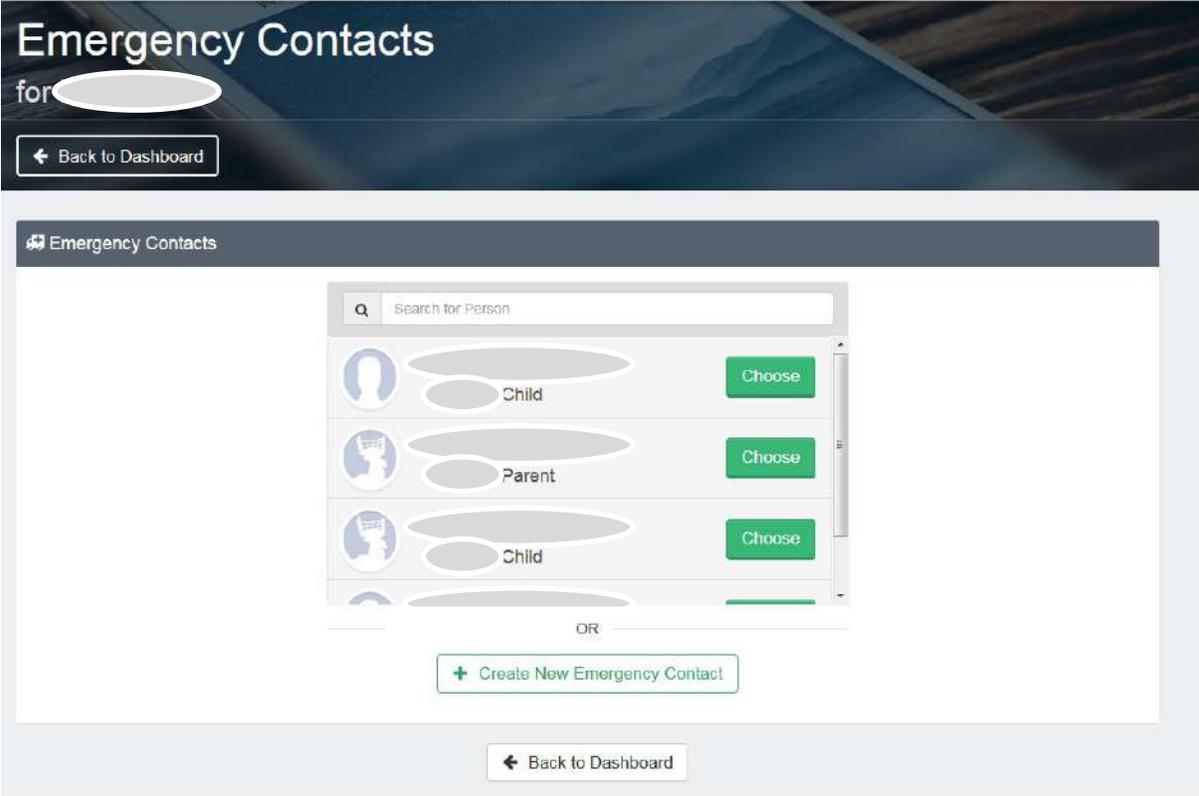
Select the Edit Emergency Contacts or Add Emergency Contacts button under the child for whom you need to update Emergency Contacts.



If you chose this button:



your screen will look something like this:



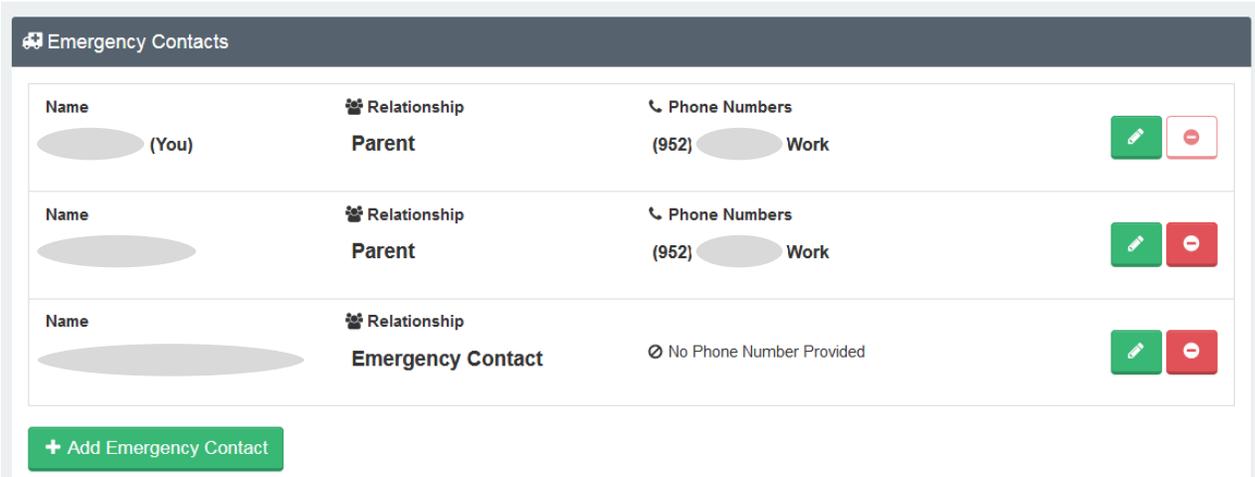
Select an emergency contact from the drop-down options or create a new one.

# Kids' Company | Eleyo Navigation

## How to Add/Update Emergency Contacts (continued)

If you chose this button: 

your screen will look something like this:



The screenshot shows a web interface titled "Emergency Contacts". It features a table with three rows of contact information. Each row includes a name field, a relationship field, and a phone number field. The first two rows show "Parent" relationships with phone numbers in the format "(952) [redacted] Work". The third row shows an "Emergency Contact" relationship with the text "No Phone Number Provided". To the right of each row are two buttons: a green edit button and a red delete button. At the bottom of the interface is a green button labeled "+ Add Emergency Contact".

Name	Relationship	Phone Numbers	
[redacted] (You)	Parent	(952) [redacted] Work	 
[redacted]	Parent	(952) [redacted] Work	 
[redacted]	Emergency Contact	⊘ No Phone Number Provided	 

[+ Add Emergency Contact](#)

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

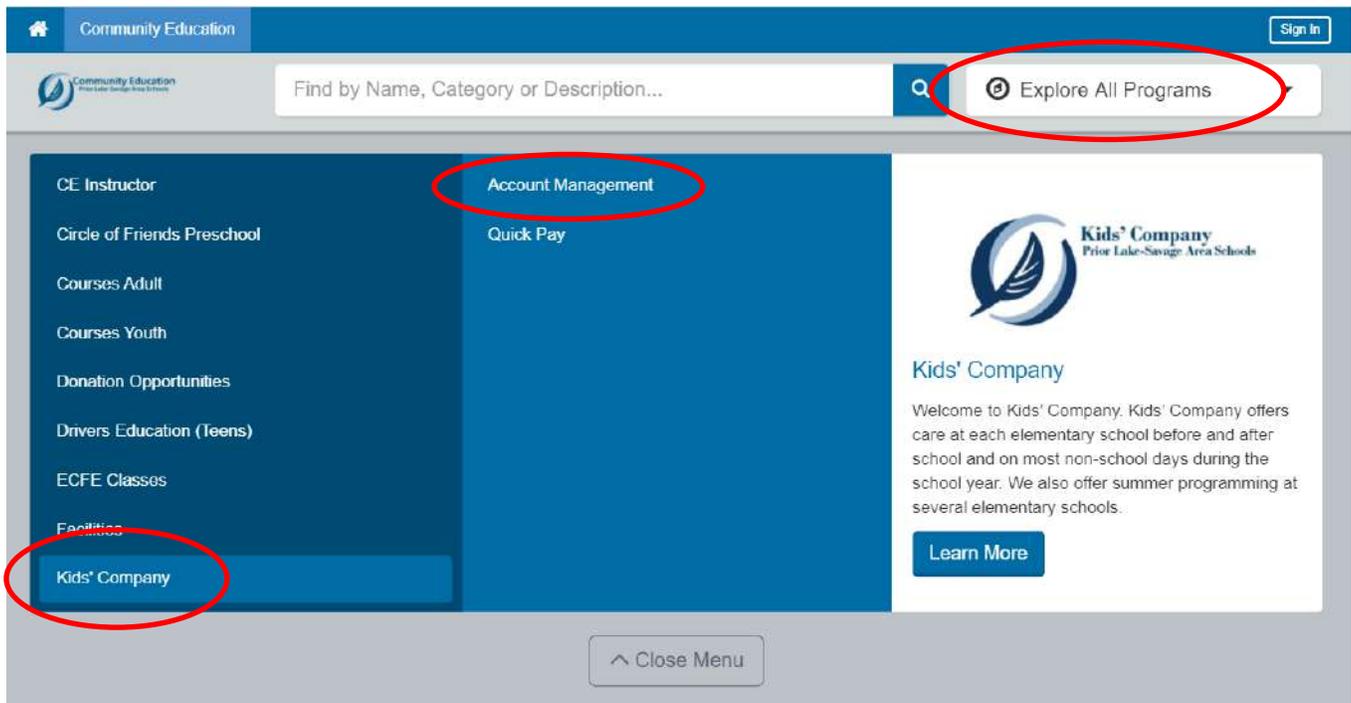
Thank you for choosing Kids' Company.



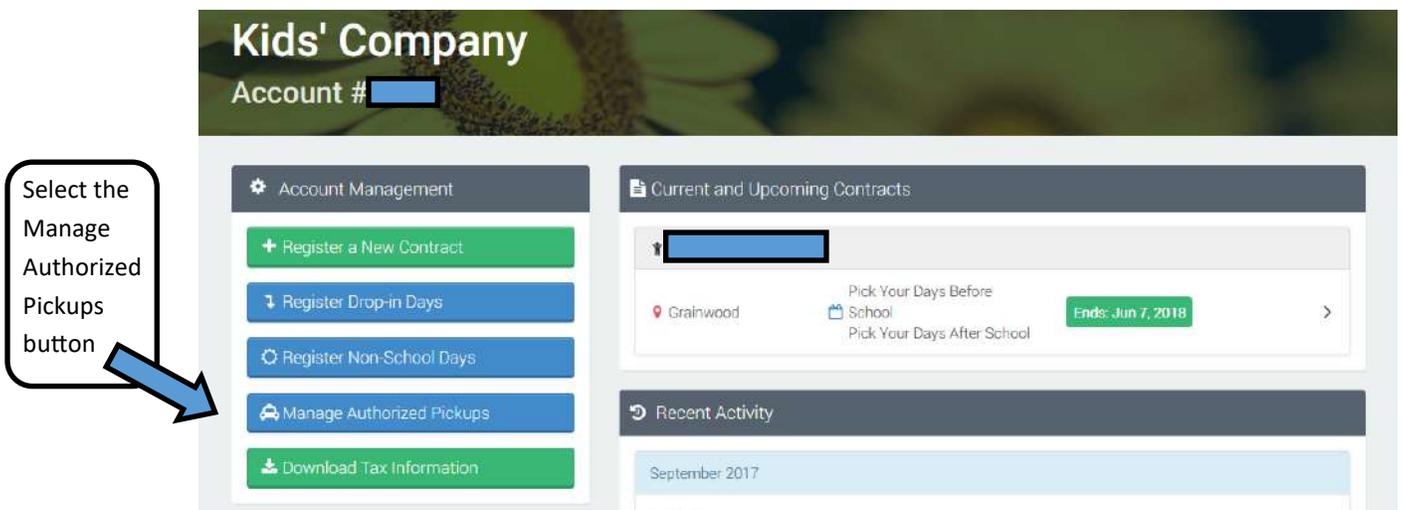
## Kids' Company | Eleyo Navigation

### How to Update Authorized Pickups

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.



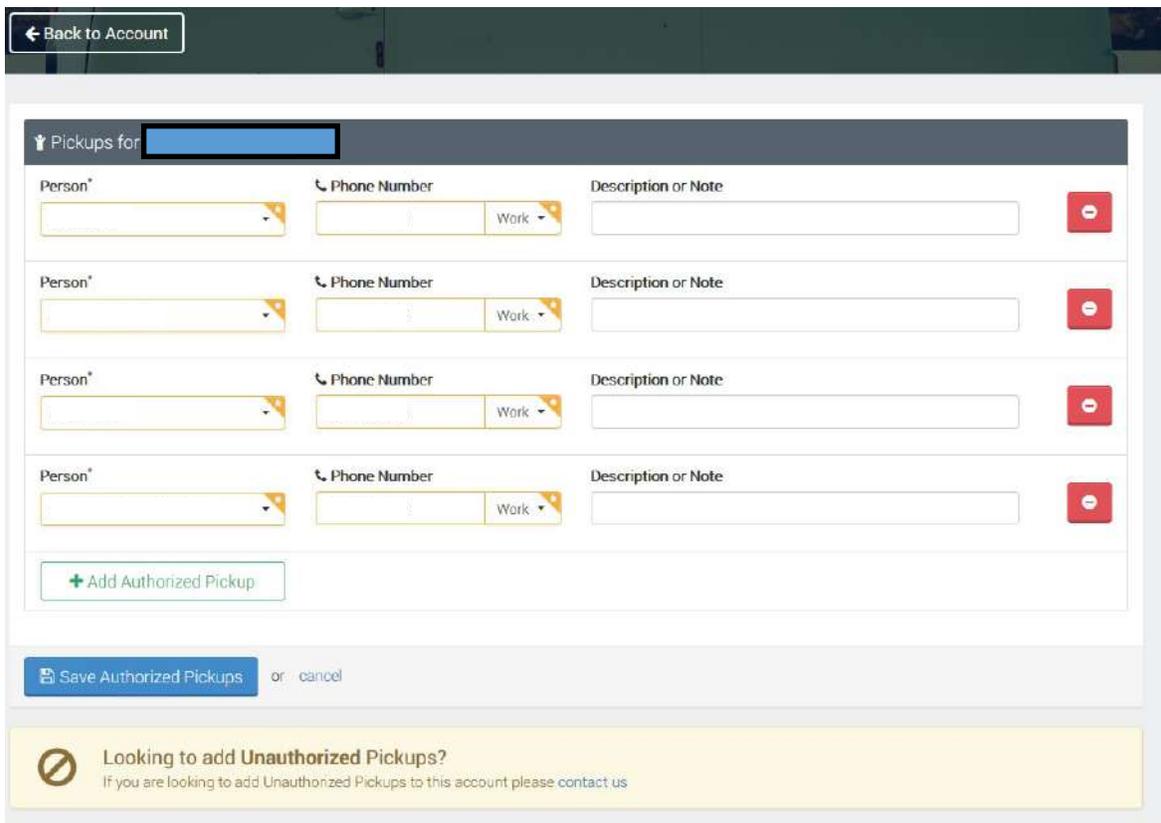
## Kids' Company | Eleyo Navigation

### How to Update Authorized Pickups (continued)

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.



The screenshot shows the 'Authorized Pickups' management interface. At the top left, there is a 'Back to Account' button. Below it, a header indicates 'Pickups for' followed by a blurred name. The main area contains four rows, each representing an authorized pickup person. Each row has three columns: 'Person\*' (a dropdown menu with a required field icon), 'Phone Number' (a text input field with a required field icon and a 'Work' dropdown), and 'Description or Note' (a text input field with a required field icon). To the right of each row is a red minus sign button for removal. Below the rows is a '+ Add Authorized Pickup' button. At the bottom, there is a 'Save Authorized Pickups' button and a 'cancel' link. A yellow banner at the bottom contains a warning icon and the text: 'Looking to add Unauthorized Pickups? If you are looking to add Unauthorized Pickups to this account please contact us'.

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.



# Kids' Company | Eleyo Navigation

## How to Update Personal Information in Eleyo

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.

The screenshot displays the Eleyo web application interface. At the top, there is a blue navigation bar with 'Community Education' and 'Activities' tabs. A search bar is located below the navigation bar. The main header area features a 'Welcome to Your Account' message for 'Prior Lake-Savage Area Schools Community E...'. A user profile icon is visible, and a red arrow points to the user name in the top right corner, which has opened a drop-down menu. The menu options are: 'Logged in as [redacted]', 'Your Account / Relationships', 'Explore', 'Get Help', 'Switch District', and 'Logout'. Below the header, the page is divided into several sections: 'Your Invoices' (showing 'No Outstanding Invoices'), 'Manage Family Members' (with a 'You' profile card and 'Add Emergency Contacts' button), 'Current and Upcoming Enrollments' (showing 'No Enrollments' and 'Explore Courses' button), and 'Recent Payment Activity'.

## Kids' Company | Eleyo Navigation

### How to Update Personal Information in Eleyo (continued)

On the next screen select Edit by the name of the person whose information you wish to update.

The screenshot shows the Eleyo Kids' Company interface. At the top, there is a blue navigation bar with 'Community Education' and 'Activities' links. Below this is a header area with a profile picture placeholder, a name placeholder, and the 'PRIOR LAKE-SAVAGE AREA SCHOOLS' logo. The main content area is divided into two sections. On the left is the 'Account Management' sidebar with options: '+ Add a Relationship', 'Change Password', and 'Send Verification Email'. On the right is the user profile section, which includes a profile picture, the name 'You', and the birthdate 'Birthdate: Not Provided'. At the bottom right of the profile section, there are two buttons: 'Add District ID' and 'Edit'. The 'Edit' button is circled in red, and a red arrow points from the text box above to it.

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](mailto:kidscompany@priorlake-savage.k12.mn.us).

Thank you for choosing Kids' Company.



# Kids' Company | Eleyo Navigation

## Understanding Your Invoice

Kids' Company Invoice  
11/13/2017 through 11/17/2017

← Back to Account   Download   \$ Make a Payment

Previous Billing Period			
11/06/2017	Amount Owed		\$64.50
11/06/2017	Payment by Credit Card Visa [redacted]		(\$64.50)
Previous Balance			\$0.00

Start Date	End Date	Site	Days	Rate	Amount
[redacted] Consistent Schedule Contract					
				Non School Day Care for 11/09/2017 (1 x \$16.00)	\$16.00
11/13/2017	11/17/2017	WestWood - After School	Mon-Fri	Grades 4-5 Consistent (5 x \$9.50/Day)	\$47.50
11/13/2017	11/17/2017	WestWood - Before School	Mon-Fri	Grades 4-5 Consistent (5 x \$9.50/Day)	\$47.50

Discounts and Adjustments	
[redacted] Credit	(\$2.00)
Total Charges	
\$109.00	

**Total Amount Due on 11/13/2017    \$109.00**

**Reminder**  
 This invoice is for November 13-17. Auto Pays will be processed the morning of Monday, November 13.

**You are currently enrolled in the auto payment program.**  
 The payment method we have on file, Visa ending in [redacted] will be charged the amount of the invoice on 11/13/2017.

Information from the previous billing period—this total is added to the current week's charges below.

This section includes information for the current billing period and will include both school days and non-school days.

This section will include any adjustments to the account - late pick-up fees would be an example.

The Total Amount Due is the sum of the previous balance and the charges/credits for the current billing period. If it is a negative number, that is a credit balance on your account and it will be reflected as such on your next invoice.

If you have questions, please contact the Kids' Company office at 952-226-0375 or [kidscompany@priorlake-savage.k12.mn.us](mailto:kidscompany@priorlake-savage.k12.mn.us).

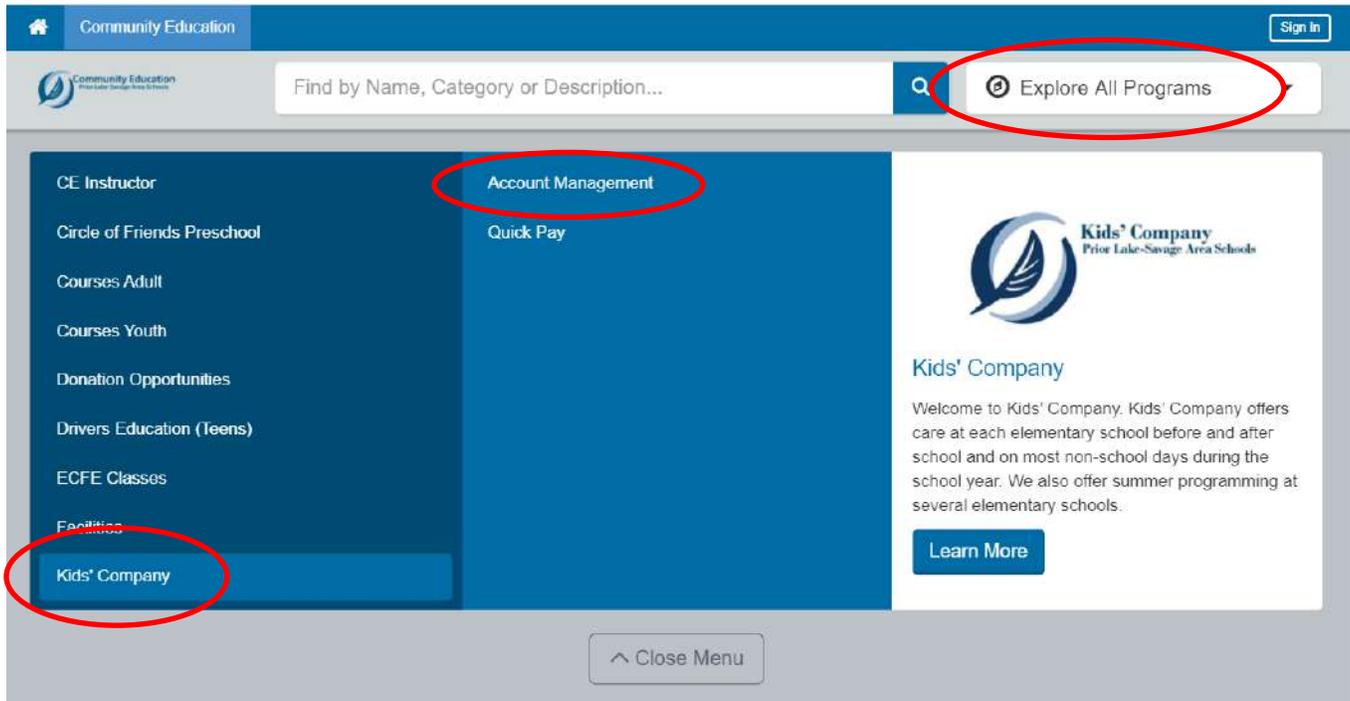
Thank you for choosing Kids' Company.



## Kids' Company | Eleyo Navigation

### Updating Saved Payment Methods/Auto Pay

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.

#### DISCOVER

[CE Instructor Handbook](#)  
[Career and Job Fair](#)  
[Circle of Friends Preschool](#)  
[Courses Adult](#)  
[Courses Youth](#)  
[Dance with Me Ball fka. Daddy Daughter Dance](#)  
[Drivers Education \(Teens\)](#)  
[ECFE Classes](#)  
[Facility Use / Calendar](#)

[Fall Fest](#)  
[Kids' Company](#)  
[Summer Band](#)  
[Summer Swim Lessons](#)  
[The Wave \(Grades 6-8\)](#)  
[Our Website](#)  
[RSS / Atom](#)

#### SUPPORT

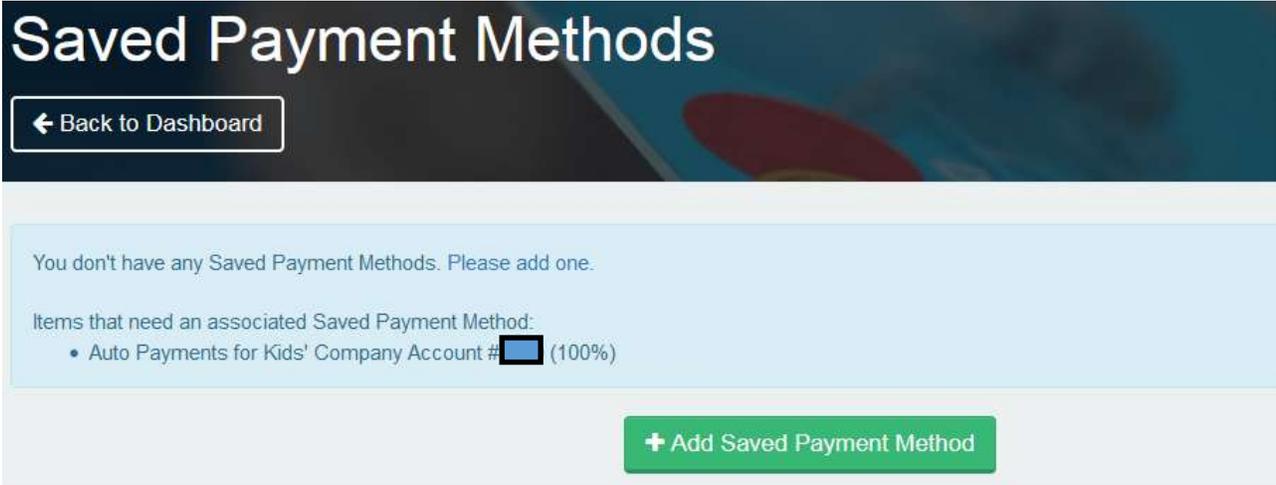
[Policies/Other](#)  
[Privacy Policy](#)  
[Contact Us](#)

#### ACCOUNT

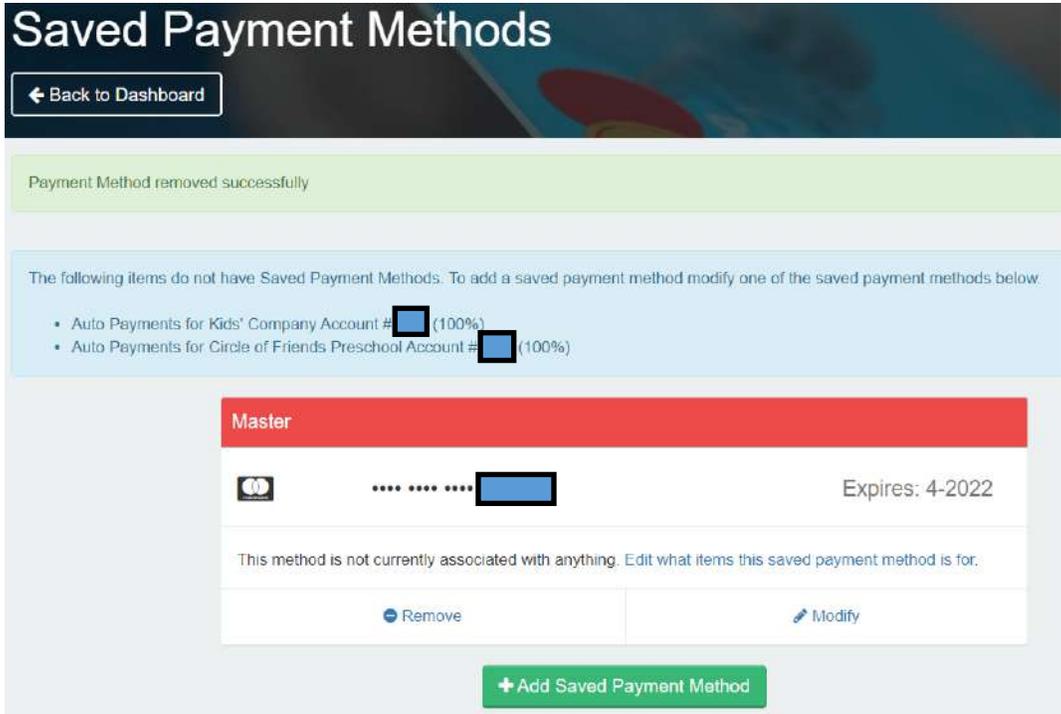
[Your Dashboard](#)  
[Your Family](#)  
[Your History](#)  
[Saved Payment Methods](#)

**Kids' Company | Eleyo Navigation**  
**Updating Saved Payment Methods/Auto Pay (continued)**

You will see one of the following screens:



Or...



Select the Add Saved Payment Method button or Remove/Modify on an existing card/account.

## Kids' Company | Eleyo Navigation

### Updating Saved Payment Methods/Auto Pay (continued)

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.

**Editing Saved Payment Method**

← Back to Saved Payment Methods

Master Card ending in \*\*\*\* [redacted] [Change / Update](#)

What should we use this payment method for?

Auto Payments for Kids' Company Account # [redacted] (100%)

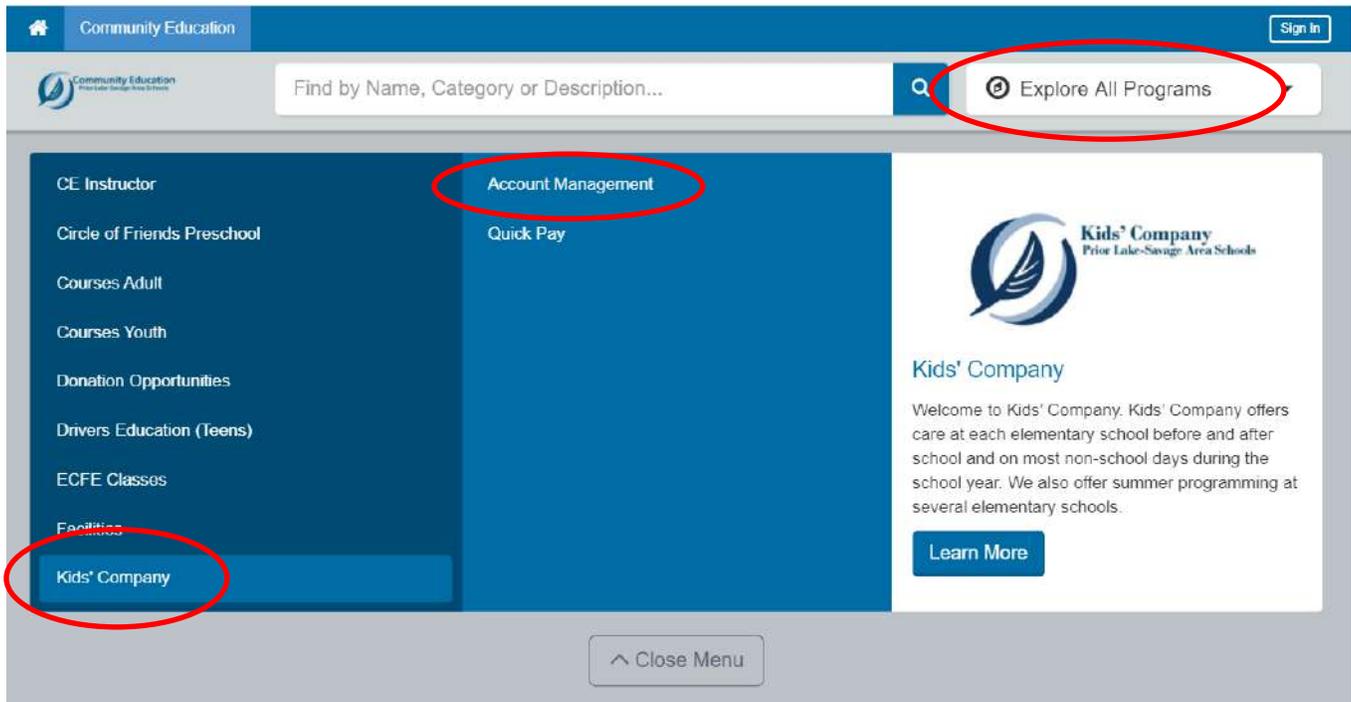
Nothing at this time

[Save Payment Method](#) or [cancel](#)

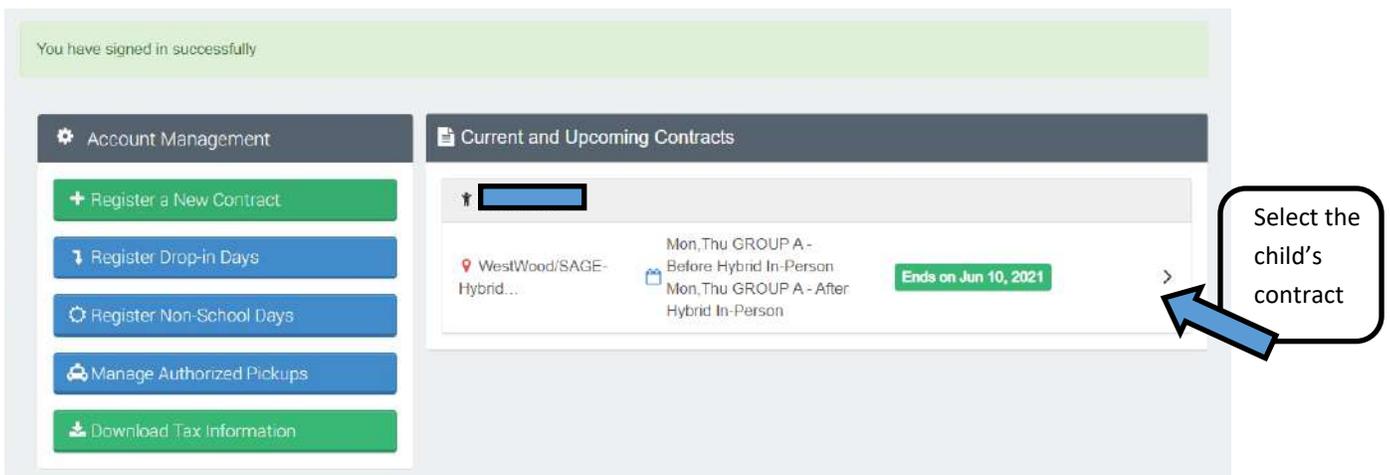
## Kids' Company | Eleyo Navigation

### Non-School Days (K-5 Only)

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.



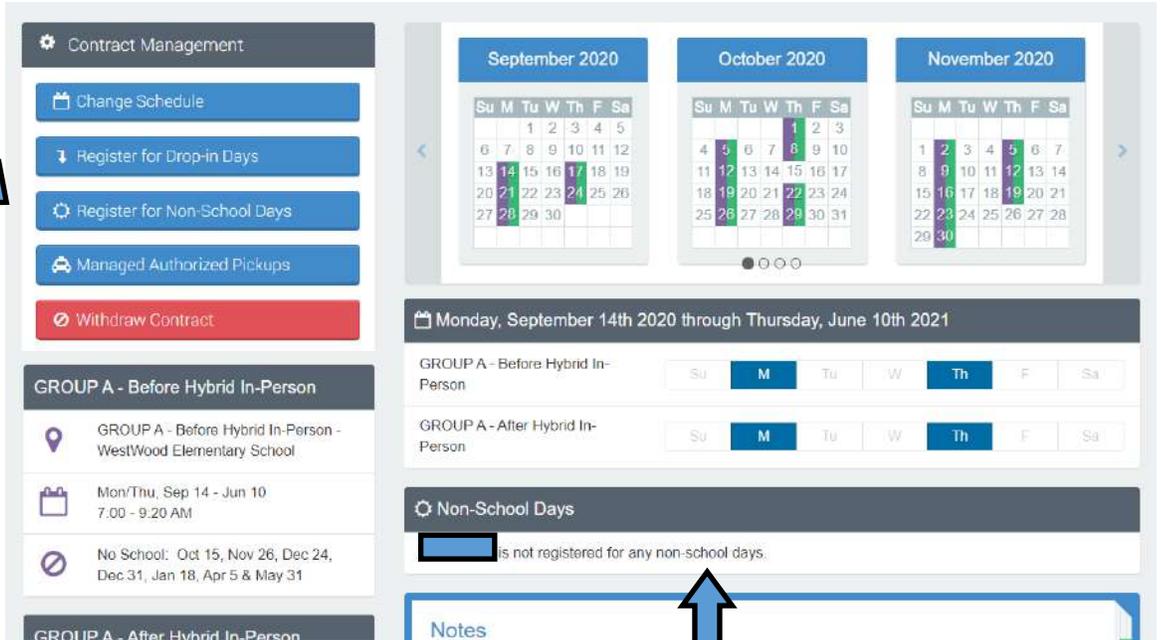
Log into Eleyo.



# Kids' Company | Eleyo Navigation

## Non-School Days (K-5 Only) (continued)

To register for upcoming Non-School Days, click here

The screenshot displays the Eleyo interface for contract management. On the left, there is a sidebar with options: 'Contract Management', 'Change Schedule', 'Register for Drop-in Days', 'Register for Non-School Days', 'Managed Authorized Pickups', and 'Withdraw Contract'. Below this, there is a section for 'GROUP A - Before Hybrid In-Person' with details for 'WestWood Elementary School', including dates and times. The main area shows three calendar views for September, October, and November 2020. Below the calendars, there are sections for 'Monday, September 14th 2020 through Thursday, June 10th 2021' and 'Non-School Days'. A blue box highlights the 'Non-School Days' section, and a blue arrow points from a text box below to this section.

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](mailto:kidscompany@priorlake-savage.k12.mn.us) and let us know which dates you need to remove.

Thank you for choosing Kids' Company.

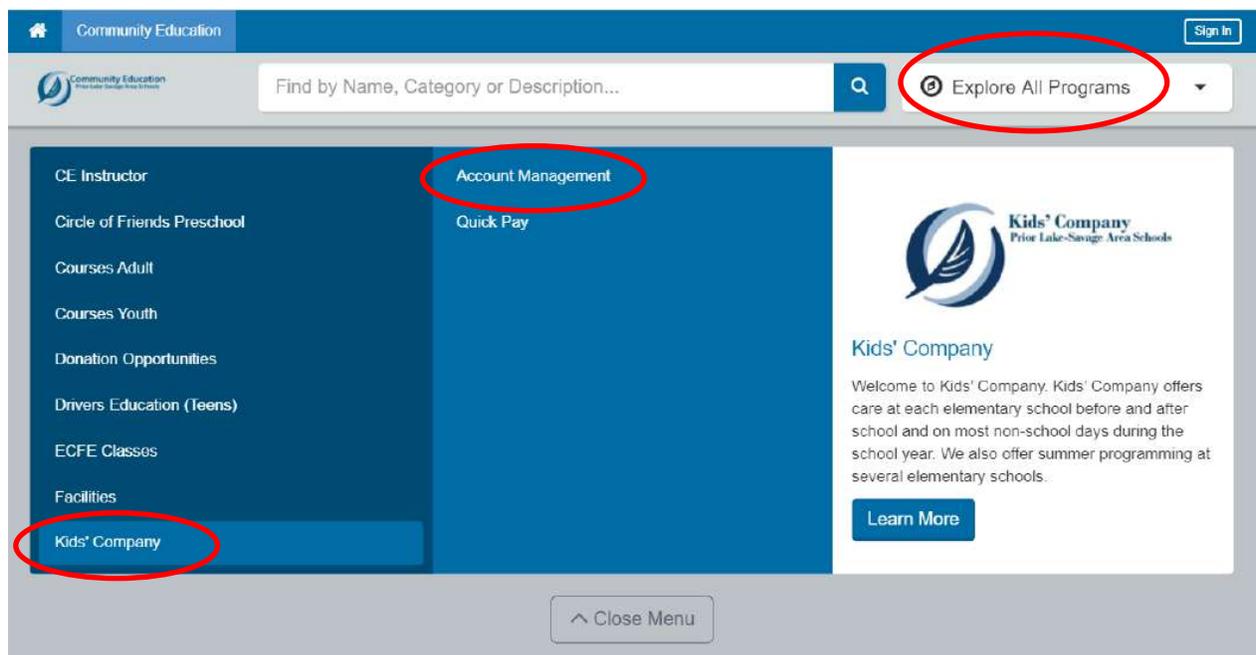


## Kids' Company | Eleyo Navigation

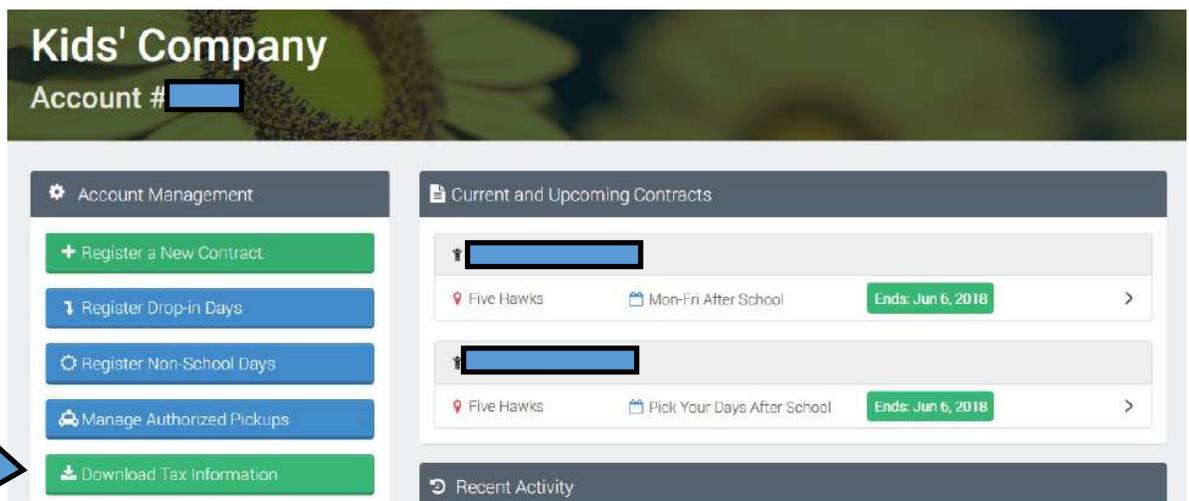
### Locate Your Tax Statement/Print Invoices or Receipts

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.



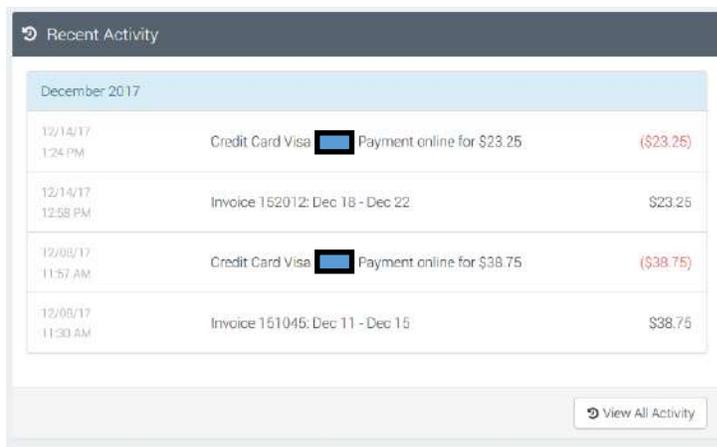
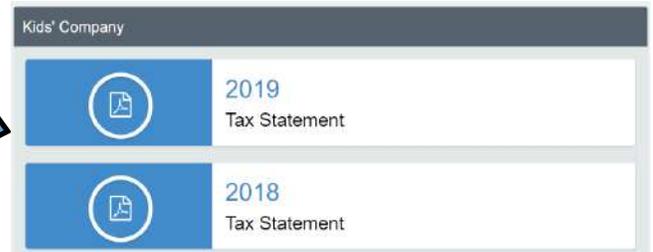
Select the Download Tax Information button.

## Kids' Company | Eleyo Navigation

### Locate Your Tax Statement/Print Invoices or Receipts (continued)

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](mailto:kidscompany@priorlake-savage.k12.mn.us).

Thank you for choosing Kids' Company.



**Kids' Company | Eleyo Navigation**  
**Preschool Child Care | Contract/Schedule Management**

**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 pm - 5:30 pm  
For classes ending at 3 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](mailto:kidscompany@priorlake-savage.k12.mn.us).

Thank you for choosing Kids' Company.

