

SCOPE Emergency Extended Day at Sawmill Intermediate School for Commack School District and Half Hollow Hills School District Residents

At the request of your school district, SCOPE Education Services is pleased to provide emergency extended school age care during this difficult time. The program will be held at the Sawmill Intermediate School.

Priority registration will be given to First Responders and Medical Personnel in the Commack and Half Hollow Hills Districts and currently enrolled SCOPE families in the Commack School District. This is a five day a week program (3/23/2020 – 3/31/2020). End date may change based on need. This program is dependent upon sufficient enrollment.

To register for this Extended Day Program, current SCOPE families in the district need to:

1. Log into your Eleyo Account
2. Select Name of District and Extended Day Program
3. Scroll down to Season and select your District's Extended Day Program
4. Choose your Location Session
5. Follow the Instructions

Note: Current SCOPE Child Care Families will be charged a modified fee dependent upon your previously submitted schedule/payment.

Directions for Online Registration for a New Family in the District (First Responders and Medical Personnel only)

Create Your Account Profile (New families only)

1. Browse to the website: **<https://scopeonline.ce.eleyo.com>**
2. Create your profile by selecting **Sign In** (top, right corner).
3. To create a new profile, log in with Facebook or Google-or- select **Create One Now**.
4. When creating 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.
Note: If you are a First Responder or in the Medical Profession please indicate your job title and your place of work in the 'Place of Work' field.
5. Select *Manage All Relationships* to add family members and emergency contacts.

An email will be sent from Eleyo with a link to verify your account. Use the Verify Your Email Address button on that email to verify your account.

Add Family Members and Emergency Contacts

1. If you are not already on the website, browse to **<https://scopeonline.ce.eleyo.com>** and login with your email address and password by selecting the *Sign In* button.
2. Select your name in the top right, corner of the screen then select **Your Account/Relationships** to view your profile.
3. Use the **Add a Relationships** button to add all family members.
4. Select the **Create Person** button.
5. After you have finished setting up the people associated with your profile, select the **SCOPE logo** in the top, left area of the screen then select *Explore All Programs* then *Your Dashboard*.

6. On the left, under the *Manage Family Members section*, use the **Add Emergency Contacts** button to add new emergency contacts. Use the **Edit Emergency Contacts** button to update that information. In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

Register for your School District's Extended Day Program

1. To register, select *Before and Aftercare* on the welcome page, then select *Enroll Now*.
2. Walk through the registration and submit your child's contract. Follow the same steps to register additional children in the family.
3. Select Name of District and Extended Day Program
4. Scroll down to Season and select your District's Extended Day Program
5. Choose your Location /Session
6. Follow the instructions including payment information. Once your contract is approved, your payment will be processed and you will receive a confirmation email.

Any questions or problems, call (631)360-0800, Barbara R. (ext.100) or Angela (ext. 123)