



Childcare and Preschool Registration Instructions: PK-5

ROCORI Community Education uses a registration and account management system called *Eleyo*. This sheet provides some tips for managing your ROCORI Account(s).

1. Go to <https://rocori.ce.eleyo.com>
2. **Create an Eleyo account for Spartan SPOT, Kid Care or Little Spartans Preschool:**
 - a. Click on blue *Sign In* button located in the top right corner of the page.
 - b. Add YOUR information. Click *Create Account* when finished.
 - c. Wait on confirmation page. **You will be redirected.**
 - d. Click on your name in the upper right hand corner and select *Your Account/Relationships*.
 - e. Select *Add Family Member/Relationship* and complete information. Continue until all members of your household are added to your account.
3. Select *Home* button in upper left hand corner.
4. **If you already have created an Eleyo account:**
 - a. Click *Explore All Programs >*
 - b. Choose *Little Spartans Preschool, Kid Care, OR Spartan SPOT >*
 - c. *Registration*
5. Select child to be registered and click *Looks Good, Start Registering*.
6. Add 2 additional emergency contacts (must have 3 emergency contacts to continue registering, including parents). You need phone numbers for all emergency contacts. When complete, select *Verify Contacts/Pickups and Continue*.
7. Choose location of the program you are registering for and select *Use Location and Continue*.
8. Choose a schedule type (see below). Select all days and sessions (before/after school) that your child will be attending, and click *Complete Schedule Setup and Continue*. Please note that you can always add non-school days/drop in days at a later date. As long as additions/changes are made at least 7 days in advance, there will be no additional fee.
 - a. Consistent: To be used if your child will be coming the same days of the week every week.
 - b. Pick Your Days: To be used if your child will be coming on different days of the week every week.
 - c. Drop-In: To be used if your child will be coming on an occasional basis.
9. Answer Registration Questions. When complete, click *Complete Questions and Continue*.
10. We strongly encourage families to add a Saved Payment Method to their child care account by selecting *Add Saved Payment Method*. After you add a saved payment method, you can opt in for auto-payment by selecting the check box next to “*Enroll in auto payment for xxx.*”
11. To register another child, select *Sign up another child for xxx* and repeat steps 5-11. Please note that preschool students must be registered through the *Little Spartans Preschool and Kid Care* if you plan on using Kid Care. You will need to click on *Explore All Programs* to find each program.

You will receive an automated email after your contract request has been submitted. You will also receive a confirmation email once your contract request has been accepted. You are not confirmed in the class or program requested until you receive the confirmation email.

If you have questions, please contact ROCORI Community Education at 320-685-8631. Thank you for registering your child through ROCORI Community Education!