



EAGLE ZONE

School Age Care

Registration & Account Help Guide

Online System Instructions


Eagle Zone uses an online registration and account management system. It is the same system used by all of Eden Prairie Community Education programs. If you are unable to register online, please contact us at 952-975-6940. If you have registered for Eden Prairie Community Education classes or programs in the past, you are already in the system. You can move past step one, and begin on step two.


To begin your 2019-2020 registration, please follow the steps below:

STEP ONE - Sign Up

Brand new families, who have not signed up for a program or class in the past through Eden Prairie Community Education.

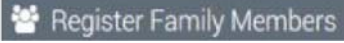


1. Go to <https://edenprairie.ce.eleyo.com/>

2. Click  on in the top right of the screen.

3. Click  on and proceed to enter the required information. When you have entered all of

the information that is required, click .

STEP TWO - Adding Children to Your Account, Account Relationships

1. After signing into your account, click on  to begin adding relationships to your account
2. If you need to add a child, edit information about a child or register a spouse/family member as an emergency contact or authorized pick-up, you can do so by clicking . You will then need to click .
3. Complete the form, and make sure to enter the grade your child is currently in (or will be entering in the fall if it is the summertime at the time you are signing up).

- Be sure to indicate any special needs or information about your child in the Special Needs field.

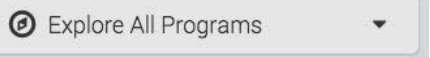
[Create Person](#)

Then click

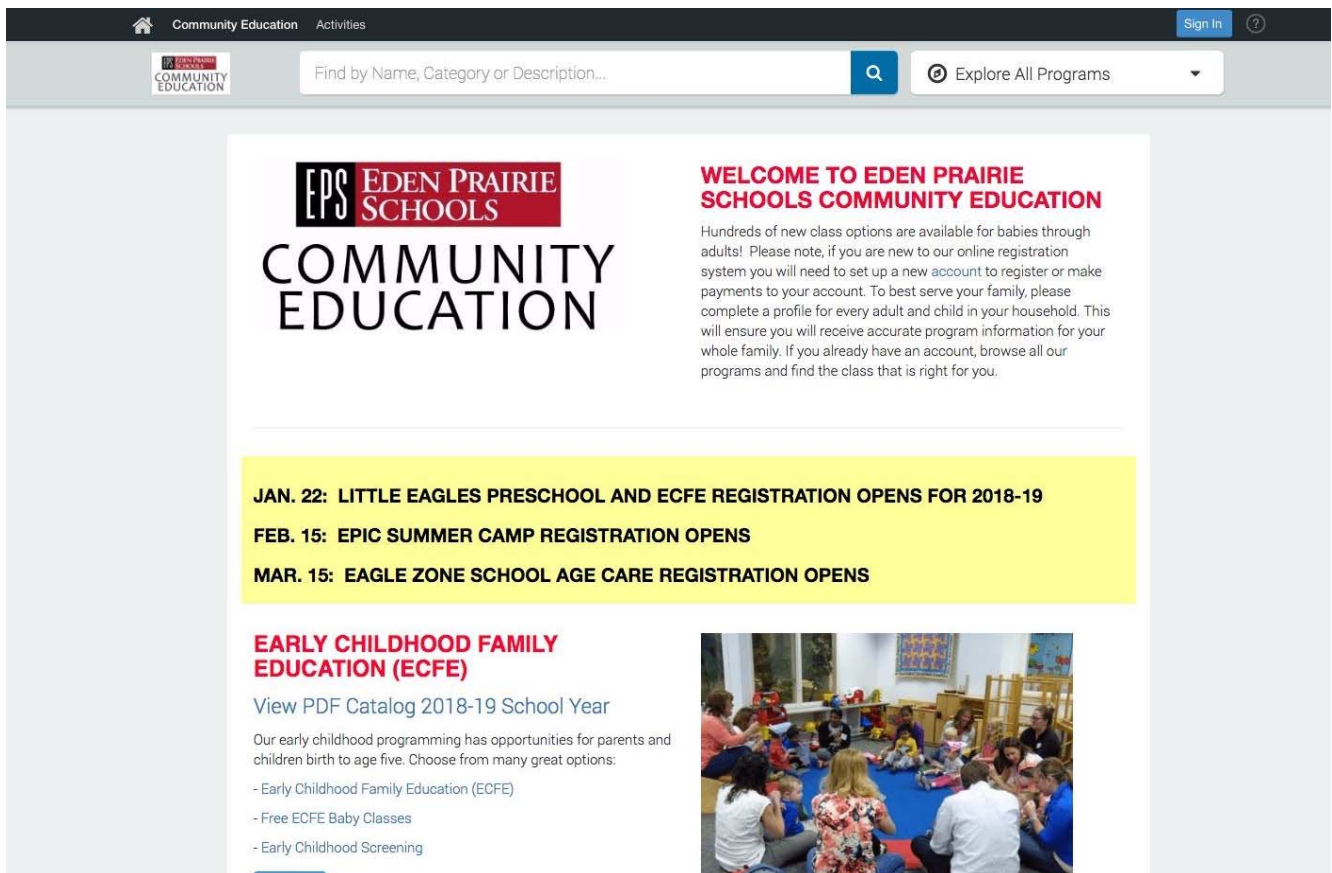
STEP THREE - Registration for Eagle Zone

1. Go to <https://edenprairie.ce.eleyo.com/> (if not already in your account) and sign into your account.

2. From the main page, displayed below. Scroll down to find Eagle Zone School Age Care, or select

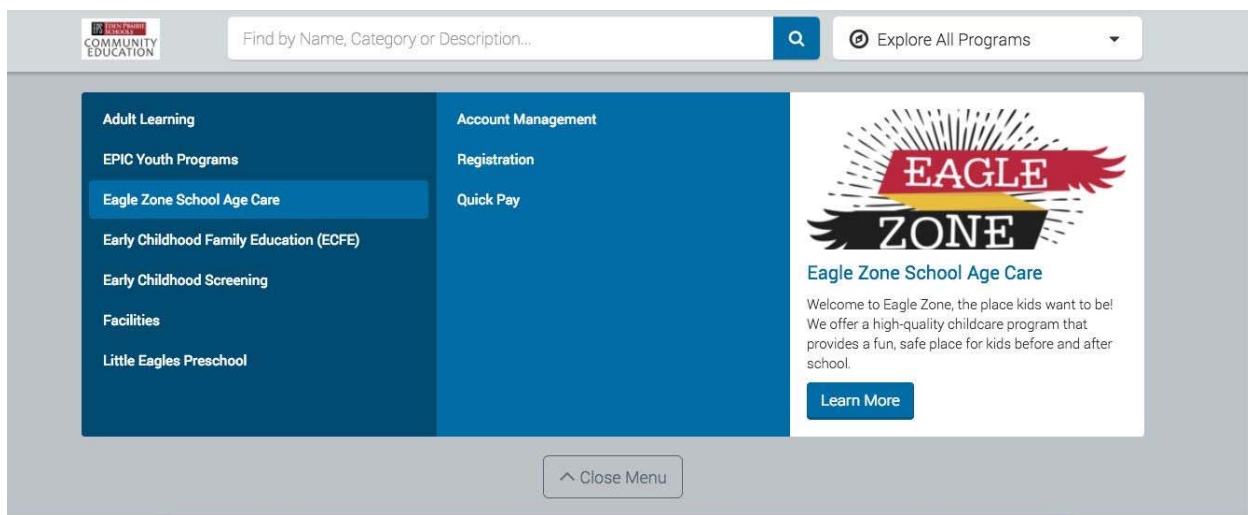
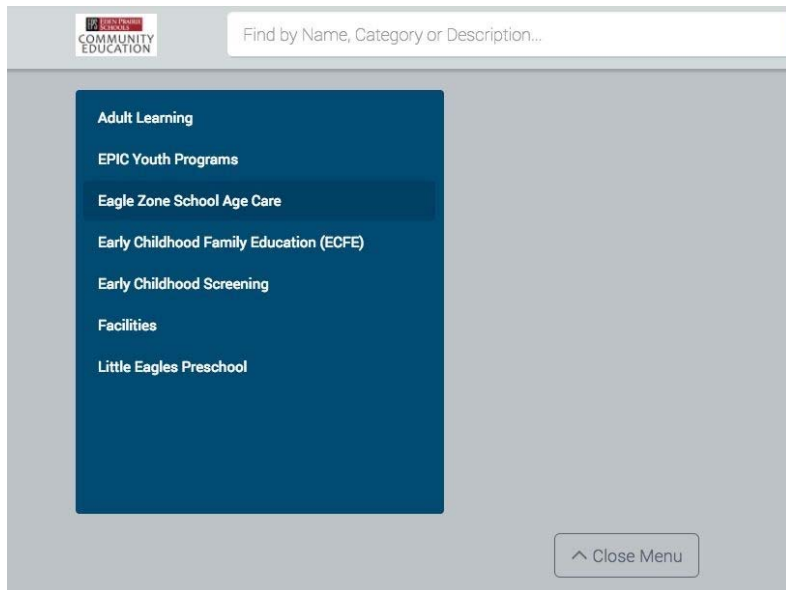
 Explore All Programs

in the top right.



The screenshot shows the homepage of the Eden Prairie Schools Community Education website. At the top, there is a navigation bar with 'Community Education' and 'Activities' links, and a 'Sign In' button. Below the navigation bar is a search bar with the placeholder text 'Find by Name, Category or Description...' and a magnifying glass icon. To the right of the search bar is a dropdown menu labeled 'Explore All Programs'. The main content area features the 'EDEN PRAIRIE SCHOOLS COMMUNITY EDUCATION' logo on the left and a 'WELCOME TO EDEN PRAIRIE SCHOOLS COMMUNITY EDUCATION' message on the right. Below the welcome message is a yellow banner with registration dates: 'JAN. 22: LITTLE EAGLES PRESCHOOL AND ECFE REGISTRATION OPENS FOR 2018-19', 'FEB. 15: EPIC SUMMER CAMP REGISTRATION OPENS', and 'MAR. 15: EAGLE ZONE SCHOOL AGE CARE REGISTRATION OPENS'. Underneath the banner is a section for 'EARLY CHILDHOOD FAMILY EDUCATION (ECFE)' with a link to 'View PDF Catalog 2018-19 School Year' and a list of options: '- Early Childhood Family Education (ECFE)', '- Free ECFE Baby Classes', and '- Early Childhood Screening'. To the right of this text is a photograph of a group of people sitting on a blue mat in a room, engaged in an activity.

3. When the drop-down menu appears, select **Eagle Zone School Age Care** from the options on the left. Then select **Registration** from the options that appear on the right. See below.









4. Select the child from the left that you would like to register for Eagle Zone. If you need to add a child, click on [+ Add New Child](#). Verify the information for the child is accurate. If you need to edit any of the information, select [Edit Child Info](#). If the information is correct, select [Looks Good. Start Registering.](#) to move forward in the process.


5. You can create a new Emergency Contact by clicking on







You will then need to have at least three Emergency Contacts created. You can authorize the Emergency Contacts by clicking Yes or No for Pick up?

Phone Numbers Pick up?  Yes  

Phone Numbers Pick up? No   

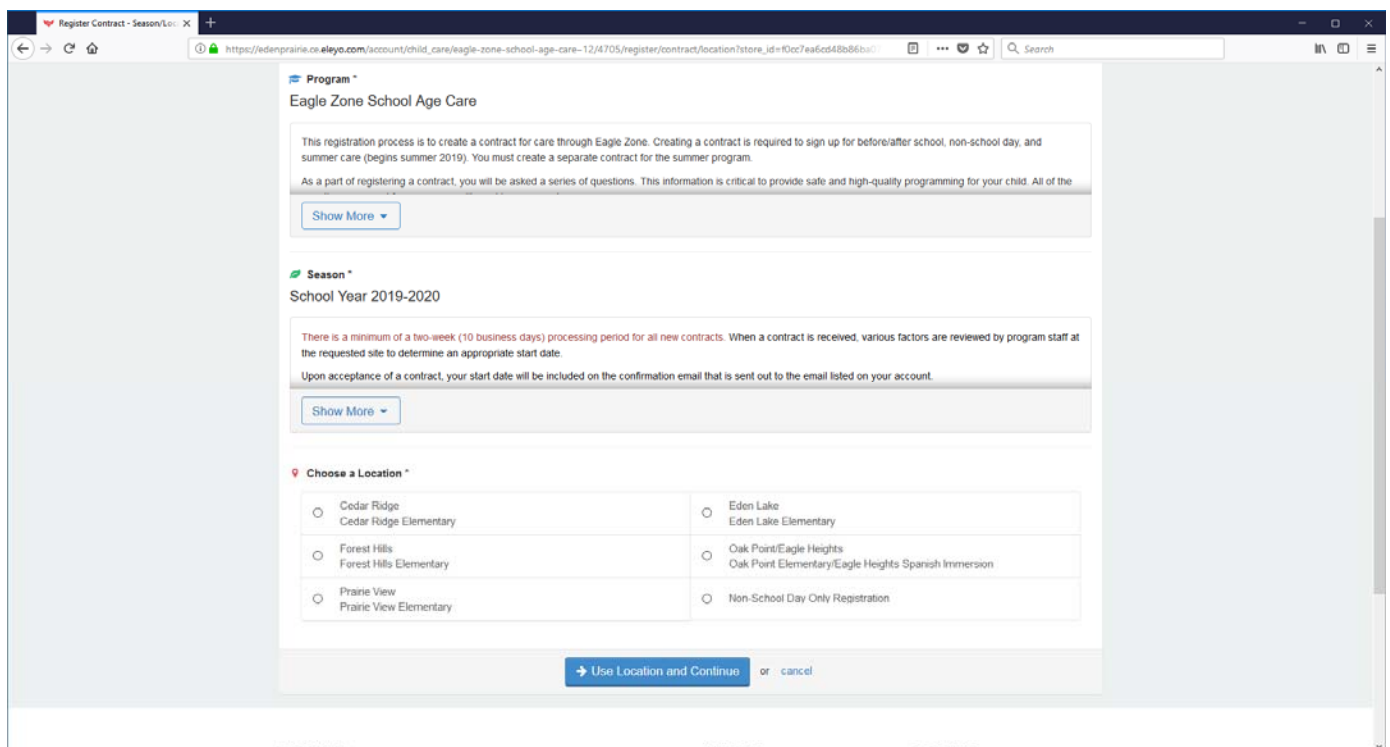


[→ Verify Contacts/Pickups and Continue](#)

You can edit your Emergency Contacts by clicking  or  remove them by clicking . Once you have all of the Emergency Contacts/Pickups ready, click on 

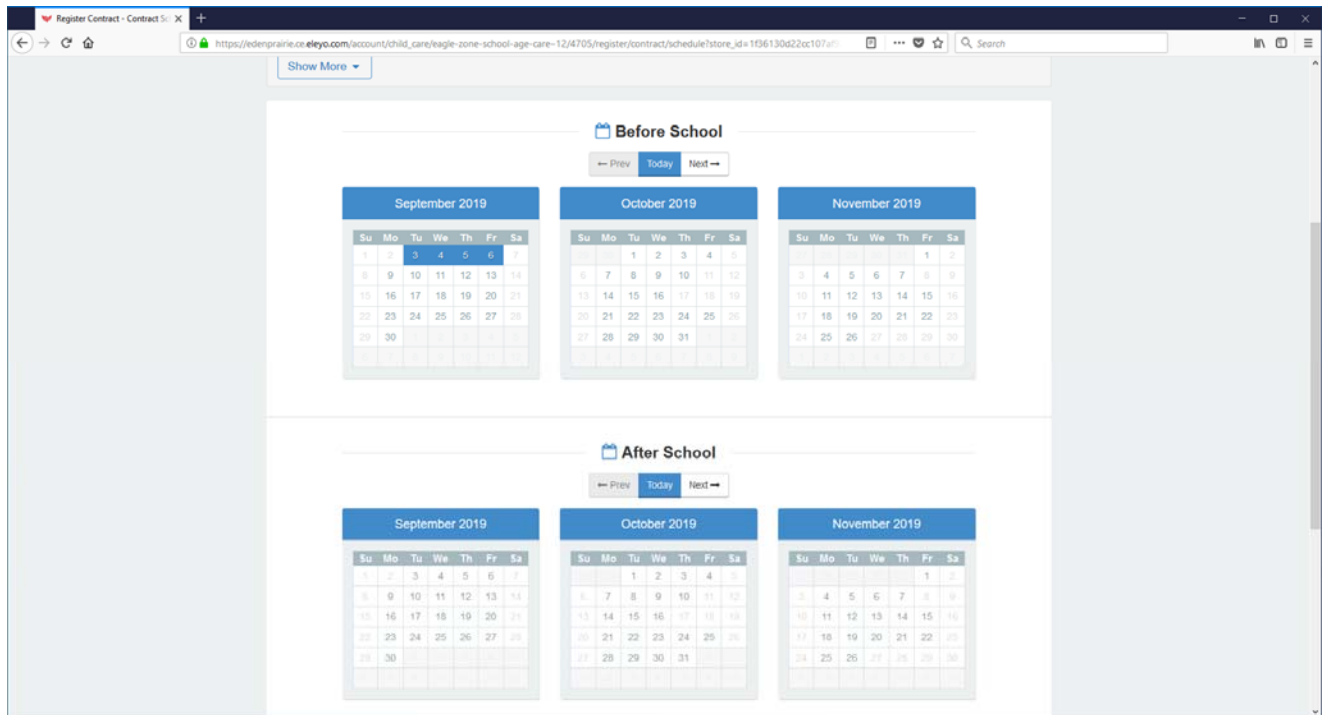
NOTE: You can change this information at any time through your online account.

6. After you have read through the **Program** information and the **Season** information, you will need to select the **Choose a Location** that your child attends elementary school.



7. Please read the Terms and Conditions very carefully and make sure to read the Parent Handbook which is attached as well. As a parent/guardian, it is your responsibility to read and understand the terms that come with registration and participation in Eagle Zone.

8. At this point, you can follow the on-screen instructions to complete the registration process. We are utilizing a "Pick Your Day" schedule this school year, so you will need to select days before and after school that you need care by selecting them on the calendar (see below screenshot). **A minimum of 3 days per month is required for either before or after school care, or a combination of both.**

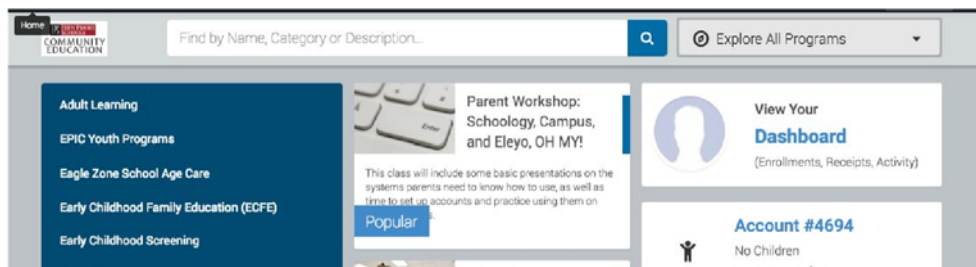


Ongoing Account & Contract Management

Account Management

In your online account, you can view Eagle Zone invoices and make payments. All accounts are set up as paperless accounts in the system. You can download and print invoices in your account if needed and can access your end-of-year tax information online (no paper copy of your end-of-year statement will be sent). You can also add a credit card or checking/savings account for Auto-pay.

1. To get to your dashboard, click on the drop-down menu **Explore All Programs**. Top right of the screen shown below. Select "View your Dashboard".



Once you are on your dashboard, click on Eagle Zone and the contract that you have with the program.

2. That will bring you to your Account, with the screen shown below.

Contract Management

To change schedule, view or register for Non School Days or Drop-in Days or Withdraw your contract:

1. From the main page, click on your account.
2. Under **Current and Upcoming Contracts**, click on the contract you want to manage.

Contract Management Tools

- Change Schedule
- Register for Drop-in Days
- Register for Non School Days
- Managed Authorized Pickups
- Withdraw Contract

Before School

Before School - Prairie View Elementary

Tue Sep 3 - Fri Sep 6
6:30 - 9:20 AM

Rates

Before School Sep 3, 2019 to Sep 6, 2019	\$12.75/Day AY 19/20 Pick Your Days
Before School AY 19/20 Pick Your Days	\$12.75
Estimate per day*	\$12.75

* Based off of charges, discounts, and assistances that are active on 09/03/2019. For actual amounts owed to date please view your latest invoice.

Drop-in Days

Ella Price is not registered for any drop-in days. [+ Register](#)

Ella Price is not registered for any non-school days. [+ Register](#)

Notes

Thank you for registering for Eagle Zone at Prairie View Elementary School! Our staff is excited to work with all of the children who take part in Eagle Zone. We will offer a program that fosters a sense of belonging, encourages holistic student development, and provides meaningful engagement between the children and staff.

We strive to inspire each student.

Please make sure you review the [071].

Registration Questions (19 total)

1 How did you learn about this class or program? [Email](#)

3. To change your schedule, click on **Change Schedule**. Add or remove days by clicking on the calendar. Blue days are your current schedule, days added will turn green, and days removed will turn red. Be sure to save and submit your changes. **Submit Contract Schedule Changes**

Follow the same process for registering for drop in days, non-school days, or to withdraw your contract.

Before School

← Prev Today Next →

September 2019

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 2019

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 2019

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

Current **+ Adding** **- Removing**

After School