

How to Eleyo

A Parent's Guide to Managing Your ACES Account

Register for ACES	2
Create Your Account Profile	2
Add Family Members & Emergency Contacts	10
Account Dashboard	12
Account Management	13
Understanding Your Invoice	14
Paying Your Invoice	15
Auto Pay & Saved Payment Methods	17
Email Confirmations	20
Navigating the Mankato CER Website	22
Absent Day Requests	23
Non-School Days	25
Contract Changes	33

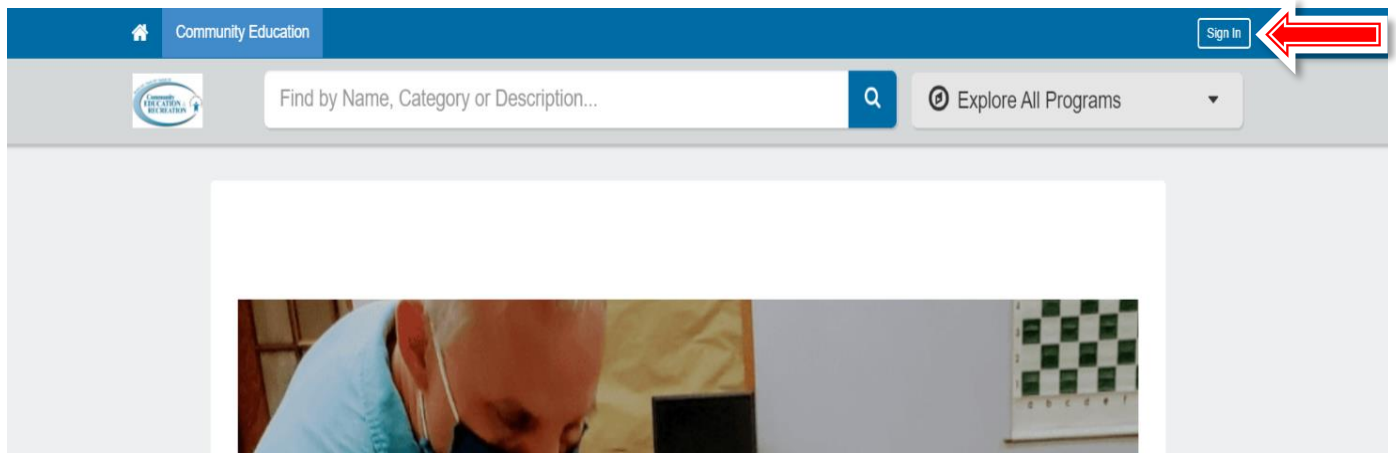
Register for ACES

Hold up! Before you register, we need to know if you have an Eleyo (pronounced L-E-O) account.

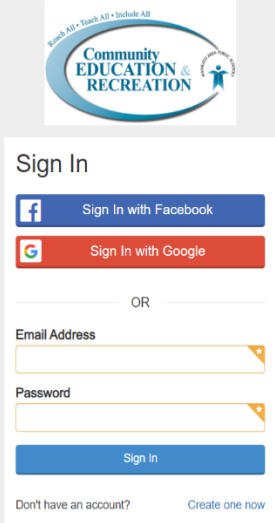
- Are you a current or former ACES family? Good news, you already have an account in our system and are ready to register! **Click here** for step-by-step instructions or **click here** for a video refresher.
- Are you new to the ACES Program or Community Education and Recreation? If the answer is yes, **click here** to learn how to create your account profile.
- Are you unsure if you have an ACES account or do not remember your account password? We have got you covered! **Click here** for help.

Create Your Account Profile

1. Go to the Eleyo Mankato homepage at mankato.ce.eleyo.com. Create your profile by selecting Sign In in the top right corner and following the steps below.

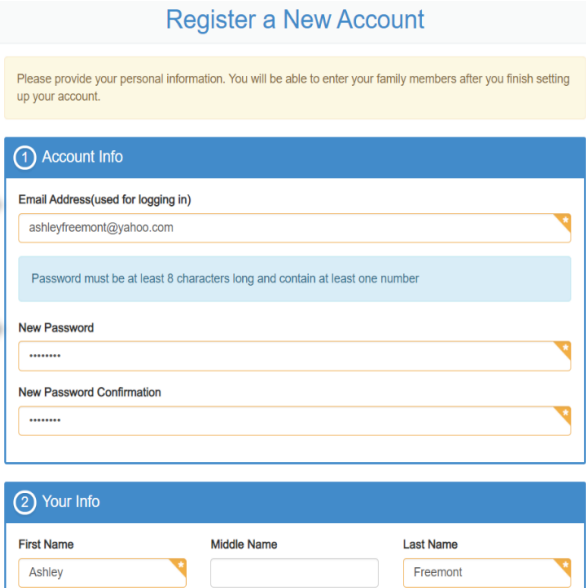


2. Log in with Facebook, Google or select Create One Now.



The image shows a 'Sign In' form for 'Community EDUCATION & RECREATION'. At the top is the organization's logo with the tagline 'Reach All • Teach All • Include All'. Below the logo, the form has two social login buttons: 'Sign In with Facebook' (blue) and 'Sign In with Google' (red). Below these is an 'OR' separator. Then there are two input fields: 'Email Address' and 'Password'. A blue 'Sign In' button is at the bottom of the form. Below the button, there is a link 'Don't have an account?' followed by a blue link 'Create one now'. A large red arrow points from the 'Create one now' link towards the right.

3. When creating an account within Eleyo, you will be required to enter basic contact information including an email address (used for logging in) and a password.



The image shows a 'Register a New Account' form. At the top, the title 'Register a New Account' is in blue. Below it is a yellow box with the text: 'Please provide your personal information. You will be able to enter your family members after you finish setting up your account.' The form is divided into two sections: '1 Account Info' and '2 Your Info'. In the '1 Account Info' section, there is an 'Email Address(used for logging in)' field with the value 'ashleyfreemont@yahoo.com'. Below this is a blue box with the text: 'Password must be at least 8 characters long and contain at least one number'. Then there are two fields: 'New Password' and 'New Password Confirmation', both with masked text '*****'. In the '2 Your Info' section, there are three fields: 'First Name' with the value 'Ashley', 'Middle Name' (empty), and 'Last Name' with the value 'Freemont'. Two large red arrows point from the left towards the 'Email Address' and 'New Password' fields.

4. If your email address is recognized, you may already have an account. Use the **"Send Forgot Password Email"** to reset your password. If you cannot remember your account email, contact our office for assistance.
5. Please check "YES" on the profile form when asked about receiving marketing & text messages. Text messaging is used to notify parents with updates on the program. We do not use it for marketing purposes.

4 Contact Info

Phone Numbers

Phone Number: 5072073048 Cell ▾

Can Receive Text Messages: ☒ Yes ☐ No Remove

+ Add Another Phone Number

6. Complete the profile form and select Create Account.

City: Mankato State: Minnesota Zip: 56001 Remove

Address Type: Home ▾

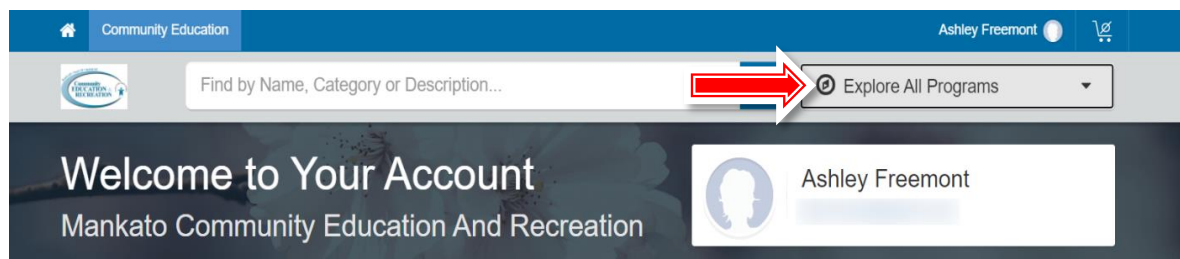
+ Add Another Address

Create Account or cancel

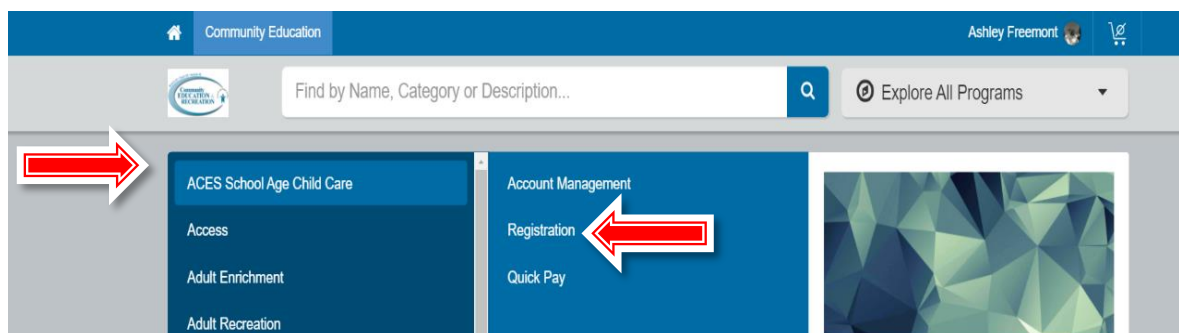
7. An email will be sent from Eleyo with a link to verify your account. Use the Verify Your Email Address button on that email to verify your account.

How to Register

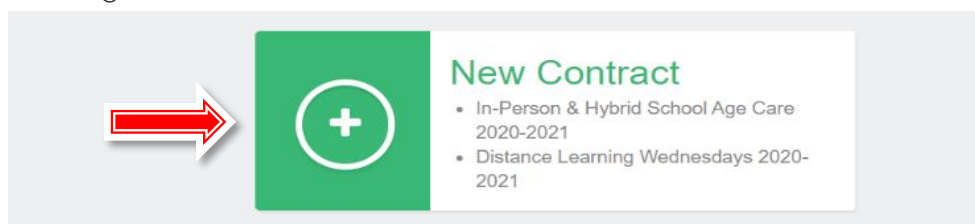
1. If you are not already on the website, browse to **mankato.ce.eleyo.com** and login with your email address and password by selecting the Sign In button.
2. From the “Welcome to Your Account” page (Dashboard), click on Explore All Programs above your name to present the drop down menu.



3. From here choose “ACES School Age Child Care”, then click on “Registration”.



4. In the green box select “New Contract”.



5. From here choose your child to enroll, verify child information, edit information if needed, and click “Looks Good. Start Registering”.

The screenshot shows the 'Child Info' registration page. At the top, a status bar indicates 'REGISTERING FELIX IN ACES 1/7'. Below this is a navigation bar with icons for Child, Contacts, Location, Terms, Schedule, Questions, and Finance Info. The main content area is divided into two sections. On the left, under 'Attending Child', there is a 'Choose an Existing Child' section with a radio button selected for 'Felix Freemont'. Below this is an 'OR' section with a green button labeled '+ Add New Child'. On the right, under 'Verify Child Info', there is a profile card for Felix Freemont, a male child. Below the card, there are fields for 'Grade' (for fall of 2020), 'Attending School: Not Provided', and 'Special Needs: None'. At the bottom right, there is a blue button labeled 'Looks Good. Start Registering.'.

At the top of the contract there will be a status bar that guides you through the progression of your enrollment.

6. Choose a season and a location (if there are multiple seasons, choose the season for which you are registering e.g., Summer, In-Person & Hybrid, Distance Learning, etc.).

The screenshot shows the 'Choose a Season' and 'Choose a Location' selection screen. At the top, there is a dropdown menu for 'Choose a Season *' with 'In-Person & Hybrid School Age Care 2020-2021' selected. Below this is a text box stating 'The 2020-2021 ACES program begins on September 10, 2020 and ends on June 4, 2021.' and 'Please read our ACES Parent Handbook for dates closed, payment policies and program procedures.' There is a 'Note' section with a 'Show More' button. Below this is a dropdown menu for 'Choose a Location *' with 'In-Person & Hybrid (Eagle Lake ACES) Eagle Lake Elementary School' selected. At the bottom, there is a blue button labeled 'Use Location and Continue' and a link labeled 'or cancel'.


7. Once a site has been chosen, the next screen is the Terms and Conditions page. Please read this page thoroughly. If you have any questions, contact the ACES Office for clarification.

- I understand during the course of the day ACES spends quite a bit of time outside. I give ACES staff permission to apply sunscreen to my child as needed for their protection as needed. Parents/guardians will need to provide sunscreen for their child(ren). I understand that if I do not want sunscreen applied to my child, I will contact the ACES Billing Office and complete an additional waiver
- I understand during the course of the day ACES spends quite a bit of time outside. I give ACES staff permission to apply insect repellent to my child as needed for their protection as needed. I understand that if I do not want insect repellent applied to my child, I will contact the ACES Billing Office and complete an additional waiver.
- ACES will follow the same health screening protocol as Mankato Area Public Schools; I understand as an ACES parent/guardian I must comply with these protocols.

☒ I have read and agree to the above terms and conditions


→ Accept Terms and Continue or cancel

8. The next step in the contract process is to choose your child's schedule. Select the days of the week you will need care for before and/or after school.

 **Select Days of the Week by Section**

In-Person & Hybrid (Eagle Lake ACES) - Before School

🕒 6:30 - 8:00 AM


 Choose Days of the Week * ■ All ⌕ None ↺ Invert

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You may select either: 4 or 5 days of the week.

In-Person & Hybrid (Eagle Lake ACES) - After School

🕒 1:40 - 6:00 PM

 Choose Days of the Week * ■ All ⌕ None ↺ Invert

Mon	Tue	Wed	Thu	Fri
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You may select either: 4 or 5 days of the week.

→ Complete Schedule Setup and Continue or cancel

9. Answer the registration questions and review the parent handbook; submit your registration.

Registration Questions

REGISTERING FELIX IN ACES 6/7

Child

Contacts

Location

Terms

Sc

Questions

Finance Info

Information

ACES care is available to MAPS students currently enrolled in Kindergarten through Fifth Grade.

Information

[Click here](#) to review the ACES School Year 2020-2021 Parent Handbook.

I have read and agree to the guidelines and procedures outlined in the ACES School Year 2020-2021 Parent Handbook.

☒ Yes

My electronic signature / name indicates my understanding and acceptance of the risk and expectations

Ashley Freemont

+ Additional Information

None

→ Complete Questions and Continue

 or cancel

10. Once the contract is complete, Eleyo will ask for payment information for the \$30 non-refundable registration fee (per family). Here you can also set the payment method up as auto pay. If you choose not to set up auto pay at this time, you can at a later date.

Save Payment Method Information

Your payment method information is for any up-front registration fees or prepayments.

Your payment method information is stored securely and will not be charged until after our staff has reviewed and approved your registration.

Choose from Your Existing Payment Methods

☐ Visa •••• Expires: ••••

[+ Add Saved Payment Method](#)

☒ Enroll in auto payment for ACES School Age Child Care. Avoid late fees and save time by having funds automatically withdrawn from the payment method above on the due date of each invoice you receive.

[Complete Registration](#) or [cancel](#)

11. Complete the registration and you will receive the following message. A separate enrollment must be completed for each child. A confirmation email will be sent as well.

Thank you for registering Felix Freemont for
ACES School Age Child Care at In-Person & Hybrid (Eagle Lake ACES)

We will be reviewing your contract request shortly. We will send an email confirmation after your contract request has been approved.

[Register for Non School Days](#)

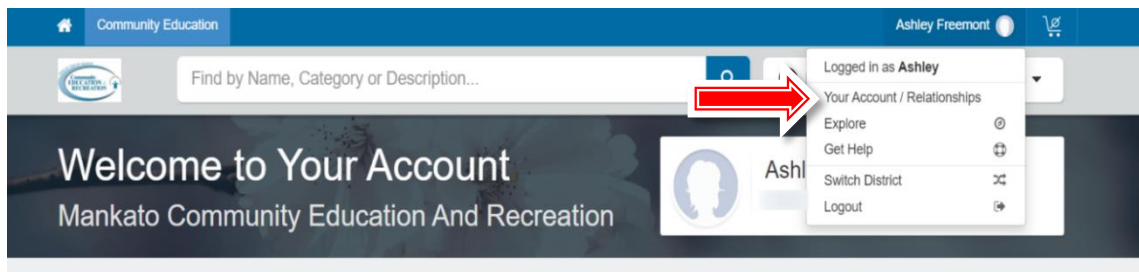
OR

[Sign up another child for ACES School Age Child Care](#)

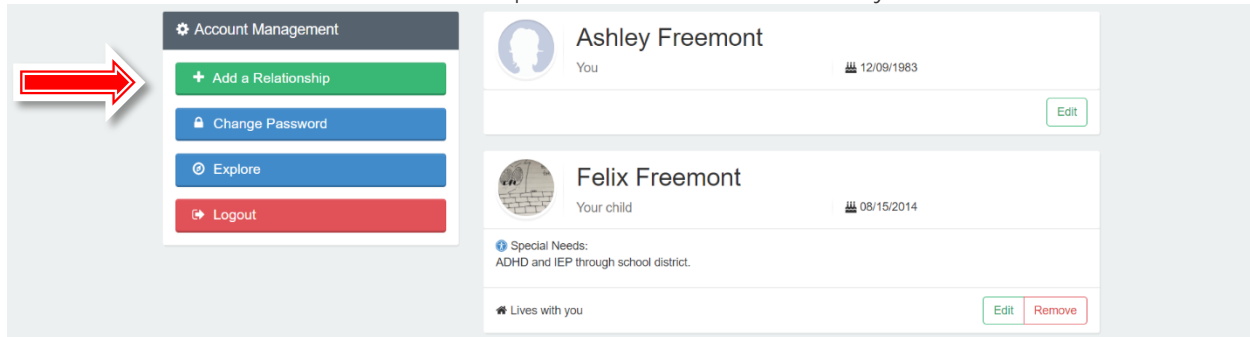
[Go to My Account](#)

Add Family Members & Emergency Contacts

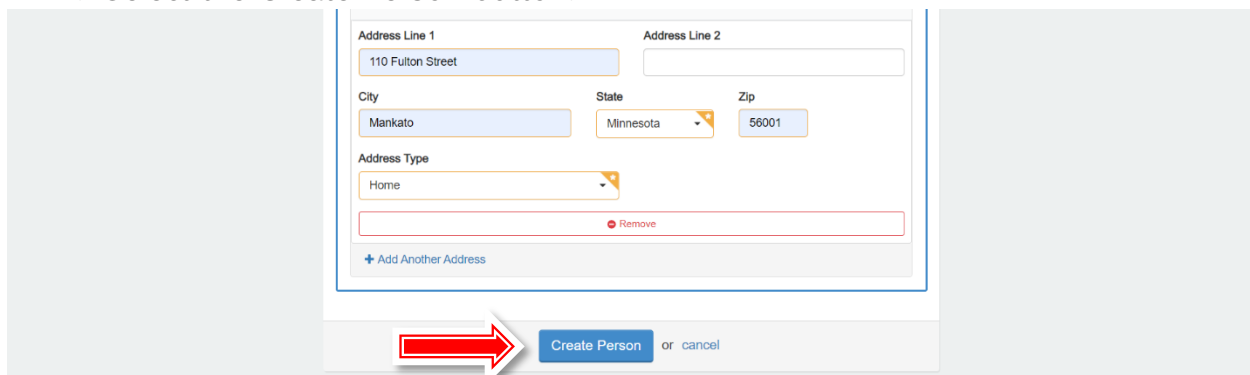
1. If you are not already on the website, browse to **mankato.ce.eleyo.com** and login with your email address and password by selecting the Sign In button.
2. Select your name in the top right corner and under the drop-down menu select "Your Account/Relationships" to view your profile. See example below.



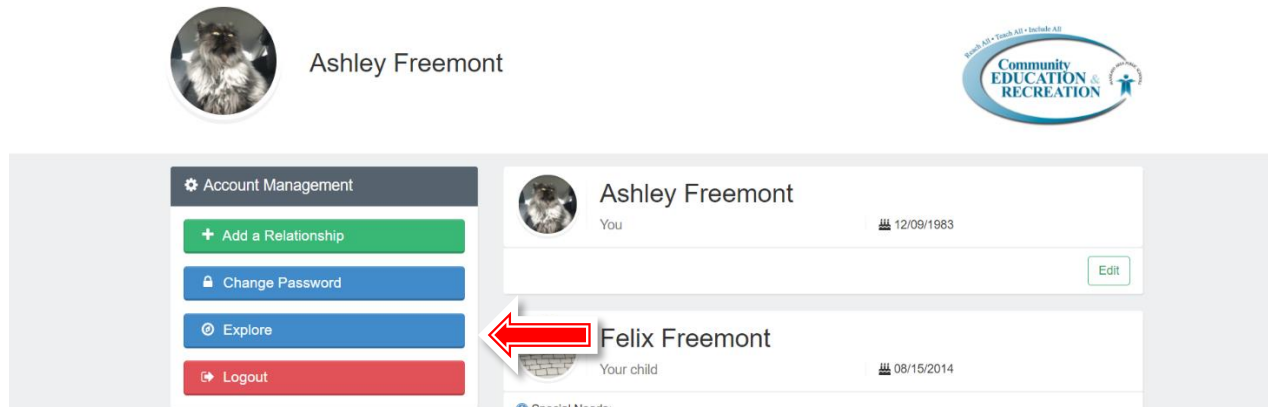
3. Use the "+Add a Relationship" button to add all family members.



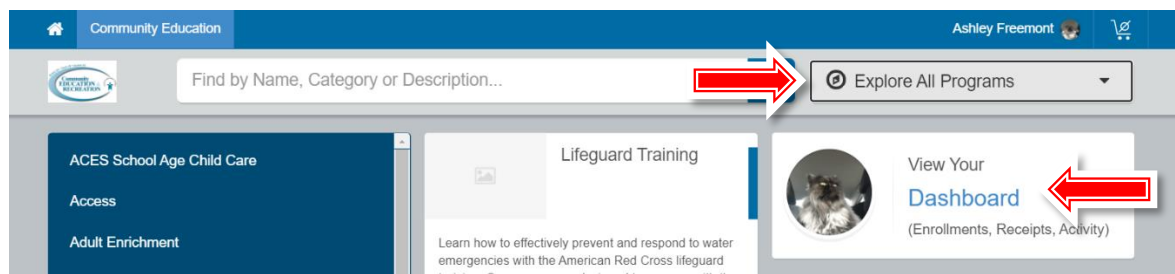
4. Select the Create Person button.



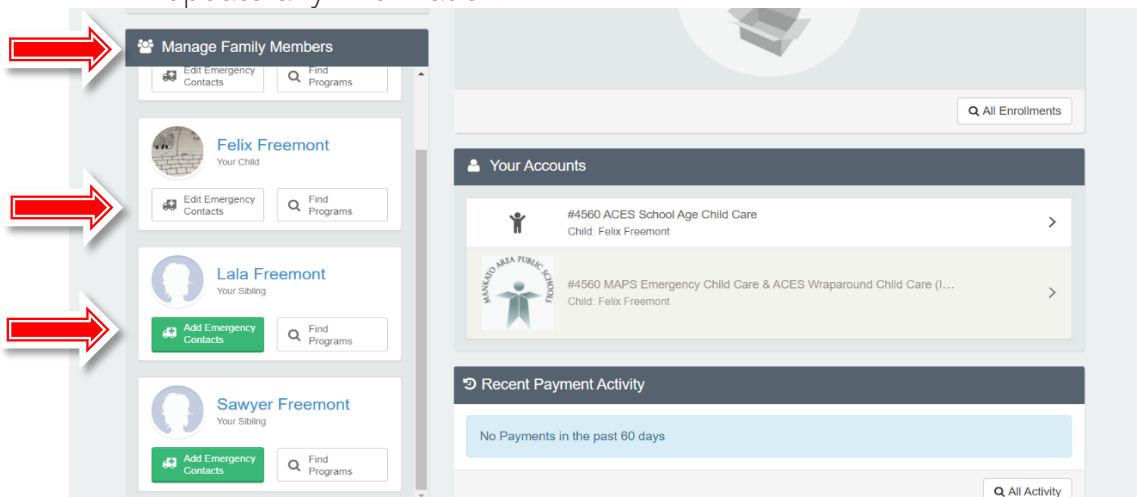
5. After you have finished the create person process, select “Explore”.



6. Select “Explore All Programs” and click “Dashboard” to view your account.



7. Under “Manage Family Members” use the “Add Emergency Contacts” button to add new emergency contacts. Use the “Edit Emergency Contacts” button to update any information.



Account Dashboard

Below is an example of what your ACES Dashboard may look like. Here you can preview and pay invoices, manage authorized pickups and view recent payments. To manage your account, click on your child's name under "Your Accounts".

The screenshot displays the ACES Account Dashboard for Ashley Freemont. The interface includes a top navigation bar with a home icon, "Community Education" tab, user name "Ashley Freemont", and a shopping cart icon. A search bar is present with the placeholder "Find by Name, Category or Description..." and a button "Explore All Programs".

The main content area is divided into several sections:

- Your Invoices:** A red box highlights an invoice for \$18.00 dated Feb 12, 2021, labeled "ACES Invoice #103119". A red arrow points to this box.
- Manage Family Members:** A yellow box highlights the list of family members: Ashley Freemont (You), Lala Freemont (Your Sibling), Sawyer Trip (Your Sibling), and Ashley Freemont. A yellow arrow points to this box.
- Current and Upcoming Enrollments:** A section titled "No Enrollments" with a button "Explore Courses".
- Your Accounts:** A green box highlights the account for "#4560 ACES School Age Child Care" (Child: Felix Freemont). A green arrow points to this box.
- Recent Payment Activity:** A section titled "No Payments in the past 60 days".
- Enroll in:** A list of programs to enroll in: ACES School Age Child Care, Mankato Area Public Schools Preschool, and MAPS Preschool-Voluntary Pre Kindergarten- Kennedy.

Account Management

ACES School Age Child Care
Account #4560

Account Management

- Register a New Contract
- Register Non-School Days
- Manage Authorized Pickups

Current and Upcoming Contracts

Felix Freemont

In-Person & Hybrid... Mon-Fri After School Starts on Feb 25, 2021

Latest Invoice Past Due

Due Date: February 12, 2021

Balance Due: \$18.00

\$ Pay View

Recent Activity

February 2021

02/18/21 3:08 PM ACES Invoice #103119: Feb 15 - Feb 28 \$18.00

View All Activity

Auto Payments

VISA Visa **** 3325 Exp: 3-2023

Choose a Different Payment Method

Under Account Management you can manage contracts, preview and pay invoices, register for non-school days, manage auto pay and authorized pickups, and download tax statements or receipts.

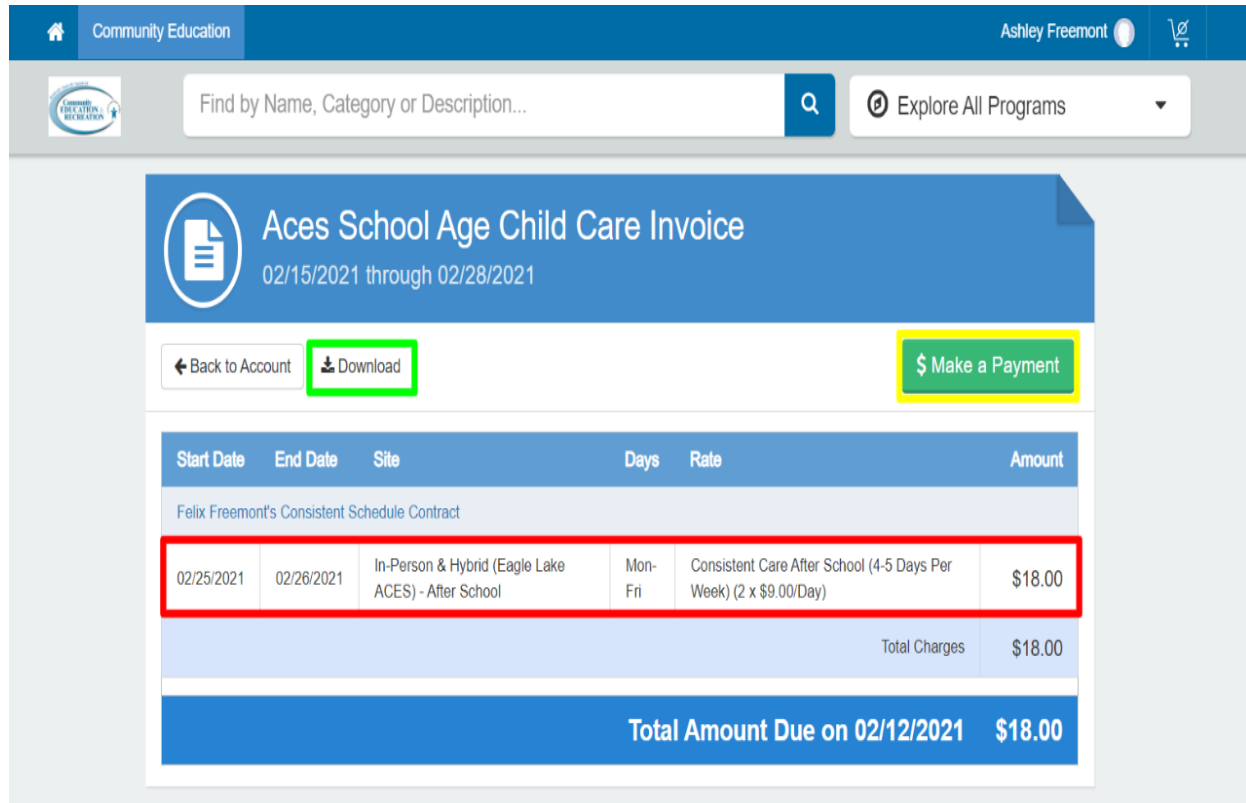
Latest Invoice - This section shows if there is an outstanding invoice (as pictured above), any balance due, a due date, and/or any credit on the account. If the Balance Due is in (RED), this means your account currently has a credit balance.

Auto Payments - This section will indicate if an auto payment is set up. If there is not one, from here you can set up auto pay on the account.

Current and Upcoming Contracts will show if there is a current contract pending or approved. You will click into the contract to make changes.

Recent Activity - This section shows all billing and payment activity. Any amount in (RED) is either a payment or credit to the account. Payments will show the payment method used.

Understanding Your Invoice



Community Education Ashley Freemont

Find by Name, Category or Description... Explore All Programs

Aces School Age Child Care Invoice

02/15/2021 through 02/28/2021

Back to Account **Download** **\$ Make a Payment**

Start Date	End Date	Site	Days	Rate	Amount
Felix Freemont's Consistent Schedule Contract					
02/25/2021	02/26/2021	In-Person & Hybrid (Eagle Lake ACES) - After School	Mon-Fri	Consistent Care After School (4-5 Days Per Week) (2 x \$9.00/Day)	\$18.00
Total Charges					\$18.00
Total Amount Due on 02/12/2021					\$18.00

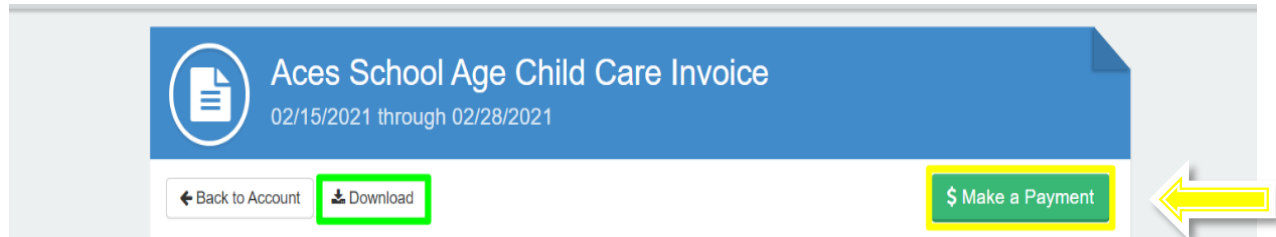
Here you can view the dates of care you are being billed for, the contract site, contract type and scheduled days, number of days billed, rate per day, and the total charges.

Click to download your invoice.

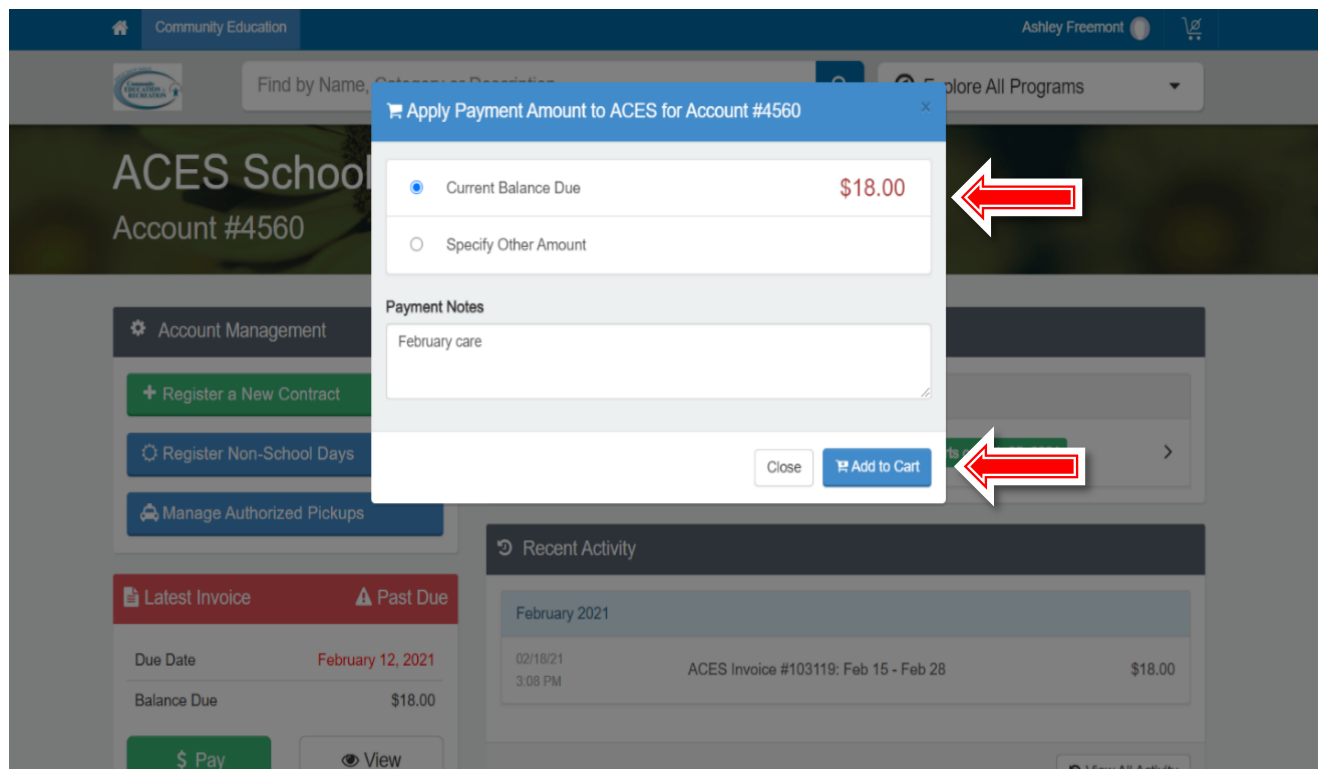
Click to make a payment (see page 15, **Paying Your Invoice**).

Paying Your Invoice

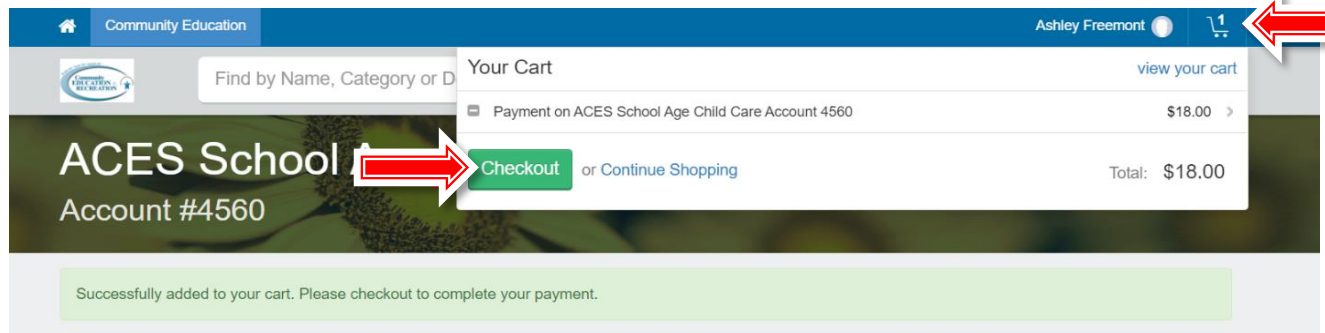
Click [here](#) for a video tutorial on how to pay your invoice or follow the steps below. If you are not signed up for autopay, you will need to make your payment manually through your Eleyo account. On your invoice, click “Make a Payment”.



Click on the balance for which you would like to apply your payment. Then click “Add to Cart”.



Once the amount is added to your cart, click “Checkout” to continue.



Select your payment method and submit your payment. Check your email for your payment receipt.

Mankato Public School District [Return to shopping cart](#)

Payment Method [Add new payment method](#)

[Create new payment method](#)

How would you like to pay?

☒ Set as default

☒ Save payment method

Billing Address [Add new billing address](#)

110 Fulton St
Mankato, MN 56001

Order Summary

Payment on ACES School Age Child Care Account 4560 \$18.00 x 1

[Enter Promo Code](#) [Apply](#)

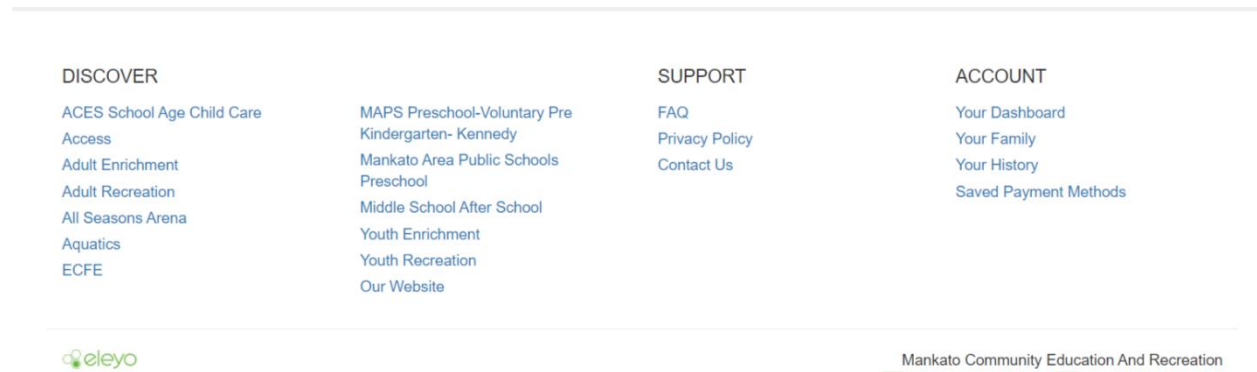
Total \$18.00

[Pay \\$18.00](#)

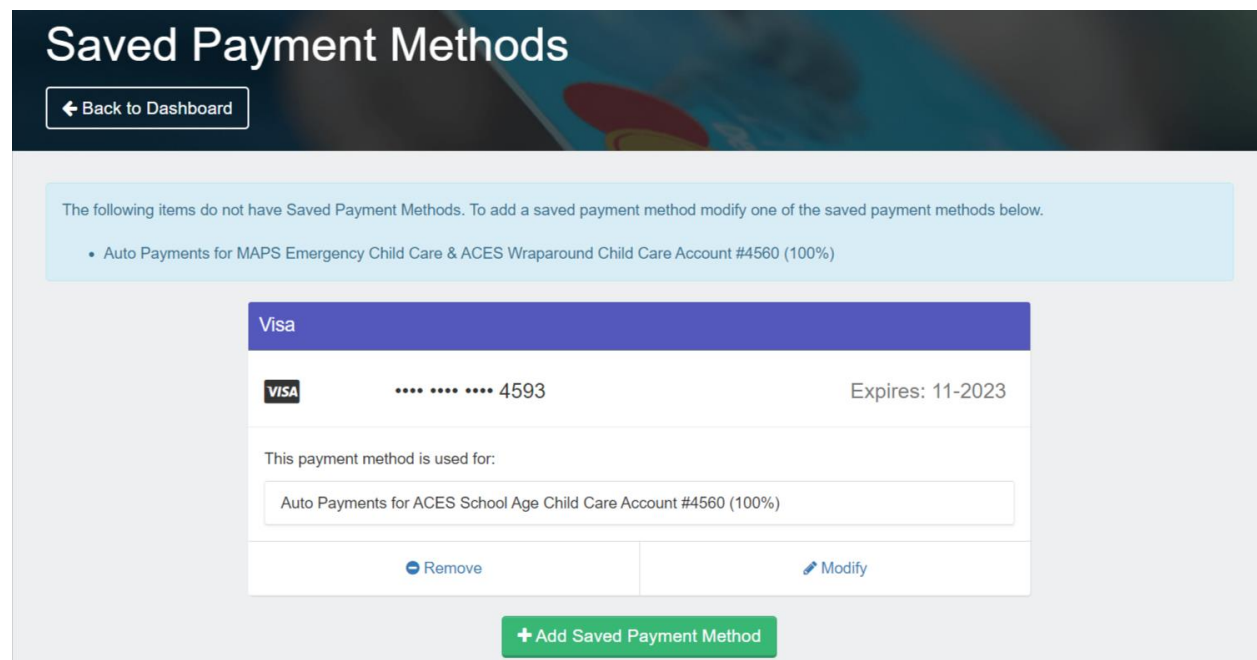
eleyo

Auto Pay & Saved Payment Methods

To learn how to sign up for autopay, follow the steps below, or [click here](#) for a video refresher. Sign in to Eleyo at mankato.ce.eleyo.com. From your dashboard, scroll down to the bottom of the page to Saved Payment Methods under “Account”.



From here you can Remove, **Modify**, or **Add** a payment method. You can also set up auto pay through the modify and the add options.



Modify Existing Payment Method

Here is where you can change your payment method information, set up the payment method as your auto pay, or you can just have the payment method saved to your account and not have it linked to anything specific.

Editing Saved Payment Method

← Back to Saved Payment Methods

Visa ending in ****4593 [Change / Update](#)

What should we use this payment method for?

☒ Auto Payments for ACES School Age Child Care Account #4560 (100%)

☐ Auto Payments for MAPS Emergency Child Care & ACES Wraparound Child Care Account #4560 (100%)

☐ Nothing at this time

[Save Payment Method](#) or cancel

Add New Payment Method

Click on the +Add Saved Payment Method bar and two options appear. You can add a checking/savings account or you can add a credit/debit card.

+ Add New Payment Method

Add New Checking or Savings Account (ACH Electronic Transfer)

Add New Credit/Debit Card

The following items do not have Saved Payment Methods. To add a saved payment method modify one of the saved payment methods below.

- Auto Payments for MAPS Emergency Child Care & ACES Wraparound Child Care Account #4560 (100%)

Visa

Expires:

This payment method is used for:

Auto Payments for ACES School Age Child Care Account #4560 (100%)

[Remove](#) [Modify](#)

[+ Add Saved Payment Method](#)

Add New Payment Method-cont'd

Complete bank or card information, then indicate if you want the payment to be set up as auto pay. Once this is done, click save.

Community Education Ashley Freemont

Find by Name Categories Description Explore All Programs

+ Add New Credit/Debit Card

Back to Dashboard

The following items do not have Saved Payment Methods:

- Auto Payments for MAPS Emergency Child Care & ACES Wraparound Child Care Account #4560 (100%)

Visa

Visa

This payment method is set up for Auto Payments

What should we use this payment method for?

☒ Auto Payments for ACES School Age Child Care Account #4560 (100%)

☐ Auto Payments for MAPS Emergency Child Care & ACES Wraparound Child Care Account #4560 (100%)

☐ Nothing at this time

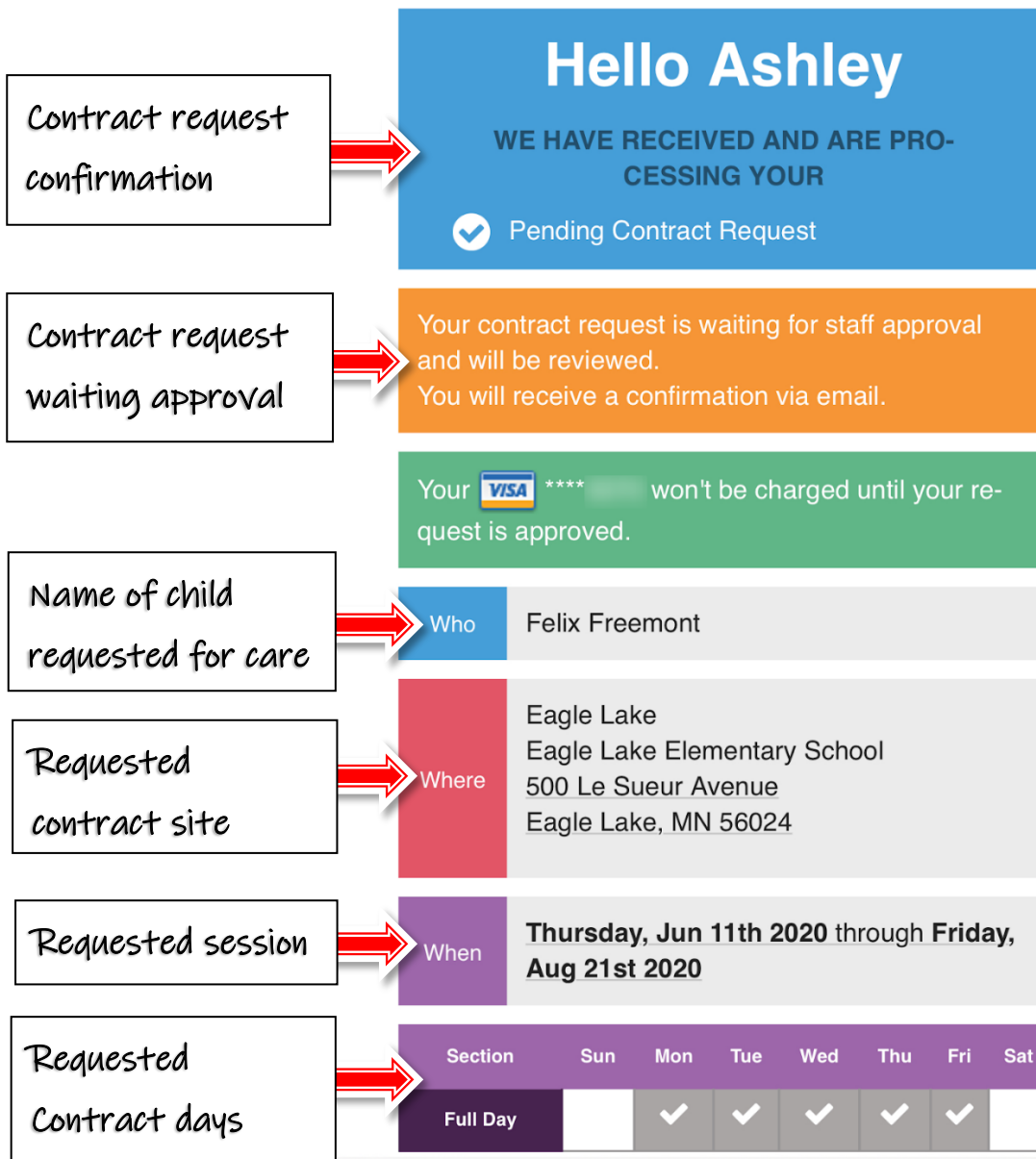
Setting up an Auto Pay for less than 100%?

To set up a ACES School Age Child Care, Mankato Area Public Schools Preschool, Connections, MAPS Preschool-Voluntary Pre Kindergarten- Kennedy, or MAPS Emergency Child Care & ACES Wraparound Child Care Auto Payment with a percentage other than that shown above please [contact us](#).

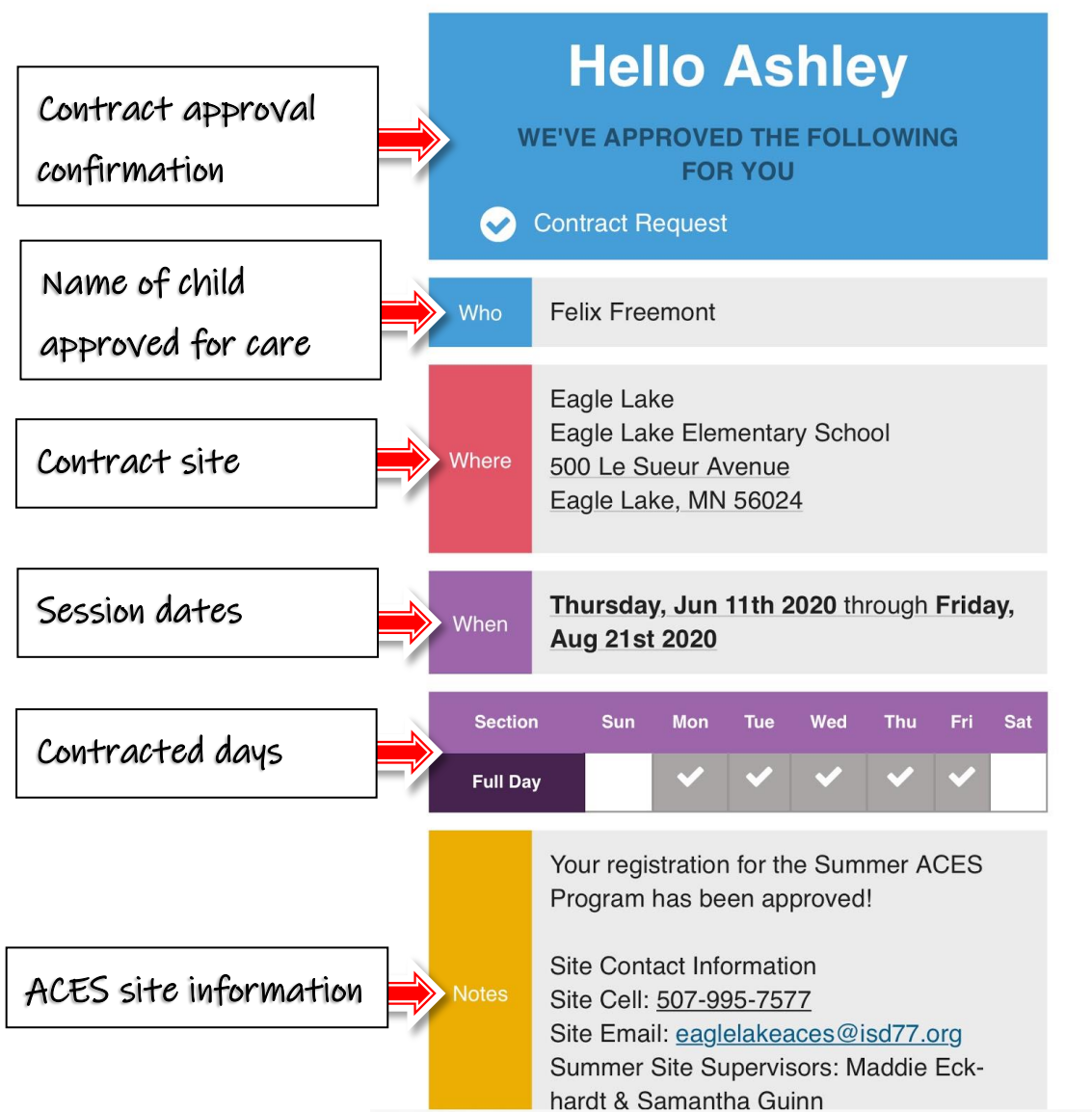
Save New Payment Method

+ Add Saved Payment Method

Email Confirmations: Contract Request Confirmation



Email Confirmations Cont'd: Contract Approval Confirmation



Navigating the Mankato CER Website

At mankatocer.com you will find the latest program information such as registration dates and times, absent day requests, site contact information, non-school day information, health forms, parent handbook and more.

Latest Announcements

About our program

Latest school year information

Latest summer information

Health forms

ACES School Age Child Care



ACES School Age Care Program offers multiple convenient locations for families throughout the Mankato Area Public School service area. Children participate in a variety of engaging and developmentally appropriate activities including art, science, social recreation, physical activity, group games, outdoor play and MORE!

ACES has consistent hours, opening at 6:30am and closing at 6:00pm, offering families the option for quality care for their child(ren) before school, after school, and all day on non-school days and during the summer. ACES serves students enrolled in Kindergarten through Fifth grade.

School Year 2020-2021 Information

PROGRAM INFORMATION	REGISTRATION INFORMATION	CONTRACTS OPTIONS & FEE STRUCTURE
ABSENT DAYS	PARENT HANDBOOK	ACES COVID-19 PREPAREDNESS PLAN
		NON SCHOOL DAYS
ONLINE REGISTRATION		

Please be aware that we will **ONLY** be accepting online registrations. If you do not have access to a computer or internet, we will have Chromebooks available for families to use at the ACES Billing Office. Any paper registrations submitted to our office via email, mail, fax, or in person will not be accepted.

Registrations will be accepted until the deadline OR until the site's maximum capacity has been reached. If the site is full, parents/guardians will be notified by the ACES Billing Office and the child(ren) will be added to the waiting list for that site.

Summer 2021 Information

PROGRAM INFORMATION	REGISTRATION INFORMATION	ACTIVITIES & THEMES	RESOURCES
---------------------	--------------------------	---------------------	-----------

Save the Date! Summer registration opens on April 7, 2021 at 6:30am.

ACES will not have the ability to offer priority registration for Summer 2021 due to COVID-19 and the large number of families that have utilized ACES over the past year.

Contract Options & Fees

Registration Fee	\$50/family, non-refundable
5 days/week	\$30/day (\$150/week)
4 days/week	\$32/day (\$128/week)

About the Program

ABOUT US	+
HEALTH FORMS	+
CONTACT US	+

CONTACT

ACES School Age Child Care
110 Fulton Street
Mankato, Minnesota 56001
507-387-5501
507-387-4770 fax
aces@isd77.org

ACES Billing Office Hours
Mon Thurs 8:00am - 4:30pm
Fri 8:00am - 5:00pm

Navigation

Contact Us

ACES School Age Child Care

ACES Account Login

Site Contacts

Employment

Aquatics

Enrichment K-12

MAPS Music Academy

Middle School After School

Recreation K-12

Spirit of Youth Award

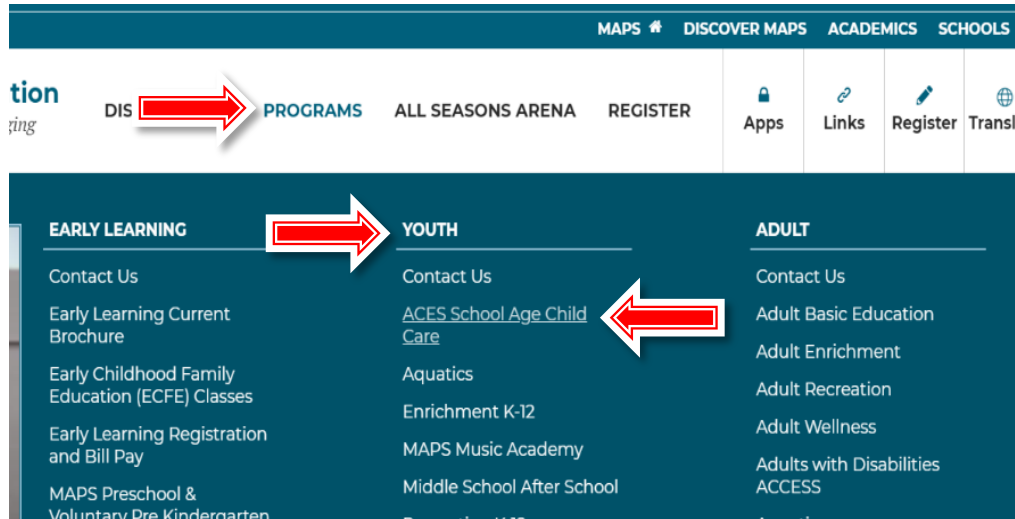
77 Lancers Marching Band

ACES Office contact information

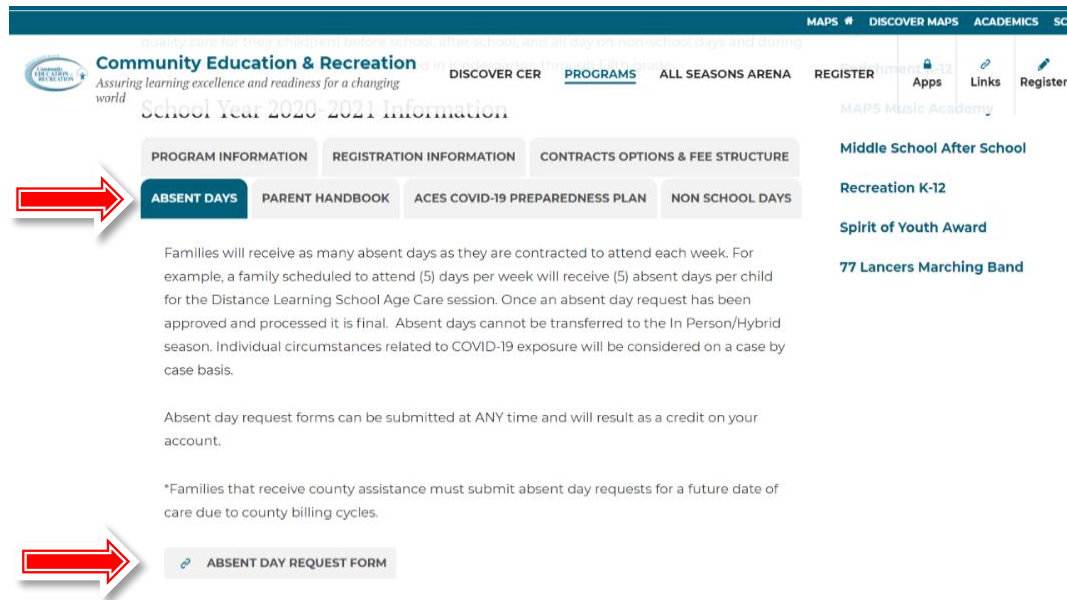
Eleyo account login

Absent Day Requests

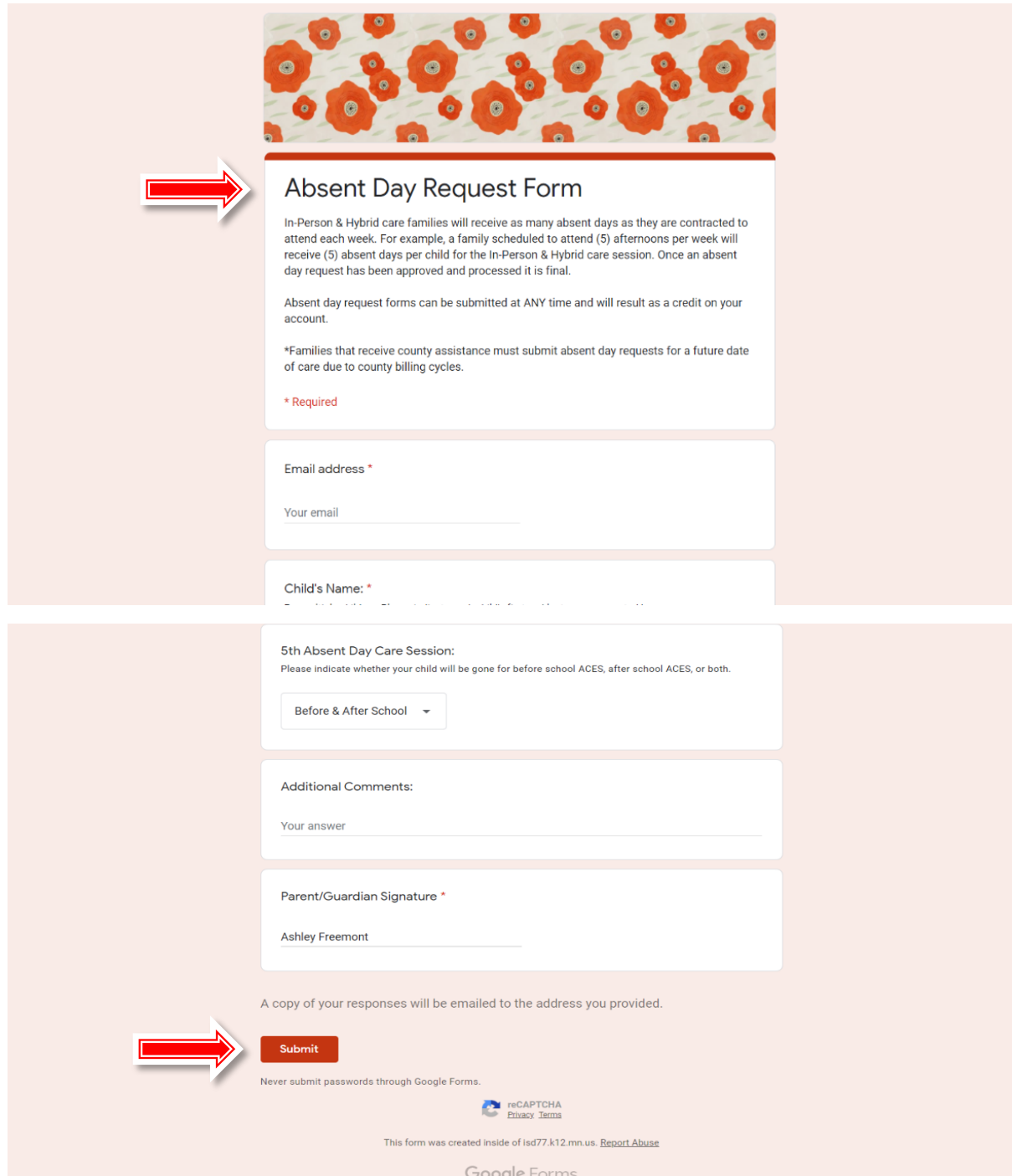
1. Go to the Mankato Community Education & Recreation homepage at mankatocer.com. Under “Programs” and “Youth” select “ACES School Age Child Care”.



2. Scroll down and click on the tab “Absent Days”, then click on the link.



3. Fill out the absent day form and submit. The ACES office will email you once your request has been approved and processed.



The screenshot shows a Google Form titled "Absent Day Request Form" with a decorative header of orange flowers. A red arrow points to the title. The form contains several text input fields and a dropdown menu. A second red arrow points to the "Submit" button at the bottom.

Absent Day Request Form

In-Person & Hybrid care families will receive as many absent days as they are contracted to attend each week. For example, a family scheduled to attend (5) afternoons per week will receive (5) absent days per child for the In-Person & Hybrid care session. Once an absent day request has been approved and processed it is final.

Absent day request forms can be submitted at ANY time and will result as a credit on your account.

*Families that receive county assistance must submit absent day requests for a future date of care due to county billing cycles.

* Required

Email address *

Your email

Child's Name: *

5th Absent Day Care Session:

Please indicate whether your child will be gone for before school ACES, after school ACES, or both.

Before & After School

Additional Comments:

Your answer

Parent/Guardian Signature *

Ashley Freemont

A copy of your responses will be emailed to the address you provided.

Submit

Never submit passwords through Google Forms.

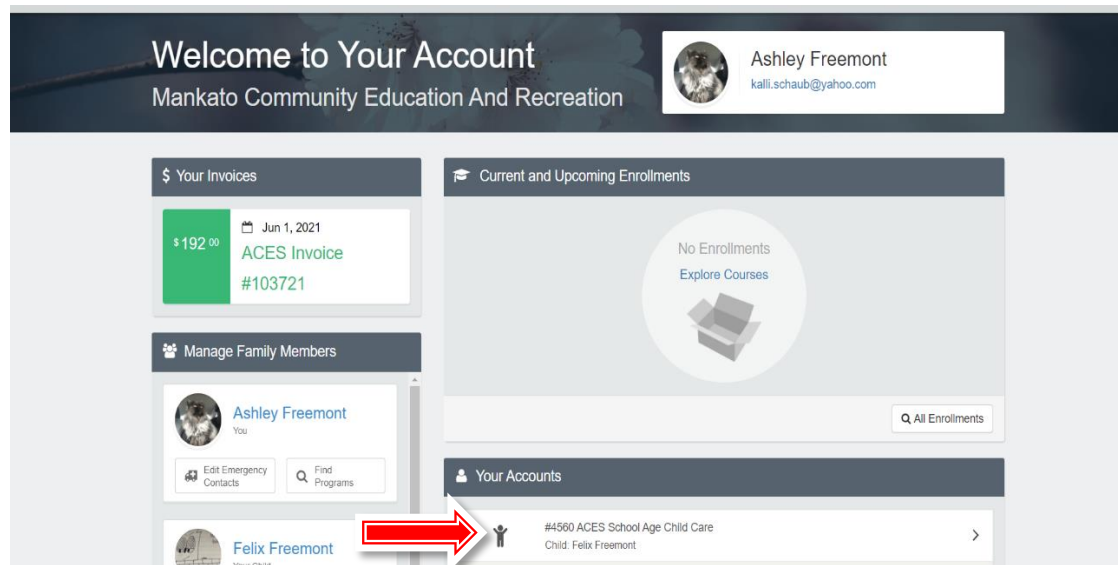
reCAPTCHA
Privacy Terms

This form was created inside of Isd77.k12.mn.us. [Report Abuse](#)

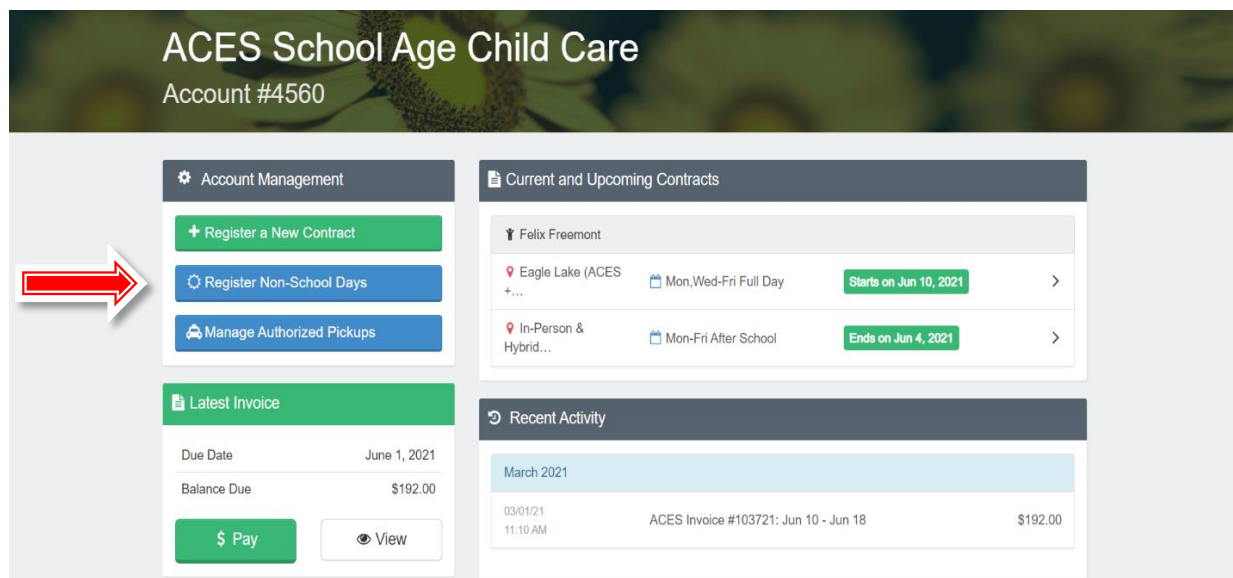
Google Forms

Non-School Days – How to Register

1. To learn how to register for non-school days, follow the steps below, or [click here](#) for a video refresher. Sign in to Eleyo at mankato.ce.eleyo.com. From your dashboard, go to “Your Accounts” and select your ACES account.



2. Under “Account Management” select “Register Non-School Days”.



Non-School Days – How to Register cont'd

- Under “Choose Attending Child” select the name of the child you will be registering.

Community Education Ashley Freemont

Find by Name, Category or Description... Explore All Programs

Child Info

REGISTER NON-SCHOOL DAYS 1/6

Child Season Dates Location Terms Questions

Choose Attending Child

- ☒ Felix Freemont

[Continue](#) or [cancel](#)

- Choose the season (school year) and continue.

Choose Program and Season(s)

REGISTERING FELIX 2/6

Child Season Dates Location Terms Questions

There are four ACES Non-School Day sites. Please refer to the list below to ensure you are registering for the correct location.

ACES Non-School Day Site Locations:

- Eagle Lake Elementary will serve:
 - Eagle Lake families
- Franklin Elementary will serve:
 - Franklin, Kennedy & Washington families
- Hoover Elementary will serve:
 - Bridges, Hoover & Monroe families
- Rosa Parks Elementary will serve:
 - Jefferson, Roosevelt & Rosa Parks families

[Show Less](#)

Choose Seasons * [All](#) [None](#) [Invert](#)

- ☒ In-Person & Hybrid School Age Care 2020-2021

The Non School Day fee is \$30.00 per day, per child. Non School Day registrations will be approved and processed in the order in which they are received. Registration does not guarantee care if the site requested fills before we get to your registration.

[Show More](#)

[Continue](#) or [cancel](#)

Non School Days – How to Register cont'd

5. In the dates section, select the non-school day date(s) you are registering your child.

The Non School Day fee is \$30.00 per day, per child. Non School Day registrations will be approved and processed in the order in which they are received. Registration does not guarantee care if the site requested fills before we get to your registration.

Payment will be due prior to the scheduled care date. **Families will be invoiced on on the registration deadline, and payments will be processed on the invoice due date. County families will be billed separately.**

Show Less

In-Person & Hybrid School Age Care 2020-2021

March 2021

☒ Fri, Mar 19th ☒ Wed, Mar 31st

April 2021

☐ Thu, Apr 1st

Continue or cancel

6. Select the location your child's non-school day location and continue.

In-Person & Hybrid School Age Care 2020-2021

The Non School Day fee is \$30.00 per day, per child. Non School Day registrations will be approved and processed in the order in which they are received. Registration does not guarantee care if the site requested fills before we get to your registration.

Payment will be due prior to the scheduled care date. Families will be invoiced on on the registration deadline, and payments will be processed on the invoice due date. *County families will be billed separately.*

Friday, Mar 19th 2021

Wednesday, Mar 31st 2021

Eagle Lake Non School Day Care - Eagle Lake Elementary School
 Franklin Non School Day Care - Franklin Elementary School
 Hoover Non School Day Care - Hoover Elementary School
 Rosa Parks Non School Day Care - Rosa Parks Elementary School

Continue or cancel

Non-School Days – How to Register cont'd

7. Read the terms and conditions (non-school day care agreement, check the read and agree box and click on accept to continue.

Terms and Conditions

REGISTERING FELIX IN ACES 5/6

Child

Season

Dates

Location

Terms

Questions

Terms and Conditions

Print

Franklin Non School Day Care Agreements

ACES Non-School Day Care Agreement (2020-2021)

Parent/Guardian Authorization:

By registering my child(ren) for the ACES program I agree to all of the following:

- I understand that I will be emailed an invoice and that payment is due as indicated on the invoice. County families will be billed separately. Refunds for cancellation of care will not be allowed once the registration deadline has passed. I am responsible for all fees incurred during the 2020-2021 school year session.
- For safety purposes, I understand that I must provide ACES staff with the most current/accurate contact information at all times.
- I give permission to receive text messages from the ACES office related to my child's care. If I am not wanting to receive any text messages via the number(s) I have provided, I will log into my account and "opt out" of texting or notify the ACES billing office. Message & data rates may apply.
- I understand that the start time for ACES is no earlier than 6:30am and the end time is no later than 6:00pm.
- I understand that if my child is going to be absent from ACES, I will call or email the ACES site staff.
- For my child(ren) to leave the school premises under supervision for walks.
- For my child(ren) to watch age appropriate G and PG movies.
- For the ACES staff to take the necessary emergency measures for the care and protection of my child while under their supervision. In case of an emergency, I understand my child will be transported to an appropriate medical facility by the local emergency unit for treatment, if the local emergency resources deem it necessary. It is understood that in some medical situations the ACES staff will need to contact the local emergency resources before the parent/guardian. I understand that any expenses incurred will be the responsibility of the child's family.
- I understand the ACES program will not accept or administer any medications (over the counter or prescription) without a signed and dated Consent Form for Administration of Medication. All medications must be in the original bottle they were packaged in. Parents/guardians must provide updated forms annually or as needed when changes occur such as dosage, medication change or time of day medication is given.
- I understand that my child must have an immunization record (or applicable exemption) on file with the school district before attending ACES.
- I give ACES staff permission to apply sunscreen and/or insect repellent to my child as needed for their protection as needed. I understand that if I do not want sunscreen and/or insect repellent applied to my child, I will contact the ACES Billing Office and complete an additional waiver.
- ACES will follow the same health screening protocol as Mankato Area Public Schools; I understand as an ACES parent/guardian I must comply with these protocols.

☒ I have read and agree to the above terms and conditions *

→ Accept Terms and Continue

or

cancel

Non-School Days – How to Register cont'd

8. Final step! Answer the registration questions. If your child will require medication during non-school day hours, make sure you have completed the Medication Administration Consent form turned it in to the ACES Office. Have questions? Contact us at aces@isd77.org.

Registration Questions
REGISTERING FELIX IN ACES 6/6

Child Season Dates Location Terms Questions

In-Person & Hybrid School Age Care 2020-2021 - Franklin Non School Day Care

What elementary school does your child currently attend?

- ☐ Bridges Community School
- ☐ Eagle Lake Elementary School
- ☐ Franklin Elementary School
- ☐ Hoover Elementary School
- ☐ Jefferson Elementary School
- ☐ Kennedy Elementary School
- ☐ Monroe Elementary School
- ☐ Roosevelt Elementary School
- ☐ Rosa Parks Elementary School
- ☒ Washington Elementary School

Information

Please note that our non school day staff may not be familiar with your child. If there is any critical information (i.e. allergies, medications, or other health conditions) you want the non school day staff to be aware of, please indicate below. In order to accept and administer medication onsite, the site must have an updated [CER Consent for Administration of Medication form](#).

Is there anything the non school day staff should be aware of regarding your child (i.e. allergies, medications, or other health conditions)?

ADHD; will need meds at lunchtime.

[→ Complete Questions and Finish Registration](#) or cancel


Non-School Days – How to Register cont'd


Congrats, you have completed your registration! Check your email for confirmation of your pending request.



If you need to register another child, select “Sign up another child for the same non-school days”.

Would you like to know how to view your registered non-school days in your Eleyo account? **See page 31** for a quick tutorial or watch this short **how-to video**.

Thank you for registering Felix Freemont for
**ACES School Age Child Care
Non-School Days**

 **i** We will be reviewing your non-school day requests shortly.
We will send an email confirmation after your non school day requests have
been approved.

 **In-Person & Hybrid School Age Care 2020-2021**

  Sign up another child for
The same non-school days

[Go to My Account](#)

Non-School Days – How to View Registered Days

1. Go back to your account; under “Current and Upcoming Contracts”, click on your child’s current contract.

ACES School Age Child Care
Account #4560

Account Management (indicated by a red arrow)

- + Register a New Contract
- Register Non-School Days
- Manage Authorized Pickups (indicated by a red arrow)

Current and Upcoming Contracts

Felix Freemont

- Eagle Lake (ACES) Mon, Wed-Fri Full Day Starts on Jun 10, 2021
- In-Person & Hybrid Mon-Fri After School Ends on Jun 4, 2021

Recent Activity

March 2021

03/01/21 11:10 AM ACES Invoice #103721: Jun 10 - Jun 18 \$192.00

Auto Payments (indicated by a red arrow) View All Activity

2. Under “Non-School Days” you will see the dates you have registered for; dates in yellow mean your registration has been submitted and is pending approval (see below). Pending registrations can be cancelled by clicking “Remove”.

After School

After School - Washington Elementary School

Mon-Fri, Sep 10 - Jun 4 1:40 - 6:00 PM

Not Scheduled: Sep 23, Oct 7, Oct 15- Oct 16, Nov 4, Nov 13, Nov 23-Nov 27, Nov 30-Dec 4, Dec 7-Dec 11, Dec 14-Dec 18, Dec 21-Dec 25, Dec 28-Jan 1, Jan 4-Jan 8, Jan 11-Jan 15, Jan 18, Jan 29, Feb 10, Mar 10, Mar 19, Mar 31-Apr 2, Apr 14, May 12 & May 31

Thursday, September 10th 2020 through Friday, June 4th 2021

After School (Su M Tu W Th F Sa)

Non-School Days (2 pending) (indicated by a red arrow)

- Friday, March 19th 2021 - Franklin Non School Day Care - Franklin Elementary School (Remove)
- Wednesday, March 31st 2021 - Franklin Non School Day Care - Franklin Elementary School (Remove) (indicated by a red arrow)

Non-School Days – How to View Registered Days

Once your registration has been approved, dates will show in white under “Non-School Days” (see below). To cancel an approved non-school day registration, contact the ACES Office at aces@disd77.org.

ACES at In-Person & Hybrid (Washington ACES)

[← Back to Account](#)

Contract Management

- [Change Schedule](#)
- [Register for Non-School Days](#)
- [Manage Authorized Pickups](#)
- [Withdraw Contract](#)

After School

- [After School - Washington Elementary School](#)
- [Mon-Fri, Sep 10 - Jun 4, 1:40 - 6:00 PM](#)

Non-School Days

- Friday, March 19th 2021 - Franklin Non School Day Care - Franklin Elementary School
- Wednesday, March 31st 2021 - Franklin Non School Day Care - Franklin Elementary School

Not Scheduled: Sep 23, Oct 7, Oct 15- Oct 16, Nov 4, Nov 13, Nov 23-Nov 27, Nov 30-Dec 4, Dec 7-Dec 11, Dec 14-Dec 18, Dec 21-Dec 25, Dec 28-Jan 1, Jan 4-Jan 8, Jan 11-Jan 15, Jan 18, Jan 29, Feb 10, Mar 10, Mar 19, Mar 31-Apr 2, Apr 14, May 12 & May 31

Contract Changes

To learn how to submit a contract change, follow the steps below, or [click here](#) for a video refresher.

1. Sign in to your Eleyo account at mankato.ce.eleyo.com. Once viewing your dashboard, click on your child's name under "Your Accounts".

The screenshot displays the Eleyo account dashboard for Mankato Community Education and Recreation. The user, Ashley Freemont, is logged in. The dashboard is divided into several sections:

- Welcome to Your Account:** Mankato Community Education And Recreation. User: Ashley Freemont (kall.schaub@yahoo.com).
- You have signed in successfully:** A green notification bar.
- Your Invoices:** Shows an invoice for \$192.00 dated Jun 1, 2021, labeled "ACES Invoice #103721".
- Manage Family Members:** Lists family members:
 - Ashley Freemont (You):** Edit Emergency Contacts, Find Programs.
 - Felix Freemont (Your Child):** Edit Emergency Contacts, Find Programs. A red arrow points to this section.
 - Sawyer Freemont (Your Sibling):** Add Emergency Contacts, Find Programs.
 - Lala N Freemont:** Manage All Relationships.
- Current and Upcoming Enrollments:** Shows "No Enrollments" with a button to "Explore Courses".
- Your Accounts:** Lists accounts for Felix Freemont:
 - #4560 ACES School Age Child Care (Child: Felix Freemont)
 - #4560 MAPS Emergency Child Care & ACES Wraparound Child Care (I... (Child: Felix Freemont)
- Recent Payment Activity:** Shows "No Payments in the past 60 days".

- Under "Contract Management" select "Change Schedule".

- Enter the new schedule and the date you are requesting the change go into effect. Cannot enter the date you want? See the next page.

4. You can then view your pending schedule change under your child's contract (as shown below) To cancel your request, select the yellow "Cancel Schedule Change" button.

The screenshot shows the Eleyo Community Education website. The top navigation bar includes a home icon, 'Community Education', the user name 'Ashley Freemont', and a shopping cart icon. Below the navigation bar is a search bar with the placeholder text 'Find by Name, Category or Description...' and a button 'Explore All Programs'. The main header area displays 'Contract for Felix Freemont' and 'at In-Person & Hybrid (Washington ACES)' with a 'Back to Account' button. The sidebar on the left contains several menu items: 'Contract Management' (with a red arrow pointing to the 'Cancel Schedule Change' button), 'Register for Non-School Days', 'Manage Authorized Pickups' (with a red arrow pointing to the 'New schedule request' section), and 'After School'. The 'After School' section lists 'After School - Washington Elementary School' and 'Mon-Fri, Sep 10 - Jun 4 1:40 - 6:00 PM'. The main content area features a yellow box with a 'Cancel Schedule Change' button and a message: 'This contract has schedule changes waiting for review. We will send an email confirmation after the changes have been approved.' Below this is a 'New schedule request' section with a calendar view for September, October, and November 2020. The calendar shows dates from September 10 to November 28, with a 'First day of attendance starts on Tuesday, March 16th 2021'.

Contract Change – Frequently Asked Question

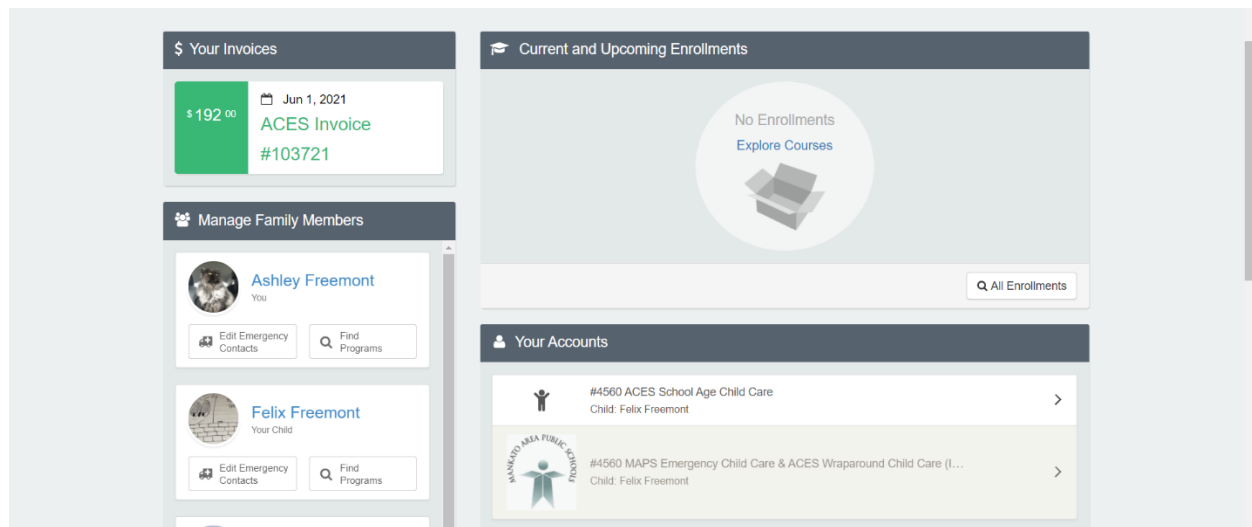
I cannot choose the date I want the change to go into effect, what do I do?

Don't panic! The Eleyo system will not let you choose a change date you have been invoiced for. For example, if you would like your schedule change to go into effect Feb. 24th but you have already been invoiced for that date, the system will automatically push your request date back to the first un-invoiced date. Select the first available date and continue with the request. Once submitted, contact the ACES Office at aces@isd77.org if you would like the change to go into effect before the date listed in the system.

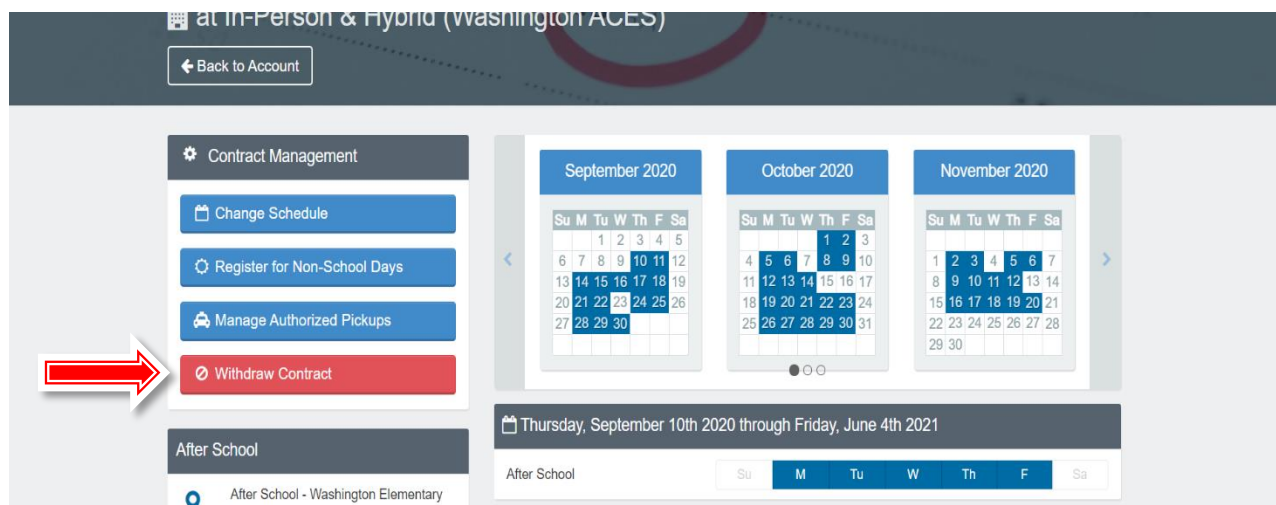
Contract Change cont'd – Withdrawals

To remove your current contract, follow the steps below or [click here](#) for a video refresher.

1. Sign in to your Eleyo account at mankato.ce.eleyo.com. Once viewing your dashboard, click on your child's name under "Your Accounts".



2. Under "Contract Management" select "Withdraw Contract".



3. Enter your child's last day of attendance and then click the "Request Withdraw" button. Contract withdrawals require a two week notice; the last date of attendance should be at least two weeks from the day the request is submitted. Cannot select the date you want? See the next page.

Community Education Ashley Freemont

Find by Name, Category, Location

Contract for Felix Freemont at In-Person & Hybrid (Washington ACES)

← Back to Account

Schedule Change Request Cancelled

Contract Management

Change Schedule

September 2020 October 2020 November 2020

Su M Tu W Th F 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

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

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

Withdraw Contract

Last day of Attendance

03/15/2021

Request Withdraw

4. You can then view your pending contract withdrawal under your child's current contract (as shown below) To cancel your request, select the yellow "Cancel Withdrawal" button.

Contract for Felix Freemont at In-Person & Hybrid (Washington ACES)

← Back to Account

Withdraw Request Created Successfully.

Contract Management

Register for Non-School Days

Manage Authorized Pickups

After School

After School - Washington Elementary School

Mon-Fri, Sep 10 - Jun 4 1:40 - 6:00 PM

Not Scheduled: Sep 23, Oct 7, Oct 15-

Cancel Withdrawal

This contract has a withdrawal request waiting for review. We will send an email confirmation after the request has been approved.

Last Day of Attendance: Monday, March 15th 2021

September 2020 October 2020 November 2020

Su M Tu W Th F 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

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

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

Contract Withdrawal – Frequently Asked Question

I cannot choose the date I want the withdrawal to go into effect, what do I do?

Don't panic! The Eleyo system will not let you choose a withdrawal date you have been invoiced for. For example, if you would like your contract withdrawal to go into effect Feb. 24th but you have already been invoiced for that date, the system will automatically push your request date back to the first un-invoiced date. Select the first available date and continue with the request. Once submitted, contact the ACES Office at aces@disd77.org if you would like the withdrawal to go into effect before the date listed in the system.