



OSSEO AREA SCHOOLS

Community Ed

Four Star Express

Four Star Express Tip Sheet

Registration for Four Star is done via lottery. Woodland Elementary School currently has openings. All other sites are full with a waiting list.

For best results:

- Choose Google Chrome, Firefox or Safari
- Use a computer or iPad rather than a Smartphone

Create or update your account:

- **No account**, create one at <https://osseo.ce.eleyo.com>:
 - Click "Sign In"
 - Enter your Email Address
 - Click "Create Account"
 - Enter your personal information. You will be able to enter your family members after you register.
 - Click "Create Account"
 - Scroll down and under "ACCOUNT", click "Your Family"
 - Click "Add Family Member/Relationship"
 - Fill in information and click "Create Person"
 - They should be listed under "Your Family Members/Relationships"
- **If you have an account**, update it by adding any children not in the system:
 - Sign into your account or if you forgot your password, click "Forgot Password" to have it reset. You will receive an email with a link to reset your password.
 - Once you are logged in, scroll down and under "ACCOUNT", click "Your Family"
 - If you do not see your child that you want to register for Four Star, click "Add Family Member/Relationship"
 - Fill in information and click "Create Person"
 - They should be listed under "Your Family Members/Relationships"

To help you prepare for the online registration, have the following information:

- Three emergency contact names and phone numbers
- Health clinic name and phone number
- Allergies and medications

When registering:

- Enter a contract for your first school choice. If you would like an alternative option, there will be a section in the "questions & answers" that you can note your second choice.

Additional information:

- Once you've submitted your registration, you will receive an automated email confirming that we've received your submission, this will remain pending.
- All registrations submitted during the registration window have an equal chance of being accepted. Registrations will be randomized and accepted based on available space.
- If your contract is accepted, you will receive an automated email confirmation no later than 2/14/25. We do ask that you email us a copy of your child's birth certificate & immunization records.
- If your contract is not accepted, you will receive an email from the business office, no later than 2/14/25. Your registration along with your first and second choice will remain open after the lottery unless you "cancel contract request". As space becomes available, we will notify families in the order determined by the lottery.

Additional information (continued)

- If your contract is approved, one week tuition payment will be processed for each child. The non-refundable payment will be applied to the last weeks' tuition in June. You will receive a confirmation email of acceptance into the program.

Withdrawal Refund Policy:

- If family withdraws and there is another family on the waitlist who accepts this open spot – **Full Refund**
- If family withdraws by 11:59 pm on June 30 and the spot cannot be filled at the time of withdrawal – **Half of Deposit Refunded**
- If family withdraws after 11:59 pm on June 30 and the spot cannot be filled at the time of withdrawal – **No Refund**

For best results:

- Choose Google Chrome, Firefox or Safari
- Use a computer or iPad rather than a Smartphone
- Make sure you know your email address and password
- If you're registering on opening day and log in prior to 9 a.m., refresh your screen at 9:00am

Enroll in the Four Star Express program at <https://osseo.ce.eleyo.com>. Sign in to your account or create an account (see page 1).

Please do the following for each student:

1. Explore All Programs – Four Star Express - Registration
2. Select Attending Child and follow the online instructions. NOTE: Three Emergency Contacts and phone numbers are required.
3. Read, print and agree to the Family and Student Terms and Conditions for Attendance Agreement. Check "I have read and agree to the above terms and conditions". Click "Accept Terms and Continue".
4. Check Monday. The rest of the days will fill in due to the program is 5 days/week.
5. Answer all the Registration Questions. Please be specific if your child has medical needs. Click "Complete Questions and Continue"
6. Save payment method. Your payment method information is required for any up-front registration fees or deposits. Your payment method is stored securely and will not be charged until our staff have reviewed and approved your enrollment.
 - Auto Payment is required.
 - Choose existing payment method or Add Saved Payment Method and fill out new payment method
7. Click "Complete Registration" to complete the enrollment process.
8. An email will be sent to the email address on your account indicating we received your request.
9. Your contract is pending..
10. If your contract is approved, one week tuition payment will be processed for each child. The non-refundable payment will be applied to the last week's tuition in June. You will receive a confirmation email of acceptance into the program.