

Pick your day Contract

How to change your child's schedule.

This must be done with a 3 day notice.

Log into your Eleyo account.

Click Dashboard

This will bring up a screen that has a black bar that says **Your Accounts**

Click on the area below this that has your account number and child's name.

The next screen will have a black bar that says **Current and Upcoming Contracts.**

Click on the child's contract. This will then bring you to a screen that has a blue bar on the left hand side that says **Change**

Schedule. Once you click this bar it will bring you to the area where you can make changes to your contract.

Always remember to

Submit Contract Schedule Changes

Drop in Only Contracts

Log into your Eleyo account.

Click on Dashboard

This will bring up a screen that has a black bar that says **Your Account**

Click the area that has your account number and child's name.

The next screen will have a blue bar on the left hand side that states

Register Drop in Days

Continue through the steps that follow.

Always remember to click

Finish

Pick your day Contract requesting a Drop in session (24 hrs up to 3 days)

Log into your Eleyo account.

Click Dashboard

This will bring up a screen that has a black bar that says **Your Accounts**

Click on the area below this that has your account number and child's name.

The next screen will have a blue bar on the left hand side that says **Register**

Drop in Days (click this)

Next screen will have your child's name.

Choose which child you want, click **Continue.** This will bring up calendars where you can request a drop in.

Always remember to click on

Finish