2019-2020 After School Program Registration

Douglas County School System is transitioning to a new online registration and billing system called Eleyo. We are very excited to utilize the new system for our After School Program. Below are a few things you will be able to do in this system.

- Register for the After School Program
- Manage account balances and invoices
- Make a payment using your credit card or ACH (Visa/MasterCard/Discover or Checking/Savings)
- Sign up for automated payments
- Print receipts and child care tax statements
- Request a schedule change to a child care registration
- Manage your child’s emergency contacts and authorized pick-ups

Attached is a guide to help you set up your family profile. Please add all household members in anticipation of future registrations within the system.

After School Program Registration link: https://dcssga.ce.eleyo.com

Program Information:

Each of our elementary school sites have a parent paid after school program. Program hours are from 3:00 pm – 6:00 pm when school is in session. Students must be registered for the program in order to stay.

Fees:
Registration is $10 per family
Tuition cost is $8 per day, per child
Registering for and Managing your After School Program Account Online

Douglas County School System is transitioning to a new online tool to register and manage your After School Program account. Below are some tips for creating a family profile and managing your account.

STEP 1

Create Your Account Profile

1. Browse to the website: https://dcssga.ce.eleyo.com

2. Create your profile by selecting Sign In (top, right corner).

3. To create a new profile, log in with Facebook or Google—or- select Create One Now.

4. When creating an account within the system, you will be required to enter your basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the Send Forgot Password Email to receive a password set email.

5. Complete the profile form and select Create Account.

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.

STEP 2

Add Family Members and Emergency Contacts

1. If you are not already on the website, browse to https://dcssga.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 of the screen then select Your Account/Relationships to view your profile.

3. Use the Add a Relationships button to add all family members. When adding a grade for the school year 2018-2019, please select the grade your child is currently in (Fall 2018).

4. Select the Create Person button.

5. After you have finished setting up the people associated with your profile, select the Explore button under Account Management, then select Explore All Programs then Your Dashboard.

6. On the left, under the Manage Family Members section, use the Add Emergency Contacts button to add new emergency contacts. Use the Edit Emergency Contacts button to update
that information. In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

**STEP 3**

**Register for After School Program (ASP)**

1. Select *Explore all Programs*, select *After School Program (ASP)* and select *Register*.

2. Walk through the registration, completing the location, schedule type, agree to terms and conditions, and complete any registration questions.

3. Submit your child's contract for approval (current families will not be charged the registration fee again for this school year).

4. Follow the same steps to register additional children for the program.

**Account Management**

Below is an example of what your After School Program (ASP) Dashboard may look like. You can manage contracts, requests for drop-ins, preview and pay invoices, manage auto-pay and authorized pickups, and download tax statements or receipts.

**Payment Options:**

You can choose to pay your after school accounts online each week, set up auto pay if the account is under a certain amount or you can elect to pay in cash/check/credit at the school each week. The program is pre-paid and needs to be taken care of by Friday before the next week.
After School Program (ASP)
Account #1002

Account Management
1. Register a New Contract
2. Register Drop-in Days
3. Manage Authorized Pickups

Current and Upcoming Contracts
1. Kayley Reebke
2. Annata Wras Elementary

Select a contract in this area to request a schedule change, register for drop-ins, or view schedule details.

Payment and invoicing details will begin to display for your account. You can print your tax statements for the program in January of each year.

View and Pay Invoices

Manage your Auto Pay
No Auto Payments Set up for After School Program (ASP) #1002

Setup Auto Payments