

Creating Your Family Account Profile

SCOPE Education Services is transitioning to a new online tool to register and manage your child care, pre-kindergarten, and enrichment registrations. Below are steps to create a profile and manage your family account.



Create Your Account Profile

1. Browse to the website: <https://scopeonline.ce.eleyo.com>
2. Create your profile by selecting **create an account profile** on the main welcome page.
3. 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.
4. Select **Create Account** at the bottom of the *Register a New Account* page. You will be directed to your profile management screen where you can create family members within your profile.

NOTE: 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.

Add Family Members and Emergency Contacts

1. Use the **Add a Relationship** button to add all family members.
NOTE: When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed). Please use the table to the right to determine the entering school year for Kindergarten.
2. Select the **Create Person** button.
3. After you have finished setting up the people associated with your profile, select the **white house icon** in the top, left area of the screen then select **Explore All Programs** then **Your Dashboard**.
4. 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 select **Add Emergency Contact** then search for or select the name from the list of existing users that are presented.

Child's Age	Kindergarten year
Newborn-1	FALL OF 2024
1	FALL OF 2023
2	FALL OF 2022
3	FALL OF 2021
4	FALL OF 2020

Emergency Contacts
for Kaylan Radtke

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Name	Relationship	Phone Numbers	
Laura Radtke (you)	Parent	(651) 455-4545 - Cell	 
Steven Radtke	Parent	(612) 555-5555 - Home (612) 555-4445 - Home	 
Callie Sprunk	Emergency Contact	(651) 455-4555 - Cell	 

Search for Person

Hailey Templin
Laura's Friend [Choose](#)

OR

[+ Create New Emergency Contact](#)

NOTE: You only need to add emergency contacts for each child. If you do not have children in your profile, you do not need to add emergency contact relationships.

****YOUR CHILD IS NOT REGISTERED AT THIS POINT. PLEASE CONTINUE TO CREATE A REGISTRATION CONTRACT****

Register for SCOPE BEFORE & AFTER SCHOOL CHILD CARE UPK/Pre-Kindergarten Program

1. To register:
Select: ***Pre-Kindergarten*** on the welcome page,
then select ***Enroll Now***.

OR

Select: ***BEFORE & AFTER SCHOOL CARE*** on the welcome page.

Please note: This includes the PRE-K aged students in Middle Country, East Moriches, Great Neck & Mineola

2. Select your child's name from the left side of the screen. If editing child's profile during registration, please notice that grade is required. For Pre-Kindergarten, select K and the year the child is entering Kindergarten.
3. Select ***Looks Good. Start Registering***.
4. Enter your child's Emergency Contacts and confirm if they are authorized pickups. The registering parent will display as the first emergency contact. A minimum of 3 contacts are required.

NOTE: If you already entered emergency contacts under the child's profile, select ***Add Emergency Contact*** and select from the list of users.

5. Select ***Verify Contacts/Pickups and Continue***.
6. Select the district your child will be attending by selecting the Season drop-down menu; then select the correct registration under ***Choose a Location***. Select ***Use Location and Continue***.
7. Read, print if desired, and select the checkbox to agree to all terms and conditions for the BEFORE & AFTER SCHOOL/UPK/Pre- Kindergarten program. Select ***Accept Terms and Continue***.
8. For Pre-K: Select your preferred program and time for the Pre-Kindergarten program. Placement of children will be confirmed via email. UPK students will be placed based on lottery selections. Select ***Complete Schedule Setup and Continue***.

For BEFORE & AFTER SCHOOL: Choose your schedule type. Select either Consistent Schedule (child attends everyday) or Pick Your Days Schedule (you pre-select days monthly). Select Before School, After School or Both. If you choose Pick your days, select the days your child will attend. Select ***Complete Schedule Set up and Continue***.

9. Complete all registration questions and select ***Complete Questions and Continue***. On the next screen you will be asked to enter a payment method for upfront registration fees and deposits.



NOTE: For tuition-based programs, enter a saved payment method. Once a payment method has been entered, you may also sign up for Auto-Pay if desired. This can also be managed on your Account.

Save Payment Method information

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

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: 11/2022

+ Add Saved Payment Method

Enroll in auto payment for SCOPE Pre-Kindergarten Program. 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

Account Management

Below is an example of what your SCOPE Pre-Kindergarten Account Dashboard may look like. You can manage contracts and authorized pick-ups, preview and pay invoices, manage auto-pay, and download receipts.

SCOPE Pre-Kindergarten Program
Account #1002

Account Management Tools

- Account Management
- + Register a New Contract
- Manage Authorized Pickups

View and Pay Invoices

- Latest Invoice
- Your account is current. Your next due date has not been scheduled yet.
- \$ Pay

Manage Your Auto Pay

- Auto Payments
- No Auto Payments Set up for SCOPE Pre-Kindergarten Program #1002
- Setup Auto Payments

Current and Upcoming Contracts

- Addison Radtke
- COMMACK 3 yr Pre-K...

Select a contract here to view details

Payment and invoicing details will display here. You can print receipts and download invoices by selecting the line item that displays here.