

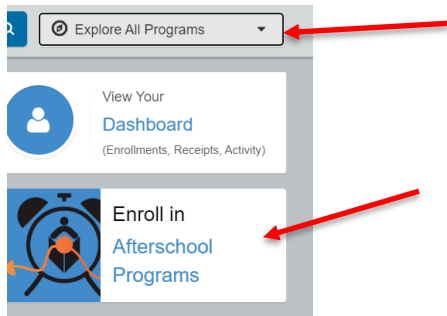


Creating your Palm Beach County Schools Afterschool Program Account Online

The Palm Beach County Schools Afterschool Program is transitioning to a convenient mobile-friendly online tool to register and manage your account from any device, including your smartphone or tablet. Below are instructions for creating your account and requesting a contract for your student(s).

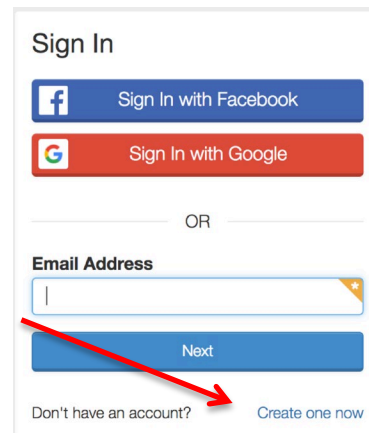
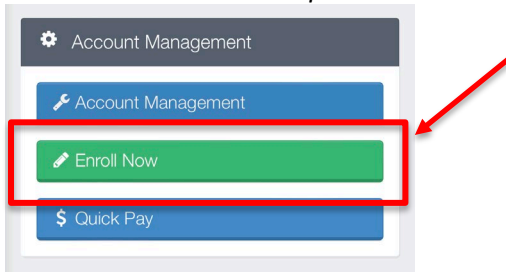
Requesting a Contract for your Child

1. Browse to <https://palmbeachcountyschools.ce.eleyo.com> and select *Explore All Programs* (at the top of the screen) and select *Enroll in Afterschool Programs*.



-or-

Scroll down to select *Request Enrollment*  and then select *Enroll Now*.



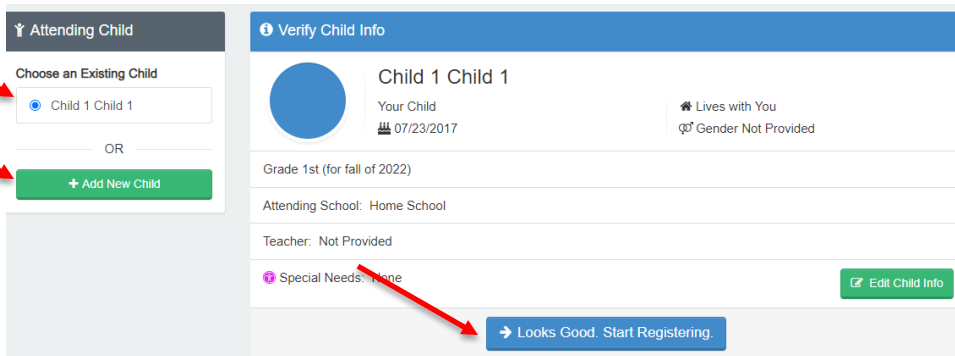
2. Log-In or create a profile
3. To create a new profile, log in with Facebook or Google.

-or-

select *Create One Now*.

4. When creating your profile 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. It will also ask for you to enter child's information.

5. Select an existing student or *Add New Child*. Verify the information and then select *Start Registering*.



* When adding a new child, complete all of the required fields of information. If you are registering for VPK Wraparound, select Kindergarten as the grade and indicate the year the student will be entering Kindergarten. There will be a place later in the process for you to select PreK.

6. Add Emergency Contacts/Authorized Pick-ups for your child.

Verify Emergency Contacts and Authorized Pickups
REGISTERING FITZ IN AFTERSCHOOL PROGRAMS 2/7

Child | **Contacts** | Location | Terms | Schedule | Questions | Finance Info

Emergency Contacts (at least 0 contacts required)

Name	Relationship	Phone Numbers	Drop off / Pick up?
Erin Sweet	Parent	No Phone Number Provided	<input checked="" type="checkbox"/> Yes
Bob Sweet	Parent	(333) 333-3333 - Cell	<input type="checkbox"/> No
Jane Sweet	Grandparent	(555) 555-5555 - Cell	<input type="checkbox"/> No

[+ Create New Emergency Contact](#)

[Verify Contacts/Pickups and Continue](#) or

7. Select *Verify Contacts/Pickups and Continue*.

8. Select the Season (Elementary Programs 2022-2023 or VPK Programs 2022-2023).

Season/Location
REGISTERING FITZ IN AFTERSCHOOL PROGRAMS 3/7

Child | Contacts | **Location** | Terms | Schedule | Questions | Finance Info

Program *
Afterschool Programs

Use the Choose a Season drop down menu below to select Elementary Programs or VPK Programs.

Already Started

- Elementary Programs 2022-2023
- VPK Programs 2022-2023

Select the location of the elementary school your child is attending.

- For full-time home education, Palm Beach Virtual School (PBVS), or Florida Virtual School (FVS) students, select the school within the attendance boundaries of your home address

[Show More](#)

Choose a Location *

Search for Location

Arnsage Pines Elementary Ardisson Mizner Elementary

9. Select the school your child attends for afterschool and scroll down to select *Use Location* and select *Continue*.

10. Read (and optionally print) the Terms and Conditions for Afterschool Programs. Select the checkbox indicating "I have read and agree to the above terms and conditions" and select *Accept Terms and Continue*.

I have read and agree to the above terms and conditions

[Accept Terms and Continue](#) or cancel

11. Select your child's preferred contract schedule and select *Complete Schedule Setup and Continue*.
12. Complete the Registration Questions and select *Complete Questions and Continue*.
13. Enter a payment method by selecting *Add Saved Payment Method* and select *Complete Registration*.

-or-

Select *Continue without saving a Payment Method*.

14. If you have another child you would like to request a contract for, select *Sign up another child for Afterschool Programs*

15. Select *Add New Child*

16. Repeat steps 5-13

***Upon completing the application process online, you will receive an email confirming your request. Once a spot has been confirmed for your student, you will receive a second, confirmation email confirming your students' spot. Billing and payments in this new system will not begin until the October invoice. Additionally, any credits or outstanding balances from the previous system will be reflected on your account by the end of October.**