

## STEP 1

### Create an Online Account

To expedite the registration process, create or update your Online Registration Account prior to January 22, 2020 at 8:00 a.m., as programs fill quickly.

*Please see reverse side for Eleyo account set up instructions.*

**Online Registration Instructions are available at:**

[pvschools.net/childcare](http://pvschools.net/childcare) and [pvschools.net/prek](http://pvschools.net/prek)

## STEP 2

### Eleyo Contract Submission

Log-in to your online account to select a program. Complete and submit contract and student paperwork online.

## STEP 3

### Submit Registration Paperwork

Current immunizations and parent's photo ID must be on file at the PVSchools Community Education office before your contract will be approved. After approval, you will receive further instructions via email to complete enrollment. A non-refundable **registration fee of \$90** is required at the time of contract approval.

**How to submit required immunizations and photo ID**  
(choose one):

- » Submit online by filling out the following Google Form  
(must be logged into your Google account):  
<https://bit.ly/childcaaredocs>
- » Email as pdf or image files to:  
[community-ed-registrars@pvschools.net](mailto:community-ed-registrars@pvschools.net)
- » Submit forms and documents by mail or in-person to:  
PVSchools Community Education  
15032 N. 32nd St.  
Phoenix, AZ 85032

Date of Contract Submission	Required Paperwork Deadline*
January 22-25, 2020	January 31, 2020
January 26-February 1, 2020	February 7, 2020
February 2-8, 2020	February 14, 2020
February 9-15, 2020	February 21, 2020
February 16-22, 2020	February 28, 2020
February 23-29, 2020	March 6, 2020

*Registration Cycles will continue until all programs are filled.  
Please make note of your paperwork submission deadline.*

## STEP 4

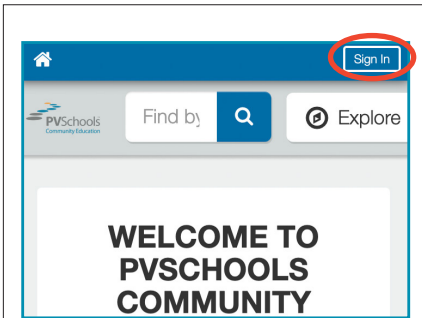
### Infinite Campus Registration

Beginning January 22, 2020, new Early Childhood enrollments whose contracts have been accepted must submit enrollment information online at: <http://bit.ly/pvenrollment>

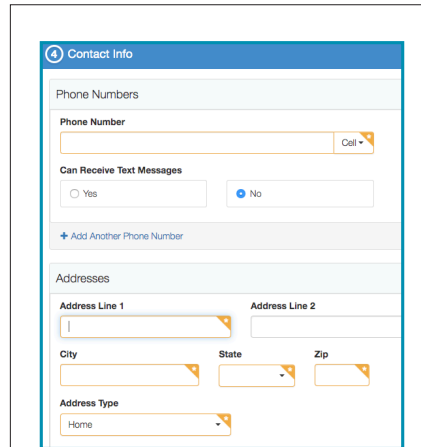


**Gifted Preschool** enrollees must have a letter of acceptance before Step 2. Contact the Gifted Education Department at [pvschools.net/gifted](http://pvschools.net/gifted) or call (602) 449-2113.

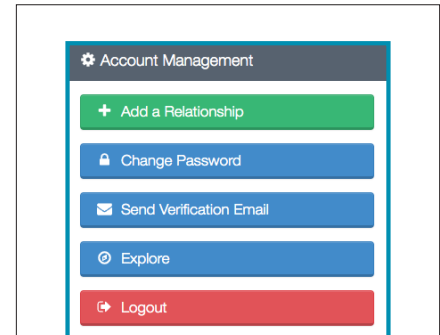
\* Failure to submit and complete ALL paperwork by the stated deadline will forfeit your placement. If space is available, you may resubmit your contract. Additional fees may apply. Once capacity is reached, your child will be placed on a waitlist.



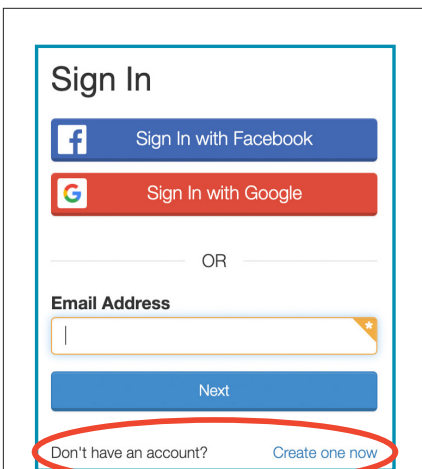
1. Please visit [pvschools.ce.eleyo.com](http://pvschools.ce.eleyo.com)
2. To Create a New Account – Click Sign in



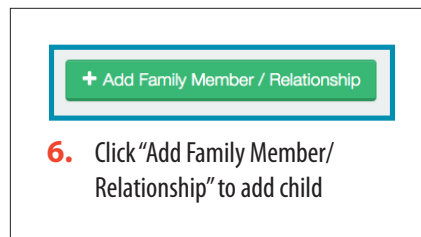
5. Please complete this section



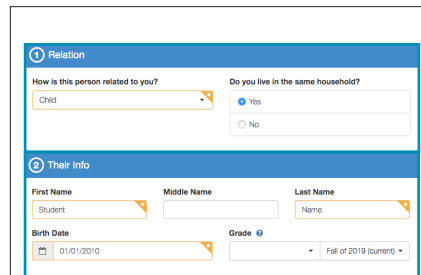
9. After creating account you are now able to register. Click "Explore"



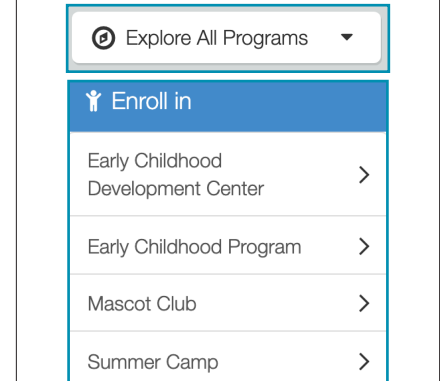
3. Click on "Create one now" or Sign In with Facebook or Google



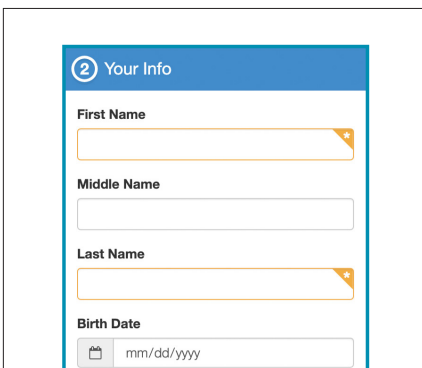
6. Click "Add Family Member/ Relationship" to add child



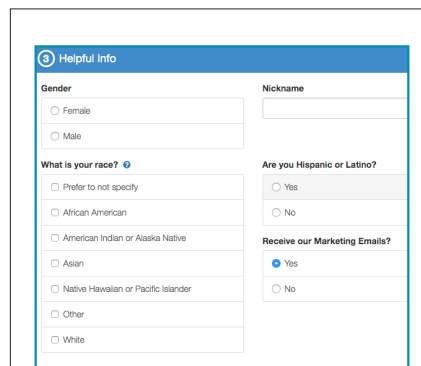
7. Add your child's information here



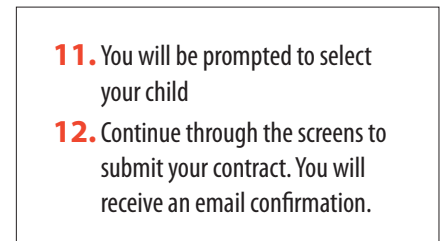
10. Click on "Explore All Programs". Then select the relevant program under "Enroll in."



4. "Your Info" – Enter parent information here



8. Helpful information section



11. You will be prompted to select your child
12. Continue through the screens to submit your contract. You will receive an email confirmation.

**Need Help?**  
**Call Us at 602-449-2200**

[pvschools.ce.eleyo.com](http://pvschools.ce.eleyo.com)