

School Year Breaks

KTC child care is open on early dismissal days, non-school days (NSD), and school breaks.

Non-School Days (NSD)

On days where there are three-hour early dismissals or scheduled non-school days, families can register for Non-School Day (NSD) care on [Eleyo](#). Non-school day registration on Eleyo is separate from the child's contract. To register for non-school days, first log in to your KTC Eleyo account. Under "Your Accounts", click on "Kids Connection #xxxx>." Then, under "Account Management" to the right, click on "Register Non-School Days." To register for a non-school day, first choose which child is attending, then choose the season (ex. 2016-17 school year), which non-school day your child will attend, and, via the pull-down arrow, choose the correct school. To finish, agree to the terms and conditions and click "Finish Registration." You will receive an email confirmation once the NSD days have been approved. **Registration for non-school days closes online ten days prior to the date of the non-school day.** During winter/spring break the location will be by your child's grade level instead of school attended.

School Breaks

KTC offers childcare during Thanksgiving, winter, and spring breaks. Treat school breaks as NSD dates when registering for childcare. Keep in mind not all dates may be available and they require an earlier registration deadline than typical NSD dates.

Registering for Non-School Days on Eleyo

Non-School day registration on Eleyo is separate from the child's contract. To register for non-school days, first log into your KTC Eleyo account. Click on "Your Accounts" Kids Connection # >. To the right under Account Management is a button that says "Register Non-School Days". First choose the Child Attending. Choose current School Year under Season and click Continue. Choose the dates that your child will attend and click Continue. Click the pull down arrow and choose the correct school and then click continue. Check the box to agree to the terms and conditions. Click the Finish Registration button. You will receive an email confirmation once the NSD days have been approved. Registration for non-school days closes online **10 days prior to the date** of the non-school day. **There is a late sign-up fee of \$5 if you sign-up after the deadline.**

Viewing Non-School Day Registration Requests on Eleyo

Log into your Eleyo account. Click on Your Accounts, Kids Connection >. Click on the contract >, under Current and Upcoming Contracts. The Non-School Days are in a list below the schedule calendars. There is a Remove button beside the ones that are not approved yet as only those can be removed. The approved ones cannot be removed online. Once a request is approved, you must contact the office to make a change, 515-252-8490.