

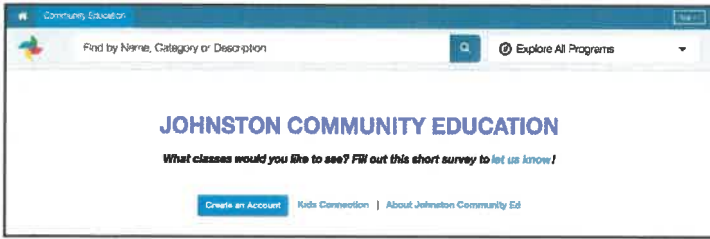
# Instructions

## ADDING NON-SCHOOL DAYS

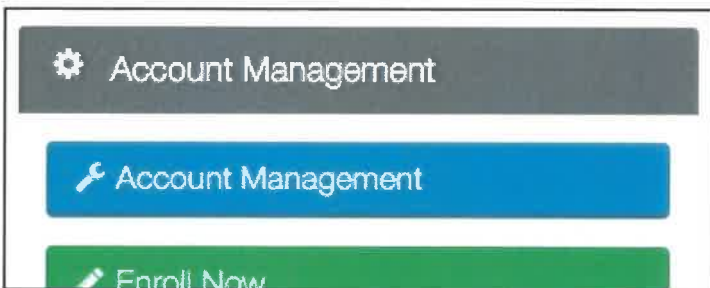
Regardless of which contract you initially choose, you will need to register for Non-School Days after the contract has been selected in Eleyo.

### Adding Non-School Day Child Care

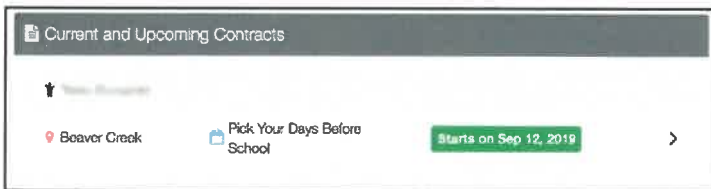
1. Login at [johnston.ce.eleyo.com](http://johnston.ce.eleyo.com) if you haven't already. Click the "Kids Connection" button on the home page.



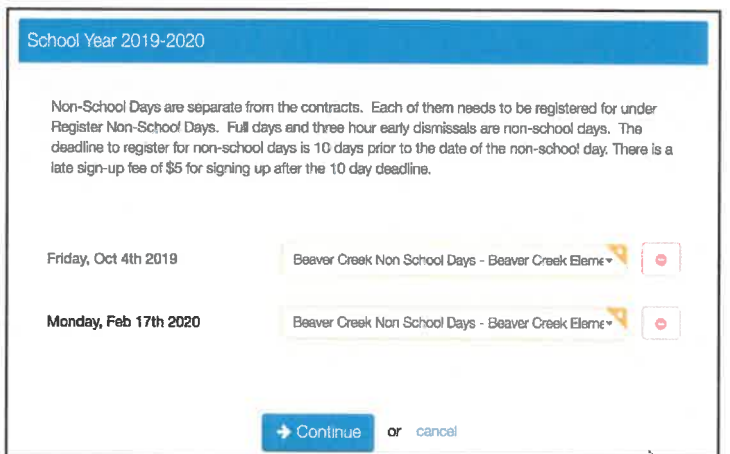
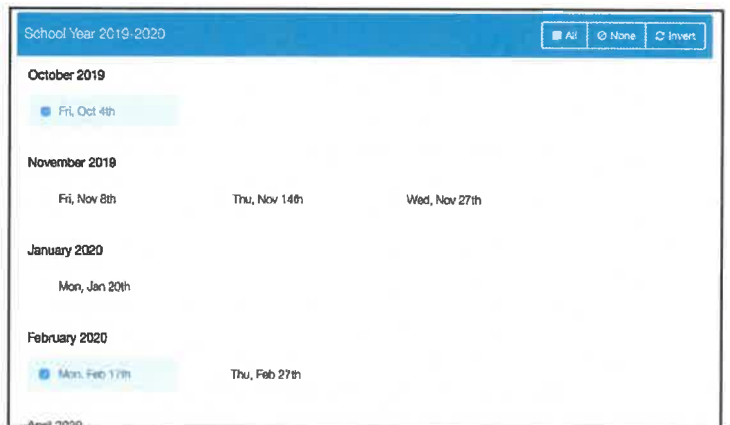
2. Select the "Account Management" button under the Account Management section to begin.



3. Select a child's contract to update, then click "Register for Non-School Days" under the Contract Management section.



4. Follow the six-step process to add non-school day child care to your contract. Select the season, choose from the available NSDs, and add the location your child will attend.



5. Once you have scheduled a child for NSD child care, there will be an option to sign another child up for the same NSDs if needed.

