2019-2020 Orange Early Childhood Registration Process

Orange Early Childhood has a convenient, mobile-friendly online tool to register and manage your account from any device, including your smartphone or tablet. Below are some tips for creating your account and registering your student. Registration begins January 14th for current families, January 28th for Residents and February 12th for Nonresidents.

**Step One - Create Account (New Families Only)**
1. Browse to https://orangerec.ce.eleyo.com and create a profile by selecting the Sign In button at the top of the screen.
2. To create a new profile, log in with Facebook or Google - or- select Create One Now.
3. When create 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.

**Step Two - Register your Student(s)**
1. Select Explore all Programs and select your program and Register.
2. Go through the registration screens to register each student in the program. You will not be able to save and return; each registration must be completed in whole in order to save the registration.
3. You will receive a confirmation email- this does NOT mean your child is enrolled yet. At this point, your registration is still PENDING. You must also complete Step 3 (see page 2) before enrollment will be considered.

*Please Note* - Enrollment in Orange Early Childhood is limited and available on a first come, first served basis.

Please call 216-831-8601 with any questions about your Eleyo online account or the registration process in general.
Step 3 - Submit Additional Documents
All families are required to submit the following 2 documents before enrollment will be considered:

1. Current Month Proof of Residency (Current & New Children)
2. Copy of Birth Certificate (New Children Only)

Documents can be mailed, emailed, or dropped off in person to the Pepper Pike Learning Center, 32000 Chagrin Blvd. Pepper Pike, OH 44124. Emailed (scanned) documents can be sent to kBorders@orangecsd.org.

Step 4 - Receive Approval for Enrollment
Once you have completed Steps 1-3, the Early Childhood Coordinator will review your registration and required documents. If all necessary components of the registration process are complete and there is still space remaining in your desired program, you will receive an email confirmation indicating that your registration is approved. Upon receipt of this notification, your child is considered to be enrolled in the program. If there is not a space in the program, your child will be placed on a waiting list.
1. **How long will the online registration process take?** Please plan for about 10 minutes to set-up your online Eleyo account. Once your account is created, the actual registration process should take about 20 minutes per child.

2. **Why is the registration process so lengthy? Do I have to answer all the questions?** We have eliminated all paper forms and have gone completely digital with our enrollment process. Our software will automatically create one student profile based on the information you provide to us, versus several paper forms. The more information you provide, the better we can serve your child.

3. **Will there be additional paperwork to complete?** Due to the fact that we have gone completely digital, the only remaining forms you will need to submit for enrollment will be a Child Medical Statement. You will receive this form sometime over the summer.

4. **How long will it take to find out if my child is enrolled in the program?** Pending you have correctly registered online and submitted your child’s birth certificate and proof of residency, you should receive confirmation of approval within 3-5 business days. This may vary during peak registration times.

5. **I received a confirmation that I am registered. Does this mean my child is enrolled in the program?** No, you must also submit a current month proof of residency and birth certificate within 5 business days. Once that is received and there is available space in the program, you will receive an approval email.

6. **Will I be notified if my child is not accepted into the program? Will I be charged a fee if I am placed on a waiting list?** We will contact you if you have completed all steps of the registration process and there are no more spaces remaining in the program. Due to the number of registration requests, we will not contact you to let you know we are missing required documentation - your registration will be pending until we receive that. Your account will not be charged while your registration is pending.

7. **Is there a registration fee? When do I pay that?** There is a $100 non-refundable registration fee, paid when your child is officially enrolled. Your account will not be charged until your registration is finalized and approved by the Early Childhood Coordinator.
8. **How does the waiting list work?** Once we have taken the maximum amount of children per group size, we will move to a waiting list. Families will be placed on the waiting list on a first come, first served basis. As soon as an opening comes up, we will contact you to see if you are still interested in enrolling.

9. **How quickly does the program fill?** This varies each year but the program typically fills very quickly. We advise that you register and submit all documents when registration opens up to ensure your space, as space is limited and available only on a first come, first served basis.

10. **What information will I need to complete online registration?** You will need have phone numbers and addresses for your child’s pediatrician, preferred hospital, dentist and caregivers that may pick up. You will also need to provide credit card information.

11. **Can I save my answers if I cannot complete the registration process at one time?** The Eleyo system does not allow you to complete a portion of the registration and then return later; you must complete the entire registration at one time.

12. **The Eleyo system asks what grade my child is in, but preschool is not listed. What should I do?** Select Kindergarten. Then scroll through the drop down menu to select the year that your child will enter Kindergarten.

13. **Can I register in-person or over the phone?** We are no longer taking paper, phone or in-person registrations. Our Front Desk Associates can assist with you how to register, account set-up and troubleshooting, but will not be able to register for you.

14. **Can I register prior to my designated registration date?** To be fair to current families and residents of the Orange School District, we cannot accept any early registrations.

15. **If I am a current family or submitted a registration form last year and was placed on the waiting list, do I have to register again?** Yes, every child needs to register in order to be considered for enrollment in the 2019-2020 School Year.

16. **If I have 2 or more children that will be attending the program, am I required to submit a separate registration for each child?** Yes, our State Licensing Rules require that we have one set of paperwork per child.