## How to Request a Schedule Change or Withdrawal in Childcare for Summer Explorers

1.Log into Eleyo at <u>www.minnetonka.ce.eleyo.com</u>.

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2. Click on the arrow under your name in the upper right corner. A new window will appear and click on your "Explorers: Summer Age 4 to Grade 5 Childcare" Account:

Community Education -		Julia Seper 🌖 🛛 🌿
Find by Name, Category or Descri	ption	Q Ø Explore All Programs
Adult CPR & First Aid Adult Enrichment Adult Fitness & Recreation	2020-21 Minnetonka Preschool and ECFE       View Your         As a part of Minnetonka Preschool is committed to world-class, child centered exceience.       View Your         Dashboard (Enrollments, Receipts)         Image: Second S	View Your Dashboard (Enrollments, Receipts, Activity)
Adults with Disabilities-Project SOAR ECFE Early Childhood Screening		الله المراجعة (مراجعة المراجعة المراجعة المراجعة المراجعة الم المراجعة المراجعة الم

3. From your Summer Account, click on your child's contract for the Summer. If you have more than one child registered for Summer, you will need to request a schedule change for each child:

Explorers Summer: Age 4 to Grade 5 Account #		
Account Management	Current and Upcoming Contracts	
+ Register a New Contract	t	
A Manage Authorized Pickups	Groveland     Summer     Pick Your Days Full Day     Starts on Jun 15, 2020     >	
Lownload Tax Information	T	
Latest Invoice	Groveland     Summer     Pick Your Days Full Day     Starts on Jun 15, 2020	

4. Click on "Change Schedule" to modify your childcare request or "Withdraw Contract" to remove the entire contract:

