



## **What do I need when submitting a Rec Plus contract on Eleyo?**

Prior to registration (submitting a contract) you may:

- Create an Eleyo account for you, as the parent/guardian
- Create profiles within the parent account for your child(ren)
- Enter and store payment information onto your account (credit card, debit card, or checking/savings account)
- Enter authorized pick-up names and emergency contacts on your account (minimum 4 names required) (family members, relatives, etc. *over 18 years old*)
- Gather information below needed for registration (contract submission)

During the completion of contracts, you will need the following information:

*\*Rec Plus school year and summer account past due balances must be paid in full to remain eligible*

- Schedule needed (summer can pick schedule, school year schedules are consistent, minimum days required)
- Allergy information (allergy name, triggers, symptoms, avoidance techniques, response preference, medication if applicable and doctor/clinic preference)
- Medication name (if needed at Rec Plus)
- Special requests (diet, behavior awareness, disability-related needs, dietary modifications, conditions that may require emergency procedures etc.)
- Date of last physical exam
- School and grade of your child
- Certification of immunization status (record of immunizations or notarized exemption is required prior to start date)
- Split billing information if applicable