



Registering for and Managing your Pinckney Preschool Account Online

Pinckney Community Education uses an online tool to register and manage your account. You will be making your preschool tuition payments and registering for Extended Care from this site. It will take about 20 minutes to get your account set up. Below are some tips for managing your account.

Log in

1. Browse to <https://pinckney.ce.eleyo.com> . Select Register under “Preschool/Enrichment” on the home page.
2. Create your Eleyo profile. You will be able to add your children and their emergency contacts after you create your profile and start registering for your desired program.

Registration Options for Extended Care

Consistent Schedule: Your child will consistently attend on the days of the week you choose, for the duration of the session you are registered for.

Pick your Days: You will select days on a calendar that you know your child will need care. Can change week to week.

Steps to register for Preschool and Extended Care

1. Select Register under Preschool/Extended Care on the homepage.
2. Create your profile. (email address and password will be your log in going forward)
3. Add your child or children in the registration screens.
4. Add emergency contacts on the next step.
5. Select the aged preschool your child will attend and select their schedule
6. Once completing all the steps of registration, go back and register for the correct Extended Care location if you need Extended Care.

Account Management

Below is an example of what your Latchkey Account Dashboard may look like. You can manage contracts preview and pay invoices, manage auto-pay, and download tax statements.

Little Pirates Preschool / Enrichment

Account #1003

Account
Management
tools

Account Management

+ Register a New Contract

Manage Authorized Pickups

View and Pay
Invoices

Latest Invoice

Your account is current.
Your next due date has not been scheduled yet.

\$ Pay

Manage
your Auto
Pay

Auto Payments

No Auto Payments Set up for Little Pirates
Preschool / Enrichment #1003

Setup Auto Payments

Current and Upcoming Contracts

Riley Rice

4 Year Old
Country...

Mon, Wed, Fri 3 Day M W F
Thu Additional Day(s)

Starts on Sep 9, 2020

Country
Enrichment

Pick Your Days Country
Enrichment

Starts on Sep 10, 2020

Select a contract in this area to request a schedule change or view schedule details. Preschool and Enrichment will be separated.

Payment and invoicing details will begin to display here. You can print receipts and download tax statements for each program your child attends.