



OFFICE OF EXTENDED LEARNING OPPORTUNITIES AND PROGRAMS

920 N. Highland • Memphis, TN 38122 • (901) 416-4709 • Fax (901) 416-5829

July 21, 2017

Dear Parent or Guardian:

The Office of Extended Learning Opportunities and Programs (ELOP) **Before/After School Care**, strives to provide high quality customer service and greater access to quality school options for all SCS parents. That means offering more comprehensive options with regard to before and afterschool registration and payment.

Beginning at 8 o'clock a.m. on August, 1st 2017, ELOP (Before/After School care) online registration will open for your child's or children's zoned or approved transfer school. You can register on line, by smart phone or at your zoned or approved school. Computers will be available on a first-come, first served basis at the school beginning at 8:00 a.m. on August 1st, 2017. All registration is on a first-come, first-served basis. Please see the list of information needed to register below:

To avoid mistakes, you must have the following information prior to registering online:

- Student's State ID number (a 7-digit number beginning with either 3 or 4; if you do not have this information, please contact the ELOP office of 416-4709 or your zoned/approved school.)
- Student-specific information, such as unique medical information and emergency contacts/persons approved for afterschool pick-up

Please take the following steps when registering on line:

1. Click on the following link: <https://scs-eloponline.scsk12.org/>
2. Click on the "Registration/Login Tab." (red tab)
3. Create your ELOP account by clicking on "Parent Registration."
4. After creating your ELOP account, click on "Fill New Student Form."
5. Complete the application process for your child or children in the ELOP program. Upon completion and submission of your application the system will inform you if you are approved or on a waiting list.

The ELOP office is currently in the process of finalizing the online e-payment processing option, as Information regarding online payments will be provided in the coming days, however until then, please make cash payments at the school site. Cash payment for the registration fee and first week of care must be made the first day of before/after care – August 7th. ELOP Registration fees are \$10.00 per child, \$50.00 per week for before and after-school, \$40.00 per week for after-school only and \$25.00 per week for before-school ONLY. (2016-2017 sibling discount rate will apply for 2017-2018).

If you have any questions or concerns, please do not hesitate to contact the ELOP office either via phone at 901-416-4709 or email at ELOP@scsk12.org. You may also click the "Contact" tab or "Help" tab in the top right-hand corner of the ELOP homepage for more assistance.

Sincerely,
ELOP Team