

Dear KTC Parents/Guardians,

We are preparing to return to five day in-person learning starting on Monday, January 4, 2021.

- KTC will operate before school (6:30am-8:30am) and after school (3:30pm-6:00pm). Wednesdays will be three hour early dismissals (12:30-6:00).
- KTC will operate for the full day on Monday, Jan. 18 at each elementary.
- If your child is registered for School Year 20.21 KTC on Eleyo, the registration and contract is still active. (Oct. 26-Nov. 12)
- **If your child is currently registered for School Year 20.21 KTC and you will no longer need KTC, please notify the KTC office **before noon on Tues. Dec. 29** so we can staff accordingly.**
- If your child is not registered for School Year 20.21 KTC, you will need to log onto Eleyo and register for School Year 20.21 KTC.

#### **KTC Contract Information and Non-School Day Registration:**

**Consistent Schedule Contract:** If you are currently registered for School Year 20.21 KTC with a **Consistent Schedule** contract, you will be invoiced on Dec. 29 for the times scheduled for Jan. 4-29. Payment will pull on Jan. 1. If your **Consistent Schedule** contract schedule has changed or you no longer need KTC, you will need to let the KTC office know **by noon on Tues. Dec. 29.**

**Pick Your Days Contract:** If you are currently registered for School Year 20.21 KTC with a **Pick Your Days** contract, you will need to log onto Eleyo and make sure your schedule is entered and correct for Jan. 4-8 by noon on Tues. Dec. 29. Pick Your Days schedule change directions are below. You will be invoiced and pay weekly.

**Non-School Days Only Contract:** If you are currently registered for School year 20.21 KTC with a **Non-School Days Only** contract, you will need to make sure you have signed up for the full day on Jan. 18, if needed.

#### COVID-Related Safety Practices

- All staff and students will wear face masks at all times, except while eating and for socially-distanced mask breaks.
- All staff and students will be screened each day as they arrive.
- All staff and students will be placed into consistent cohort groups.
- For a full list of our COVID-related risk mitigation practices, please refer to page 5 of the KTC Parent Handbook. [https://cdn.johnstoncsd.org/wp-content/uploads/2020/10/2020-2021\\_KTC-handbook\\_school-year-registration-condensed-002.pdf](https://cdn.johnstoncsd.org/wp-content/uploads/2020/10/2020-2021_KTC-handbook_school-year-registration-condensed-002.pdf)

Registration Link:

<https://johnston.ce.eleyo.com/>

Please let us know if you have any questions, 252-8490.

KTC office staff are currently available 8:00am – 12:00pm, Monday – Friday. Outside of these hours, you can contact Johnston Community Education staff at 515-278-0552.

Thank you,  
KTC Staff

Pick Your Days Schedule change directions:

\*Schedule changes work best on a computer. They do not work well on a cell phone.\*

**Directions for making weekly schedule changes for Pick Your Days contract:**

To make a schedule change log on to your Eleyo account on a computer <https://johnston.ce.eleyo.com> and follow these steps:

1. Click on Explore All Programs in the upper right hand corner.
2. Click on View Your Dashboard.
3. Click on Your Accounts - Kids Connection # >
4. Select the Contract under Current and Upcoming Contracts – (your student’s name) >
5. Click on the Change Schedule button on the left
6. Click on the calendar to add/delete the dates to the schedule. The top portion is before school and the bottom portion is after school. Wednesday after school is a separate portion. Remember to add Wed. PM if needed.
7. Click on "Submit Contract Schedule Changes."

You will receive an email confirmation with the schedule change once the schedule is approved. Please check the email confirmation and make sure the schedule change is correct.