



### **How to Register Online for Kyrene Kids Club School-Year Programs**

Before beginning please read the Kyrene School District Community Education Programs Handbook, 2009-2010, available for viewing at [www.kyrene.org/childcare](http://www.kyrene.org/childcare). By completing your online registration you are agreeing to abide by the policies and procedures therein. To register have your family barcode and pin # handy and follow these steps:

1. Go to [www.kyrene.org/eservices](http://www.kyrene.org/eservices)
2. On left-hand side of page, click on the Register Online box
3. Click on the "My Account" tab at the top of the page and login to eservices using your family barcode and pin #
4. Click "Details" and verify address, phone numbers and e-mail contacts are correct; if updates are needed, click "update account" on the 2<sup>nd</sup> toolbar \*
5. Click on the "Programs" tab at the top of the page
6. From the list of available programs on the left-hand side of page, choose "School Year Childcare"
7. Enter course barcode (barcodes are listed on the backside of this sheet) into search area or select school
8. Find the program option you wish to register for (for example, after school, 3 days/5 days or Early Learning Center, 5 full days) and click "Add" to place in your basket
9. From the drop down box, choose the family member to be registered
10. To register additional children, click "Continue Shopping and repeat steps 7 – 9 for each child
11. When all items you wish to register for are in your basket, click "Go to Checkout" located at the bottom of the page
12. If additional information is needed from you (for example, which one day per week your child will attend if you have chosen the 1 day/week plan), please complete pop-up questions. The processing fee can be viewed on this screen. Click "Save and Go to Checkout"
13. Review payment page, and enter credit card information requested\*\*
14. Click "Complete Transaction" and click the print icon to print your receipt

\* The Department of Health Services Emergency Information Card (Blue Card) and copies of Immunizations (also a Birth Certificate for toddlers and three and four year olds) are due to the Customer Service Center located at the Ben Furlong Education Building, 8700 S. Kyrene Road, Tempe, AZ 85284. The DHS Blue Card is available online at <http://www.kyrene.org/eservices/forms/forms.htm>

\*\* Scheduled monthly tuition payments are automatically set to charge the credit card you used for this transaction on the first of each month, July– April. If you do not wish to be on "auto charge," please call the Kyrene Customer Service Center at 480-783-4099.