

How to Register for Kid's Club

1. Review the requirements and have the necessary documentation ready.
2. Sign into [SUSD's Touchbase website](#).
 - Enter your child's Student ID as the User Name and the password will be your last name (first letter capitalized).
 - If you do not know your child's ID number, please contact your school. You must use your child's ID to pull the proper classes.
3. When signed in, click on your student's name.
4. Click the button titled, "Items at Student's School - Registration Payments."
5. In the Categories section, click on "Kids Club (Before/Aftercare)"
6. Click on Registration Fee (only need to do this once annually).
7. Click the "Buy" button.
8. Click the Checkout link at the top. It should indicate "1" in the shopping cart.
9. Click on the button titled, "Checkout Step 1: Additional Info."
10. Important: Parents must complete the [DHS Emergency Card](#) and provide it to the Kids Club department annually. Email the completed DHS card to KidsClub@susd.org. ****NOTE: Please put your student's school name in the space provided at the top right CDC#**
11. When you have sent the email with the attached DHS card, check the box accordingly below the link for the DHS card.
12. Click the "Checkout Step 2: Payment" to complete your purchase of the registration fee. This must be completed before registering for before or after school activities.
13. Go back to Touchbase, click on your child's name, and click on Kids Club (Afterschool) or Early Bird (before school).
14. Add the specific weeks that you want your child to attend Kids Club. You can add multiple weeks to your cart before purchasing.
15. Complete the purchase of the days/months you requested by clicking the Checkout link at the top.