


Wayne Preschool Registration

Part 1-Tuition Payment Instructions

Wayne Preschool tuition payments are made online using Community Pass.
DO NOT COMPLETE TUITION PAYMENT UNLESS YOU HAVE CONFIRMED PLACEMENT

1. Go to www.wayneschools.com
2. Click on the  pop up icon along the right [**\$ Activities and Payments (Community Pass)**] or go to the **Family Links** selection on the menu bar and select **Activities and Payments (Community Pass)** and then select the [Go to the Community Pass Online Payment Website.](#)
3. Log into Community Pass –
 - a. If you are **NEW** to the Wayne School District: select the blue **Create an Account** button on the bottom left corner and follow the prompts.
 - b. If you already have a Community Pass account: enter your Existing User account information.
4. Once on the **Wayne Public Schools Community Pass** home page select the orange **REGISTRATION OPTIONS** button on the bottom left corner.
5. In the **Select a Season** page, scroll down to find **2019-2020 Wayne Preschool Tuition Program >>** select the **Continue** button.
6. Confirm that your **Account Information** is correct, edit if needed >> select the **Continue** button.
7. Confirm that your **Email Address** is up-to-date, edit if needed >> select the **Continue** button.
8. Select the student you are paying tuition for or select the **Add New Child** if your Preschool child's name is not showing and enter their information >> select the **Continue** button.
9. Select **Pre-Kindergarten** in the **Grade: --Select Grade--** drop-down field >> select the **Continue** button.
10. Select the program that your child has confirmed placement in: 3-days a Week or 5-days a Week **IMPORTANT: DO NOT** change the 09/04/19 date that is in the **Requested Start Date:** field even if you have a later start date >> select the **Continue** button.
11. On the **Amount Due** page, your current amount due will reflect the first and last month's tuition (i.e., Sept. and June) which is required when initially registering.
 - Charges will be \$414 for 3 day (\$207 per month) or \$806 for 5 day (\$403 per month)
 - If you would prefer to pay the full year's tuition at this time, select the ▼ in the **Payment Options** field and select the Full Tuition option.
12. Select Credit Card under Method of Payment >> select the **Continue** button.
13. Enter Billing and Credit Card information >> select the **Complete Transaction** button.
14. Part 1 of your child's two part Preschool Registration has been completed. A receipt of your payment will be sent to your email. See next page for **Monthly Tuition Payment Schedule and Late Fee Information.**

If you have any questions or problem with your payment, please contact the Business Office at payments@wayneschools.com or 973-317-2113. Be sure to include your child's name and home address in your correspondence.

3/28/18 nc

Wayne Preschool Monthly Tuition Payment Schedule and Late Fee Information

MONTHLY TUITION FEE

3 day = **\$207** (\$414 for first and last month)

5 day = **\$403** (\$806 for first and last month)

Late Fee=**\$10** (after the 10th of the month)

PAYMENT

The Wayne Township School District has approved the use of the Community Pass on-line payment system as the District's primary form of payment for all student trips, fees, dues, etc. **NO** cash or checks should be submitted to the school.

If you are not able to make payments via credit or debit card (Visa, Master card or Discover) payment can be made in person or mailed to: Wayne Board of Education, 50 Nellis Drive, Wayne, NJ, 07470. Attn: Business Office – PreK Tuition. Please include the following information with your payment: student's name, address, grade, and program (i.e. 3-day or 5day program).

Questions regarding tuition payments should be emailed to payments@wayneschools.com. Please include your last name and home address in your email.

PAYMENT SCHEDULE

At time of completing your preschool registration you pay for the first month and last month's tuition (i.e., Sept. 2019 and June 2020)

For students that start school in September 2019, your next payment is due October 1, 2019 and then thereafter the 1st of each month through May 1, 2020.

For students starting school during the school year, your next payment is due the next month after your child's first month and then the 1st of each month through May 1, 2020.

LATE FEES

A late fee of \$10 will be charged for payments not received by the 10th of each month.

If there is a problem with payment, please contact the Business Office at 973-317-2111 or payments@wayneschools.com so that your situation is made known and set up a plan of action to provide payment.

If payment is not received and/or is continuously delinquent and no plan of action has been discussed, you will receive a letter notifying you of the termination of your child's enrollment.

12/9/19 sp