

# Wayne Preschool Registration

## Part 1-Tuition Payment Instructions

Wayne Preschool tuition payments are made online using Community Pass.

1. Go to [www.wayneschools.com](http://www.wayneschools.com)
2. Go to the **Parents** selection on the left side and select **Student Activity Payments** or click on **Quick Links** on the top left of screen and then choose **Student Activity Payments**.
3. Select the **Go to the Community Pass Online Payment Website**.
4. 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.
5. Once on the **Wayne Public Schools Community Pass** home page select the yellow **Browse Activities** button.
6. In the **Select a Season** page, scroll down to find **2016-2017 Tuition payment- Wayne Preschool** -- select the **Continue** button.
7. Confirm that your **Account Information** is correct, edit if needed -- select the **Continue** button
8. Confirm that your **Email Address** is up-to-date, edit if needed -- select the **Continue** button.
9. Select the student to be registered (i.e. 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
10. Select **Pre-Kindergarten** in the **Grade: --Select Grade--** drop-down field. -- select the **Continue** button
11. Select the program that you are registering for (3 day or 5 day) -- select the **Continue** button
12. On the **Amount Due** page, your current amount due will reflect the first and last month's tuition (i.e., Sept 2016 and June 2017) which is required when initially registering. Charges will be \$414 for 3 day (\$207 per month) or \$806 for 5 day (\$403 per month)
13. Select Credit Card under Method of Payment -- select the **Continue** button
14. Enter Billing and Credit Card information. -- select the **Complete Transaction** button
15. Part 1 of your child's Preschool Registration has been completed. See next page for **Monthly Tuition Payment Schedule and Late Fee Information**

If you have any questions or problem with your payment, please contact Julie in the Business Office at [jlisella@wayneschools.com](mailto:jlisella@wayneschools.com) or 973-633-3009.

# 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 8<sup>th</sup> of the month)

## PAYMENT

Beginning with the 2014-2015 School Year and continuing with the 2016-2017 School Year, the 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.

Please note that if you are not able to make payments via credit or debit card through the Community Pass system, contact Julie Lisella at the Wayne Township Business Office: [jilisella@wayneschools.com](mailto:jilisella@wayneschools.com) or 973-633-3009 to discuss options for payment.

## PAYMENT SCHEDULE

At time of completing your preschool registration you pay for the first month and last month's tuition (i.e., Sept 2016 and June 2017)

For students that start school in September 2016, your next payment is due October 1, 2016 and then thereafter the 1<sup>st</sup> of each month through May 1, 2017.

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 1<sup>st</sup> of each month through May 1, 2017.

## LATE FEES

A late fee of \$10 will be charged for payments not received by the 8<sup>th</sup> of each month.

If there is a problem with payment, please contact Julie in the Business Office at 973-633-3009 or [jilisella@wayneschools.com](mailto:jilisella@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.