

## Instructions for Before/After Care Online Registration

### Registration for the 2024 - 2025 school year



The Piscataway Office of Community Education offers Before and After Care programs, before care is available for children in Preschool through Grade 5 and after care is available for children Preschool through Grade 8 at the child's school. Availability is contingent upon enrollment.

The Piscataway Before and After Care Programs offer Before Care from 7 a.m. until the start of school, and After Care from the end of the school day until 6 p.m.

District teachers and certified staff supervise with the assistance of qualified aides. Quiet "homework time" is scheduled each day, along with a variety of enrichment and indoor/outdoor activities.

Enrollment is only offered 5 days a week.

### How to Register

1. Visit the district website at [www.piscatawayschools.org](http://www.piscatawayschools.org). Select "**Community Pass**" under **Quick Links** on the left side of the page.
2. **Existing Users:**  
**IMPORTANT:** Please do not create a new account. In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as Piscataway Summer Camp or Subscription Busing. If you do not remember your user name and password, email Community Education Office at [piscatawaycommunityeducation@pway.org](mailto:piscatawaycommunityeducation@pway.org) for assistance and you will be provided with your account information.
3. **New Users to Communitypass:** Select **Create an Account** create your user name and a password, which can be any combination of letters and numbers. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered. Click "Continue."
4. In "Browse Activities" select the following:  
"Piscataway Before & After Care Program 2024-2025"
5. Verify the user account information. Click "Continue."
6. Verify the email address. Click "Continue"
7. Choose the child(ren) to be registered for Before and/or After Care. **Confirm the child's grade and school for the 2024-2025 school year.**
8. Indicate your requested start date. Please note that your child can begin the program at the beginning or middle of the month.
9. You will be asked to indicate your child's participation (Before Care, After Care or both).
10. Complete all required information on the next page, including the photo release and medical authorizations.  
**NOTE: The program will automatically repeat the information for each child that you are registering!**
11. Review the "Policies & Agreements" on the next page, select "I agree", to all policies, enter "Electronic Signature" and click "Continue."
12. First month's tuition and registration fee is due when you register. Select the credit card method of payment, and click "Continue." Check the billing information and enter the credit card number, click "Complete Transaction."
13. Click "Finish" to complete your transaction, which will generate a confirmation to your e-mail address. Be sure to "log out" at the top right corner of the screen when you have completed your child(ren)'s enrollment.

If you require assistance during the registration you may e-mail your questions to [piscatawaycommunityeducation@pway.org](mailto:piscatawaycommunityeducation@pway.org).