

## **\*Free Preschool Expansion Aid Program Online Application Process**

The Piscataway School District uses an online application process, known as *Community Pass*. Instructions for use of your personal *Community Pass* account are detailed below.

### **Instructions for Online Application**

If you require assistance during the application process, you may call the Office of Community Education at 732-572-4688 between the hours of 8 a.m. – 5 p.m. Monday – Friday. You may also e-mail your questions to [ccprek@pway.org](mailto:ccprek@pway.org)

**IMPORTANT! Make sure that you have information required for enrollment (such as contact names and phone numbers) when you begin the online process. Your session will “time out” after 15 minutes of inactivity.**

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 Before/After Care or Children’s Corner PreSchool. If you do not remember your user name and password, call the Community Education Office at 732-572-4688 for assistance and you will be provided with your account information.
3. **New Users:** Select **Create Your Account Now!** 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. To begin the enrollment process, select “**Browse Activities**” and choose “**\*Free Preschool Expansion Aid Program 2021-2022.**”
5. Verify account information. Click “Continue.”
6. Verify email addresses. Click “Continue.”
7. Choose the child to be registered. Click “Continue.”
8. Select your child’s grade, “Pre-Kindergarten”, select your child’s school, “Preschool Expansion Aid.” Click “Continue.”
9. Select “\*Free Preschool Expansion Aid Program 2021-2022.” Click “Continue.”
10. Answer all the questions on this page, when complete click “Continue.”
11. Confirm your registration, click “Continue.”
12. Review your registration receipt, click “Finish.” This will generate a confirmation of your registration to your email address.

**IMPORTANT** – This is your application for the Free Preschool Expansion Aid Program. You are NOT enrolled or guaranteed a spot in the program at this time. If your child is selected for the program you will be notified of the next steps to complete the registration process.