



Children's Corner PreSchool Online Registration Process

The Piscataway School District uses an online registration and payment process, known as *Community Pass* for families using district fee-based services such as Children's Corner Preschool.

You can register and pay your monthly tuition online using your Visa, MasterCard, Discover or bank debit card. There is no charge for this service. Instructions for use of your personal *Community Pass* account are detailed below.

Instructions for Online Registration and Payment

If you require assistance during the registration process, you may e-mail your questions to ccprek@pway.org.

IMPORTANT! Make sure that you have information required for enrollment (such as contact phone numbers, if applicable, etc.) when you begin the online process. Your session will "time out" after 15 minutes of inactivity.

1. Visit the Children's Corner Preschool website at www.ccprek.com
2. Click on the Registration tab, select "Register Now Online"
3. **Existing Users and Previous Non-Piscataway Families:**
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 ccprek@pway.org for assistance and you will be provided with your account information.
4. **New Users and Non-Piscataway Families:** 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."
5. Select "Browse Activities" choose one of the following:
"Children's Corner Preschool 2020-2021"
"Infant/Toddler Program 2020-21"
6. Verify the user account information. Click "Continue."
7. Choose the child(ren) to be registered for the Children's Corner program. Click "Continue."
8. You will be asked to indicate your child's participation in a program (preschool, infant, or toddler). Please note that Infant/Toddler and Preschool registrations must be completed separately.
 - a. **Preschool** - Choose the location for your preschool program. Programs are located at Eisenhower, Grandview, and Knollwood.
 - b. **Infant/Toddler** – Choose the program and location. Infants are 6 weeks – 18 months and Toddlers are 18 months – 34 months as of September 2020.

9. Complete all required information on the next page, including the photo release and medical authorizations. Then click “Continue.” **NOTE: The program will automatically repeat the information for each child that you are registering.**
10. Review the Preschool Withdrawal Guideline and Refund Guideline on the next page, select each guideline box and click “Continue.”
11. 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.

There are some documents that you will need to provide to our office when we have office hours available. We will require updated immunization records, physical exam form, health history form, and food allergy form. Medical documents must have a Physicians’ name, date and official stamp. We will contact you when hours become available.

What other information might you need?

1. I’m having problems trying to complete my online registration. How do I get help?

- E-mail ccprek@pway.org for assistance.

2. When does school begin?

First Day for Infant and Toddlers will be September 1.

First Day for Preschool will be September 2.