

WAYNE TOWNSHIP PUBLIC SCHOOLS

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**PACKANACK ELEMENTARY SCHOOL**  
 190 Oakwood Drive Wayne, NJ 07470



February 22, 2017

Dear 3<sup>rd</sup> Grade Parents/Guardians:

On **Wednesday, May 17<sup>th</sup>** (Rain Date 5/24/17) the 3<sup>rd</sup> Grade class is planning a trip to the 'New Weis Center' in Ringwood, NJ. This trip will enforce the skills learned through the weather / climate unit studied under the 3rd Grade Science curriculum & NJ Standards.

The classes will be departing the school at about 9:05 AM and will return at approximately 1:30 PM. ***Please be sure your child arrives to school on time.***

- Since there will be NO facilities to purchase food or drinks - **students must bring a bag lunch (fully disposable) and clearly labeled with his/her name on it. No glass bottles will be allowed for safety purposes.**
- The cost per student is **\$18.00**. Kindly complete this permission slip by indicating that your payment was completed via Community Pass & return it to your child's teacher ***by Friday, March 10, 2017.***
- Community Pass directions can be found on the reverse side of this flyer.



**May we stress that your child's attendance on this trip is not mandatory. Your child will not be tested on or held responsible for anything he/she may view on this trip.**

- We ask that Packanack spirit wear (or blue) be worn and to dress accordingly for the weather
- Sunscreen should be applied at home
- Please do not send cash for souvenirs as there is no gift shop
- The third grade team feels that this learning experience will enhance the education of every student. If you choose not to have your child attend alternate arrangements will be made for him/her in school on that day.

**BAG LUNCH  
NO GLASS**

Thank you for your continued cooperation and support.

Sincerely,  
*Roger R. Rogalin*

Principal

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Student Name: _____ Teacher: _____ Parent Signature: _____

- _____ **Yes**, I grant permission for my child to attend the 3rd Grade class trip on May 17, 2017
- _____ **Yes**, Payment has been made via Community Pass
- _____ **No**, I choose not to have my child participate in the 3rd Grade class field trip.

Community Pass

The Wayne 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.

Please note that if you are not able to make payments via **credit or debit card** (*Visa, Mastercard or Discover*) through the Community Pass system, contact Julie Lisella at the Wayne Township Business Office: jlisella@wayneschools.com Payment can be made in person or mailed to the Business office, 50 Nellis Drive, Wayne, NJ, 07470. Please include all information for payment, Name, address, grade and school of student, trip date and destination, sizes and quantities, etc. Cash must be the exact amount if paying in person. No change is available.

Below are the directions for use of the Community Pass system:

1. Log into www.wayneschools.com
2. Go to **parents** (left side) click on **Student Activity Payment** or click on **Quick Links** on the top left of screen and then choose **Student Activity Payment**.
3. Log in –
 - A. If you are **NEW** to the Wayne School District- Click create your account now and follow prompts.
 - B. If you have student(s) in the Wayne School District- You have an account. Please **do not** create another account. Each family has an account that was created in 2013-2014.

*If you do not have or do not remember your password and cannot reset it,
Email jlisella@wayneschools.com and provide your last name and mailing address.
Your account will be reset and you will receive an email with your login and password.*

To register for a Program /Make Payment

1. Click the rectangle on the left **CLICK TO VIEW PAYMENT OPTIONS**
2. Choose the activity
3. Confirm your information edit if needed/continue
4. Verify Email address- edit if needed/ continue
5. Choose student to be registered/ continue
6. Confirm **SCHOOL** and **GRADE** are correctly displayed, edit if needed/ continue
7. Click the box next to the activity that you are registering for/ continue
8. Click credit card/ continue
9. Enter credit card information, also confirm address, etc.
10. Click complete transaction