

Early Morning Care Registration in Community Pass will open at 9:00am on Monday, August 3, 2026.

As some parents may be aware, we use Community Pass for all registrations and payments. Community Pass is an online registration system implemented within the Billerica School District for the “**fee based programs**” such as ***Athletics, AP & SAT Registration, Project Support Tuition, Before School Care, and more.*** Additionally, this program allows families to not only register for student activities, but also to manage all their student activities on one system and allows for online payments. All payments are to be made via Community Pass; **credit card or e-check payments are accepted.**

Below is information relative to Community Pass for new families and for families that already have a Community Pass account. (Please note that Community Pass is a "family" account; all your children currently in the Billerica School District should be listed in your account.)

NEW FAMILIES

A "welcome" email should have already been sent to the email address listed in your student's Aspen account. Please follow the instructions to verify/setup your Community Pass account. The welcome email will have the link to Community Pass (<https://register.capturepoint.com/BillericaPublicSchools>) as well as your temporary username and password; both of which are case sensitive. Please be sure to read the email for the instructions. **If you have NOT received an email and it is NOT in your Spam folder, please contact me, the Community Pass Administrator, at communitypass@billericak12.com. The email is coming from Community Pass or Capture Point.**

RETURNING FAMILIES

Families that already have a Community Pass account should ensure that they can access their account. The link to Community Pass is: <https://register.capturepoint.com/BillericaPublicSchools>. If you cannot remember your Community Pass account username and/or password, once on the Community Pass site, click "forgot username or password" under the orange Log In button. **If you have forgotten both**, you will need to **request your username first, then your password**. It is important to note that the primary email address you used when you set up your Community Pass account will be the email address you use when requesting your username/password.

Whether you are a new or returning family, you will need to ensure that you can access your Community Pass account in order to register your student(s) for Early Morning Care.

The cost of Early Morning Care is \$540.00 per child for 1-5 days per week. Payments are to be made in two installments of \$270.00 each:

- (1) the 1st installment will be due by September 3, 2026
- (2) the 2nd installment will be due by January 3, 2027

If payment is not received, your child(ren) will no longer be able to attend the program.

If you have any questions regarding Community Pass, please feel free to contact me.

Regards,

Community Pass Administrator,

Billerica Public Schools