



October 5, 2017

Dear CPCS Families,

The Board of Trustees has begun planning for the 2018-19 school year. As you are aware, we have a growing student body and our classroom space is limited. Families are encouraged to register early as applications are already coming in from new families.

Enrollment for the 2018-19 school year is now open for existing CPCS families. In order to guarantee a space for your child(ren) next year, you must complete the online registration form and submit your registration fee by Thursday, November 30, 2017. As a reminder, you are officially enrolled when you complete **both** steps of the process - the online registration and payment of the registration fee. On December 1, 2017, enrollment will be opened to new families and enrollment will be granted on a **first-come, first-served basis**.

The registration process requires the completion of two steps:

STEP 1 -- ONLINE REGISTRATION: Information must be updated online in Renweb by each family. Please see the following page for instructions on how to log in to Renweb for the first time and where to find the re-enrollment information. Verifying and updating your family and student information in Renweb will only take a few minutes. You can also register any new students through this process as well.

STEP 2 – REGISTRATION FEE PAYMENT: Please note that the non-refundable registration fee will **change to \$125.00 per family and there will be a financial advantage to paying the fee by November 30**. In order to complete your registration, you will be required to authorize invoicing of the \$125.00 registration fee to your tuition account. This is accomplished by checking the appropriate box during the registration process in Renweb.

The registration fees are as follows:

| <u>Due Dates:</u> | <u>Before 12/1</u> | <u>12/1 – 2/28</u> | <u>after 3/1</u> |
|-------------------------|--------------------|--------------------|------------------|
| Family Registration Fee | \$125 | \$175 | \$250 |

If you have any questions or concerns, please don't hesitate to contact us at the school office. We look forward to another great year at Crown Point Christian School!

Blessings,

Michael Wiersma M.A., M.S.
Superintendent
Elementary Principal

Renweb Instructions For CPCS Online Enrollment 2018/19

Please have your health insurance card ready prior to registering your child.

FIRST TIME RENWEB USERS: If you have never logged in to RenWeb, please follow these steps to log in for the very first time:

1. Go to the school website at: www.crownpointchristian.org.
2. Click on Renweb Parent Login found on top right hand side of the home page.
3. Log in as follows:
 - Click the **Create New Parents Web Account** button.
 - Enter your email address that you provided to the school.
 - You will receive an email containing your password within 3 minutes (to the email address you entered, which must be the same email address that you provided to the school).

Congratulations! You are now ready to log in to Renweb. Please proceed with the instructions below:

CURRENT RENWEB USERS: If you have already logged in to RenWeb and have an established password, please follow these instructions:

1. Go to the school website: www.crownpointchristian.org
2. Click on Renweb Parent Login found on top right hand side of the home page.
3. Enter your email address and password
4. Click Login
5. Click on Family Information found on the left hand side
6. Click on the option for Enrollment/Re-enrollment

Please note, you have to check the box to the left of your child's name. There is a warning that states – “Deselecting the check box will withdraw your student(s) for the reenrollment year.” If you don't check this box, your child will be withdrawn.

You also have to check the box that gives your authorization to be charged for the re-enrollment fee in order to continue.

*Note: You can change your Renweb password under the Family Information option.

As a reminder, be sure to complete both steps:

**STEP 1 -- ONLINE REGISTRATION
STEP 2 -- ENROLLMENT FEE PAYMENT**

Upon completion of Step 1 and Step 2, your child(ren) will be officially enrolled for the 2018/19 CPCS school year.