



October 19, 2015

Dear CPCS Families,

The Board of Trustees has begun planning for the 2016-17 school year. As you are aware, we have a growing student body and our classroom space is limited. Families with students going into PK through 4th grade are encouraged to register early as applications are already coming in from new families.

Enrollment for the 2016-17 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 Monday, November 16, 2015. 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 Tuesday, November 17, 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 -- ENROLLMENT FEE PAYMENT:** The non-refundable registration fees remain the same this year with the exception of the financial advantage of paying the fee early. Please submit the non-refundable registration fee to the school office. If you have a tuition credit in your account, you may use it to pay your registration fee. Please contact Paulette Schaap if you wish to do this.

The registration fees are as follows:

<u>Number of Students</u>	<u>Before 3/1</u>	<u>3/1 – 6/30</u>	<u>after 6/30</u>
One Student	\$100	\$150	\$200
Two Students	\$110	\$160	\$210
Three Students	\$120	\$170	\$220
Four or More Students	\$130	\$180	\$230

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 CPCS!

In His Service,

Carol Moxey  
Principal

## **Renweb Instructions For CPCS Online Enrollment 2016/17**

*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:

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1. Go to the school website at: [www.crownpointchristian.org](http://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 **First Time Users**.
  - Enter your email address that you provided to the school..
  - Click the **Create New Parents Web Account** button. 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:

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1. Go to the school website: [www.crownpointchristian.org](http://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.***

\*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 2016/17 CPCS school year.

*If you do not have an email address or access to the internet, please contact the school office.*