



January 6, 2020

Dear CPCS Families,

The Board of Trustees has begun planning for the 2020-21 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 2020-21 school year is now open for existing CPCS families. Please complete the online registration form on a computer and authorize invoicing of the registration fee to your tuition account by Friday, January 31, 2020. As a reminder, you are officially enrolled when you complete **both** steps of the process - the online registration and payment of the registration fee. February 1, 2020, enrollment will be opened to new families and the re-enrollment fee will increase by \$50.00.

The registration process requires the completion of two steps:

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

**STEP 2 – REGISTRATION FEE PAYMENT:** There is a \$125.00 non-refundable registration fee per family if paid by January 31. By registering within the priority window, your family is able to maximize your registration fee savings up to \$125.00. In order to complete your registration, you will be required to authorize invoicing of the registration fee to your tuition account. This is accomplished by checking the appropriate box during the registration process in FACTS.

The registration fees are as follows:

| <u>Due Dates:</u>       | <u>Before 2/1</u> | <u>2/1 – 2/29</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 the school office. We look forward to another great year at Crown Point Christian School!

Blessings,

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

## **FACTS Instructions For CPCS Online Enrollment 2020/21**

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

**FIRST TIME FACTS USERS: If you have never logged in to FACTS, 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 FACTS Parent Login found on top right hand side of the home page.
3. Log in as follows:
  - Click the **Create New Family Portal 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 FACTS. Please proceed with the instructions below:

\*Please note that the District Code is CP-IN

**CURRENT FACTS USERS: If you have already logged in to FACTS 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 FACTS 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 registration fee in order to continue.***

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

As a reminder, be sure to complete both steps:  
**STEP 1 -- ONLINE REGISTRATION**  
**STEP 2 -- AUTHORIZE REGISTRATION FEE**

Upon completion of Step 1 and Step 2, your child(ren) will be officially enrolled for the 2020/2021 CPCS school year.