

CPS 2012-2013 Registration FAQs

When is Registration?

We are encouraging families to pre-register online prior to coming in on the day of Registration. **Online pre-registration will be enabled on our website (www.communitypreschool.org) beginning Tuesday February 21st at 8am through Wednesday, March 1st at 8pm. Spring Registration will be on Friday March 16th in the CPS gym.** Families who pre-register online will be able to register before those who do not.

Do I need to pre-register online?

Pre-registering will determine the order in which you will be able to register your child(ren) on Friday, March 16th and will be based on the time that the online form is submitted. Since our classes fill up quickly, we strongly encourage everyone to pre-register to get a spot in line. **However, if you do not pre-register online you can still come in on March 16th and register after all of the pre-registered families have registered first.**

What can I expect when I pre-register online?

To make the process less painful and more efficient, the early-morning line is being replaced with an online pre-registration still assigning numbers on a 'first come-first serve' basis based within each group priority.

To pre-register for the 2012-13 school year, you will visit the Community Preschool website and enter the requested information. The information you submit will allow all correspondence prior to the day of registration to be done on-line. **Once you submit your pre-registration form, you will immediately receive a confirmation email that your pre-registration was received.**

Your pre-registration submission and confirmation email places you chronologically on a list based on when you actually submitted your form. **Once the pre-registration period closes, the forms will be compiled according to priority groups and you will receive a 2nd email with your assigned registration time and number in line no later than Friday, March 9th.** You will then need to bring your assigned registration number to registration on March 16th at your allotted time **with your registration paperwork completed in-hand.** Please use the links on the website to contact your class coordinator with any questions.

What do I need to do before the day of Registration?

Prior to coming in on March 16th, you will need to fill out the required forms in the Registration Packet. **Remember to bring in your checkbook on registration day to pay the required \$50 non-refundable registration fee.**

The Registration Packet can be printed from our website, or you can pick up a packet on the table in the hallway at CPS. **Remember that you will need to fill out a Registration Packet for each child you plan to register for the 2012-2013 school year.**

I am working or out of town during Spring Registration on March 16th, how can I register?

If you can find someone to come in for you, make sure that they have your number and time assignment, your preferred classes, completed Registration Packet, payment, and preferred committee job. If you have any additional questions regarding registration, please contact your coordinator.

If I don't pre-register online, can I register for a class at Spring Registration on March 16th?

Yes! You can still register your child for class without pre-registering, but you will need to wait until all of the pre-registered families have finished registering.

(FAQs Continued)

What can I expect on the day of registration?

1. When you arrive at your assigned registration time, the process will be as follows:
2. Sign up for open classes or be placed on a waiting list
 - A child may be enrolled in one class and then placed on a wait list for a second class if your first choice class is not available. Enrolling your child in more than one class is not an option. The possibility of having your child enrolled in your first choice class may be available if that particular class has openings the week before school starts. The child may then be added on a first-come, first-served basis from the wait list. If you have any questions, please contact the board president.
3. Sign up for a Committee job
4. Pay the \$50.00 Registration fee (one fee per family, not per child)
5. Pay the \$20 Supply Fee
6. Drop of all required Registration forms to your class coordinator
7. Final check of registration completeness (all forms delivered, payment made, class selected). **A registration receipt will be given once registration is complete.**

The following completed forms are required to ensure your registration is complete. **Failure to complete all required forms, pay the Registration fee, the Supply fee or sign up for a Committee job by the end of Registration day, may result in losing your class assignment. ***

1. Student Registration Record
2. Emergency Form with Medical Consent with (2) photos attached
3. Allergy Form
4. Membership Pledge and Liability Release
5. Code of Conduct

* The *Student Health Record* (with physician's signature) and *Immunization Record* (#s 6 and 7 of the Registration packet) are due at the Open House in August 2012. A physical occurring AFTER March 2012 is needed to be current for the 2012-13 school year.

1st Quarter tuition will be due August 7th, 2011 – please watch for an update, based on the Thompson Valley School District schedule. A reminder of this deadline will be sent in early July.

Can I register for a class after Spring Registration on March 16th?

If spaces are still available in classes, we register children throughout the year. Since classes do fill up quickly, we recommend pre-registering online and coming in during Spring Registration on March 16th to get into a class.

I still have questions about Spring Registration, where can I get more information?

Please contact your coordinator or visit our website at <http://www.communitypreschool.org>

REMEMBER to pre-register online for the 2012-2013 school year! Go to our website at <http://www.communitypreschool.org> beginning Tuesday, February 21st at 8am.