

CROSSROADS NEWS

February 1, 2016



RE-ENROLLMENT (February 1 – February 19)

Just a reminder that re-enrollment has officially begun and will run through Friday, February 19. An e-mail will go out to one member of each family with instructions on the re-enrollment process.

The discounted re-enrollment period (\$200 per student) will run from Monday, February 1, through Friday, February 19.

While the e-mail will give instructions on how to re-enroll, below you will find step-by-step instructions of the process, along with screen shots.

1. Log into ParentsWeb.
2. Open up **Family Information**.
3. Select **Enrollment/Reenrollment**.

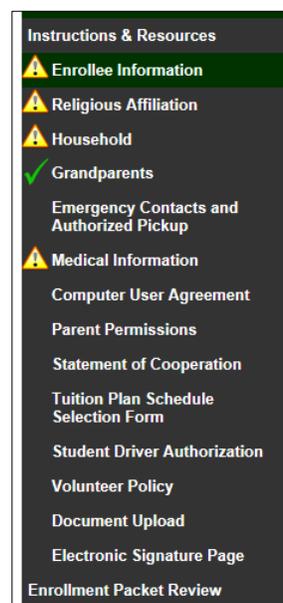


4. Choose to **Start the Enrollment Packet** for your child.



5. On the left side of the screen will be a list of instructions, as well as the various parts of the re-enrollment process that need to be completed.

As you work through each one, you will notice that some questions are **required** to be answered. If you see a yellow triangle with an exclamation point after you complete a section, that means you have skipped over a required question that needs to be answered.



- Once all required sections are completed, you will have green check-marks beside each section. At this point, you will be able to review the entire packet for submission.
- If all information is accurate, choose to complete the review and **submit** the enrollment packet. This option will take you to the screen detailing the cost of re-enrollment (\$200 through Feb. 19, and \$250 on Feb. 20 and after).



Instructions & Resources	
✓	Enrollee Information
✓	Religious Affiliation
✓	Household
✓	Grandparents
✓	Emergency Contacts and Authorized Pickup
✓	Medical Information
✓	Computer User Agreement
✓	Parent Permissions
✓	Statement of Cooperation
✓	Tuition Plan Schedule Selection Form
✓	Student Driver Authorization
✓	Volunteer Policy
✓	Document Upload
✓	Electronic Signature Page
Enrollment Packet Review	

- Once you click **Submit Enrollment Packet and Make Payment**, you will be taken to a screen to enter either your credit card or bank information to process payment and finalize your child’s enrollment.

We know that there will be questions, and we want to help you. Please call our office (252-431-1333) or e-mail Mrs. Pegram (bpeggram@ccscolts.org) so that we can answer your questions or walk you through the process. For those who would like to come in and walk through the process with a staff member, we have a computer set up in the office to assist.

Do You Know A Family Who Would Like To Visit CCS?

We are available for meetings and tours for any new family interested in Crossroads. Simply have them call Beth Pegram at 252-431-1333 to set up an appointment. The new family enrollment period opens on February 20. There is no greater way to reach new students than by a recommendation from a current family. As a thank you to families who recommend CCS, we offer a new student referral discount to help offset the cost of tuition. Many families have taken advantage of the referral discount over the past few years, and because of those recommendations, CCS has given out over \$30,000 in referral discounts. Thank you to everyone who helped bring new families to our school!

Important Dates

February 1	Re-Enrollment Begins
February 12-13	CIC Basketball Tournament Semi-Finals & Finals (Held at CCS)
February 15	Presidents’ Day – School Closed
February 16	Winter Break – School Closed
February 17	Boosterthon Kick-Off (Pep Rally)
February 20	Open Enrollment Begins
February 20	NHS/Rebuilding Hope Project 9:00 – 3:00
February 25	NHS New Member Induction (Chapel Schedule)
February 24	PSAT Testing – 10 th Grade
February 26	Boosterthon Fun Run

Boosterthon Fun Run Coming Feb. 26!

On February 26, CCS will take part in a Boosterthon Fun Run to raise funds for CCS. Boosterthon is committed to helping students to stay physically fit and at the same time focusing on leadership and character building. This year's theme is "Big World Recess" and is focused on building character through sports.

Students will travel around our big world and learn how to play with character from kids in other cultures. The lower school students will take part in the typical fun run, while the upper school students will be able to participate in a color run.

Want to volunteer? If you are interested in volunteering to help with the fun run, please contact Mr. Capps at jcapps@ccscolts.org. More information will follow, or you can access the Boosterthon website at www.boosterthon.com.

