



**CAMAS-WASHOUGAL
PARENT CO-OP
PRESCHOOL**

2018-2019 School Year Registration

FREQUENTLY ASKED QUESTIONS

- **I don't have access to a computer during the reservation period. What do I do?**

You can call a board member who will fill out the online form with you over the phone.

NUMBERS to CALL: 503.888.1210 (Julie) 971.645.8192 (Bridgette)

443.772.4717 (Lori) 520.834.5599 (Keith)

- **How can I make sure that my computer will work properly with the online reservation form?**

From **February 18 – 25**, we will have a test form available at cwcoop.org/register/test. We encourage you to fill out this form from the computer you are going to use during the Registration Number Event. If your computer is not compatible with the online system, you can use the offline solution outlined above.

- **How are the registration numbers assigned that determine the order in which families can register?**

Registration numbers are assigned on a first come, first served basis using an online system. Your online form receives a date/time stamp the moment it is received by our database. This time stamp goes down to the hundredth of a second! We will assign registration numbers based strictly on the time stamp information.

- **Who can be registered with my assigned number?**

As has been the long-standing policy of the school, each family must have their own unique registration number to register their child(ren). One adult representative for the family (parent, grandparent, caregiver, etc.) must be present with that number to enroll their child(ren) for the upcoming school year.

- **What happens when I show up on registration night?**

You can expect to be greeted at the door by a board member and reminded what paperwork you need to have with you, including your confirmation email. There will be tables and chairs for families to use while they wait for their number to be called.



2018-19 School Year Registration

FREQUENTLY ASKED QUESTIONS (pg. 2)

- **What do I need to have with me on registration night?**

A copy of the child's **legal birth certificate** (not the Certificate of Birth from the hospital) to establish proof of age for new students only, a check made out to CW Co-op Preschool for **\$125** per child to cover the **\$75** registration fee and **\$50** tuition deposit, and completed registration paperwork (links to forms can be found on our website). In addition, please bring your confirmation email with your registration number.

- **What happens if I'm late on registration night and my number has already been called?**

If a family representative is not present in the room when your number is called, you will be bumped to the back of the line and register after all assigned numbers have been processed. No exceptions.

- **If I didn't fill out the online form before my registration night can I just show up?**

Yes. You will be assigned a number at the door and can register your child(ren) after all the numbers that were pre-assigned online have been called. (March 1 – Returning Families, March 8 – Alumni & New Family)

- **Why aren't we actually registering for our classes online? Why do I have to show up in person?**

Parents will often decide their exact class choice at the last moment depending on what's available and what other people they know have chosen. A few years ago, we moved just the assigning of numbers to an online system which allowed us to avoid the day-long line up many families were undertaking. In-person registration still provides people the freedom to make a registration decisions based on the available spots when they register.

- **Do I need to register as a New Parent if we had to skip a year (or a few years) of enrollment?**

For the 2018-2019 school year registration, preschool Alumni who were previously enrolled any time between, September 2012-2017 can register before New Parents. Simply identify yourself as Alumni by answering "yes" to the question on the Alumni & New Parent Registration Number Event form. Alumni will be assigned a letter rather than a number. Alumni with letters will register in alphabetical order, prior to new families, starting at 6pm on March 8th at the New Parent Registration Night.