



CHS Preschool Online Enrollment and Registration 2021-2022

Welcome to Online Enrollment and Registration for the 2021-2022 school year (August 2021 through July 2022). Follow these instructions to complete the enrollment and registration for your child.

Protected online enrollment for Preschool families and the discounted registration fee for returning students is \$150 per student between January 21-March 12.

Open enrollment to the public begins on March 15th. Your student's spot is **guaranteed** if you register by the deadline; however, your spot is not guaranteed if you do not register by the deadline. Beginning March 15th, the registration fee is \$200 per student. Please indicate in your enrollment if your child will be attending during the Summer Preschool session(s) or contact the Preschool Office at 210-878-1070.

GOOD NEWS! This year, you do not need to select a FACTS tuition payment plan. Why, you may ask? We are rolling your current payment plan over to the 2021-2022 school year. The rollover of the plan will copy the current plan type with the current payment date and copy over the current banking or credit card information.

If you want to make a change to your current tuition payment plan for the upcoming school year, please contact Wendy Gilliland in the Finance Office at wgilliland@castlehills.school or by phone at 210-878-1043.

What do I need to complete online enrollment?

- Computer or mobile device with internet access
- Access to your FACTS Family Portal account
 - If you have any issues accessing your Family Portal account, please contact Susan Covarrubia at 210-878-1001.

What will I need to Upload and Submit with Enrollment?

- Up-to-date Immunization Records, *required every year*
- Print the [Healthcare Statement](#) and send to your healthcare provider and then upload to your enrollment before submitting, *required every year*
- New Court Documentation, *if applicable*

How do I enroll my Preschool student(s)?

1. Log into your FACTS Family Portal account.
 - ☺ Each family has **one parent** designated as the *Enrollment Responsible* parent. If you do not see your child's enrollment under your account, check under the account of your spouse. If you are unsure or you would like us to change the designation of who is listed as *Enrollment Responsible*, please call the Admissions Office at 210-878-1001.
2. Once in the Family Portal, click menu (3 parallel lines), located at the top left of your screen.
3. Next, click **Family**, then **Enrollment/Reenrollment**.
4. The Online Enrollment system will display a **Start Enrollment** for each student. Click on **Start Enrollment**, and you are ready to begin! You will be required to pay the \$200 registration fee (\$150 before March 12th) before you submit the enrollment packet.
 - ☺ Please read the instructions carefully and read all documents before signing them.

Do you have a sibling you would also like to enroll at Castle Hills? If so, please visit our Admissions page on the website at www.castlehillsschool.com and complete a New Student Application or call the Admissions Office at 210-878-1001.

The online process should take approximately 15-20 minutes to complete. Please pay special attention to the **Instructions & Resources** page which contains an **Enrollment Checklist** that lists additional supplemental enrollment forms that must be reviewed and/or submitted.

I am grateful for your family,

Susan Covarrubia
Director of Admissions