

## **CPNS 2018/2019 REGISTRATION PROCESS**

### **January 8 and 9 and thereafter – Currently Enrolled Students**

Any 2017/2018 students wishing to return to CPNS for the 2018/2019 school year may register by returning a completed 2018/2019 registration form to the CPNS registration box located at the CPNS Panda bulletin board on or after January 8, 2018. All applications will be picked up beginning at 8:30 AM on Wednesday, January 10 and randomly processed regardless of when the applications were received. After January 10, batches will be collected and processed at 8:30 every day until January 16, 2018. Each batch will be processed based on the request and optimal gender balance/ratio for each class. Every effort will be made to provide you with your first class choice, however, please understand CPNS may not be able to accommodate all requests.

### **January 16 and 17 and thereafter – Church Members, Siblings of Alumni and Siblings of Currently Enrolled Children**

Any church member, sibling of an alumni or sibling of currently enrolled children may register by returning a completed 2018/2019 registration form to the CPNS registration box located at the CPNS bulletin board on or after January 16, 2018. All applications will be picked up beginning at 8:30 AM on Thursday, January 18, 2018 and randomly processed regardless of when the applications were received. After January 18, 2018 batches will be collected and processed at 8:30 Am every day until January 31, 2018. Each batch will be processed based on the request and optimal gender balance/ratio for each class. Every effort will be made to provide you with your first class choice, however, please understand CPNS may not be able to accommodate all requests.

### **February 1, 2018 and after – General Public**

The registration process for the 2018/2019 school year will be opened to the general public on February 1, 2018. Your registration forms can be hand delivered to the Director, the Head Teacher, or mailed to CPNS, 22 South Main Street, Cranbury, NJ 08512. Each registration form will be processed based on the request and optimal gender balance/ratio for each class. Every effort will be made to provide you with your first class choice, however, please understand CPNS may not be able to accommodate all requests.

## **Registration Forms/Class Choices**

We will offer the following classes:

2 ½-year-old classes: Mon/Wed AM, Tues/Thurs AM

3-year-old classes: Tues/Thurs AM, Mon/Wed/Fri AM or Tues/Wed/Thurs PM

4/5-year-old classes: Mon/Wed/Fri AM, Tues/Wed/Thurs AM or PM

Kindergarten Skill Builders: Mon/Fri PM

You will be able to list your first, second, third, and fourth class choices (if applicable) on the registration form. If you get into a class other than your first choice class, you will automatically be placed on our waiting list for your first choice class. You will be notified immediately if an opening becomes available in your first choice class. **No class changes will be made after August 31, 2018.**

If there are no openings available in any of our classes in the age program you are interested in, your child's name will be placed on our Waiting List for an age program, but not for a specific class. When an opening becomes available you will be contacted. If you decline to accept the opening that is available, you will lose your place on our Waiting List and will forfeit your registration fee. If you accept the opening but wish to be waitlisted for one of our other classes, we will add your name on that list.

## **CPNS Refund Policy**

- Refunds for tuition will be made on a pro-rated basis for one of the following reasons only:
  1. Serious illness of the child
  2. Change of residence outside of the Cranbury area
  3. Mutual agreement by the Board and parent that the child's adjustment to the school is unsatisfactory.
- The \$200.00 Registration Fee is non-refundable
- **Any student withdrawing from the program after August 15 will have an additional \$50.00 administrative fee subtracted from their refund, if one is to be received.**