

CPNS 2019/2020 REGISTRATION PROCESS

January 7 and 8 and thereafter – Currently Enrolled Students

Any 2018/2019 students wishing to return to CPNS for the 2019/2020 school year may register by returning a completed 2019/2020 registration form to the CPNS registration box located at the CPNS Panda bulletin board on or after January 7, 2019. All applications will be picked up beginning at 8:30 AM on Wednesday, January 9 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 14, 2019. 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 14 and 15 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 2019/2020 registration form to the CPNS registration box located at the CPNS bulletin board on or after January 14, 2019. All applications will be picked up beginning at 8:30 AM on Wednesday, January 16, 2019 and randomly processed regardless of when the applications were received. After January 16, 2019 batches will be collected and processed at 8:30 am every day until January 23, 2019 and thereafter. 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, 2019 and after – General Public

The registration process for the 2019/2020 school year will be opened to the general public on February 1, 2019. 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

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

Preschool Extension: Tues/Wed/Thurs 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, 2019.**

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.**