



# Christ Church Nursery School

30 East Lane • Short Hills • New Jersey • 07078 • 973.379.6549  
[www.christchurchnurseryschool.org](http://www.christchurchnurseryschool.org) • [christchurchns@verizon.net](mailto:christchurchns@verizon.net)

*Established in 1962*

Dear Parents,

Registration applications for the 2020-2021 school year are now available. Registration forms can be **mailed in or dropped off** at the school prior to the deadline of February 3rd as class lists will begin to be formed starting February 4th.

Supporting parishioners of Christ Church in Short Hills, currently enrolled students and their siblings, alumni and students regularly attending Drop In are given priority enrollment, respectively. **Our registration deadline is February 3, 2020; late registrations will be offered for any remaining openings.**

An application for enrollment is attached. Additional forms for alternate age groups are available in the main office. Please follow the instructions carefully to ensure that your child is either placed or waitlisted for the upcoming school year.

- Complete all parts of the application
- Indicate a minimum of three choices for class placement
- Include a \$75 check (non-refundable registration fee) per application, payable to **CCNS** or
- Request that we bill you for the registration fee through Smartcare (current families only)
- Submit one application per child, please! (Additional forms for alternate age groups are available)
- Place applications from the same family in **one** envelope
- Mail your application to the address above, if not dropping off

You will receive a reply regarding your child's placement in mid-February with a request for a deposit if your child has been placed. No deposit is required to remain on a waitlist; however, please keep in mind that the \$75 registration fee is non-refundable.

Upon confirmation of enrollment, to accept your placement, you will be required to submit a non-refundable tuition deposit of \$200.00. For your convenience, the balance of your annual tuition (less your \$200 deposit) is then collected in three equal payments due in late spring, early fall and mid-winter. When you register your child, you are making a commitment to pay the full annual tuition. **Tuition payments are non-refundable.**

Requests for class placement will be honored, if possible, based on licensing regulations, best educational practice, and schedule demand. If you have any questions regarding enrollment, please do not hesitate to contact me.

Also attached is an overview of all of our educational programs and information on our Drop In program.

Regards,

Barbara Pepe  
Director

**There are specific registration forms for each age group!**

Young Learners 2s (light orange)

Preschool 3s (light green)

Pre-Kindergarten 4s and 5s (purple)

**Extra forms are available in the main office.**