



Dear Prospective Parents,

The time has come to Pre-register for the fall of 2016. Registration will be open to the community on February 1, 2016.

If you are receiving this letter via mail or email, you are welcome to come by and visit the school. We are open from 9:00 to 2:00 Monday through Friday. Please call the office at 404-233-5479 to schedule an appointment or email Beverly@oppbrookhaven.org. We prefer to tour between 9:30 and 11:30. We will be very happy to answer any questions.

The non-refundable registration fee is one month's tuition per child. You may choose to pay in two installments; half upon turning in the registration form and the balance by March 10. Attached you will find the tuition rates as well as a registration form. Teachers for each class will be determined at the end of May.

Please fill out the attached registration form and return it with a check. You may mail or drop off the form and registration fee check from now until January 31st at 12:00 P.M. for initial placement on Feb. 1st. If we have more applicants than seats available for a particular class, we will draw names. After Feb. 1st, any remaining slots will be filled on a first come first serve basis.

We will notify you of your child's placement by phone and/or email as soon as possible. A confirmation packet will be mailed soon afterward. If you are placed on a waiting list your registration check will not be deposited until we have a spot available for your child. If we can not place your child the registration is refundable. Please be patient during this process. We experience many changes during the spring and summer.

Placement will be made based on the child's age as of September 1st. If you have any questions, please feel free to call.

Blessings,

Beverly Moon, Director
Beverly@oppbrookhaven.org
404-233-5479