



January 4, 2019

Dear Prospective Parents,

The time has come to pre-register for fall of 2019. We are currently accepting registration application forms for placement on Wednesday, January 30th from members of our community.

We are very happy to schedule a tour, speak with you by phone, or by email to answer any questions you may have. Feel free to call 404-233-5479 or email Beverly@oppbrookhaven.org to schedule a tour or an appointment.

Please fill out and return the attached form with a check for the registration fee. You may mail, email or drop off the form and registration fee check from now until January 30th by 12:00 P.M. for initial placement. If we have more applicants than seats available for a particular class, we will draw names. After this date, any remaining slots will be filled on a first come first served 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. Please be patient during this process. We experience many changes during the spring and summer.

A non-refundable registration fee is one month's tuition per child. You may pay the registration fee in two equal installments, the first installment is due with registration and the second due on March 1st. Attached you will find the tuition rates as well as a registration form. The classes we plan to offer next year are listed on the registration form. Teachers for each class will be determined at the end of May.

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

Blessings,

Beverly Moon, Director
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