



January 13, 2019

Dear Prospective Parents,

The time has come to pre-register for fall of 2020. Placement will begin on Friday, February 1st for applications received from members of the community.

If you are receiving this letter via mail or email, you are welcome to schedule a tour, or call, email or visit the preschool office with any questions. Please call the office at 404-233-5479 or email Beverly@oppbrookhaven.org to schedule a tour or an appointment. We will be very happy to answer any questions.

A non-refundable registration fee is one month's tuition per child. You may pay the registration fee in two equal installments, the first being 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.

Please fill out and return the attached form with a check for the registration fee. 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 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.

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

3016 Lanier Drive Atlanta, GA 30319
404-233-5479

