



January 10, 2022

Dear Parents and Church Members,

The time has come to pre-register for the fall of 2022. As of January 10, 2022, we are distributing the registration materials for your review. Your child's registration will be accepted on **Wednesday, January 19th** for currently enrolled students and church members.

Registration at Oglethorpe Presbyterian Preschool is first come, first served. 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 1<sup>st</sup>. **You will find tuition rates on the back of this letter and an attached registration form to be completed and returned.** Registration forms will be received from the public through January 31<sup>st</sup> for placement on February 1<sup>st</sup> so we want to be sure to receive all in-house registration first.

Class placement will be made by the child's age as of September 1<sup>st</sup>. Simply check the age group and days you are interested in and we will place your child according to his/her birth date. You are welcome to indicate your class preference with 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice. Infants and Toddlers may attend up to two days a week, therefore, please circle the days you prefer.

Please fill out the attached form and return it with a check for the registration fee beginning January 20th. **We will not collect any forms before this date. Teachers will not accept forms so please plan on returning them on January 19th.**

**Confirmations will be sent out on Tuesday, February 1st and Wednesday February 2nd.** If you have any questions, please feel free to come by the office, call or e-mail me at [Beverly@oppbrookhaven.org](mailto:Beverly@oppbrookhaven.org).

Thank you for sharing your beautiful children with us.

Sincerely,

Beverly Moon, Director

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