



2010-2011

Dear Parents:

**Re: Pre-K non-sibling candidates (turning 4 years old by July 1, 2011) for Overbrook's Pre-K Early Childhood Development Program - 2011-2012 school year.**

Overbrook School is beginning to evaluate applications for the Pre-K program. This letter outlines the admission procedures and important dates for Pre-K candidates.

**APPLICATIONS AND OTHER DOCUMENTS**

Your child will be considered a candidate for admission when the application and requested documents have been submitted to Overbrook's Admission Office.

The required documents for Pre-K are:

- Application, Birth Certificate, Baptismal Certificate (only if Catholic) with the \$60 application fee.
- We recommend applications be submitted by December 1. Deadline for applications to be considered in the first-pool is January 6.
- Applicants will be scheduled to visit/screen on January 7 or 14.
- One **Teacher Recommendation** must be submitted from your child's day care/mother's day out/preschool after January 1 and no later than January 14. Overbrook will accept the completed recommendation (enclosed) or a copy of the common form that some preschools complete and submit to schools you request. If your child is not in a program, a parent or regular caregiver may complete this form.
- **Pre-K Parent Report** may be submitted at any time and is due by January 14.

**VISIT/SCREENING**

Visitations by prospective students are part of the school's evaluation process. In December, applicants will be assigned a screening/visit in January. Your child's 45 minute visit will include seatwork, play and social interaction with other visiting children. It will be a happy experience for your child. Please make sure your child is feeling well and gets proper rest the night before the visit. While the children are visiting, parents should plan to stay at school for an informal gathering.

**DECISION LETTERS**

**Letters will be mailed February 17 to non-sibling applicants.** If accepted, the contracts will be mailed with pre-registration materials. The non-sibling reply date is Friday, March 4. After March 4, any openings not secured by a deposit will be available to other applicants from our waiting pool. Once a child is accepted to Overbrook's Pre-K Program it is not necessary for you to apply for kindergarten. Pre-K students promoted to kindergarten have a spot in the kindergarten class and register for the rising school year in February. Also, financial aid is not available at Overbrook for Pre-K. Please check with your accountant for information regarding day care benefits. Need-based aid is offered for kindergarten through eighth grade.

We will make every effort to insure that this experience is a positive and happy one for your child. We understand this is a major decision as you start your child's educational experience. We are here to help in any way. If you have any questions about the process or need further assistance please do not hesitate to call on us.

Sincerely,

Ellen B. Fernández  
Director of Admissions & Financial Aid Coordinator  
*Enclosures*  
*Teacher Recommendation*  
*Pre-K Parent Report*

Pre-K inquiry ltr NON-SIBS