



Dear Prospective Parent,

Thank you for your interest in Orchard School. Enclosed you will find our brochure and information regarding fees and tuition.

Our Application Procedure is a five-step process:

- 1) Call the office to schedule a visit to our campus. Appointments are available Monday through Thursday at 3:00 p.m.
- 2) After visiting our campus, our application for admission will be available to you.
- 3) Upon receipt of the completed application form, parent questionnaire and a \$50.00 non-refundable processing fee, we will contact you to arrange a parent and child interview with one of your child's prospective teachers.
- 4) Following the interview, we will send you a letter confirming your child's enrollment status. At that time, a non-refundable registration fee is due to secure a place for your child.
- 5) If your child's class is fully enrolled, you may secure a place on the waiting list by sending a \$225 refundable deposit. We will notify you when an opening becomes available.

Please feel free to call our office at 688-1074 with any questions you may have.

Sincerely,

Orchard School