

2024/2025 Enrollment Now Open at Royal Montessori Academy- WEST CAMPUS

Dear Future Royal Montessori Academy Families,

We are thrilled to announce our annual open enrollment period for new families! As you consider your preschool options, we are honored that Royal Montessori Academy (RMA) stands out among your choices. Your interest in joining our community at our West Campus is greatly appreciated, and we eagerly anticipate welcoming your family.

Important Notes:

- **Campus Enrollment:** Please ensure you are enrolling for the **West Campus**. Enrolling at the incorrect campus may result in the loss of your enrollment opportunity, as enrollment is strictly limited to one campus per family.
- **Completion of Both Steps:** Your child's enrollment is contingent upon the completion of both the Brightwheel account setup and the Parent Handbook acknowledgement. We cannot process your enrollment until both steps are completed.
- **Enrollment Confirmation:** Once we receive confirmation that both steps are completed, RMA will process your enrollment and issue an invoice via your Brightwheel account within 2 business days.
- **Finalization of Enrollment:** Enrollment is finalized upon receipt and payment of the non-refundable registration fee of \$100.00 and a field trip fee of \$40.00.

What is Brightwheel? Brightwheel is a secure, trusted software platform used by RMA. It facilitates enrollment management, direct communication with parents, invoicing, and sending reminders or emergency alerts via messaging/SMS.

Age Requirements for 2024/2025 Academic Year:

- **Toddler Program:** Must be 18 months old by 9/1/2024.
- **Preschool Program:** Must be 3 years old and fully independently potty trained by 9/1/2024.
- **Kindergarten Program:** Must be 5 years old by 9/1/2024.

Regarding Mid-Year Starts: Please note, RMA does not hold spots for mid-year starts. Families desiring a mid-year start for their child can secure a spot by enrolling and paying tuition from the start of the school year. Alternatively, you may contact our office closer to your desired start date to inquire about availability, but please be aware that a spot is not guaranteed for late enrollees.

Enrollment Process:

1. Initial Step: Brightwheel Account Creation and Enrollment

- Begin your enrollment journey by setting up a Brightwheel account. This is the first critical step to initiate the enrollment process for your child.

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/887b64fa-f920-46ec-8601-990517a4df84/self-service

2. Second Step: Parent Handbook Review and Acknowledgement

- After creating your Brightwheel account, proceed to review our Parent Handbook. This important document outlines our policies and procedures, ensuring you are fully informed about our academy's standards and expectations.

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/0a2245b0-50a5-4cac-945e-4c055767db55/self-service

Thank you for considering Royal Montessori Academy for your child's early education. We look forward to the possibility of your family becoming a part of our community.

Royal Montessori Academy
West Campus - 680 Cormier Rd., Green Bay, WI 54304