

# 2022/2023 Enrollment Now Open

Hello Future RMA Families,

It is hard to believe the time has come for our 2022/23 open enrollment! Thank you so much for choosing Royal Montessori Academy for your Preschool option. We know that there are many preschools in the area to choose from and we are more than excited to have your family join our school!

To begin enrolling, please access the links below for your preferred campus. Once you have opened the **FIRST** link associated with the chosen campus, you will need to create a Brightwheel account to start your enrollment. Once that is completed, you will open the **SECOND** link to access the Parent Handbook to confirm you have read and agree to our policies and procedures. Your enrollment **WILL NOT** be processed until **BOTH** links have been accessed and completed. Once we receive **BOTH** completed links, RMA will process your enrollment and send you an invoice within 24 hours through the BRIGHTWHEEL account in which you created. The enrollment process will be complete once you have received **AND** paid your non-refundable registration fee of \$75.00 and field trip fee of \$36.00.

**WHAT IS BRIGHTWHEEL?** Brightwheel is a trusted/secure software that allows RMA to manage enrollment, communicate directly with parents, send invoices, reminders and/or emergency alerts via messaging/SMS text message, and so much more.

Students enrolling in the **Toddler Program** must be 18 months old by 9/1/2022.

Students enrolling in the **Preschool Program** must be 3 years old and toilet trained by 9/1/2022.

Students enrolling in the **Kindergarten** Program must be 5 years old by 9/1/2022

Unfortunately, RMA will NOT be holding spots for mid-year starts. If a family has a child, they would like to start mid-year or after September 1st, they are able to enroll and pay tuition from the start of the school year to hold the spot. The alternative would be to contact the office for availability options closer to the start date, however, a spot will not be guaranteed should you choose to wait.

**West Campus** - 680 Cormier Rd. Green Bay, WI 54304

**Due to the volume of enrollments, our West Campus has limited availability in our Toddler and Preschool Programs. Please call our West campus directly for information on availability. 920-499-8900**

**The Kindergarten Program does have availability. Please follow the next steps to enroll for Kindergarten.**

**Step 1:** Brightwheel Account set up and Enrollment

[https://schools.mybrightwheel.com/sign-in?redirect\\_path=forms/92bee0b3-f4c9-4afb-8bb4-0c5ddaed4a26/self-service](https://schools.mybrightwheel.com/sign-in?redirect_path=forms/92bee0b3-f4c9-4afb-8bb4-0c5ddaed4a26/self-service)

**Step 2:** Parent Handbook Acknowledgement

[https://schools.mybrightwheel.com/sign-in?redirect\\_path=forms/f58ff470-e0bd-4873-b85b-9c7f9f80042c/self-service](https://schools.mybrightwheel.com/sign-in?redirect_path=forms/f58ff470-e0bd-4873-b85b-9c7f9f80042c/self-service)

**East Campus** - 2961 Voyager Dr. Green Bay, WI 54311

**Due to the volume of enrollments on 2/1/2022, our East Campus has limited availability in our Toddler, Preschool, and Kindergarten Programs. Please call our East campus directly for information on availability. 920-469-4060**