

2023/2024 Enrollment Now Open

Dear Future RMA Families,

It is hard to believe the time has come for our annual 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. You can only enroll at ONE 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 2 business days 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 \$85.00 and field trip fee of \$40.00.

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 9/1/2023.

Students enrolling in the Preschool Program must be 3 years old and fully independently potty trained by 9/1/2023.

Students enrolling in the Kindergarten Program must be 5 years old by 9/1/2023.

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

Step 1: Brightwheel Account set up and Enrollment

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/35755138-0362-493a-b390-25bc8ac895b7/self-service

Step 2: Parent Handbook Acknowledgement

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/0dfb2839-e88a-49ed-a6d9-1fd7ebdd33f8/self-service

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

Step 1: Brightwheel Account set up and Enrollment- **Due to the amount of Toddler Enrollment- The Toddler Program Link is no longer accessible.** Please call the office for schedule availability. 920-499-8900

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/1453894c-5b55-47ff-8e0b-435a964ec165/self-service

Step 2: Parent Handbook Acknowledgement

https://schools.mybrightwheel.com/sign-in?redirect_path=forms/4f0cbe0d-62fe-4d6d-af72-652b3f6f7a6c/self-service