

Dear Future RMA Families,

We are thrilled to welcome you as you begin exploring early education opportunities for your child! At Royal Montessori Academy (RMA), we are dedicated to fostering a nurturing, enriching environment where children can grow academically, socially, and emotionally. We are honored that RMA is among your considerations and look forward to the opportunity to partner with your family at our **West Campus**.

Important Enrollment Update

Our **Toddler Program is currently full**, and we have created a **waitlist** for future families interested in this program. If you wish to be placed on the waitlist, please give our office a call **920-499-8900**

However, **Preschool and Kindergarten spots are still available!** Secure your child's place by following the enrollment steps below.

Enrollment Process

Step 1: Create a Brightwheel Account and Begin Enrollment

Start by setting up a **Brightwheel account**, our secure platform for managing enrollment. Once your account is created, follow the guided steps to complete the process.

[Preschool and Kindergarten Enrollment Link](#)

Important Notes

- **Campus-Specific Enrollment:** Be sure to select **West Campus** when enrolling to avoid losing your spot.
- **Completion of All Steps:** Enrollment cannot be processed until all required forms are submitted.
- **Enrollment Confirmation:** Once enrollment is complete, you will receive an invoice via Brightwheel within two business days.
- **Finalization:** Enrollment is finalized once payment is received for the **non-refundable \$125 registration fee** and the **\$40 field trip fee**.

Age Requirements for the 2025/2026 Academic Year

- **Toddler Program:** Must be **18 months old by 9/1/2025** (*Waitlist Only*).
- **Preschool Program:** Must be **3 years old and fully, independently potty trained by 9/1/2025**.
- **Kindergarten Program:** Must be **5 years old by 9/1/2025**.

Regarding Mid-Year Starts

RMA does not reserve spots for mid-year starts. If you are interested, you may secure a spot by enrolling at the start of the academic year or inquire about availability closer to your desired start date. However, **mid-year availability is not guaranteed**.

We are so **grateful** for the opportunity to start this journey with your family and look forward to welcoming you to our RMA community!

Warm regards,

Your Royal Montessori Academy Team

West Campus – 680 Cormier Rd., Green Bay, WI 54304