



Dear Montessori Academy Families,

We hope you are enjoying a great summer! Our Summer Program is in full swing and staff and administrators are busy preparing for the upcoming school year. We are confident it will be a successful year!

Reminder: The first tuition payment for 2017-2018 is due on August 1st. If you pay in full for the entire school year by August 1st, you will receive a 2% discount.

- If using your bank's online bill-pay system, please put your child's name as the account number and put the due date as the 25th of the prior month to ensure payment is received by the 1st.
- **To setup a ParentsWeb Account and pay online with a checking account:**
 1. Go to www.montessoriacad.org. Click on "ParentsWeb Login" - top right of the screen
 2. Click "Create New ParentsWeb Account"
District Code - MA-TN
 3. Click "Create Account" - An e-mail will be sent with further instructions on setting up a username/password.

By clicking the "Parent Information" tab on the MA website, you can access the following to help prepare for the first day of school:

- 2017-2018 Tuition Prices
- Infant-Middle School Supply Lists
- 2017-2018 School Closing Dates
- PRIMARY : Letter to Families from Director
- INFANT/TODDLER : Cloth Diaper Information
- NEW TODDLER STUDENTS : *Gentle Start* Information



August 1st, we will post the following information to the MA website:

- 2017-2018 Detailed School Calendar, also available for download into Google Calendar
- Parent Handbook
- Parent Leadership Program Information
- Extra-Curricular Activity Enrollment

It is vital that we have current parent/guardian email addresses and phone numbers, as well as student allergy/medical information and authorized pick-up persons on file at all times.

Please make sure we have a current immunization record on file by August 22. You may send updates to asitter@montessoriacad.org or make changes through the "ParentsWeb" tab on the MA website.

Back to School Party Invitations will be sent as a separate email.

We look forward to seeing everyone for the start of the 2017-2018 school year! The office is open daily 7:30-3:30 p.m. through August 4th - please do not hesitate to contact us with any questions.

Sincerely,

Montessori Academy Administration