



NOTICE HOME - Student-Led Conferences

Mountainview Montessori

• 15225 98th Avenue, Surrey, B.C. V3R 1J2 • Phone: (604) 589-1193 • Fax: (604) 589-5000

"In our Montessori school we learn together peacefully and responsibly by caring for each other and the world."

Dear Parents and Guardians,

Please find below instructions to book your Student-led Conference times for Wednesday, October 23rd and Thursday, October 24th. Please remember, these are student-led conferences, and staff and your children have been preparing for this community activity. On-line appointments will be available for booking from Monday October 14th at 9am until Monday October 21st at noon.

There is also an Early Dismissal at 1:30 p.m. on Wednesday, October 23rd only. We ask that you pick up students at 1:30 regardless of your appointment time as there will be no supervision of students throughout the afternoon.

Thursday May 3rd is a regular school day dismissal time. If you require assistance booking an appointment, please contact the office.

As always, we anticipate a strong family participation rate. We look forward to seeing you.

Sincerely,

Ms. Cheryl Rutherford

On behalf of the Mountainview Montessori Staff

SchoolAppointments.com
Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://mountainview.schoolappointments.com>. **Please note: it is necessary to use a computer and not a mobile device such as a phone or tablet to make your booking.**
2. If you have an account already, simply log on. Register for a new account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "Register Now" button.
3. Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
4. Click the "date" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "View Calendars" button. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "Book Appointments" button to save your bookings.

