



IMPORTANT NOTICE

Newsletter & Student-Led Conference sign up

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 on signing up for the Mountainview newsletter to be emailed directly to you and the instructions to sign up for Student – Led Conferences.

Mountainview Montessori Newsletter Instructions

The screenshot shows the Mountainview Montessori website. At the top, there is a navigation menu with links: School Home, About the School, Library, Extra-curricular, Parents, and News & Other. Below the menu is a large green banner with the text "Our philosophy to education..." and a description of Montessori education. To the right of the banner is a photo of students in a classroom. Below the banner are three sections: "ANNOUNCEMENTS" (with a "VIEW ALL" link), "EMAIL LIST" (with a sign-up form), and "CALENDAR" (showing "OCT 14 Hot Lunch - sushi, samosa ALL DAY" and a "VIEW ALL" link). The sign-up form for the email list includes a text input field labeled "Enter your email address ...", a green "SUBMIT" button, and a checkbox for "I agree to the terms and conditions". A red arrow points to the input field.

1. Search up "Mountainview Montessori Surrey" and click on the link.
<https://www.surreyschools.ca/schools/mountainview/Pages/default.aspx>
2. Enter your email list in the orange box and click the green submit button. You will now automatically receive the newsletter to this email address.

Student-Led Conferences appointments can only be booked on line.
The instructions are below. On line booking appointments close Monday night.



School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://mountainview.schoolappointments.com>
2. Register for an 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.

