



IMPORTANT NOTICE

Newsletter & Student Supply Pick up

Mountainview Montessori

• 15225 98 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 Supply Pick up.

Mountainview Montessori Newsletter Instructions

The screenshot shows the Mountainview Montessori website. At the top, there is a navigation menu with links for School Home, About the School, Library, Extra-curricular, Parents, and News & Other. Below the navigation is a banner with the text "Our philosophy to education..." and a photo of children in a classroom. Underneath the banner are three sections: ANNOUNCEMENTS, EMAIL LIST, and CALENDAR. The EMAIL LIST section has a form with an input field for an email address, a checkbox for "I agree to the terms and conditions", and a green "SUBMIT" button. A red arrow points to the "SUBMIT" button.

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 supply pick up can only be booked on line.

The instructions are below. This is the same program we use for student-led conferences. You will need to register a new account.

The banner features the text "SchoolAppointments.com Scheduling Parent Teacher Appointments Can be Easy for Everyone!" on the left. On the right, there is a screenshot of the website's appointment scheduling interface, showing a calendar for Monday, November 10th, 2008, with time slots from 1:30 pm to 2:15 pm and checkboxes for booking.

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.

