



# NATURE STORY

MONTESSORI

THANK YOU FOR YOUR  
INTEREST IN OUR  
SUMMER FINS PROGRAM

THIS IS AN OUTLINE OF THE  
REGISTRATION AND  
ENROLLMENT PROCESS

[NATURESTORYMONTESSORI.COM](http://NATURESTORYMONTESSORI.COM)

[NATURESTORYMONTESSORI@GMAIL.COM](mailto:NATURESTORYMONTESSORI@GMAIL.COM)

# FINS

REGISTRATION  
AND  
ENROLLMENT  
INSTRUCTIONS



ALL FORMS ARE  
DIGITALLY SIGNED  
THROUGH  
BRIGHTWHEEL

STEP 1: SUBMIT FINS GOOGLE REGISTRATION FORM

STEP 2: CREATE OR LOG INTO BRIGHTWHEEL ACCOUNT

STEP 3: FILL OUT ONLINE REGISTRATION FORM

STEP 4: ELECTRONICALLY SIGN OTHER DOCUMENTS

STEP 5: PAY REQUIRED TUITION IN BRIGHTWHEEL

THEN, YOUR CHILD'S SPOT IS RESERVED AND  
READY FOR A FUN FILLED SUMMER!



## **██████ (K-6) NATURE STORY'S REGISTRATION FORM FOR FINS SUMMER CAMP**

Fill out this form to register for Nature Story's FINS Summer Camp. You will be invited to Brightwheel to create an account and from there a registration packet will be shared with you to fill out online.

**GOOGLE FORM LINK AND  
PROGRAM INFORMATION CAN  
BE FOUND AT  
NATURESTORYMONTESSORI.COM**

**ANY QUESTIONS? EMAIL US  
NATURESTORYMONTESSORI@GMAIL.COM**

**STEP 1:  
SUBMIT  
GOOGLE  
FORM**



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**FILL OUT INITIAL GOOGLE FORM**

**(DEPENDING ON THE TIME OF YEAR, IT MAY BE A  
PRE REGISTRATION CONTACT FORM, OR A  
REGISTRATION FORM)**

**ONCE THE GOOGLE FORM IS SUBMITTED, AND  
REGISTRATION OPENS, AN INVITE WILL BE SENT  
FROM BRIGHTWHEEL TO CONTINUE THE PROCESS**



**AFTER SUBMITTING YOUR  
GOOGLE FORM,**

**BRIGHTWHEEL WILL INVITE YOU TO  
CREATE OR LOG INTO YOUR ACCOUNT  
USING THE INFORMATION YOU PROVIDED**

**YOUR ACCOUNT SHOULD AUTOMATICALLY  
ATTACH TO YOUR CHILD(REN)'S PROFILES**

**IF NOT, EMAIL NATURE STORY FOR A CODE  
TO MANUALLY LINK THE PROFILE**

**NATURESTORYMONTESSORI@GMAIL.COM**



**STEP 2:**

**LOG IN OR CREATE  
A BRIGHTWHEEL  
ACCOUNT**



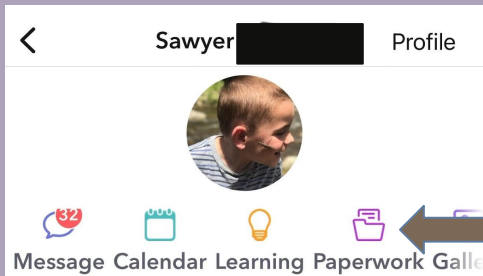
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**INVITATION TO  
BRIGHTWHEEL**

**Brightwheel is an app on your  
phone and website  
[mybrightwheel.com](https://mybrightwheel.com)**

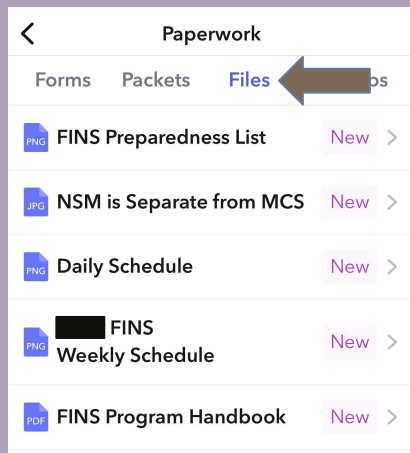
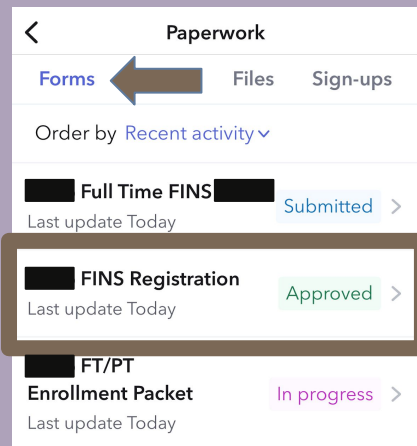
**Downloading the app and enabling  
notifications allows real time  
contact between staff and parents**

# FINS REGISTRATION FORM



ON YOUR CHILD'S PROFILE IS A TAB CALLED "PAPERWORK"

ENROLLMENT DOCUMENTS ARE HERE UNDER "FORMS"



STEP 3:

FILL OUT "FINS REGISTRATION" FORM



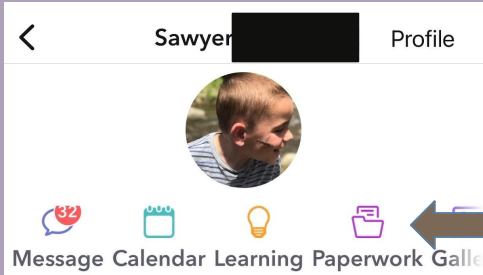
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BRIGHTWHEEL ENROLLMENT INSTRUCTIONS

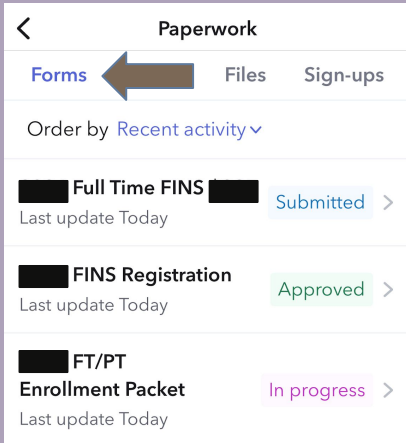
DOCUMENTS ARE UNDER THE PAPERWORK TAB

- **FORMS: PERSONAL ENROLLMENT FORMS TO SECURE YOUR CHILD'S ENROLLMENT STARTING WITH "FINS REGISTRATION"**
- **FILES: PUBLIC DOCUMENTS (LIKE FAQ'S) SHARED FOR REFERENCE AND MORE INFORMATION**

# FORMS AND DOCS



ENROLLMENT DOCUMENTS WILL BE UNDER THE "PAPERWORK" THEN "FORMS" TAB ON YOUR CHILD'S PROFILE



- **NEW: UNOPENED DOC**
- **IN PROGRESS: OPENED DOC BUT NOT SUBMITTED**
- **SUBMITTED: FILLED OUT COMPLETELY AND PROPERLY SUBMITTED**
- **APPROVED: ACCEPTED BY NATURE STORY**



STEP 4:  
ELECTRONICALLY SIGN ENROLLMENT DOCUMENTS



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PROFILE → PAPERWORK → FORMS :

- **ONCE "FINS REGISTRATION" IS SUBMITTED AND APPROVED, AN "ENROLLMENT PACKET" AND "TUITION SCHEDULE" WILL BE SHARED TO BE DIGITALLY SIGN**
- **ALL OF THE ENROLLMENT DOCUMENTS MUST BE SIGNED, SUBMITTED, AND APPROVED TO SECURE ENROLLMENT**

# PAYMENT METHODS

## ACH BANK TRANSFER

**Instant verification** Easiest  
Securely log in directly to your bank to authorize payments.

**Manual verification**  
Enter your bank's routing and account number. Return here after 3 business days to verify the amount sent to your bank account.

Service fee: up to 0.6% fee  
\$0.25 min, \$2 max

This fee helps enable brightwheel operations. [Learn more.](#)

## CREDIT CARD

Bank account Card

### Name on card

John Smith

### Card number

1234 1234 1234 1234

### Expiration date

MM / YY

### CVC

CVC

Service fee: up to 2.95% fee

Fees apply ⓘ

This fee helps enable brightwheel operations. [Learn more.](#)

**BRIGHTWHEEL HAS THE ABILITY TO ACCEPT PAYMENTS THROUGH BANK ACH TRANSFER OR CREDIT CARD**

**BRIGHTWHEEL CHARGES A FEE (SEE ARROWS) CONTACT US FOR CASH OR CHECK**



## STEP 5:

**PAY INITIAL INVOICE TO SECURE SPOT**



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**BRIGHTWHEEL ENROLLMENT INSTRUCTIONS**

**ONCE PAPERWORK IS APPROVED, AN INVOICE WILL BE SENT OUT IMMEDIATELY AND MUST BE PAID IN FULL**

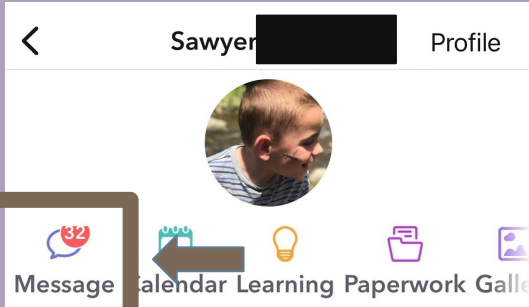
**THE FIRST PAYMENT IS ALWAYS DUE AT THE TIME OF ENROLLMENT TO SECURE YOUR CHILD'S SPOT**

**ALL TUITION IS NONREFUNDABLE**

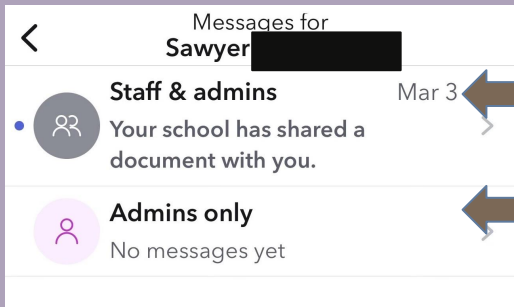
**NONPAYMENT MAY RESULT IN NOT SECURING YOUR CHILD'S SPOT**

**IF YOU NEED TO MAKE PAYMENT ARRANGEMENTS, PLEASE REACH OUT**

# MESSAGING



**NOW THAT YOUR BRIGHTWHEEL ACCOUNT IS ALL SET UP YOU CAN MESSAGE US THROUGH BRIGHTWHEEL**



**ALL STAFF AND ADMIN CAN SEE**

**ONLY ADMIN CAN SEE**



**EXTRA:**

**MESSAGING US THROUGH BRIGHTWHEEL**



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**BRIGHTWHEEL  
MESSAGING  
INSTRUCTIONS**

**INSTEAD OF EMAILING OR CALLING, YOU CAN MESSAGE US DIRECTLY THROUGH BRIGHTWHEEL**

**WHEN TO USE ADMIN ONLY MESSAGING:**

- ENROLLMENT QUESTIONS
- BILLING QUESTIONS
- DIRECTOR QUESTIONS/COMMENTS
- CONCERNS
- SENSITIVE INFORMATION
- FEEDBACK