



PTO Money Handling Procedures

PLEASE REVIEW CAREFULLY!

How do I send money for fundraisers and school events?

ALL school events and fundraisers such as Invest in Your Child, Spiritwear, Montessori Mornings, etc. should be paid online using PayPal. (You do not need to have a PayPal account to pay online, simply use the “Guest Checkout” button and pay with your credit card.) You will find links to these and more at www.parkroadmontessori.com.

The PTO will **NOT** have an active dropbox in the school this year during CMS defined remote learning period.

If during the school year children are allowed back in school premises the PTO will once again take check payments through the dropbox located outside of the front office next to the bulletin board.

CMS Payments: How do I pay for field trips for my child?

Park Road uses the CMS Online School Payments portal for all school field trips and yearbook purchases. You will need to create a family account, if you haven't already done so, here: <https://osp.osmsinc.com/CMS/>. Your teacher will let you know when your child's class is scheduling a field trip and will direct you to pay on this website. You will just click on elementary school/ Park Road Montessori/ then find your child's teacher and field trip.

Thank you!

Park Road Montessori PTO Board