



Chesterbrook Academy
A Nobel Learning Community

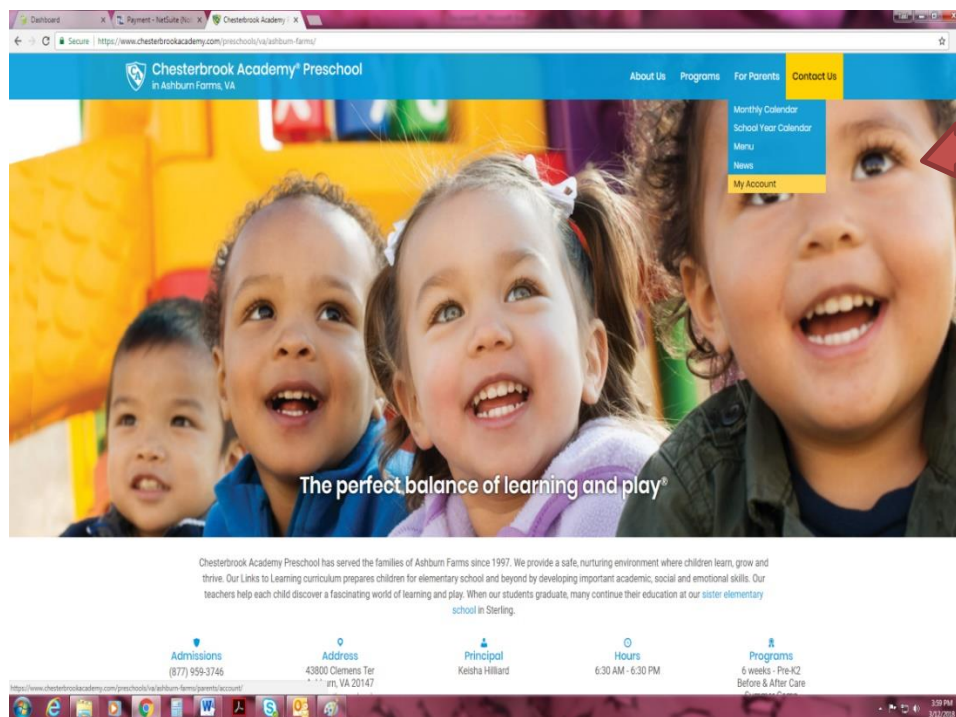
Dear Chesterbrook Academy Families,

Either this past school year or upon enrollment, you received information regarding our PARENT PORTAL and we are excited to share with you all the wonderful ways this feature can support you.

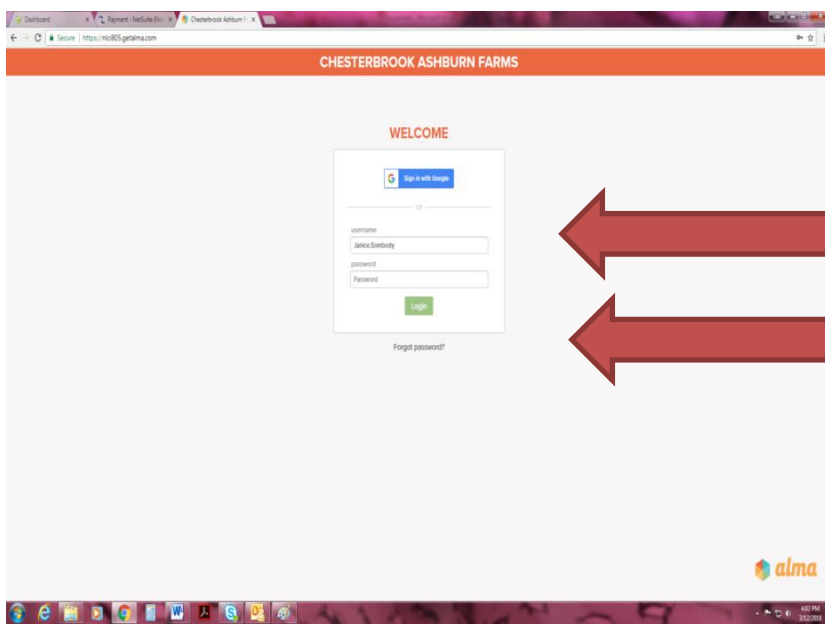
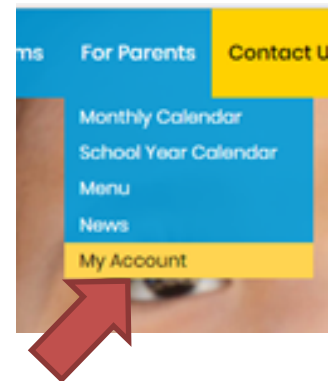
New Parent Payment Portal Guide

Go to our school website:

<https://www.chesterbrookacademy.com/preschools/md/olney/>



Click the "For Parents" Tab
Scroll down to "My Account"



Username is:
FirstName.LastName

You can login using your Google account. If logging in outside of a Google provided account, you will need to create a password.

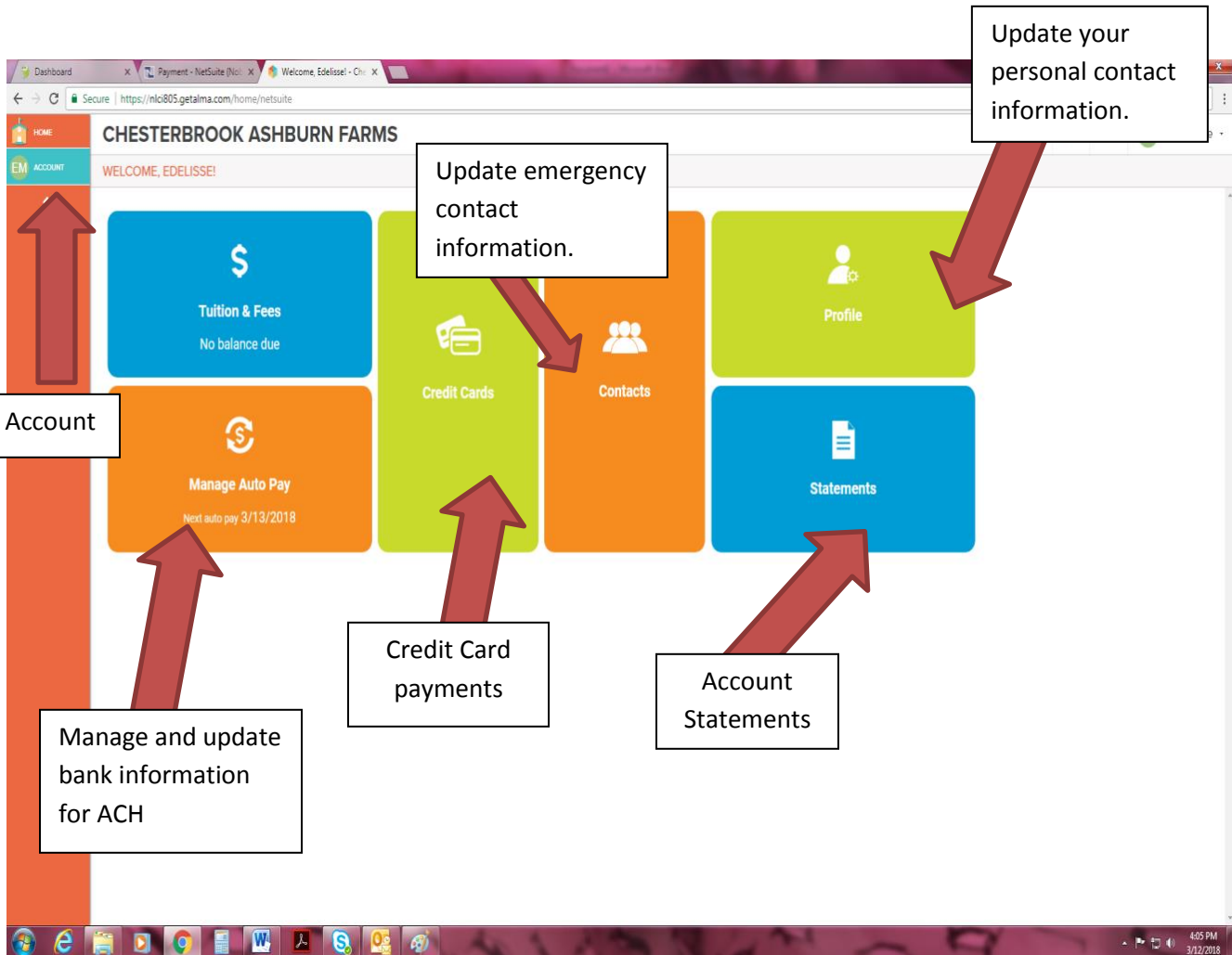
Then click on

Forgot password?

to create a password for this account.

In your Parent Portal you are able to:

- Manage personal contact information
- Update emergency contact information
- Manage banking information for Auto-pay
- Manage Credit Card information
- Print account statements



If you should need support at any time navigating through the Parent Portal or accessing your account, please do not hesitate contacting Ms. Christine or me.

Best Regards,

Shelly Poe, Principal