

Dear Parents,

We have some exciting news to share with you about our new system that will be used for our registration and tuition payments. Our goal is to make your experience more convenient and accessible. With the new system, you will have access to a centralized online platform that simplifies registration, provides an interactive calendar, and allows you to download and upload important documents. Additionally, there is a user-friendly app that enables teachers to share class posts, pictures, and videos with you, helping you stay updated on your children's classroom activities and receive announcements easily.

To get started with the parent portal, please visit the following link: <https://fbroswell.ourschoolhangout.com/Account-Setup> to create your account.

Please note that it is essential to **create the primary account first**. This account will serve as the primary point for making tuition payments and is also the primary contact for email/app communications. Once the primary account is set up, you can then easily add your children and your spouse's information by using the "**Add Family Members**" button. After adding your children and family members, press the finish button to complete the account creation process.

Once your account has been approved, you will receive an email notification granting you access to the site. You can then download the app from the **Apple App Store or Google Play Store**. Simply search for the app name: "**Our School Hangout App**".

The app and the website use the same username and password you created during the online account setup process. Attached is a "Getting Started" guide for the app, providing you with a quick overview to familiarize yourself with its key features and functionalities.

If you have any questions or require assistance, please don't hesitate to reach out to us. We are here to support you!

We appreciate your cooperation and look forward to providing you with a more streamlined and user-friendly experience through our new parent portal Our School Hangout.

Best regards,
