

Nettle Creek School Corporation
297 E. Northmarket Street
Hagerstown, IN 47346
765-489-4543
www.nettlecreekschools.com
Small School. Big Experience



Nettle Creek Discovery Preschool Billing Update

Discovery Preschool Families,

Thank you for your patience and flexibility as we have transitioned to a new billing system this year. We know there have been some initial challenges, and we appreciate your grace. We are actively working to resolve these issues to ensure a much smoother process for everyone moving forward.

Step One – Email Address

Notifications and invoice alerts will be sent to the email that is entered in PowerSchool for your student. Notifications will only be sent to individuals who are selected under ‘Lives with Student’ and/or ‘Custody’

How to check what email address is entered in PowerSchool:

- Go to <https://ncsc.powerschool.com/public/home.html>
- Login with username and password
 - Can't remember. Call the HES Front Office (765) 489-4555 ext. 2402
- In the left-handed column, click ‘Forms’
- In Section 2 – Click on the blue ‘Student Contacts’
- For the contacts that have a green checkmark by ‘Lives with Student’ and/or ‘Custody’ check the email address listed
- If it is not the correct email address, please call HES Front Office (765) 489-4555 ext. 2402 and provide the correct email address
- Go Back to ‘Form’ and complete any additional forms that are still incomplete in Section 1 and 2. This will ensure you have the most up-to-date information.

Example:

The screenshot shows the 'Student Contacts' form for a student named Schaeffer. The form is divided into two sections: 'Mother' and 'Father'. The 'Mother' section is active, showing contact information and a list of roles with checkboxes. A red arrow points to the email address field, and another red arrow points to the 'Lives with Student' checkbox.

Role	Checkmark	Email Address
Mother	No Changes	
(Home)		
(Mobile)		
(Work)		
@nettlecreek.k12.in.us		
Lives with Student	✓	
Custody	✓	
School Pickup	✓	
Emergency Contact	✓	
Data Access	✓	

Step 2 – ParentSquare Notification Settings

Ensure that your ParentSquare account is set up to receive notifications.

How to check settings:

- Log into ParentSquare: <https://www.parentsquare.com/signin>
- In the top right corner, click on your name.
- Select ‘Manage Account’
- In the column on the right side of the page, under the Settings heading, click ‘Notification Settings’
- You have three choices:
 - Off – you will not receive notifications
 - Instant – you will receive notifications instantly
 - Digest – You will receive notifications between 6:00-6:30 pm each evening
- You will need to select ‘Instant’ or ‘Digest for email, text, and app to receive notifications.

Notification Settings: Emily Schaeffer



URGENT ALERTS & NOTICES ⓘ

Sent to all emails and phones and cannot be disabled

On

NOTIFICATIONS FROM SCHOOLS

Enable or disable notifications from all schools. If you disable all and still want to receive notifications from certain schools, you can enable individually below.

Change

GENERAL ANNOUNCEMENTS & MESSAGES ⓘ

Notification frequency applies to posts only

SCHOOL ALERTS ⓘ

✉ Email

💬 Text

📱 App

Hagerstown
Elementary School

Off Instant **Digest**

Off Instant Digest

Off **Instant** Digest

On

Hagerstown Jr. Sr.
High School

Off Instant **Digest**

Off Instant Digest

Off **Instant** Digest

On

eschaeffer@nettlecre
ek.k12.in.us (Staff)

Nettle Creek School
Corporation

Off Instant **Digest**

Off Instant Digest

Off **Instant** Digest

On

eschaeffer@nettlecre
ek.k12.in.us (Staff)

703-548-6207

Step 3 – Pay Preschool Bill

There are two methods to pay your preschool bill.

1. You can bring cash or check to the Administration Office Monday through Friday from 7:30 am to 4:00 pm.
2. You can also pay your invoice through ParentSquare.

****Please do not utilize the ParentSquare app to pay. (The push notification will send you to the app. It will not work for payment) You must sign in at <https://www.parentsquare.com/signin>**

You may make payments via the text message and email message links. If the links do not work, please refer to the ParentSquare website.

How to Find & Pay Preschool Invoice on ParentSquare

1. Please log into ParentSquare <https://www.parentsquare.com/signin>
2. If you have account already please sign in or if you do not have an account please register.

ParentSquare



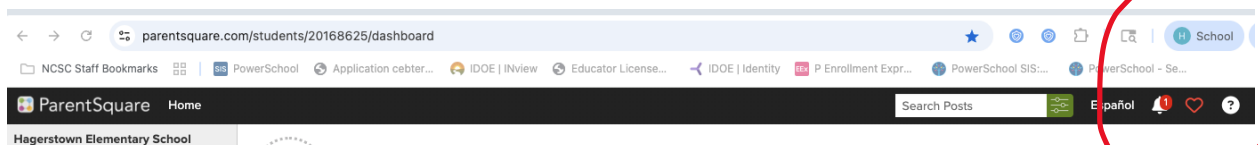
Download the ParentSquare mobile app

Send and receive school communications on the go

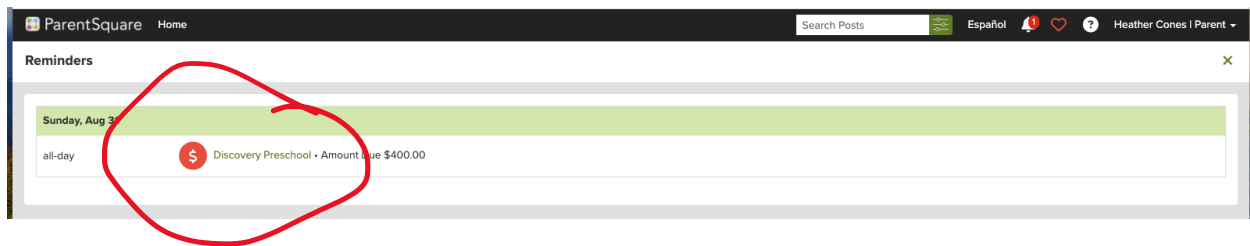


The image shows the ParentSquare website's login and registration interface. On the left is the 'Sign In' form with fields for 'Email or Phone Number' and 'Password', a 'Sign In' button, a 'Forgot password?' link, and options to 'Sign In with Google' or 'Sign In with Microsoft'. On the right is the 'Register' form with an 'Email or Phone Number' field, a 'Get Started' button, and a note: 'You must use the email/phone you provided to your school'. The entire login/register section is circled in red.

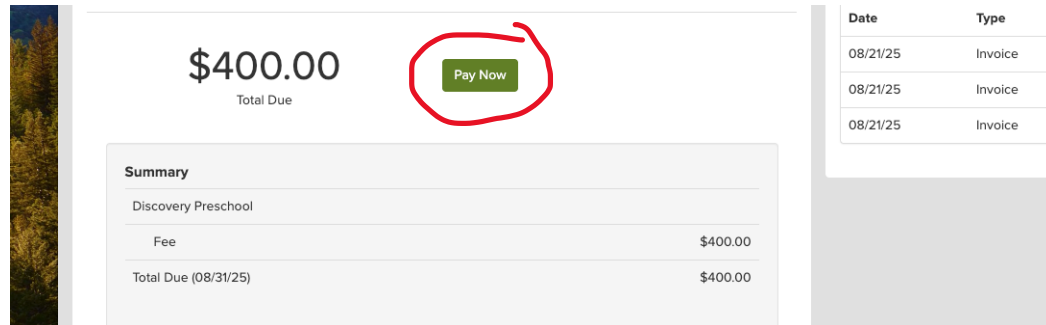
3. Click on your student's name
4. Then go to the Bell icon (reminder) on the top right tool bar.



5. Once you click the Bell icon you will see the reminder about the Preschool payment due.



6. Click on the green words Discovery Preschool and the invoice should pop up to pay.



7. Click on the Pay Now and enter your card information and click the Pay\$

