



## Welcome back to Holy Child Academy!

Below you will find directions for accessing important information from Holy Child Academy's website - [www.holychildacademy.org](http://www.holychildacademy.org).

The **"News & Announcements"** section will serve as our main form of communication within the school community. Listed here you will find important correspondence, forms, flyers, etc., that will be updated every Thursday by 4 p.m. Please check the website frequently (on occasion additional items may be posted; a special "pop-up" announcement will be posted for emergency school closings, or game cancellations/postponements due to inclement weather, etc.).

### Directions for retrieving "News & Announcements"

- Go to [www.holychildacademy.org](http://www.holychildacademy.org)
- click on "News & Announcements" listed under the Headlines section of homepage
- click on document
- read and/or print

### "Parent Portal"

The **"Parent Portal"** will provide private information such as parent directory additions/updates, homework assignments, Parent Association news and other sensitive school information.

- Go to [www.holychildacademy.org](http://www.holychildacademy.org);
- Click on "Parent Login" button on homepage
- enter password: **Cornelia**

You'll also find on the homepage a section labeled **"School Calendar"** which lists upcoming events.

Please sign-up to receive all "News & Announcements" via e-mail. Directions are on the next page.

## Directions for receiving “News & Announcements” via e-mail

Below you will find directions for receiving important information from Holy Child Academy’s website - [www.holychildacademy.org](http://www.holychildacademy.org), by e-mail.

- go to [www.holychildacademy.org](http://www.holychildacademy.org);
- click on “Campus Life” from main navigation bar (top);
- click on “School News”;
- click on alerts button (see below);

[Home](#) > [Campus Life](#) > [School News](#)

### School News

Communication on many levels is essential for our busy community. Holy Child Academy updates the "Headlines" section on the homepage of the website weekly, mails letters home with very important or sensitive information (e.g., a flu outbreak), and publishes the newsletter "Currents" three times a year. Our communication procedures are designed to be seamless and thorough. However, if you have a question that is not answered, we hope you will always feel free to call.

Keyword(s):

Category:

Date:



- This will bring up the “site alerts” page, if you are a “new” user you will sign-up to become a site member, or if you are a “returning” site member you will login;
- Under “Select New Categories,” click on Holy Child Community News;
- Click on “update settings.”

If you have any questions or need assistance, please do not hesitate to call Corrie Bowen at ext. 150.