



Brightwheel is a free app that is new and easy to use with a little training. As parents, you will be responsible for Checking In/Out on the Classroom Tablet everyday. You will also receive updates and messages from your child's teacher in real time to give a better understanding of your child's day. We are super excited to work together with all our parents to make this a success!

## Changing Information

You will be able to make any changes to your child's profile. **Please add a nice picture for your child, this will help with Checking In/Out.** We are asking you to add or change any addresses or contacts.

If someone other than you is picking up your child, **YOU** need to invite them and give them a sign in code.

- ★ **This means if you have someone picking your child up without a code, Licensing will not allow us to release them into their care! So please make sure you sign up grandma, grandpa, nanny, babysitters, etc. because they will receive their OWN code.**

## Check in

1. Tap your child's photo
2. Choose YOUR name
- ★ Every parent/ guardian will receive an individual 4 digit PERSONAL CODE; you will need to remember this 4 digit password. **You cannot use anyone else's code to sign a child in.**
3. Enter in your 4 digit code.
4. Done! Your child is signed in and ready to say goodbye!

## Check Out

1. Tap your child's photo at pick up
2. Choose your name.
3. Enter in your 4 digit code. Remember it is specific to you!
4. See you later! Your child is signed out

## Checking Messages

Your child's teacher can upload pictures, videos, and any updates about your child or their day. Although we will try to update as regular as possible, we are extremely busy with our student's learning and safety. We will keep posts to a minimum.

- ★ **REMEMBER! Brightwheel is a classroom tool. Pictures are NOT allowed to be posted to social media sites such as, Facebook, Snapchat, Instagram, Twitter, etc.**

## Paying Tuition

We will be invoicing and using Brightwheel beginning in October to have a pay online option. September tuition and supply fee can be paid with Check, Money Order or Bank Draft.