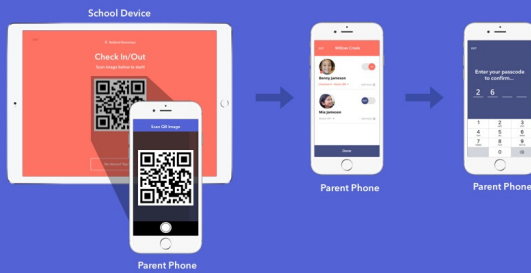


Check In/Out

1. Scan QR Image on school device or printout
2. Check in/out
3. Enter Code

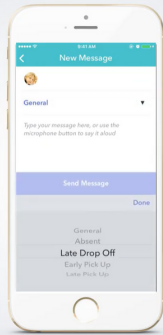


Finding your code:

Click on the 3 horizontal lines in the corner of your screen, choose **Edit Profile**, and scroll to the bottom. You can edit your code by clicking on the **Edit Icon** located next to your code.

Please note: If you have a family member or friend picking up your child, we will need a message/call confirming their name. They must have a photo ID ready upon arrival.

Messaging



To send a message:

Go to your child's profile and click the message icon, select your message type, add a note and send.

Please note: These messages are viewable by all teachers, all parents/family members within the student profile, and school administrators. We ask that greater concerns or questions be directed via phone/email to our directors, rather than the app.

Billing

Add a Payment Method

- Bank Account Credit Card

Connect Your Bank Account

OR

Add your account manually

Setting up billing:

STEP 1: Sign into your account and click "Set Up Billing"

STEP 2: Click "Payment Settings"- Invoices will also appear here.

STEP 3: Click "Add Payment Method"

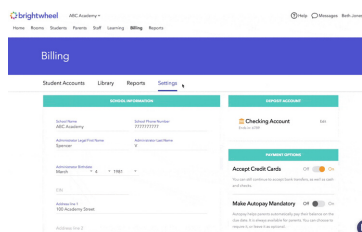
STEP 4: Once you successfully verify your payment method, you can pay your invoices here on your main payments page.

Please note: You will always be paying for the following week of care. Tuition must be paid in full by Friday.

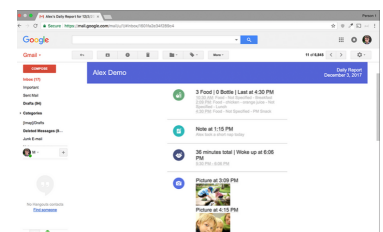
Other Features

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

Family/Approved Pickup



Automatic Payments



Daily Report Emails