Brightwheel: How To Guide

SELA is upgrading our Teacher-Parent communication systems for the 2022-2023 School Year!

We are pleased to introduce a new APP that we will be using for Parent-Teacher communications as well as student pick up and drop off permissions, and attendance. Brightwheel is a wonderful new app that will make our communication with families much more efficient! Please read below for very important information about this new app.

As a Reminder, SELA will be Using Brightwheel for:

1. ALL SCHOOL Pick up and drop off permissions *(replacing Fetchkids)*
2. ALL SCHOOL Emergency alerts from SELA *(replacing Tadpoles)*
3. EGE Pictures and videos *(replacing Tadpoles)*
4. EGE Daily reports for Infants/Toddlers *(replacing Tadpoles)*
5. EGE Naptime/potty training updates for Preschool *(replacing Tadpoles)*
6. **IMPORTANT NOTE:** SELA is NOT using the billing feature within Brightwheel. Please disregard this feature as we will continue using the TADS program for billing.

Easy Initial Setup: See a full video tutorial [HERE](#)!

1. Create a free Brightwheel account. When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to. [HERE](#) is a quick video overview.
2. Set your account preferences. You can adjust your notification preferences within your profile settings on the app.

Add Details to Your Child's Profile:

1. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
2. You can also add photo of yourself and child(ren)

What To Do During Pick Up and Drop Off:

1. When you arrive to SELA, open your Brightwheel app.
2. When a SELA staff member arrives to your car, they will provide you with a QR code.
3. Within the app, at the bottom, select the option "Check in/out"
4. This will open the camera function within your app, allowing you to scan the QR code.
5. Scan the code. Your child's name(s) will appear on your screen. Select the option to check in or check out, as appropriate.
6. Select "confirm" to finalize this action.
7. Enter your 4-digit code for verification.
   1. ***HINT: If you continue to forget your pre-assigned code, select the 3 lines in the top left of the app, select Profile. Here is where you are able to view your code, and you are also able to can change your code to a custom number of your choice.

Add Your Student Contacts and Pickup/Drop Off Team:

SELA will be using Brightwheel as the main system for ALL STUDENT pickup/drop off. Make sure you add your team prior to the first day.

Adding a new Contact is Easy! Follow the steps below, or view full detailed instructions HERE.

1. Within your app, select your child (or one child at a time).
2. Select Profile. Scroll down to CONTACTS and select the + sign. Decide which typ of contact you are adding:
    1. **Parent**: Can see all updates in the Daily Feed, Can edit the student's profile information, Can send messages to the childcare provider, and receive messages in a thread shared between all staff members and Parent contacts associated with the student, Can add or remove other contacts from the student's profile.
    2. **Family**: Can see all updates in the Daily Feed, Can send messages to the school, but cannot receive messages or see sent/received messages. Cannot add or remove other adults from the student's profile, Cannot edit student's profile information
    3. Approved Pickup: Can check the student in/out, Cannot see updates in the Daily Feed, Cannot add or remove other adults from the student's profile, Cannot edit student's profile information, Cannot send/receive messages.
    4. **Emergency Contact:** Is the only Contact Type that does not get an invitation to join brightwheel upon being added and cannot create an account, Has no access to the student's profile within brightwheel. This is simply a reference for contact information.
3. NOTE: SELA is not using the billing feature within Brightwheel. Please disregard this feature.

RETURNING FAMILIES: Were you previously using Tadpoles or Fetchkids?

Brightwheel is REPLACING these apps beginning August 27, at that time please feel free to remove them from your personal devices.

SELA is canceling our Tadpoles School account as of December 1.

As of Dec 1, Parents and SELA will NO LONGER have access to any of the pictures and videos within the Tadpoles app.

Please take a moment now to go through and download any pictures and videos that you would like to save. HERE is an efficient way to do a bulk download of all pictures and videos.

We're excited to be adding this state-of-the-art system and hope you enjoy it, but please be patient with our staff as this is a new system for us to learn too!