



SELA

The International Private School

BRIGHTWHEEL – HOW TO GUIDE

Learn About Brightwheel!

If you are a current family with SELA, you know that we love using Brightwheel. There is no action needed on your part aside from double checking your approved pick up team for the new year.

If you are a new family with us this year, let us introduce you to this great app that you can download right on your phone!

SELA is using Brightwheel for:

1. ALL SCHOOL Arrival & Dismissal permissions
2. ALL SCHOOL Emergency alerts from SELA
3. ALL SCHOOL Pictures and videos
4. EGE Daily Reports for Infants/Toddlers
5. EGE Naptime/potty training updates for Preschool
6. **IMPORTANT NOTE:** SELA is NOT using the billing feature within Brightwheel. Please disregard this feature.

Easy setup beginning August: See a full video tutorial [HERE!](#)

1. Download the free Brightwheel APP anytime to get started *make sure to use the same email/phone on file at SELA
2. **New Students will be added into the Brightwheel system in August**
3. After your child has been added into the system, you will receive an invitation via email or text. At that time, please link to your 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.
4. 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. Once your app is set up and linked to your child & SELA, you will see your child's profile in the APP.
2. If you do not see your child's profile, please contact us.
3. Click on their "profile" and edit information such as birthdays, allergies, add a photo of your child, etc.
4. Add additional contacts (*see below for dismissal permission*) to your pickup/drop off team.
 - a) **"Parent"** should be reserved for parents only; **"Family"** will receive daily updates & photos/videos, have access to messages, and receive a check in/check out code; **"Approved Pickup"** will only receive a check in/check out code; **"Emergency Contact"** will not receive any updates or a check in/check out code

Authorization for student dismissal through Brightwheel:

1. SELA uses Brightwheel as a secure way to check your child in and out of school each day and to ensure anyone picking up a child has direct consent from the parent/guardian.
2. Within the app, add contacts to your child's profile as an "approved pick up" to create your team.
3. Anyone helping out to drop off and/or pick up your child must have this app shared with them and **must be added by the parent to the child's profile as an Approved Pickup. Sharing Brightwheel codes is not allowed.**

What To Do During Student Arrival & Dismissal During the School Year:

1. Prior to arriving, open your Brightwheel app to ensure you know your unique 4-digit code
2. When a SELA staff member arrives at your car, they will ask you for your 4-digit code
3. The staff member will enter your code in their school-version of the app
4. This will allow the staff member to check in your child to school.

If you switched SELA locations (Hingham/Norwell):

Brightwheel cannot merge student accounts attending both locations, so each child will have 2 accounts. On your app you will see your child(ren)'s names listed two times each. In order to differentiate, your child(ren)'s name will have either an "H" or "N" at the beginning of their name indicating the difference between their Hingham or Norwell account. Please be sure when sending a message to your child's teacher/admin through Brightwheel, that you are selecting the correct account for which location they are attending that day. Note that this does NOT affect your Brightwheel code at all. Your code will remain the same as it is now for both locations. Your approved pick up contacts will not carry over, you will need to re-add any of these contacts to your child(ren)'s profile.