



It is important that you download the Brightwheel app as this will be the main form of communication between parents and teachers. Through the app you will have access to classroom news, diaper changes for toddlers, incident reports, updates on your child's day, and messages directly from your child's teacher.

Please follow the steps below to create a Brightwheel account:

1. **Create a Brightwheel account.** When you receive an invitation via email, please create a parent account using the mobile app.
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. You can also add additional contacts onto the approved pick-up list.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.

Note to Beginner and Explorer Parents:

In your Brightwheel profile through the app, you will find your unique 4 digit check-in code that you will use each day to check your student in and out of the classroom. This code can be changed at any time through your profile on the app.

If you have any questions regarding your Brightwheel profile, you can contact Katie Zeller at kzeller@thedayschool.org.