



Dear Parents,

After you enroll your child, you will be invited by email to join brightwheel, a free mobile and web app for early education schools, childcare centers daycares, teachers, and families. We will be communicating with parents via brightwheel, as well as, using it as our secure check in/out system,. *Therefore, please complete all account information and upload all pictures, prior to your child's first day of attendance. This includes you inviting anyone who will be checking in and/or out your child. Please include the emails for these individuals and their phone number. This all must be setup in order for your child to attend.*

Yours in Learning,
Ms. Fielding

Steps to get started AFTER you receive the email invitation:

Download the free [iPhone/iPad](#) or [Android](#) apps, or sign up from the [Web](#).
Select **Create Account**, then choose **Parent** and **Join a school**.

IMPORTANT:

- When signing up, be sure to use the same email by which you receive the invitation. Your secure invitation is assigned to that email address only.
- Please enter the name, phone number, and email address of everyone authorized to drop off and pick up your child. brightwheel will automatically send them an email invitation to sign up.
- We must have all information for emergency purposes.

Billing Information:

In addition to the email inviting you to join brightwheel, you will receive a billing email invite to set up your ACH . You may go to <https://drive.google.com/file/d/0B4VyNxjrazCOWUg4dDFIYVRBSkU/view> for instructions on how to complete your ACH sign-up.

Common questions:

- What is my check in code?* You will receive a default four digit check in code. You can change this under 'My Profile' after signing up.
- How should I use brightwheel?* Our [getting started](#) hub has lots of quick videos and guides to help you get the most out of our product.
- Questions?* Email us at support@mybrightwheel.com. We're always here to help!



Benefits to Parents

- More connected to their child's development
- Always in the know with messaging
- Everything in one place - no need to find answers in emails or printed documents



TUITION PAYMENTS and FEES

Tuition must be paid by **ACH** through your bank account. Please keep in mind that tuition is due on Friday for the following week of school.

There is a **\$1.00** ACH transaction fee deducted from your bank account per tuition payment.

Should you have non-sufficient funds (**NSF**) when the ACH is processed, your ACH transactions may be charged a non-sufficient funds (NSF) fee from your bank or credit union, which is generally the same amount as an overdraft fee. In addition, declined payments to Honey Tree and Branches Academy will trigger a returned item fee of **\$30.00**.

Student's Name _____

Parent's Signature _____

Date _____

