

WELCOME TO FINS!

INTRODUCTION TO
USING THE
BRIGHTWHEEL APP
FOR
FINS SUMMER CAMP
STAFF



**DOWNLOAD THE
BRIGHTWHEEL
APP FOR YOUR
MOBILE DEVICE**



**NATURE STORY
MONTESSORI**

**STAFF
BRIGHTWHEEL
INSTRUCTIONS**

Brightwheel can be used as an app
on your phone or by going to
mybrightwheel.com

We highly suggest downloading the
app and enabling notifications to
receive real time contact and
communication

CREATE YOUR BRIGHTWHEEL ACCOUNT

Close Jessica Save

Personal Details

Jessica

Account Info

Phone Numbers

Phone 2

Rooms

Assigned Rooms All

Check-in/out

Code

YOU WILL NEED TO
DOWNLOAD THE
APP AND CREATE
YOUR ACCOUNT.

YOU WILL HAVE A
FOUR DIGIT CODE
LISTED. THIS CODE
WILL BE WHAT
YOU USE TO SIGN
IN AND OUT OF
WORK AND
REFLECT YOUR
TIME SHEETS.



**CREATE YOUR
BRIGHTWHEEL
ACCOUNT**



**NATURE STORY
MONTESSORI**

**BRIGHTWHEEL
INSTRUCTIONS**

**MAKE SURE YOUR PROFILE
IS COMPLETELY FILLED OUT
WITH THE CURRENT AND
CORRECT INFORMATION!**

**YOU MUST ADD A PICTURE
TO YOUR PROFILE!**

STUDENT PROFILES

CALLING PARENTS

Profile Save

First Name Sawyer

Last Name [REDACTED]

Birthday [REDACTED]

Status Active >

[REDACTED]

None

None

ROOMS

Homeroom FINS 2026 >

Others No Rooms Assigned >

CONTACTS

JS Jessica [REDACTED] Parent

ZS Zachary [REDACTED] Parent

Call



STUDENT PROFILES:

CALLING PARENTS
ADDING ACTIVITIES
SEEING PROFILES
NEWSFEEDS



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BRIGHTWHEEL
INSTRUCTIONS

ONLY THE DIRECTOR AND LEADS SHOULD BE CALLING AND CONTACTING PARENTS. THERE ARE ONLY A FEW INSTANCES WHERE YOU WOULD CALL THEM DIRECTLY YOURSELF. IF YOU FEEL A PARENT SHOULD BE CONTACTED, REPORT IT TO THE DIRECTOR OR A LEAD AND THEY WILL HANDLE IT.

WHEN SHOULD YOU CALL A PARENT?

RARELY, IF EVER.

REASONS TO CALL PARENTS:

- THEY HAVE NOT PICKED UP THEIR CHILD
- IF THE DIRECTOR OR LEAD TELLS YOU TO
- AN EMERGENCY

NEWSFEED



Sawyer checked in

In Prior FINS 2024 by
Zachary [REDACTED]

8:34 AM • Prior FINS 2024

Mon, Jun 26, 2023

ONLY LEADS SHOULD BE
POSTING BRIGHTWHEEL
PICTURES. IF YOU TAKE
PICTURES, PLEASE SEND
THEM TO A LEAD TO POST.



STUDENT'S
NEWSFEED:

PICTURES
NEWSLETTERS
UPDATES



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BRIGHTWHEEL
INSTRUCTIONS

WEEK OF
AUG 18, 2025

Reminders:

- Sunscreen applied
- Filled water bottle
- Lunch and two snacks
- Booster seat
- Swimsuit
- Life jacket
- Schedules are subject to change for various reasons. Refer to Brightwheel for any of these adjustments.

Welcome to Water Cycle Week! This week at camp, we're diving into Water Cycle Week: a splashy adventure into how water moves through our world! Campers will explore the stages of the water cycle (evaporation, condensation, precipitation, and collection) through fun experiments, outdoor play, games, and creative projects. We'll be making rain clouds in jars, tracking puddle changes, building mini rivers, and discovering how important water is to every living thing. Campers will also learn how to care for water sources and why conservation matters. Please pack a refillable water bottle; water friendly shoes or extra socks (we may get a little wet!); clothes for messy, hands-on fun; and a hat. It's going to be a fun and refreshing week filled with science, nature, and lots of learning through play!



In The Field:

Monday- Trout Creek Canyon Trailhead,
Water Cycle Relay: Marmots

Tuesday- Trout Creek Canyon Trailhead,
Water Cycle Relay: Otters

Wednesday- Clarks Bay, Where Does
Water Go? Marmots

Thursday- Clarks Bay, Where Does Water
Go? Otters

In The Classroom:

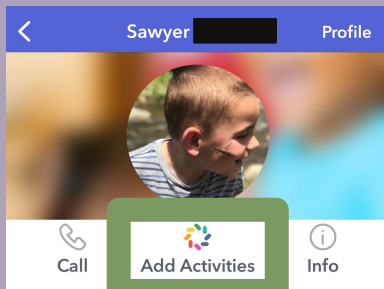
Monday- Make it Rain!

Tuesday- Make it Rain!

Wednesday- Groundwater Purification
Experiment

Thursday- Groundwater Purification
Experiment

HOW TO POST BRIGHTWHEEL PICTURES



NOTE: PARENTS CAN ONLY SEE PICTURES WHICH STUDENT IS "TAGGED" IN. IF ANOTHER STUDENT IS "TAGGED" IN THE SAME PHOTO, THEY CAN ALSO SEE THE PICTURE. MAKE SURE THE RIGHT STUDENTS ARE "TAGGED."

BRIGHTWHEEL PICTURES

WE TRY TO KEEP PARENTS UP TO DATE ON OUR DAILY ACTIVITIES USING THE STUDENT'S NEWSFEED. WE POST PICTURES, NEWSLETTERS, AND UPDATES OFTEN. WE HAVE TO KNOW WHO IS CHECKING THE STUDENT IN AND OUT EVERY DAY.

MAKE SURE YOU ARE ON TOP OF BRIGHTWHEEL PICTURES!! WE WANT TO SHARE WHAT WE ARE DOING AND WANT PARENTS TO KNOW WHAT THEY ARE LEARNING! IT MAKES FOR GREAT DINNER CONVERSATION LETTING STUDENTS "TEACH" PARENTS WHAT THEY LEARNED! LEADS WILL DIRECT YOU ON WHAT IS APPROPRIATE.

NEWSFEED PICTURES

Mon, Jun 26, 2023



Exploring Tizer Garden

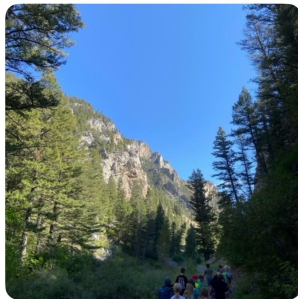
Wed, Jul 26, 2023



2:56 PM • Prior FINS 2024



Wed, Aug 20, 2025



Trout Creek Canyon on Monday!

Mon, Jun 13, 2022



With some team work, they finished a map of Europe!



BRIGHTWHEEL PICTURES



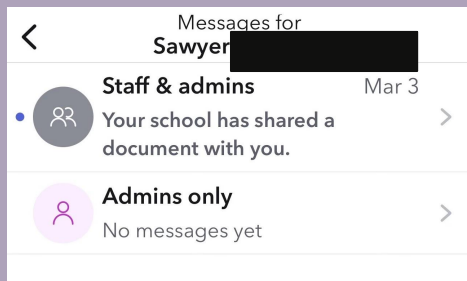
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BRIGHTWHEEL INSTRUCTIONS

BRIGHTWHEEL PICTURES ARE ONE OF THE ONLY WAYS PARENTS KNOW WHAT THEIR CHILDREN ARE DOING DURING THE DAY! THIS IS ONE OF THE BIGGEST PRIORITIES OF OUR PROGRAM!! PICTURES SHOULD BE NEAT, CLEAR, APPROPRIATE, AND HAVE PROPER ORIENTATION SO THE LEADS CAN POST THEM IMMEDIATELY.

IT IS IMPORTANT TO GET INDIVIDUAL PICTURES OF EACH CHILD AND GROUP PICTURES. THESE PICTURES SHOULD BE POSTED MIDDAY SO PARENT CAN SEE THEIR CHILD'S DAY WHILE AT WORK. SEND PICTURES IMMEDIATELY TO THE LEADS. THIS MAKES EVERY PARENT HAPPY AND REASSURED THAT THEIR CHILD IS SAFE AND IN GOOD HANDS. IF YOU DO NOT SEND IT IMMEDIATELY, BETTER LATE THAN NEVER. PARENTS DO NOT KNOW THE HARD WORK YOU PUT IN UNLESS WE SHOW THEM! SO LET'S SHOW THEM!

PARENT MESSAGING



**EVERYONE
CAN SEE**

**ONLY ADMIN
CAN SEE**

WHEN PARENTS SHOULD USE ADMIN ONLY (ADMIN-PARENT) MESSAGING:

- **BILLING QUESTIONS**
- **DIRECTOR QUESTIONS/COMMENTS**
- **CONCERNS**
- **SENSITIVE INFORMATION**
- **FEEDBACK**

WHEN PARENTS SHOULD USE STAFF & ADMIN (STAFF-PARENT) MESSAGING:

- **TO ASK QUESTIONS**
- **TO LET US KNOW ABOUT ABSENCES**
- **INFORM US OF ANY CHANGES**
- **GENERAL COMMUNICATION**
- **TO PRAISE THE STAFF!**



**BRIGHTWHEEL
MESSAGES:**

**ADMIN-PARENT
PARENT-STAFF
NO CELL PHONE RULE!
WALKIE TALKIES**



**NATURE STORY
MONTESSORI**

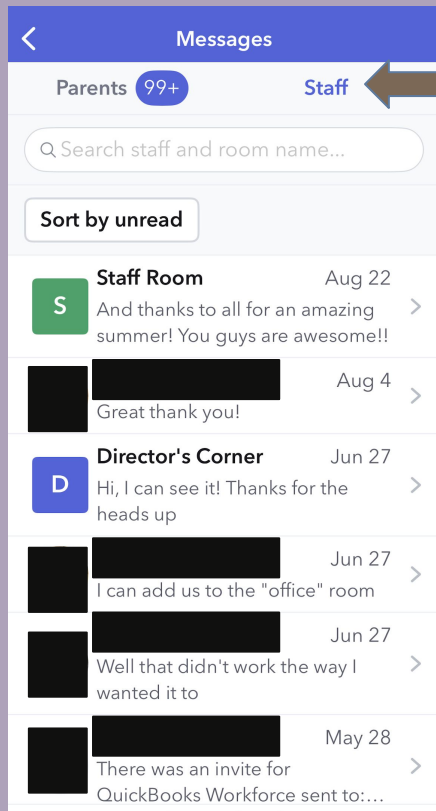
**BRIGHTWHEEL
INSTRUCTIONS**

WE USE BRIGHTWHEEL MESSAGES TO COMMUNICATE WITH OUR FAMILIES. WE FIND IT IS THE EASIEST WAY TO STAY IN TOUCH AND MAKE SURE WE CAN REACH WHO WE NEED TO WITH EASE, ALL IN ONE PLACE.

THERE ARE TWO WAYS FOR PARENTS TO MESSAGE US. ONE IS THROUGH AN ADMIN-PARENT MESSAGE THREAD WHICH CAN ONLY BE SEEN BY THE ADMINS/LEADS. THE OTHER IS THE STAFF-PARENT MESSAGES WHICH CAN BE SEEN BY THE ADMIN AND ALL THE STAFF. ONLY CERTAIN STAFF ARE ALLOWED TO SEND BRIGHTWHEEL MESSAGES. IF YOU FEEL A MESSAGE OR REPLY SHOULD BE SENT OUT, CONTACT THE DIRECTOR OR LEADS. WE USUALLY TRY TO WEAR SMARTWATCHES TO GET NOTIFICATIONS TO BE ALERTED TO ANY COMMUNICATION.

WE DO NOT CARRY OUR CELL PHONES ON US! WE USE WALKIE TALKIES!! CELL PHONES ARE FOR BRIGHTWHEEL ONLY!! LEADS WILL DIRECT YOU ON WHAT IS APPROPRIATE CELL PHONE USE.

STAFF MESSAGING



**ONLY STAFF
CAN SEE**

**WE DO NOT CARRY
OUR CELL PHONES
ON US! WE USE
WALKIE TALKIES!!
CELL PHONES ARE
FOR BRIGHTWHEEL
ONLY!!**

**LEADS WILL DIRECT
YOU ON PROPER
USE OF WHEN AND
WHERE TO USE
YOUR CELL PHONE
TO TAKE PICTURES,
IF AT ALL.**



**BRIGHTWHEEL
MESSAGES:**

**STAFF TO STAFF
MESSAGING**



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**BRIGHTWHEEL
INSTRUCTIONS**

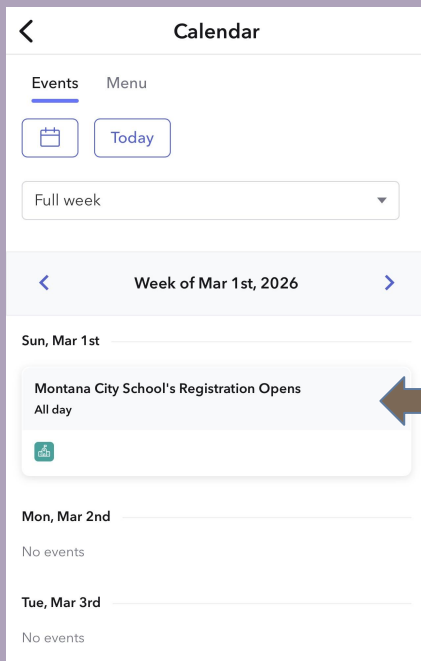
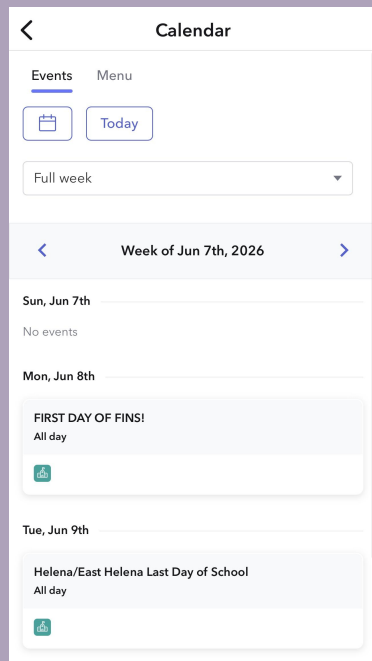
**WE USE BRIGHTWHEEL MESSAGES TO
COMMUNICATE WITH OUR STAFF.**

**YOU WILL ALSO USE BRIGHTWHEEL MESSAGES
TO COMMUNICATE WITH EACH OTHER. YOU CAN
MESSAGE AN ENTIRE ROOM WHICH WILL BE
SEEN ONLY BY THE STAFF WHO HAS ACCESS TO
THAT ROOM OR INDIVIDUAL STAFF MEMBERS.**

**BE CAREFUL AND DOUBLE CHECK THAT YOU
ARE STAFF MESSAGING AND NOT PARENT
MESSAGING!**

CALENDAR

WEEKLY TOPICS
SCHOOL CALENDARS
SPECIAL EVENTS



CALENDAR:

WEEKLY TOPICS
SCHOOL CALENDARS
SPECIAL EVENTS



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BRIGHTWHEEL
INSTRUCTIONS

WEEKLY TOPICS
SCHOOL CALENDARS

BRIGHTWHEEL COMES OUT WITH NEW FEATURES HERE AND THERE WHICH WE TRY TO UTILIZE AND LEARN. THE CALENDAR IS ONE OF THEM.

WE WILL TRY TO POST TOPICS AND EVENTS IN THE CALENDAR. WE TRY TO KEEP UP WITH THE PUBLIC SCHOOL CALENDARS TO SEE WHEN STUDENTS FINISH AND RETURN TO SCHOOL.

IF YOU HAVE ANY OTHER IDEAS ON HOW TO USE THE CALENDAR, LET US KNOW!

HOW TO TALK TO PARENTS

THE DIRECTOR AND LEADS ARE IN CHARGE OF TALKING TO PARENTS. SPEAKING TO PARENTS ABOUT THEIR CHILDREN CAN BE TRICKY AT TIMES. PROPER COMMUNICATION MATTERS.

USUALLY, WHEN A PARENT WANTS TO CHAT, IT IS ABOUT AN ISSUE. THAT IS NOT YOUR RESPONSIBILITY! HOORAY! LEAVE IT UP TO THE DIRECTOR AND LEADS TO HANDLE!

THERE MAY BE SOME OF YOU THAT WE ASK TO MESSAGE PARENTS IN CERTAIN SITUATIONS. IN THOSE INSTANCES, WE ASK THAT YOU RUN ANY MESSAGES BY THE LEADS/DIRECTOR PRIOR TO SENDING IT OUT!



HOW TO TALK TO PARENTS:

ONLY BE POSITIVE



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**BRIGHTWHEEL
INSTRUCTIONS**

HOW TO TALK TO PARENTS

WHEN PARENTS PICK UP THEIR CHILDREN, THEY MAKE ASK YOU QUESTIONS ABOUT THEIR DAY. IF YOU CAN SHARE SOMETHING POSITIVE, YOU MAY DO SO BUT YOU MAY NOT SHARE ANYTHING NEGATIVE. IF THERE WAS SOMETHING NEGATIVE, BRING IT UP TO THE LEAD AND NOT THE PARENT.

SUGGEST THAT THE PARENT ASKS THE QUESTION ON BRIGHTWHEEL SO THE LEAD CAN ANSWER IT FOR THEM.

IF A PARENT MESSAGES ON BRIGHTWHEEL AND DOES NOT GET A RESPONSE, LET A LEAD KNOW, WE MAY HAVE JUST MISSED THE NOTIFICATION!

SOME OF MY FAVORITE 25 WAYS

1. Connect Before You Direct
2. Address the Child
3. Get Down to the Child's Level
4. Use Simple Words
5. Ask the Child to Repeat the Request Back to You
6. Use Gestures
7. Be Positive
8. Begin your Directives with "I want."
9. "When...Then."
10. Legs First, Mouth Second
11. Give Choices
12. Speak Developmentally Correctly
13. Use Simple Sentences
14. Speak Psychologically Correct
15. Use Simple Words
16. Talk the Child Down
17. Settle the Listener
18. Replay Your Message
19. Use Simple Words
20. Use Simple Sentences
21. Use Simple Words
22. Give Advance Notice
23. Use Simple Words
24. Use "When You...I Feel...Because..."



HOW TO TALK TO CHILDREN

25 WAYS TO TALK TO KIDS



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BRIGHTWHEEL INSTRUCTIONS

HOW TO TALK TO CHILDREN

CHILDREN ARE TINY PEOPLE WHO APPRECIATE BEING SPOKEN TO LIKE A TINY ADULT. YELLING, SCOLDING, AND OTHER AGGRESSIVE TECHNIQUES ARE NOT WELCOME HERE AT NATURE STORY.

THERE WILL BE A COPY OF THE 25 WAYS TO TALK TO KIDS FOR YOU TO REVIEW. SOME OF MY FAVORITES ARE LISTED.

STAFFING SCHEDULE

< Home Schedules

Jun My schedule Staff

All rooms

8 Mo

07:30 am - 04:00 pm FINS 2026

08:00 am - 05:00 pm FINS 2026

08:00 am - 04:00 pm

9 Tu

07:30 am - 04:00 pm FINS 2026

08:00 am - 05:00 pm FINS 2026

08:00 am - 05:00 pm FINS 2026

08:00 am - 05:00 pm FINS 2026

08:00 am - 04:00 pm

THE STAFF SCHEDULE WILL BE SENT OUT THE WEEK PRIOR ON BRIGHTWHEEL. YOU ARE EXPECTED TO GET YOUR SHIFTS COVERED SHOULD YOU NOT BE ABLE TO MAKE YOUR SCHEDULED SHIFT. SHOULD THERE BE ANY CHANGES TO THE SCHEDULE THE DIRECTOR WILL NEED TO BE NOTIFIED AND APPROVE THOSE CHANGES AND WILL CHANGE IT IN BRIGHTWHEEL.

OUR PROGRAM RUNS FROM 7:30 AM TO 5:30 PM. WE HAVE SOME STAFF THAT PREFER TO WORK OPEN TO CLOSE 4 DAYS A WEEK AND OTHERS THAT WANT TO DO A FEW HALF DAYS IN THE CLASSROOM. WE ARE FLEXIBLE BUT YOU HAVE TO COMMUNICATE WHAT YOU WANT AND WE WILL DO OUR BEST TO ACCOMMODATE.



STAFFING SCHEDULE:

ON BRIGHTWHEEL

REQUEST OFF AT
NATURESTORYMONTESSORI.COM/STAFF



NATURE STORY
MONTESSORI

BRIGHTWHEEL
INSTRUCTIONS

STAFFING SCHEDULE

TIME OFF REQUESTS SHOULD BE MADE WEEKS IN ADVANCE AND ARE NOT GUARANTEED. REQUEST TIME OFF BY FILLING OUT THE GOOGLE FORM AT [NATURESTORYMONTESSORI.COM/STAFF](https://naturestorymontessori.com/staff)

APPROVED REQUESTED TIME OFF WILL APPEAR IN RED IN THE STAFF SCHEDULE ON BRIGHTWHEEL.

MOST SCHEDULES ARE FULL DAYS. THERE ARE NO LUNCH BREAKS. YOU EAT WITH THE KIDS, ESPECIALLY ON FIELD TRIPS.

STUDENT/ROOM SCHEDULES

< Home Schedules

Jun My schedule Staff **Students**

All rooms

8 Mo

[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026
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[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026
[Redacted]	07:30 am - 05:30 pm	FINS 2026

THESE ARE THE SCHEDULED DAYS IN WHICH EACH STUDENT HAS SIGNED UP FOR. WE USUALLY PUT THE ABSENCES IN THERE WITH ADVANCED NOTICE. IF YOU SEE A CHILD IS PRESENT BUT IS NOT ON THIS SCHEDULE, MAKE A NOTE OF IT.

EACH STUDENT SHOULD HAVE TWO MATCHING SCHEDULES. ONE FOR FINS 2026 AND ONE FOR THEIR OWN CLASSROOM FOR ATTENDANCE. YOU CAN SELECT THE ROOM FROM THE DROP DOWN MENU.



STUDENT/ROOM SCHEDULES

COUNT YOUR CAMPERS!!



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INSTRUCTIONS

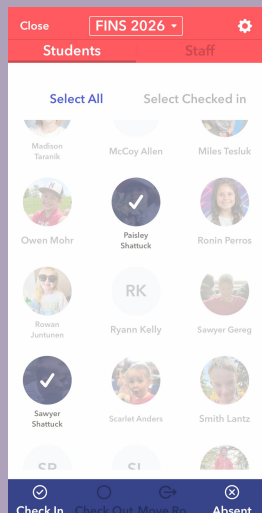
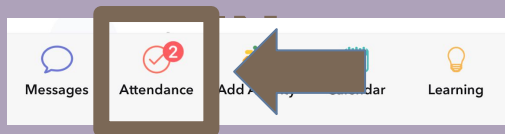
STUDENT/ROOM SCHEDULES

ALL FINS STUDENTS WILL HAVE A SCHEDULE IN FINS 2026. THEY SHOULD ALSO HAVE A SCHEDULE WITH WITH THEIR ROOM.

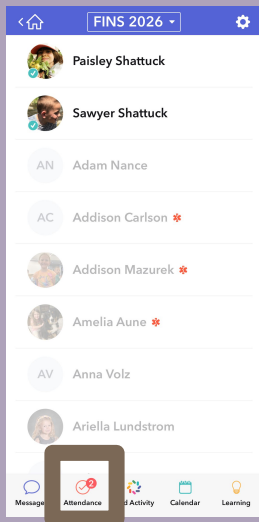
THEY WILL ALSO HAVE A SUBROOM WITH THEIR GRADE AND THEN A MAIN HOMEROOM.

WE DOUBLE IN ENROLLMENT EVERY YEAR AND TRY OUR HARDEST TO STAY ORGANIZED SO THINGS MAY SHIFT AROUND OR IF YOU HAVE ANY SUGGESTIONS, PLEASE LET US KNOW.

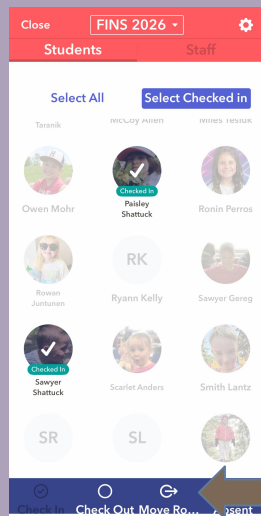
CHECKING STUDENTS



PICK A ROOM AND
SELECT GRAYED
OUT STUDENTS IF
PARENTS DID NOT
CHECK THEM IN



NON-GRAYED
OUT STUDENTS
ARE CHECKED IN
AND ADDED TO
ATTENDANCE
NUMBERS



IF A STUDENT IS IN
THE WRONG ROOM,
SELECT STUDENT
AND CLICK MOVE
ROOM.



CHECKING STUDENTS
IN AND OUT

MOVING STUDENTS TO
NEW ROOMS

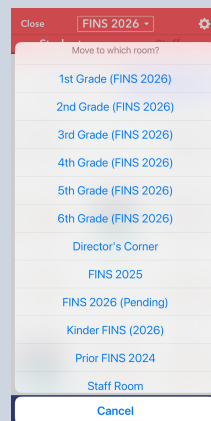
COUNT YOUR
CAMPER!



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BRIGHTWHEEL
INSTRUCTIONS

CHECKING STUDENTS OUT OR MOVING ROOMS



SELECT ROOM TO
CHECK THEM INTO
(IMPORTANT TO
CHOOSE THE RIGHT
ROOM) WE NEED TO
MAKE SURE
ATTENDANCE IS
ACCURATE!

IF A PARENT DOES NOT
CHECK A STUDENT
OUT, SELECT STUDENT
AND CLICK CHECK
OUT. THEY SHOULD
NOW BE GRAYED OUT.

