

# WELCOME TO FINS!

## INTRODUCTION TO USING THE BRIGHTWHEEL APP FOR FINS SUMMER CAMP



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



**NATURE STORY  
MONTESSORI**

**BRIGHTWHEEL  
INSTRUCTIONS**

Brightwheel can be used as an app  
on your phone or by going to  
[mybrightwheel.com](https://mybrightwheel.com)

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

## CREATE YOUR BRIGHTWHEEL ACCOUNT



The #1 platform in  
early education

.....

Sign up

Sign in

Refer your school

YOU MAY BE  
INVITED TO  
DOWNLOAD THE  
APP AND ONCE  
YOU CREATE YOUR  
ACCOUNT, IT WILL  
AUTOMATICALLY  
ATTACH TO YOUR  
CHILD(REN)'S  
PROFILES. IF NOT,  
THERE IS A CODE  
YOU CAN REQUEST  
TO LINK THE  
ACCOUNTS



CREATE YOUR  
BRIGHTWHEEL  
ACCOUNT



NATURE STORY  
MONTESSORI

BRIGHTWHEEL  
INSTRUCTIONS

ONCE A PARENT OR GUARDIAN  
HAS SIGNED UP FOR THE APP,  
THEY WILL BE ABLE TO ADD  
OTHER PARENTS OR  
GUARDIANS, FAMILY  
MEMBERS, APPROVED PICK  
UPS AND EMERGENCY  
CONTACTS

## YOUR CHILD'S PROFILE

Profile Save

First Name Sawyer

Last Name

Birthday

None

None

CONTACTS +

JS Jessica Parent

ZS Zachary Parent

## ADDING CONTACTS

Profile Save

First Name Sawyer

Last Name

Birthday

None

None

What kind of contact would you like to add?

Parent

Family

Approved Pickup

Emergency Contact

Cancel



## YOUR CHILD'S PROFILE AND ADDING CONTACTS



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## BRIGHTWHEEL INSTRUCTIONS

ON YOUR CHILD'S PROFILE, YOU WILL BE ABLE TO ADD CONTACTS FOR PARENTS AND APPROVED PICKUPS. EACH PERSON WILL RECEIVE THEIR OWN SIGN IN CODE AND MUST USE THEIR CODE WHEN DROPPING OFF OR PICKING UP A CHILD.

PLEASE MAKE SURE TO CHECK FREQUENTLY THAT ALL CONTACT INFORMATION IS CORRECT AND UP TO DATE, A PROFILE PICTURE, ADDRESS AND DOCTOR'S NAME, PHONE NUMBER

# PARENT PROFILES

**Sawyer checked in**  
In Prior FINS 2024 by  
Zachary [REDACTED]  
8:34 AM • Prior FINS 2024

Jessica [REDACTED] Save

JS  
Edit

**Personal Details**  
Jessica  
[REDACTED]

**Account Info**  
jessica [REDACTED]  
+1 406- [REDACTED]

**Phone Numbers**  
+1 406- [REDACTED]  
Phone 2

**Check-in/out**  
Code [REDACTED]  
Show code on homescreen

Jessica [REDACTED] Save

**Language**  
English (United States) >

**Send Daily Report Email**  
Paisley [REDACTED]   
Sawyer [REDACTED]

**Push Notifications**  
Check In/Out   
Photos & Videos   
Notes   
Staff & Parent Messages   
Parent & Admin Only Messages   
Incidents, Meds & Health Checks   
Food, Nap, & Potty   
Learning & Kudos   
Paperwork Reminders



**YOUR PROFILE:  
NAME  
PHONE NUMBER  
PICTURE  
NOTIFICATIONS**



**NATURE STORY  
MONTESSORI**

**BRIGHTWHEEL  
INSTRUCTIONS**

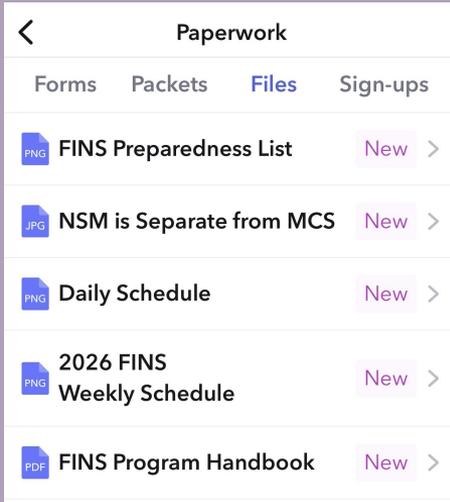
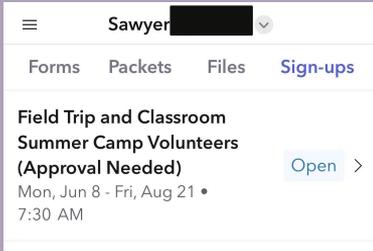
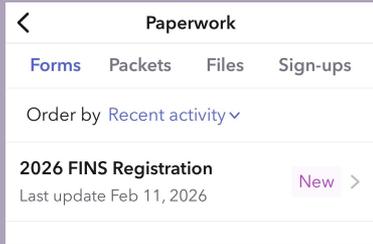
**ON YOUR PROFILE, YOU NEED TO HAVE CURRENT AND COMPLETE CONTACT INFORMATION. FULL NAME (MATCHES YOUR DRIVER'S LICENSE), PICTURE (TO HELP STAFF IDENTIFY), AND NOTIFICATIONS SET (ESPECIALLY STAFF/PARENT MESSAGES AND PARENT/ADMIN MESSAGES)**

**THE CODE LISTED IS THE CODE USED TO CHECK YOUR CHILD IN AND OUT OF THE PROGRAM. EACH APPROVED PICK UP WILL HAVE THEIR OWN CODE SO PLEASE SO NOT SHARE YOUR CODE!**

# FORMS AND DOCS



**ON YOUR CHILD'S PROFILE WILL BE A TAB CALLED PAPERWORK. THAT IS HOW YOU ACCESS THESE DOCUMENTS**



**FORMS AND FILES:**

**ENROLLMENT  
SHARED DOCS  
SIGN UP SHEETS**



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INSTRUCTIONS**

**ALL DOCUMENTS ARE SENT AND SHARED ELECTRONICALLY THROUGH BRIGHTWHEEL AND CAN BE ACCESSED DIRECTLY FROM YOUR CHILD'S PROFILE UNDER THE PAPERWORK TAB. FROM THERE IT WILL TAKE YOU TO A PAGE THAT HAS:**

- **FORMS: ALL OF THE SIGNED ENROLLMENT AND SIGNED OTHER DOCUMENTS**
- **PACKETS: (NO CURRENT ONES)**
- **FILES: FILES FINS HAS SHARED WITH YOU**
- **SIGN-UPS: WAYS TO SIGN UP TO HELP, VOLUNTEERING, CLASSROOM SUPPLIES, ETC**

# NEWSFEED



## Sawyer checked in

In Prior FINS 2024 by  
Zachary [REDACTED]

8:34 AM • Prior FINS 2024

Mon, Jun 26, 2023

WE POST PICTURES,  
NEWSLETTERS, CHECK  
IN/OUT TIMES, AND  
UPDATES ON YOUR  
CHILD'S NEWSFEED



YOUR CHILD'S  
NEWSFEED:

PICTURES  
NEWSLETTERS  
UPDATES



NATURE STORY  
MONTESSORI

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 Bright Wheel for any of these adjustments.

**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

Sawyer [REDACTED] Profile

Message Calendar Learning Paperwork Gall

Wed, Aug 20, 2025

Trout Creek Canyon on Monday!

**BRIGHTWHEEL PICTURES**

WE TRY TO KEEP YOU UP TO DATE ON OUR DAILY ACTIVITIES USING YOUR CHILD'S NEWSFEED. GIVEN WE ARE HANDS-ON AND INTERACTIVE, WE TRY TO REMEMBER TO GET OUR CELL PHONES OUT AND TAKE PICTURES AND POST THEM THROUGHOUT THE DAY. WE ARE HAVING AS MUCH FUN EXPLORING AS THEY ARE, AND MAY BE DELAYED IN POSTING.

IF YOU ARE RECEIVING VERY FEW PICTURES OF YOUR CHILD ON BRIGHTWHEEL, PLEASE REACH OUT!! WE WANT TO SHARE WHAT WE ARE DOING AND WANT YOU TO KNOW WHAT THEY ARE LEARNING! IT MAKES FOR GREAT DINNER CONVERSATION LETTING THEM "TEACH" YOU WHAT THEY LEARNED!

NOTE: YOU CAN ONLY SEE PICTURES WHICH YOUR CHILD IS "TAGGED" IN. IF ANOTHER CHILD IS "TAGGED" IN THE SAME PHOTO, THEY CAN ALSO SEE THE PICTURE.

# NEWSFEED PICTURES

Mon, Jun 26, 2023



Exploring Tizer Garden

Wed, Aug 20, 2025



Trout Creek Canyon on Monday!

Wed, Jul 26, 2023



2:56 PM • Prior FINS 2024



Mon, Jun 13, 2022



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



## EXAMPLES OF NEWSFEED POSTS OVER THE YEARS



## NATURE STORY MONTESSORI

## BRIGHTWHEEL INSTRUCTIONS



A parent and FWP employee came by to teach the kids about fish and gave them each a fish's ear bone!



3:32 PM • Prior FINS 2024



# PARENT MESSAGING



**EVERYONE  
CAN SEE**

**ONLY ADMIN  
CAN SEE**

## WHEN TO USE ADMIN ONLY (ADMIN-PARENT) MESSAGING:

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

## WHEN TO 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**



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INSTRUCTIONS**

WE USE BRIGHTWHEEL MESSAGES TO COMMUNICATE WITH OUR FAMILIES. WE FIND IT IS THE EASIEST WAY TO STAY IN TOUCH AND MAKE SURE YOU CAN REACH WHO YOU NEED TO WITH EASE, ALL IN ONE PLACE. YOU WILL ALSO HAVE OUR PERSONAL CONTACT EMAILS SHOULD YOU NEED TO CONTACT ONE OF US DIRECTLY.

THERE ARE TWO WAYS TO MESSAGE US. ONE IS THROUGH AN ADMIN-PARENT MESSAGE THREAD WHICH CAN ONLY BE SEEN BY THE ADMIN (JESSICA) AND THE DIRECTOR (AUBREY). THE OTHER IS THE STAFF-PARENT MESSAGES WHICH CAN BE SEEN BY THE ADMIN AND ALL THE STAFF. WE USUALLY TRY TO WEAR SMARTWATCHES TO GET NOTIFICATIONS TO BE ALERTED TO ANY COMMUNICATION, BUT PLEASE BE AWARE THAT SOMETIMES WE DO NOT HAVE OUR PHONES CLOSE TO US AND MAY NOT RECEIVE YOUR MESSAGE IMMEDIATELY.

# PAYMENT METHODS

## ACH BANK TRANSFER

## CREDIT CARD

**Instant verification** Easiest

 Securely log in directly to your bank to authorize payments.

**Manual verification**

 Enter your bank's routing and account number. Return here after 3 business days to verify the amount sent to your bank account.

**Service fee: up to 0.6% fee**  \$0.25 min, \$2 max

**This fee helps enable brightwheel operations.** [Learn more.](#)

Fees apply ⓘ

**Bank account** Card

**Name on card**  
John Smith

**Card number**  
1234 1234 1234 1234

**Expiration date** **CVC**  
MM / YY CVC

**Service fee: up to 2.95% fee** 

**This fee helps enable brightwheel operations.** [Learn more.](#)

Fees apply ⓘ

Cancel **Add**

**BRIGHTWHEEL CHARGES A DIFFERENT FEE (SEE ARROWS). WE ALSO ACCEPT CASH AND CHECK PHYSICALLY DROPPED OFF. SHOULD YOU DROP OFF CASH OR CHECK PLEASE GET A RECEIPT AND IMMEDIATELY SEND AN ADMIN/PARENT MESSAGE SAYING THE PAYMENT HAS BEEN MADE.**



**BILLING AND INVOICING:  
SETTING UP  
PAYMENTS ONLINE,  
GETTING TAX  
STATEMENTS**



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**BRIGHTWHEEL  
INSTRUCTIONS**

**BRIGHTWHEEL HAS THE ABILITY TO GENERATE INVOICES, ACCEPT PAYMENTS THROUGH BANK ACH TRANSFER OR CREDIT CARD, AND CREATE ACCESSIBLE TAX STATEMENTS AT THE END OF EVERY YEAR.**

**(NOTE: WITH SO MANY RETURNING FAMILIES WE SEE AN ACH BANK TRANSFER USED YEAR AFTER YEAR)**

# INVOICING AND BILLING

**Payments**

Accounts Payment Settings

🔔 Your 2025 payer tax statement is available!  
Click into the "Statements" tab to access for each student.  
[Learn more](#)

All children

My current balance **\$0.00**

[Make a payment](#)

🕒 0 Past due invoices \$0.00

📅 0 Current invoices \$0.00

🔗 Available credits & payments ① \$0.00

\$0.00 due across all payers ①

**Interested in Autopay?**

Never miss a payment again! Autopay will securely pay all your invoices on their due dates.

[Enroll in Autopay](#)

**THE FIRST PAYMENT IS ALWAYS DUE IN FULL AT THE TIME OF ENROLLMENT AND IS NONREFUNDABLE TO SECURE YOUR CHILD'S SPOT.**

**ALL TUITION IS NONREFUNDABLE AND MONTHS MAY NOT BE BROKEN UP.**

**WE SUGGEST YOU DO NOT ENROLL IN AUTOPAY, THIS WAY IF AN INVOICE IS GENERATED INCORRECTLY, OR THERE IS A PROBLEM, WE CAN AVOID IT.**



**BILLING AND INVOICING:  
SETTING UP PAYMENTS ONLINE,  
GETTING TAX STATEMENTS**



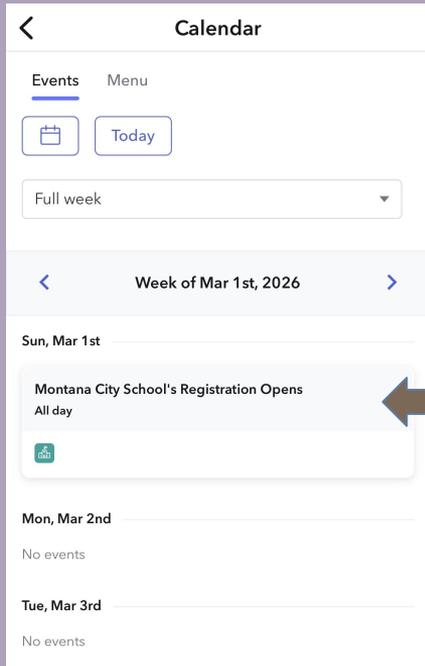
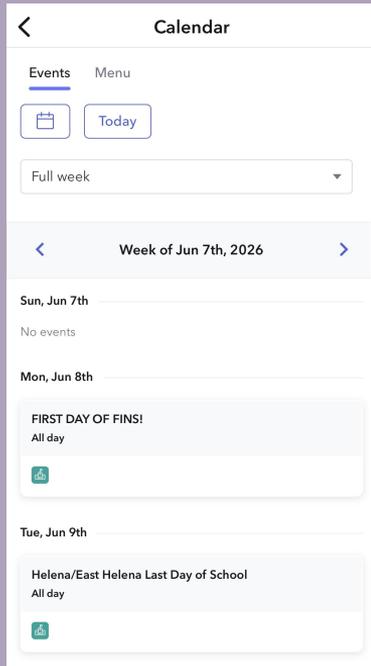
**NATURE STORY  
MONTESSORI**

**BRIGHTWHEEL  
INSTRUCTIONS**

**YOU WILL RECEIVE ELECTRONIC INVOICES FOR SUMMER CAMP TUITION. THESE INVOICE HAVE A DUE DATE ON THEM. ALL INVOICES ARE GENERATED PRIOR TO THE BEGINNING OF CAMP AND CAN BE PAID ANY TIME BEFORE THEIR DUE DATE. IF YOU SEE AN ISSUE WITH AN INVOICE, PLEASE BRING IT TO OUR ATTENTION. ANY PARTIAL PAYMENTS MADE TO ANY INVOICE LOCKS US OUT OF EDITING THAT PARTICULAR INVOICE. ANY LATE PAYMENTS MAY RESULT IN A LATE FEE. IF YOU NEED ASSISTANCE, PLEASE REACH OUT. WE ARE HERE TO HELP!**

# CALENDAR

WEEKLY TOPICS  
SCHOOL CALENDARS  
SPECIAL EVENTS



## CALENDAR:

WEEKLY TOPICS  
SCHOOL CALENDARS  
SPECIAL EVENTS



NATURE STORY  
MONTESSORI

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.

ALL STUDENTS BRING THEIR OWN FOOD SO THE MENU IS JUST AN APPETITE FOR LEARNING!!