



NCNS Does Brightwheel!

Welcome to Brightwheel! NCNS has recently partnered with Brightwheel to help with classroom management, our check in and check out procedures, and manage our payments. Below are some key points to help get you started with the new program.

TIMELINE

After you have turned in your paperwork, please expect an email or text message from Brightwheel saying that your account has been set up. Click into the link to set up your account on your end (password, etc.) You will also receive a notification for payment due through your Brightwheel account. Do not try to pay right away – please wait the billing notification.

CHECK IN / OUT

When checking your student in and out of school, you will be using Brightwheel. You will have to download the app on your phone (or any device you wish). This also includes anyone who will be checking your child in or out of school (babysitters, grandparents, nannies, neighbors, friends). When you pull through the drop-off line, have your app open and ready to scan the unique code assigned to NCNS to complete the check in process. Please make sure that the camera has access to Brightwheel in your settings on your phone or device.

<https://help.mybrightwheel.com/en/articles/942356-quick-scan-check-in-faq>

(QR Codes are links to videos to help you set up. Access through your camera)



PAYMENTS

When you set up your payments through Brightwheel, you can choose between a Credit Card and linking a bank. Below are two links to videos to help. Please note, it might take a few days to verify the information with the bank.

<https://help.mybrightwheel.com/en/articles/3112602-payment-methods-and-settings>

<https://help.mybrightwheel.com/en/articles/3112602-payment-methods-and-settings#add-a-credit-card>



When you receive a notice that your payment is ready to be processed, please log on and pay through Brightwheel. There will be a 'due date' listed on your payment. Please pay by the day listed to keep your spot in class. Please contact Gail Nemoy with any questions!

