



You will use the app brightwheel to check-in and check-out your child virtually every school day. You will also pay your monthly tuition and Stay & Play fees through the app. Please download the app prior to the first day so you are signed up and ready! If you are a returning student, please don't make a new account! You can log in to your account from last year and make sure everything is up to date.

- **Sign Up:** You will receive an email from brightwheel to join our school, KATC Weekday Preschool. Please follow the instructions on your email to get signed up. We will activate the new year a week before school starts.
- **Personal code:** Each person gets assigned a personal 4-digit check-in code. You may change this number in your profile settings to something easy for you to remember.
- **Billing:** You will pay your monthly tuition through the app this year. Please sign up for billing on the app and the office will assign you a billing plan. You can link your banking information, sign up for auto pay, etc. You will receive a monthly invoice for your tuition. Stay & Play will be charged the following month (September S&P days will be on the October bill).
- **Fees:** The transaction fees for brightwheel are 2.9% for credit cards and \$0.60 for ACH.
- **Laminated QR code cards:** You will be given a laminated QR code card that will be needed to check your child in and out each day. Please keep this in your car if your child does the car line. For the 1's and 2's classes, we'll have copies at your child's class door for you to scan. If you need more than one card, please let your teacher or the office know, and we'll send one home.
- **Additional Pickup Person:** If you have a babysitter or grandparent who will pick up your child regularly, please have them download the app too. They will have their own personal check-in code, so we know who picked up your child. You can easily add them to your account on your own or ask the office for help.
- **Messaging:** Brightwheel is also used to communicate with your child's teacher. Please don't text their personal number but use the Brightwheel app instead. We have a rule that teachers can't communicate after 6pm on a school night to allow time with their families. If you message after this time, please check for a response the next morning.
- **Stay & Play:** If you want your child to stay for Stay & Play (2-3:30pm), you will sign up using a Google Form (<https://forms.gle/g6aX3CaLsifCBAGz8>). The link is also on our website (katepreschool.com) under the Stay & Play tab. Please email Mary Ellen at maryellen@churchatthecross.com with any questions.