



## **Brightwheel Parent Responsibility**

The following are your responsibility and must be done through brightwheel:

- All parent contact information must be up to date at all times. This includes, but is not limited to addresses, phone numbers, and emails.
- All child information must be kept up to date at all times. This includes but is not limited to a current photo, allergies, and medications
- Authorized pick-ups and emergency contacts must be kept up to date. We will no longer accept verbal communication regarding those who are authorized to pick up your child.
- Payment information must be current and valid for online payments and autopay.
- Clocking your child(dren) in AND out daily is required to be done at drop off and pick up each day.
- All communication will be done through brightwheel messaging, you may not contact teachers through their personal phone numbers. However, we would still like calls for late drop off to be made to the front desk.
- In addition, as it is very important to us that your child's care and safety are our teacher's top priority, teachers will not be able to respond to all messages immediately. You may contact the Site Director if an immediate response is needed.