

Preschool and Childcare Families,

St. Paul recently started using Brightwheel, a tool for classroom management, communication, photos, videos, online bill pay, and much more. If your child will attend preschool or before school or after school care in some way during the school year, it is your responsibility to follow these 4 steps after submitting your school registration paperwork:

(You will receive an email invitation in order to begin the following steps.)

1. **Create a free brightwheel account.** When you receive an invitation via email or text, please create a free parent account using either the [web](#) or [mobile app](#). Make sure to use the same [email address](#) or [cell phone number](#) that the invitation was sent to. Here is a [quick video overview](#).
2. **Confirm your child's profile.** You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within brightwheel until we start to use it regularly.
3. **Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
4. **Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your [payment information](#). Here is an online [Payments Setup Guide](#) with more info.

See a video tutorial [HERE](#).

If you have any followup questions or concerns, please contact Mrs. Allie Byers at [abyers@gedu.stpaullakemills.org](mailto:abyers@gedu.stpaullakemills.org).