



We use Brightwheel, a tool for classroom management, communication, photos, videos, online bill pay, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents.

EASY STEPS TO FOLLOW:

Wait until you receive an email with confirmation that your child has a spot and is registered at CWM.

1 CREATE A FREE BRIGHTWHEEL ACCOUNT

Download the Brightwheel App to your phone.

Please create a free parent account. Use your CELL PHONE number for your account login, NOT EMAIL.

-Make sure to get your 4 digit code, you will need this code for signing in/out each day. You can change this code on your account page also.

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 at 281-540-7000 or email karmour@humblemethodist.com for your child's personal code.

3 SET YOUR ACCOUNT PREFERENCES

You can adjust your notification preferences within your profile settings on the app. We recommend getting notifications on your phone, this is how we will communicate important alerts and information with you daily.

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 and turn on the Auto Pay feature. You have the option to add a Credit Card or EFT (Bank) Information. Here is an online [Payments Setup Guide](#) with more info. If you choose the Credit Card option you will be charged a 2.95% fee, if you choose banking account it will be free. If using your bank account you will need to complete the verification process. [Bank Account Verification Guide](#)

5 AFTER PAYMENTS ARE SET UP & AUTO PAY IS VERIFIED

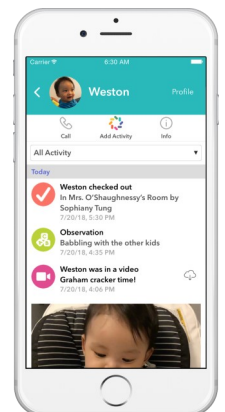
Email Makena at mchesney@humblemethodist.com

We will set up your registration fee and your monthly tuition invoices.

Find help to questions: [HERE!](#)

We're excited to be adding this state-of-the-art system and hope you enjoy it!

The CWM Office Staff



Brightwheel Instructions