

Brightwheel

In the coming weeks, before the start of summer camp, you will receive an email from a platform called Brightwheel. Once you receive the email from Brightwheel, please create your account; steps are located on page 2 of this document. Parents/guardians are required to sign up for a Brightwheel account prior to the start of their camper's arrival. This platform is where:

1. Required health documents and waivers can be found and completed. Every camper is required to have the Waiver and Health Form completed before they can start camp.
2. Camp staff will communicate with parents/guardians during your campers time with us at camp and make announcements regarding changes or alerts.
3. Where authorized pickup information can be changed by you
4. Where you are assigned your unique 4 digit code for drop off and pick up. Every authorized pickup has their own unique 4 digit code that is associated with their name.

If your camper is bringing **any medications**** with them to camp, there are additional forms required to be completed:

1. [Medication Administration Authorization Form](#): This form needs to be completed if your camper is bringing *any* form of medication (prescription or over the counter) with them to camp. (i.e. seasonal allergy medication, vitamins, melatonin, ear or eye drops, topical medications, any prescription medications, etc). **All medications, prescribed or over-the-counter, require the approval of both the child's physician and the parent/guardian.** The physician section and the parent section **MUST** be completed in full for ALL medications.
2. [Allergy Action Plan](#): This form only needs to be completed if your camper is bringing medication related to an allergic reaction (i.e. EPI pen or benadryl for allergic reaction). If this is the only medication your child is bringing, this is the only form that needs to be completed, both by the physician and the parent/guardian.
3. [Asthma Action Plan](#): This form only needs to be completed if your camper is bringing medication related to asthma (i.e. inhaler, nebulizer, etc). If this is the only medication your child is bringing, this is the only form that needs to be completed, both by the physician and the parent/guardian.

ALL medications **MUST**:

- Be in their original container (prescription and over the counter)
- Contain pharmacy prescription label (if it is a prescription medication)
- Be turned in directly to the camp director (or other med certified staff) on arrival day with the necessary completed form(s) listed above

*Note: If you have created a Brightwheel account in previous summers, you can use that same account. However, all applicable forms will need to be completed again for the 2024 summer camp season as they may have changed.

****Anything with a drug label is considered a medication, i.e. neosporin, melatonin, zyrtec. The only exceptions to this rule are insect repellent and sunscreen.**

Brightwheel Account Creation Steps

Every parent, guardian, or pick up on a camper's account will receive an email or text requesting them to create a Brightwheel account. The email has the subject: [Action Required] [Camp Name] has invited you to their Brightwheel community.

The easiest way to complete the sign-up process is to click the "Connect to STUDENT NAME" button directly from the message, enter a password, and click Create Account.

If the message can not be located, a new account can be created manually. Here's how:

1. Navigate to the [brightwheel signup page](#)
2. Click the Parent option
3. Complete the signup form and click Get Started
4. Click Create your Account
5. A verification code will be delivered to the contact used, with the subject line: brightwheel verification code: XXXXXX
6. Enter the confirmation code and click Confirm

Parents who need to add or update their authorized pick-up can go into their child's profile, go to "contacts," and hit the "+" sign to add contact information. This will send an invite to the person and provide them with a check-in code.

Alumni families will need to update any information that is outdated or incorrect. Please note, we are aware that there might be duplicate children on your accounts. We work with Brightwheel to update this information so only one profile per child is active. The way to recognize the correct account is when you click on the child's name, if you see a "documents" icon, you know you have the correct profile. All other inactive children's profiles will not have the "documents" icon.