

Vendor Guide for Child Care Management System Program



Office of Early Childhood &
Out-of-School Learning



This resource provides a high-level overview of the features and functions of the brightwheel Child Care Management System.

For more information, scan the QR code or visit the [CCMS Program Webpage](#).

If you have any questions or would like assistance in choosing a CCMS vendor, please contact SPARK Learning Lab by calling 1-800-299-1627 or by emailing BusinessSupport@IndianaSPARK.com



If you would like assistance with your brightwheel CCMS account you can contact brightwheel directly:

- By emailing Indiana@mybrightwheel.com
- By using the live chat function on the web or within the App Live support is available for administrators.

Account managers are available to help with setting up your account including assisting with data migration if switching from a different platform.



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Platform Overview and General Information

Brightwheel is a highly rated and highly reviewed Child Care Management System (CCMS) on multiple reviewer platforms including Capterra (4.7 out of 5 stars and 3117 reviews), Apple (4.9 stars and 35k+ ratings), and Google (4.8 out of 5 stars and 7.56k ratings). Brightwheel prides itself on being easy to use and easy to integrate into every facet of a childcare business. Brightwheel's pricing per seat ranges from \$24-21 annually for two years beginning after the free two-year subscription with the state of Indiana ends.

Annual Cost per Seat (after 2-year free license ends)
< 16 Licensed Enrollment Capacity: \$21
17-50 Licensed Enrollment Capacity: \$22
51-100 Licensed Enrollment Capacity: \$23
100+ Licensed Enrollment Capacity: \$24
2.9% Credit card processing fee; 0.90 ACH fee

Additional information about brightwheel's features and functionality are listed below split into three categories: Administrative; Family Engagement; and Learning Environment

Administrative

Brightwheel has fully functional billing and collections features. When it comes to accounting features, brightwheel is beta testing several features including expense management, receipt filing, and charts of accounts. They have also added the ability to embed provider bank accounts directly into brightwheel and allows for data migration to QuickBooks Online. Brightwheel can track meal counts, help with meal planning and generate reports but cannot provide CACFP e-submission or other electronic filing. Brightwheel offers customizable reporting with access to all areas of program management. Staff management features allow you to track staff time, records including certification and professional development hours, and integrate with payroll/HR software from Gusto.



Billing/Collections

Set up and automate customizable billing plans including mobile pay. Specify payment amounts within plans to single or multiple payers per child. Apply discounts.



Accounting

Migrate data to QuickBooks. Manage offline finances, expenses, and automate year-end taxes.



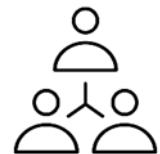
CACFP

Menu planning. Generating reports for billing. Keep track of meal counts.



Reporting and Dashboards

Access all school, classroom, and billing details to create comprehensive reports across all facets of business.



Staff Management

Track staff compliance documents and professional development hours. Assign permissions based on staff needs. Connect to Gusto's secure payroll platform. Track upcoming and past payrolls - automatically sync staff hours with payroll. Enable staff to access pay stubs and tax forms online, anytime.



Family Engagement

Brightwheel provides multiple options for communicating with parents via mass messaging and emergency alerts, photo and video sharing, and document sharing including event flyers and information. Brightwheel allows new and prospective parents to upload documents and share information via “fillable forms” to maintain current records. With this system you can manage your waitlist and communicate directly with families to keep them updated on openings at your program.



Child and Family Information

Centralize family information. Create custom forms, request documents from families and enable e-signature. Upload state-specific forms and use “fillable forms” feature to eliminate paper.



Parent Communication

Share milestones, photos, and videos as well as handbooks, menus, and event flyers. Send real-time messages to families including mass alerts. Automate daily reports for each student. Assign contact types for varying access to child information.



Marketing and Enrollment

Build waitlists and communicate via direct message with waitlisted families. Enable families to create a child profile when applying.

Learning Environment

Brightwheel has the ability to manage lesson plans and track child and classroom progress. Currently, there is no feature for Individual Education Plans (IEPs) or service referrals, but there is capability to customize learning standards or to use pre-loaded Indiana learning standards and Head Start Performance Standards.



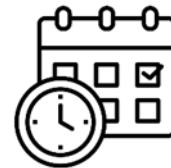
Education Tracking

Record student progress with text or voice and share with parents or staff. Customize learning standards. Share lesson plans with families. Track student and classroom progress with reports. Align lesson plans with Indiana standards.



Child Attendance

Digital check-in with 3 factor authentication. Keep track of students during the day as they move from room to room. Check and update current and historical attendance sheets



Scheduling

Schedule events and activities and share them with families and staff. Manage room ratios and staggered schedules in real-time.

