



Dear Families,

We have some exciting news to share with our infant, toddler and twos families. Our center has begun using the new My Bright Day application, to offer the Daily Experience Sheet via your mobile device!

## What Is My Bright Day?

My Bright Day will replace our traditional paper Daily Experience Sheets with a tool that can be accessed via smartphones, email and the web allowing you to view information about your child's day electronically and in real-time.

### ***From a parent perspective we hope that this initiative will:***

- Give visibility into your child's activities and care information during the day – including photos and/or videos
- Make it easier to provide drop off details, allowing you to focus on transitioning your child to the classroom

### ***From a teacher perspective we hope that this initiative will:***

- Make it easier for teachers to provide updates, photos and videos to parents about their child's day
- Make the updating and management of care activities easier and more efficient

## How Will It Work:

### ***At drop off:***

Parents will access My Bright Day via their Android or iOS smartphone. You will enter the details typically provided via your paper Daily Experience Sheet including when your child woke up, last ate, was diapered/went potty, notes etc. You can do this while at the center, before arriving or just after dropping off.

### ***Throughout the day:***



Teachers will enter details of meals/bottles, diapers, naps, activities etc. You can login to the smartphone application at any time to see how your child's day is going. Additionally, photos or videos taken during the day will be shared via the application, via email or accessed via the web.

(The needs of children in the classroom are always our first priority. There may be times where teachers complete a feeding, diaper change etc. but do not immediately update the application due to needing to meet the needs of children in their care. However, updates will be made as soon as possible)

### ***At the end of the day:***

Your child's Daily Experience Sheet will be emailed to you, made available on the smartphone application and the web. You will no longer need to remember to grab the paper sheet!

### **Accessing Memories:**

On an ongoing basis you will be able to access a history of all past Daily Experience Sheets, photos and videos of your child. We hope that families will enjoy this convenient way to see how their child has grown and changed over time!

**JANE**  
**DAILY REPORT - FEB. 9, 2015**

**NAPS**  
12:05PM

**MEALS**  
8:40 AM - all of the Banana, all of the Cheerios, most of the Water  
11:50 AM - all of the Milk, all of the Turkey/ham/cheese, all of the Strawberries, most of the Green beans, some of the Pasta

**BATHROOM**  
8:30AM - diaper - Wet, BM  
11:45AM - diaper - Wet

**ACTIVITIES**  
**science rocks**  
We explored snow in the sensory table and talked about how it melts

## **GETTING STARTED**

My Bright Day is being provided in partnership with Tadpoles, a leading provider of child care management solutions geared to helping child care programs involve parents and simplify operations. There are three ways for parents to receive and provide information related to their child's daily experience: Mobile Application, Website, and email.

### **1. Mobile Application (recommended)**

With the mobile application you can submit routine drop off information, login throughout the day to view real time updates on your child's daily activities, see pictures and videos of your child, customize your settings and view the full Daily Experience Sheet at the end of each day.

#### **To access your account on the mobile app:**

- Download My Bright Day through the App Store or Google Play on your mobile device by searching for My Bright Day.
- If you have an existing Family Information Center account,
  - Simply login to the My Bright Day app by using the username and password you use for the Family Information Center.
- If you do not have an existing Family Information Center account, or if you need assistance accessing your account
  - Contact Matt Allerton at (312) 926-9116 or [MattAllerton@BELECEC.org](mailto:MattAllerton@BELECEC.org) and he will assist you.

### **2. Visit the Web**

You can also access past daily experience sheets, view photos and videos of your child and customize your My Bright Day settings via the Family Information Center. Go <http://familyinformationcenter.brighthorizons.com/> and login. You will see a link to "My Bright Day" click here to view a history of all daily experience sheets, photos and videos!

#### **To access My Bright Day through the Family Information Center website:**

- Go to <http://familyinformationcenter.brighthorizons.com/>
- If you already have a Family Info Center account,
  - Simply login to the Family Information Center and click "My Bright Day" on the left hand side of the screen to begin sharing memories!
- If you do not have an existing Family Info Center account,
  - Contact Matt Allerton at (312) 926-9116 or [MattAllerton@BELECEC.org](mailto:MattAllerton@BELECEC.org) and he will assist you.

**3. Receive Emails** – At the end of each day you will receive your Daily Experience Sheet via the email address above. The Daily Experience Sheet will include all the information currently provided on the paper daily sheet. In addition, throughout the day, you will receive emailed pictures and videos of your child.

We hope you share in our excitement around this new service! If you have any questions please contact Matt, Denise or Tara. You can also reach out to the support team at 855-239-3850, or email [mybrightday@brighthorizons.com](mailto:mybrightday@brighthorizons.com). Thank you!