



Approved Pickup and CheckOut

- ✓ Check-in Code Only
- ✓ Check-in Code + Quick Scan

PIN numbers are required for ALL drop-off & pick-up individuals. PINs should never be shared!

If an approved pickup would like to obtain a PIN without setting up a full Brightwheel account, please contact Administration.

If you previously had a BW Login with any center, we can add your Sprouts child(ren) to your existing account.

Please Note: Those with a full account can find and change their 4 - digit code under Edit Profile in their accounts.



Check-in Code Only

This is the default setting for the Check-in Kiosk and is done from the school's device. These are located in the entryway and in the classroom.

1. Parent enters their 4-digit check-in code
2. Parent can then toggle the in/out button to check their child in or out
3. Parent taps done to complete the process

Please Note: If two parents have the same check-in code, they will be prompted to enter the last four digits of the phone number on their profile, to confirm their identity.



Check-in Quick Scan & Code

1. Parent scans the QR code with their phone in the Brightwheel app
2. Parent toggles the in/out button to check their child in or out on their own device
3. Parent taps done, then enters their 4-digit check-in code on their own device

Please Note: The QR code can be found both on the kiosk screen, as well as posted on the wall at classroom entrances.