

MANDATORY BRIGHTWHEEL POSTINGS

Incident:

Incident reports are written for accidents/injuries/incidents in the classroom.

Detailed directions are located in the classroom in the daily binder.

Incidents should be checked “Staff Only” for Director review.

Photo:

A minimum of 2 photos are to be posted on each child’s account daily.

Photos can be individual or group.

Photos can be paired with observations and notes for TSG documentation.

Name to Face:

Mandatory times to use NTF-

1. When a teacher enters/starts their shift.

2. When the students leave/enter the classroom (going outside).

X Activities

Drafts



Photo



Video



Food



Nap



Potty



Note



Kudos



Custom



Meds



Name to Face



Incident



Health Check

Potty:

All diapers and potty accidents are entered for each child in the classroom for each occurrence.

Each time (every 2 hours) a diaper is checked, it is entered on the child's account.

*If a diaper is marked DRY- it must be re-checked in an hour.

Potty training children will have their occurrences entered until the parent dismisses the notification with the teacher when completely trained.

Food:

ALL meals need to be entered for each child in the classroom.

All food served should be entered, including meal-type, meal items and amount eaten.

Bottles are included here for infants.

Note:

Notes are used for documentation purposes between the staff and families.

