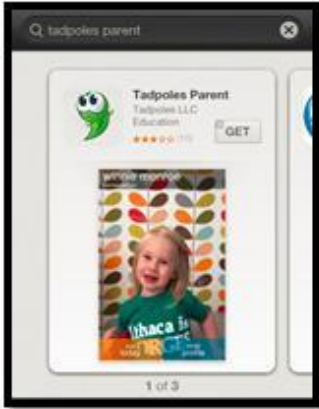




Getting Started with *My Bright Day*!



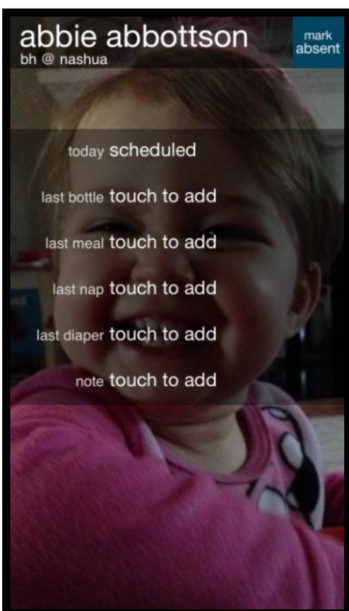
My Bright Day is being provided in partnership with Tadpoles, a leading provider of child care management solutions geared to helping child care programs involve parents and simplify operations. There are three ways for parents to receive and provide information related to their child's daily experience: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

1. Mobile Application (recommended)

With the *My Bright Day* 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,
 - Open the *Tadpoles* application on your mobile device and Click, "Sign Up"
 - Create an account using the primary email address your center has on file for you. If you do not know the primary email address the center has on file for you check-in with your Center Director, call 855-239-3850 or submit a help request at <https://familyinfocenter.brighthorizons.com/mybrightday/help>.
 - Check your email (on your mobile device) to access your temporary password & complete the steps to set up your personal password.
 - Now you can login to the *My Bright Day* app using your newly created Family Information Center login begin sharing memories!



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 to <http://familyinformationcenter.brighthorizons.com/> and login. Click the link to "My Bright Day" on the left side 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 side of the screen to begin sharing memories!
- If you do not have an existing Family Info Center account,
 - Go to <http://familyinformationcenter.brighthouse.com/>
 - Click “ Sign Up”
 - Enter the primary email address your center has on file for you. If you do not know the primary email address the center has on file for you check-in with your Center Director, call 855-239-3850 or submit a help request at <https://familyinfocenter.brighthouse.com/mybrightday/help>.
 - Click “ Submit”
 - An email will be sent to the address you submitted containing a temporary password
 - Now you can login to the Family Info Center using the email you provided and the temporary password
 - Click “*My Bright Day*” on the right hand side of the screen to begin sharing memories!

3. Receive Emails – At the end of each day you will receive your Daily Experience Sheet via email. 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 your Center Director, reach out to the support team at 855-239-3850, or email mybrightday@brighthouse.com

A few notes about Tadpoles Mobile Daily Sheets

- All information previously on the Daily Experience Sheet will be communicated via this secure app/website.
- *My Bright Day* Mobile Daily Experience Sheets are viewable through the *My Bright Day* mobile app, on the web by visiting the Family Information Center, <http://familyinformationcenter.brighthouse.com/>, and through email at the end of each day.
- You can view a history of all Daily Experience Sheets as well as pictures and videos of your child on the memories section of the *My Bright Day* app, or by logging into the Family Info Center on the web at <http://familyinformationcenter.brighthouse.com/>
- If you do not have a smartphone, you can access the information on the web or via email.
- All private data about your child is stored in a secure area and only authorized users are allowed access. It can only be accessed by parents, teachers, school administrators and support staff.
- * The needs of children in the classroom are always our first priority. There may be times where teachers complete a feeding, diaper etc. but do not immediately enter into the application to allow them to further attend to the needs of children in their care. They will enter information regarding the care provided as soon as they are able to, which will then allow families to view this information in the application.