

Dear Liberty Bell Families,

This year we will again be using a system called <u>PickUp Patrol</u> to help us track dismissals. PickUp Patrol (PUP) is a convenient, time-saving, and safe option for schools and families. It reduces interruptions in the school day and most importantly ensures our students are safely dismissed based on direct information from parents/guardians. All parents are encouraged to register and update information between **8/19/25-8/24/25**.

IF YOU ALREADY HAVE PICKUP PATROL you do NOT need another account, just check your information!

Using the PUP web app:

ATTENDANCE: Notify the school office when your child will be **absent**, **arriving late**, **or leaving early**. This will help staff know not to expect your child for pick up at the end of the day. You will still need to provide a written note within 3 days of the absence.

DISMISSAL CHANGES: Submit changes to your child's regular dismissal plans. For example:

- A student normally rides the bus but is getting picked up today.
- A student usually is picked up at the end of the day but is leaving early for an appointment.

How it works:

Your child is assigned a dismissal plan at the start of the year (*Until changed, the Default Plan is "Assigned Bus"*). The Default Plan is the plan your student will regularly follow on normal days.

Whenever you have a change to the Default Plan, you'll submit a change through the PUP app. When the plan is submitted, the school will be notified and your child's teacher or staff member will relay the change to them.

All plan changes should be entered in PickUp Patrol. Emails to teachers will not be accepted for changes. Please contact the main office at (610)-282-1850 if you need assistance.

Getting started with PUP:

- REGISTER: You will receive a registration email from PickUp Patrol with a link to set up your account.
 Please make sure your Infinite Campus account is updated with your most current email
 address. The PUP web app is free to parents and you can use it from your smartphone or computer.
 PUP is not accessed through the app stores. Instead, for easy access, follow the instructions in your registration email for how to add it to your phone's home screen.
- 2. ENTER DEFAULT PLANS: Once you register, log into your PickUp Patrol account by <u>8/23/24</u> to change/confirm your child's default dismissal plan, otherwise, it will stay as ASSIGNED BUS. It's important that you complete this step so that we can accurately dismiss your children.

Thank you for using PUP to make safety a priority and to ensure our dismissal process is efficient for all our students and families.

If you have any questions, please first check the <u>PUP FAQ</u> page. If you still need help, contact our office at **zambranaj@slsd.org** or PickUp Patrol at <u>support@pickuppatrol.net</u>.