



Dear Liberty Bell Families,

This year we will again be using a system called [PickUp Patrol](#) 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 **IN AUGUST... more directions are coming.**

**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:

1. **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 8/23/24 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 [PUP FAQ](#) page. If you still need help, contact our office at [zambranaj@sbsd.org](mailto:zambranaj@sbsd.org) or PickUp Patrol at [support@pickuppatrol.net](mailto:support@pickuppatrol.net).