



Parents/Guardians,

Starting September 3, 2024, we will be using a system called [PickUp Patrol](#) to help us track dismissals. PickUp Patrol (PUP) will save us a great deal of time here in the office and will reduce interruptions in our classrooms—while also providing you with a convenient way to make changes to your children's dismissal plans.

Most importantly, it will help us ensure that our students are safely dismissed to their correct after-school destinations.

### Use the PUP web app for:

**ATTENDANCE:** Notify the school office when your child will be absent, arriving late or leaving early.

**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 goes to aftercare, but is leaving early for an appointment.*

### How it works:

Your child is assigned a dismissal plan at the start of the year. This is the plan they will regularly follow on normal days. We call this the Default Plan.

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 will relay the change to them.

**All plan changes should be entered in PickUp Patrol. Notes, emails or phone calls will not be accepted for changes after September 5, except in emergencies.**

### Getting started with PUP:

1. **REGISTER:** You will receive a registration email from PickUp Patrol with a link to set up your account (beginning the week of August 28th if not earlier). 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 September 2nd to confirm your child's default dismissal plan. **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.

If you have any questions, please first check the [PUP FAQ](#) page. If you still need help, contact us here in the office at 301-817-0300 or Pickup Patrol at [support@pickuppatrol.net](mailto:support@pickuppatrol.net).