

PickUp Patrol Parent Tutorial

<https://app.pickuppatrol.net/parents/>

Sign in using the same email address in which you received the welcome email. The password you should have created when you set up your account.

Please send an email to jsloane5607@saintmaryschoolei.org if you ever experience issues with your PUP account.



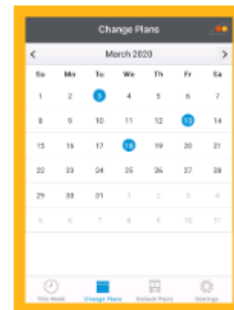
PickUp Patrol eliminates the need to write notes or make phone calls when changing your student's dismissal plans.

Convenient for parents
Streamlined tracking for schools
Safer for students



How to Make a Plan Change

Submit a plan change whenever there is a change to your student's regular schedule.



To change plans choose the tab at the bottom of your screen and select a date.



Make changes to today's dismissal procedure



Set your child's default dismissal plan for the year



Submit the Weekly Health Screening to attend school on the first day of each week




Make a change to your default dismissal procedure



Access your account settings or log out



Default Plans

 How is your student regularly dismissed from school each day of the week? For example, Kate rides Bus #2 Monday through Friday.

 DEMO

Enter Default Plans

 NEEDS REVIEW

0/5 DAYS

 UPDATE

First Step: SET DEFAULT PLAN

Click UPDATE to
make these
changes.

Default plans are
automatically saved
and sent to the
teacher each day.
Once you set it you
can forget it!



Health



Today



Change



Default



Settings



← Default Plans

DEMO

MON

TUE

WED

THU

FRI

CONFIRM DEFAULT PLANS

Once you have selected one of your children, select the day of the week and set the dismissal procedure for that student on that day.

Default Plans CANCEL

DEMO
Enter student's regular daily dismissal plan

Plan After Care ▾

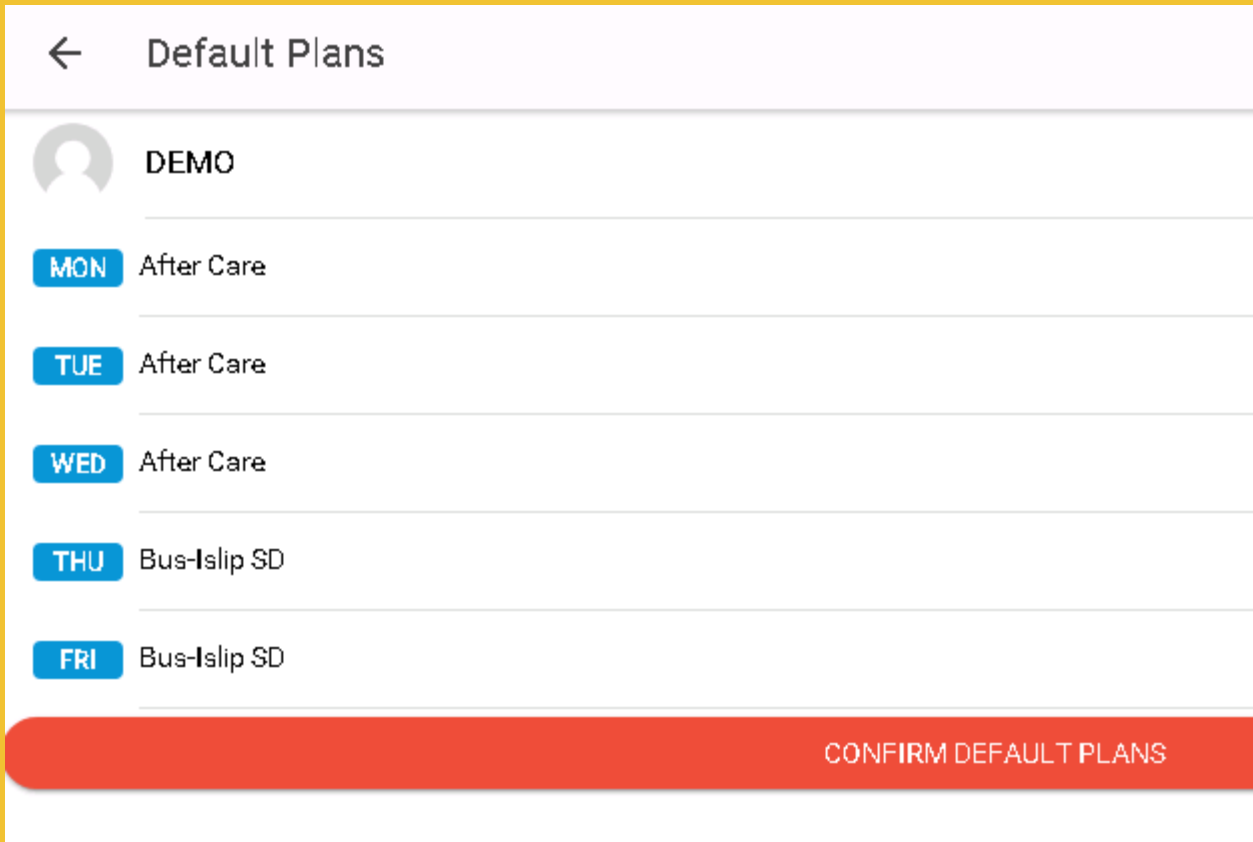
More Info Name of person picking up

Apply To MO TU WE TH FR

⚠ CAUTION: If you want your child to follow this new Default Plan TODAY, you must also submit a Plan Change for TODAY, so that the school will be properly notified.

CLEAR SAVE

Use the “plan” drop down menu to select the way in which this child is to go home on this day and select the days they are to go home in this fashion. Click save!




When you have selected your child's default plans it should look something like this!

The teacher will receive the list each day that states the child's normal dismissal procedure.

Confirm default plans!

These plans are now set for the year!!!

You will receive a confirmation email of ANY change you submit to PickUp Patrol

PickUp Patrol – Default plan change confirmation  Inbox x



PickUp Patrol <pickuppatrol@pickuppatrol.net> [Unsubscribe](#)
to me ▾

11:36 AM (1 hour ago)   

Hello,

A change to **DEMO's** Default Dismissal Plan has been submitted by **Parent, Demo**.

A Default Plan tells the school how a student should be dismissed on a regular daily basis. This dismissal plan will be followed unless a Plan Change is submitted through PickUp Patrol.

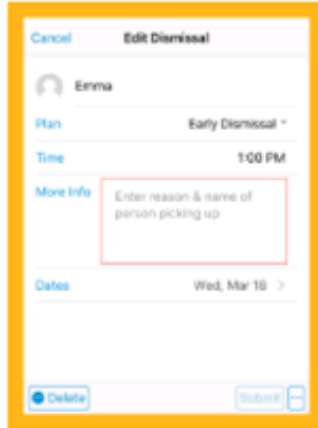
You can view the new information at <https://app.pickuppatrol.net/parents> using the Default Plans Tab.

If you are not in agreement with this change or have any questions concerning it, please contact St. Mary School at trossi5607@saintmaryschoolei.org or (631) 581-3423.

The PickUp Patrol Team

Like us on [Facebook](#). Follow us on [Twitter](#).

How to Make a Plan Change



Select a student and a plan.
Add a message if needed.

If the plan repeats, tap on **Dates** and select the additional dates needed.

Hit **SUBMIT** and that's it!

Making Plan Changes

Use the “Change” button on the bottom of your screen to bring up the calendar.

You have until 1:00 on any given day to make changes to the way your child is going home.

For the safety of our students ALL changes must be made by 1:00 through your PickUp Patrol account.

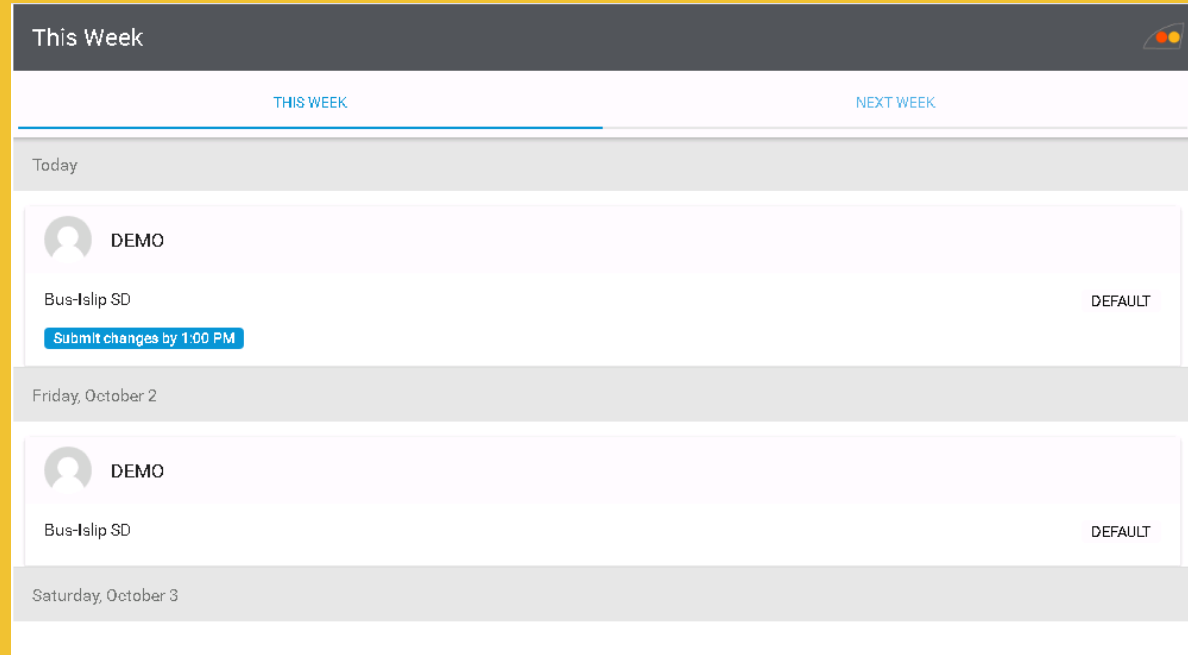
In the event of an emergency please contact the office and I can manually change your child’s dismissal after the cut-off time.

Checking your child's status

Use the “Today” tab on the bottom of the screen to display the current dismissal procedures for this week.

Use the tab titled “Next Week” to see the dismissal plans for the following week.

Dismissal changes can be made as far in advance as you'd like, only the current week and following week are displayed.



Thursday, October 1



DEMO



Submit by Invalid date each day

Thank you for doing your part to help keep our school community safe!

Health Screener

At this time Saint Mary School is still requiring that students submit WEEKLY Health Screenings on Mondays (or the first day back after weekend/vacation), NOT daily screenings.

During the transitional two weeks between Oct. 5-Oct. 16, we ask that parents begin using the Health Screener in PUP to become accustomed to it. This is found when you select “Heath” at the bottom of your account.

Use this arrow to complete the screening for other students in your family



← Health Screen Student

DEMO Thursday, October 1

Has your child or anyone else in your household been outside of the country in the last 14 days?

Has your child or anyone else in your household had close contact with anyone, who has been diagnosed with or who has had suspected symptoms of COVID-19 in the last 14 days?

Has your child or anyone in your household experienced any cold or flu like symptoms or tested positive for COVID-19 in the last 14 days?

Has your child or anyone else in your household been to a state currently listed on the NYS restricted state list found on the NYS in the last 14 days?

Does your child currently have a temperature of 100 degrees Fahrenheit or higher?

Select your Child's name from the previous screen to display their Health Screening.

Please complete the five questions on the evening before/morning of school.

All Screenings must be turned in by 6:00 AM on the day they are to return to school after a weekend/vacation.

Contact Me:

Mrs. Sloane

jsloane5607@saintmaryschoolei.org

(631) 581-3423 ext 142

Please notify me of any issues or questions you have regarding PickUp Patrol



FAQ's and to contact PickUp Patrol directly:

<https://www.pickuppatrol.net/contact>