



PARENT COMMUNICATIONS

Dear St. Mary School Families,

Starting October 5th, our school will begin using a web application called **PickUp Patrol** (PUP) to help us better manage our dismissal process and make it easier for you to make changes to your children's dismissal plans. You will have two weeks to begin using the program and becoming comfortable with it. Please contact Miss Rossi with any questions or issues you may experience. During these two weeks teachers and office staff *will* still accept emails/written notes/phone calls of dismissal changes if you have trouble using PickUp Patrol. **Beginning on October 19th St. Mary School will NOT accept any changes to dismissal procedure via email, written note or phone call.** All changes to a child's dismissal *must* be made through PickUp Patrol.

Previously you may have written a note or made a phone call to let us know about dismissal plan changes. PUP automates this process, saving us time here in the office and reducing interruptions in the classroom—while giving you the convenience and flexibility you need to make changes to your children's plans. The system follows strict security standards and the program is administered directly by our staff.

PickUp Patrol is:

- **Convenient:** Make changes days, weeks or months in advance.
- **Reliable:** A confirmation email is sent to you each time you submit a plan change.
- **Safe:** Accurate dismissal tracking will help ensure a safe dismissal for all our students.

How it Works

- PUP is free to parents and is accessed from your smartphone or computer's web browser (not an app).
- To make a dismissal change, simply log in, select a date, your child, and a plan change option. Then, hit submit!
- Changes and absences can be entered months in advance, but submit all same-day changes by 1:00 PM.
- Teachers will be automatically notified of any dismissal changes for the day and will communicate them to your child.

How to Register

1. **Registration Email:** This week you will receive an email with registration instructions to set up your password. Be sure to register right away, because the link will expire soon.
2. **Setup Default Plans:** Once logged in, set your child's Default Plan. This is the normal, regular dismissal plan that they follow on a daily basis.
3. **Add PUP to your Phone:** PUP is not accessed through the app stores. Instead, open your web browser (Safari, Chrome, etc.) and proceed to app.pickuppatrol.net
4. **Make Plan Changes:** Once registered, please start using PUP to report all plan changes and health screenings. If you have any questions, contact us here in the office.



(OVER)

PUP Weekly Health Screener

Stop the Spread: Weekly Health Screenings

To help prevent the spread of Covid-19 in our school community, we will need every student to be screened BEFORE they arrive to school on their first day back after a weekend. We will be using the PUP Health Screener in place of the paper-based screenings you have been submitting each Monday.

AT-HOME SCREENING: Parents will use the PickUp Patrol app to screen your children on Sunday evening before leaving for school the next morning. You will be asked a few Covid-19 risk-related questions. Based on your answers, your student will either receive a response to proceed to school or to follow the provided instructions. Your responses will be monitored by authorized school administrators.

WHEN STUDENTS ARRIVE AT SCHOOL:

If your student arrives to school on the first day of the week and has not completed the health screening, then they will be prohibited from entering the building with others and will be brought to the nurse. If your student is brought to the nurse because your health screener has not been completed, then you will be called to notify you of this missing screening. Parents must complete this screener through PickUp Patrol immediately or the child must be taken home.

Please complete the screening each Sunday night, screenings must be submitted by 6AM on the day the child is to arrive at school.

If the school week does not begin on a Monday or your child was absent on Monday, then please complete this form the night prior to your child's return to school. You will receive a reminder if you have forgotten to submit.

If you have any questions, please contact us here in the office at trossi5607@saintmaryschoolei.org or PickUp Patrol at support@pickuppatrol.net

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