



# Heath Brook Elementary School

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*Penguin Pride*

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## PickUp Patrol Attendance and Dismissal Tracking for grades K-2 for 2022-2023 School Year

Dear Heath Brook School Parents and Guardians,

We have begun using a system called [PickUp Patrol](#) to help us track dismissals for our K-2 students. PickUp Patrol (PUP) saves us a great deal of time here in the office and reduces interruptions in our classroom. It also provides parents/guardians with a convenient way to make changes to your children's dismissal plans.

Most importantly, helps 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. You no longer need to call the office phone if you use this system.

**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 will be assigned a dismissal plan based on dismissal information in ASPEN. This is the plan they 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 website. When the plan is submitted, the school and your child's teacher will be notified and PUP will relay the change to them. You will also receive a change notification.

**All plan changes will now be entered in PickUp Patrol. We will no longer accept handwritten notes with dismissal changes or phone calls to the office, unless it is a true emergency.**

***Cut off time to make any changes to dismissal is 1:00 PM daily and 10 am on early dismissal days. You will not be able to make changes after that time.***

**Getting started with PUP:**

1. **DO THIS FIRST. DISMISSAL PLANS.** Please fill out this Google Form to tell us your child's dismissal plans. We know that bus routes haven't been shared yet. We can update those later. [Heath Brook's Dismissals](#)
2. **REGISTER:** You will receive a registration email from PickUp Patrol with a link to set up your account. 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.
3. **Review DEFAULT PLANS:** Once you register, log into your PickUp Patrol account to confirm your child's default dismissal plan. **If the information is incorrect, you may change the default plan directly on your child's page.**

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 <https://www.pickuppatrol.net/faq> page. If you still need help, please contact or PickUp Patrol at [support@pickuppatrol.net](mailto:support@pickuppatrol.net).

We had really positive parent feedback last year at the Dewing, and we anticipate the same this year for all K-4 classes!

*Terry Gerrish*, Principal