



Dear CGES Parents,

Pickup Patrol is now up and running. If you are new to Center Grove Elementary School, please register your student and set a Default Plan as to how your student will get home. For returning parents, please update your child's Default Plan for the new school year. We need a Default Plan entered for every student, even if you already notified the teacher as to how your student will be getting home. Keep in mind that many of the bus routes have changed, so your child might be assigned to a different bus this school year. **Please check Skyward to see what bus your student is assigned to before updating PUP.**

In order to make the program work, **every Center Grove family** will need to set up an account with Pick Up Patrol. You should have received an email from Pickup Patrol that contains your individual link to start the process. Once you set up your account you can login to their website and enter your child's Default Dismissal Plan. It will be our only Absence Reporting and Dismissal option. Instead of sending notes, emails, or leaving a voicemail, all you do is login to your PickUp Patrol account and mark your child absent or enter your dismissal change for the day. Your account is available 24 hours a day and can be set up for future dismissal changes.

Below are guidelines and information about our dismissal options:

1. Absences and Late Arrivals need to be entered by 9:00 am. You will need to enter the information that will be requested.
2. Changes to your default dismissal plan must be entered by 2:30 pm (1:45 pm on Wednesday). This will give us time to print our reports and notify teachers. We will follow the dismissal plan in place each day unless a change is made. If a change is not entered, your child will go home according to the default plan.
3. In the case of a two household family, the parent listed as Family 1 in Skyward should set the Default plan. Changes due to your alternating schedules will need to be entered as dismissal changes either daily or set up ahead. Each student can have only one default plan and Pickup Patrol will send emails to both parents' email when changes are made to that plan.

ABSENT - If your child will not be at school just choose the dismissal option titled "Absent". You will be asked to enter the reason, such as stomach flu, headache, vacation, or funeral. Please be specific for absence due to illness. For an absence to be considered excused you will need to provide a doctor's note, or in the case of a funeral, please provide an obituary.

EXCUSED BY SCHOOL NURSE - If your child is sent home by the school nurse, and she tells you that he/she should stay home the next school day, choose "Excused by School Nurse". These absences are considered excused.

LATE ARRIVAL - If your child will be coming in late, choose the "Late Arrival" dismissal option. You will be asked to enter the reason. For a late arrival to be considered excused, you will need to provide a doctor's note to the office. When the student arrives at the school, the office will update the dismissal plan to the option you choose.

EARLY DISMISSAL - Do you need to pick up your child early? Pick the "Early Dismissal" option. You will be asked to enter the time, reason, and the FULL NAME of the person picking up your child. We will ask to see a driver's license every time a student is picked up from the office, regardless of the reason.

CAR RIDER - This option is designated for students that are picked up everyday. You will need to be assigned a car # from the school office to use this option. If you have already received your car #, it has been entered in your Default plan for you.

AFTER SCHOOL CLUB OR ACTIVITY, DAYCARE, VANS, BUS - These options are self-explanatory. Please enter information if prompted. Please note - students are NOT allowed to ride a bus that they are not assigned to this year for any reason.

Thank you for setting up your Pickup Patrol account and Default Plan. If you have any questions, please feel free to call the CGES Office.