

Arrival & Dismissal

AM:

Morning arrival went much faster this morning. Thank you for your patience and cooperation as we solidify our procedures!

Drop off is **7:50-8:00 AM** on **Barton, DeWitt, and Lafayette** - *Drop and Go!*
After 8:00 AM your child is tardy and you must go to the **Barton Street Main Entrance**.

Beginning next week, please stay in your cars. A staff member will come to your door to get your child out. Please have their **Pikmykid ID Number** (3 digit # sent to you over the summer, contact the main office if you do not have it) ready so the staff member can look them up in the system quickly.

PM:

Dismissal is between 3:00-3:30. Please make sure you have the Pikmykid App downloaded and hit **announce** when you are on your way to pick up your child.

There are two locations for dismissal:

	Car Line	Walkers
Where?	Enter the Parking Lot of Barton Street and form two lines. Stop at the cone by the playground and wait to be directed by staff.	Barton Street Main Entrance
Who?	Anyone picking up in a vehicle	Parents walking up to pick up their child or a child walking home alone. If your child will be walking without an adult, please send an email to scatalano@westbuffalocharter.org so that we can put a note in their file.

To help dismissal move smoothly, please stay to the side of **Barton Street** so that cars can get by.

Changes:

You can **change** your child's **daily pick-up mode** and/or **assign someone else** to pick them up (**delegate**). You can change it for a single day, or schedule for the entire month.

Changes can be made up until **2:00 PM** daily. **ALL** changes must be made in the app, not through the office.

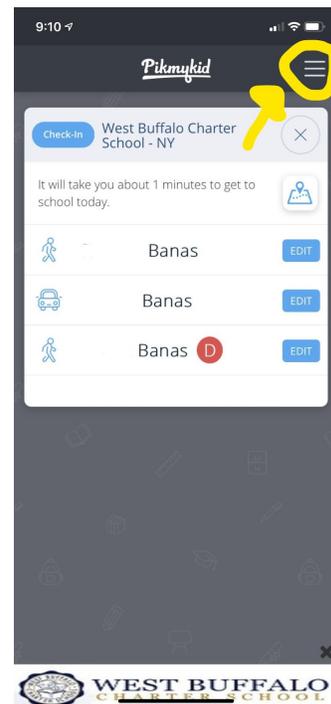
Delegations:

The application allows for **2 parents/guardians** to be associated with each child to download the application.

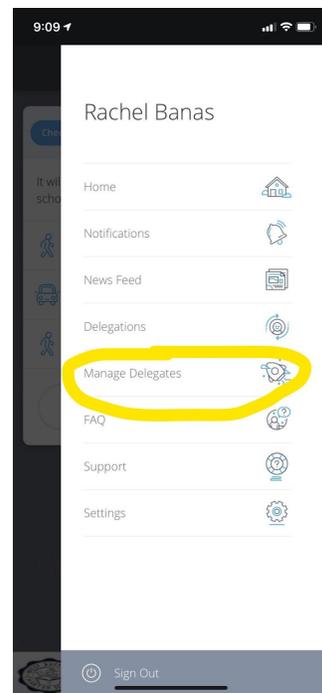
You can delegate an individual to pick up your child. You will need to enter their mobile phone number and information.

Add a Delegate to pick up your child:

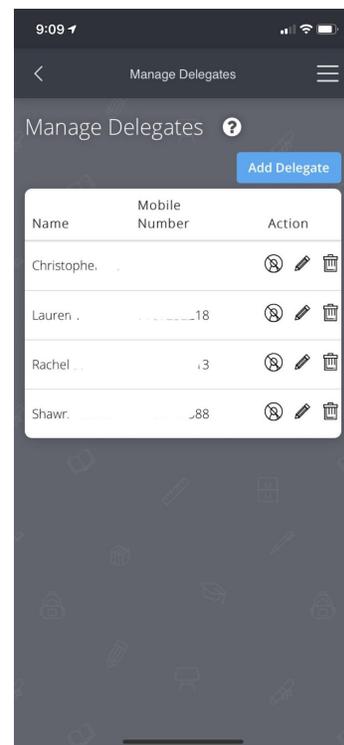
1. Open your application and select the **three lines** in the upper right corner.



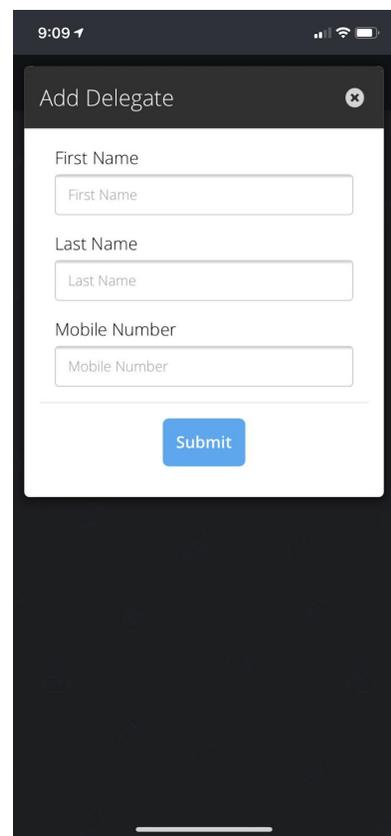
2. Select **Manage Delegations** to add approved individuals to pick up your child.



3. Click the blue **Add Delegate** button to add individuals to the list.



4. Add your delegate's information and hit submit. You can now select them on your child's monthly calendar.



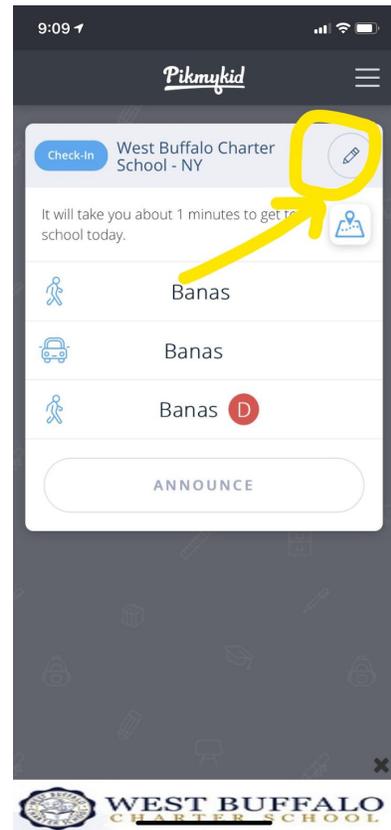
The image shows a mobile application interface for adding a delegate. At the top, the status bar displays the time 9:09 and signal, Wi-Fi, and battery icons. The app title 'Add Delegate' is centered at the top of the form, with a close button (an 'x' in a circle) on the right. Below the title are three text input fields: 'First Name', 'Last Name', and 'Mobile Number'. Each field has a light gray border and a placeholder text of the same name. At the bottom of the form is a blue rectangular button with the word 'Submit' in white text. The background of the app is dark, and the form itself is white.

Continued below:

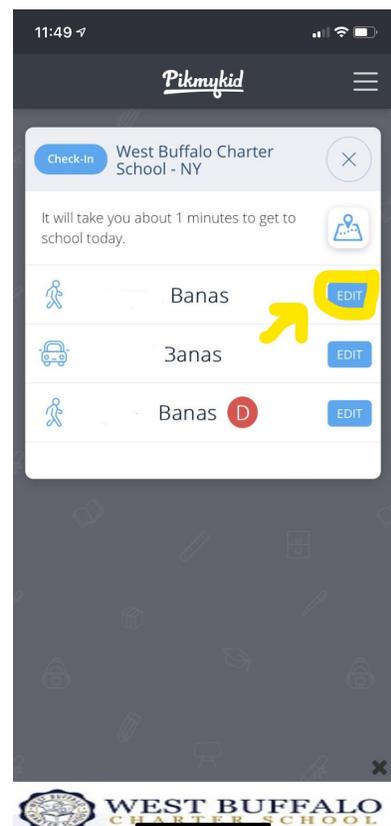
Assign a Delegate to pick up your child that day and change to Car Line or Walker.

This can be done in advance on the calendar. We suggest updating this a week in advance.

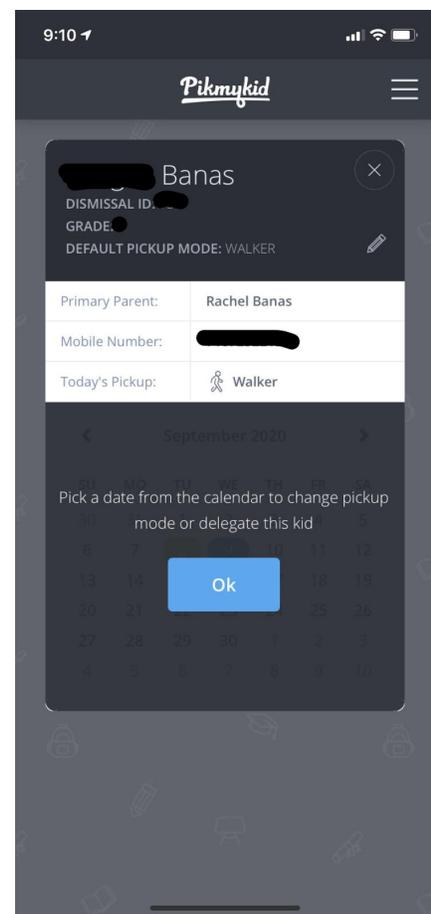
1. Open your application and select the pencil in the right corner.



2. Select **Edit** the right of your child's name.



3. Select **OK** to show the calendar and make changes.



4. Select the day you would like to make the change for on the calendar.

Here you can change **pick up mode** and **delegate pick up** to another person.

You have the option to repeat this setting for other days as well.

