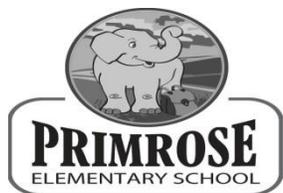


# Introducing...School Dismissal Manager!



March 19, 2019

Dear Parents,

With more and more daily bus notes, pick up notes, bus passes, and students going in so many different directions each day, Primrose School is adopting **School Dismissal Manager** to ensure that all students arrive at their proper destination safely each day. **School Dismissal Manager**, a web-based program, allows you, the parent, to schedule and update your child(ren)'s dismissal plans at the click of a button on your mobile device or laptop computer. This new system will allow parents to communicate your child's change in dismissal plans safely, easily and quickly! **It is intended to replace notes and phone calls to the office since all the information you enter can be viewed by school staff electronically.**

## ***Getting Started:***

Visit the School Dismissal Manager website ([www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)) and click on "view online demo" to learn more about the program.

**On Monday, March 25, 2019**, an email will be sent to you directly from School Dismissal Manager. The email from School Dismissal Manager will contain important instructions and your personal login credentials. Once you receive your credentials (an email has been sent to each parent/guardian on file), please use them to log into the new system so that you can begin to familiarize yourself with it and **PLEASE SET your child's "default" dismissal plans (your child's dismissal routine on most days)**. This dismissal plan will be communicated to the school so that teachers and all staff members are aware of your child's regular dismissal routine. *For example, if your child mostly rides bus O home, his/her default will be Bus O. You can only have one default and in most cases should be the bus your child rides home.*

## ***Making Daily Changes:***

Securely login to School Dismissal Manager when there's something different in your child's normal dismissal routine and click to change. Enter the daily dismissal plan for your child (known as the "**exception**" dismissal plan). **Any daily dismissal changes must be made by 11:00AM.** Any daily changes to your child's dismissal plans will be communicated to bus drivers, classroom teachers, and pick-up staff any dismissal changes for the day.

Also, anytime a change is made, a confirmation email is sent to the parents of record for that child...safety is the number one priority. In addition, you can set up dismissal changes in advance. If you know your child will be attending a program after school and will need to ride a different bus, you can set this up electronically. Parks & Rec activities, YMCA, Playdates, doctor's appointments and more... can all be arranged at the click of a button on School Dismissal Manager!

## Timeline – Making the Transition

### **Monday, March 25, 2019**

Begin setting up your account in School Dismissal Manager so you are ready for the April 1<sup>st</sup> launch. Begin by setting your child's "default" dismissal procedures. You can also begin using the system to make daily dismissal changes, known as "exceptions." You can enter "exceptions" for your student beginning with April 1<sup>st</sup> through the end of the year. Paper bus passes and pick up notes will still be honored until April 5<sup>th</sup>.

<b>Drop-in Support Sessions for Parents and Guardians</b>		
Need help getting set up? Bring your log-in email from SDM and we will help you get started.		
<b>Tuesday, March 26<sup>th</sup></b>	3:30PM-5PM	Main Computer Lab (by office)
<b>Thursday, March 28<sup>th</sup></b>	8:30AM-9:30AM	Main Computer Lab (by office)

### **Monday, April 1, 2019**

SDM will go live at school! Primrose will use SDM to report daily dismissal changes to teachers, bus drivers, and pick-up staff.

### **April 1-5, 2019**

We will honor paper bus notes and pick up notes during this **one-week grace period**, while we are transitioning to this new system. During this time, please be sure to set up your family account in School Dismissal Manager.

### **Monday, April 8, 2019**

Starting on Monday, April 8, 2019, School Dismissal Manager will be the **ONLY** system used by the school to determine your child's daily dismissal procedures. If your family does not have access to a computer or email, we will honor paper notes on a limited basis. Please do not call the school or email your child's teacher with any dismissal changes. All up-to-the minute reporting on dismissal changes (until 11:00AM) will be generated through School Dismissal Manager. For more information, please visit their website: [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) Videos and tutorials can be found on the website. If you have any questions, please feel free to contact your school office staff.

We look forward to working with your family to ensure a smooth and safe dismissal for all students!

Thank you,  
*Katie Winter & Meg Benedetto*