



# PARENT APP GUIDE

Dear Parents,

In our on-going efforts to enhance your children's safety, we have decided to begin using the PikMyKid Dismissal Application. This app allows you to be in full control of your child's dismissal and it gives us, the school, complete information regarding dismissal and the ability to acknowledge every change and to instantly check your child's dismissal status should you have a question.

Start by downloading the app and registering your parent account. We have also attached a PikMyKid car tag that can be used in the event you do not have your smartphone at pickup or you can share the tag with a pick-up designee that does not yet have the app installed.

Over the next week we will share additional information as we prepare to begin using PikMyKid for dismissal on Monday, March 7. To learn a little more on your own, please check out the following link that will show you a few of the PikMyKid features.  
<https://www.pikmykid.com/features/for-parents/>

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## Download the App

The PikMyKid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

Scan below to download!



iOS



Android

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## Registration

Select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number to complete registration.

<p><b>What's your name?</b> Please enter full name here which is registered with the school as Parent or Delegate</p> <p>First Name</p> <p>Last Name</p> <p>Need help?</p> <p><b>NEXT</b></p> <p><b>Cancel</b></p>	<p><b>What's your cell phone number?</b> Please enter your cell phone number here. We'll send confirmation code to verify it.</p> <p>USA +1</p> <p>Phone number</p> <p>Need help?</p> <p><b>NEXT</b></p>
<p><b>Your email address</b> Please enter your email address here.</p> <p>Email address</p> <p>Need help?</p>	<p><b>Set a strong password</b> A strong password will have an uppercase, lowercase, character, a number, and special symbol</p> <p>Enter Password</p> <p>Confirm password</p>

Need Help?

Email **[support@pikmykid.com](mailto:support@pikmykid.com)**

Be sure to include the name of the school, the child's name, the **dismissal ID**, and your mobile number, with your questions.

\*Parents can use our website also - [parentapp.pikmykid.com](http://parentapp.pikmykid.com) to register and make pick-up changes, report student Absence or checkins  
Note: Announcement is only available through the parent phone app.

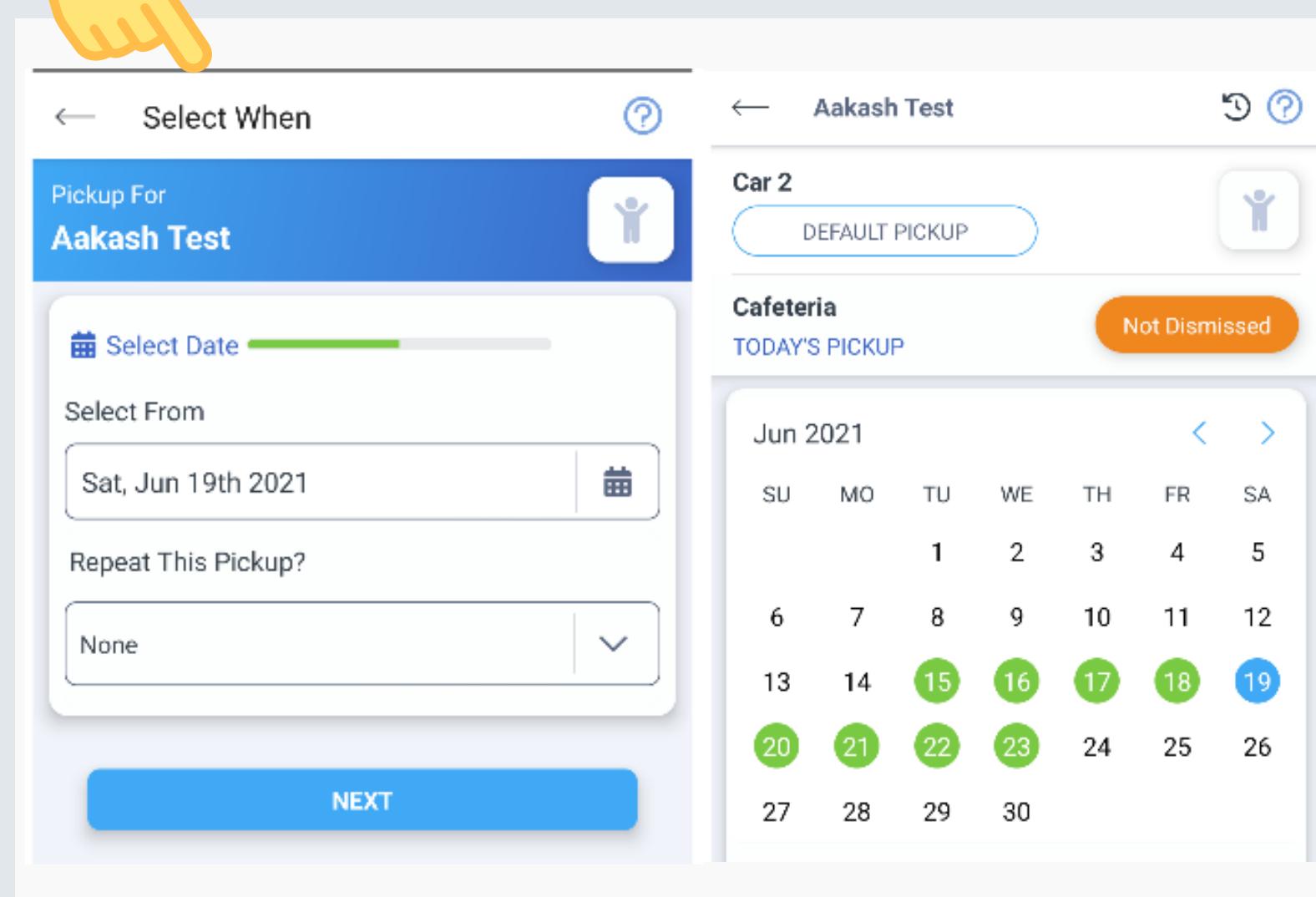


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## Schedule Pickup Changes

Choose the Child from the Children's tab, and choose the date to change the pickup. You will be able to make single or recurring changes

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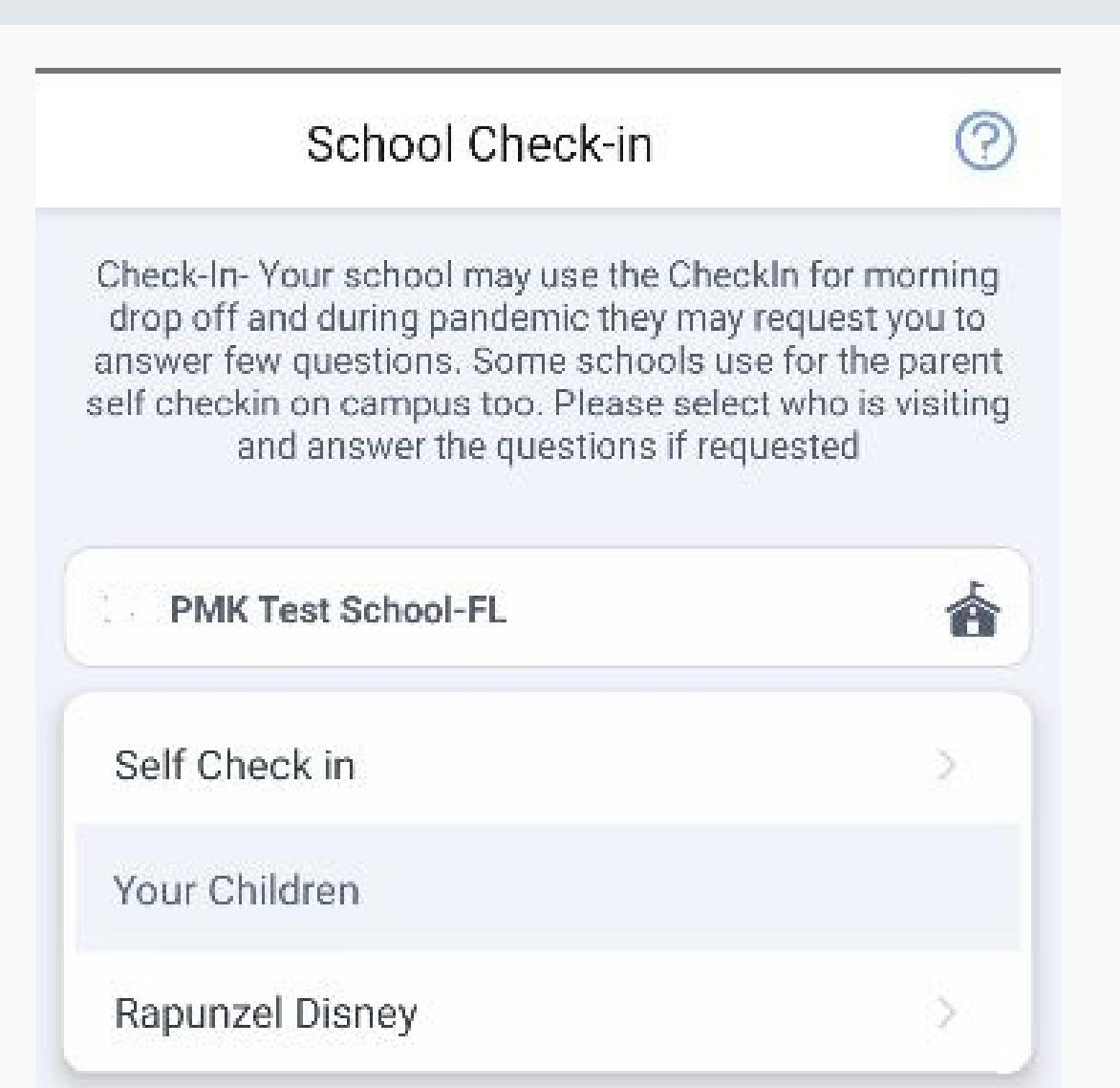
## Change Default pick-up

Select Default PickUp from this screen to change your child's default pick-up mode. If the button is grayed out, the schools may have restricted this.

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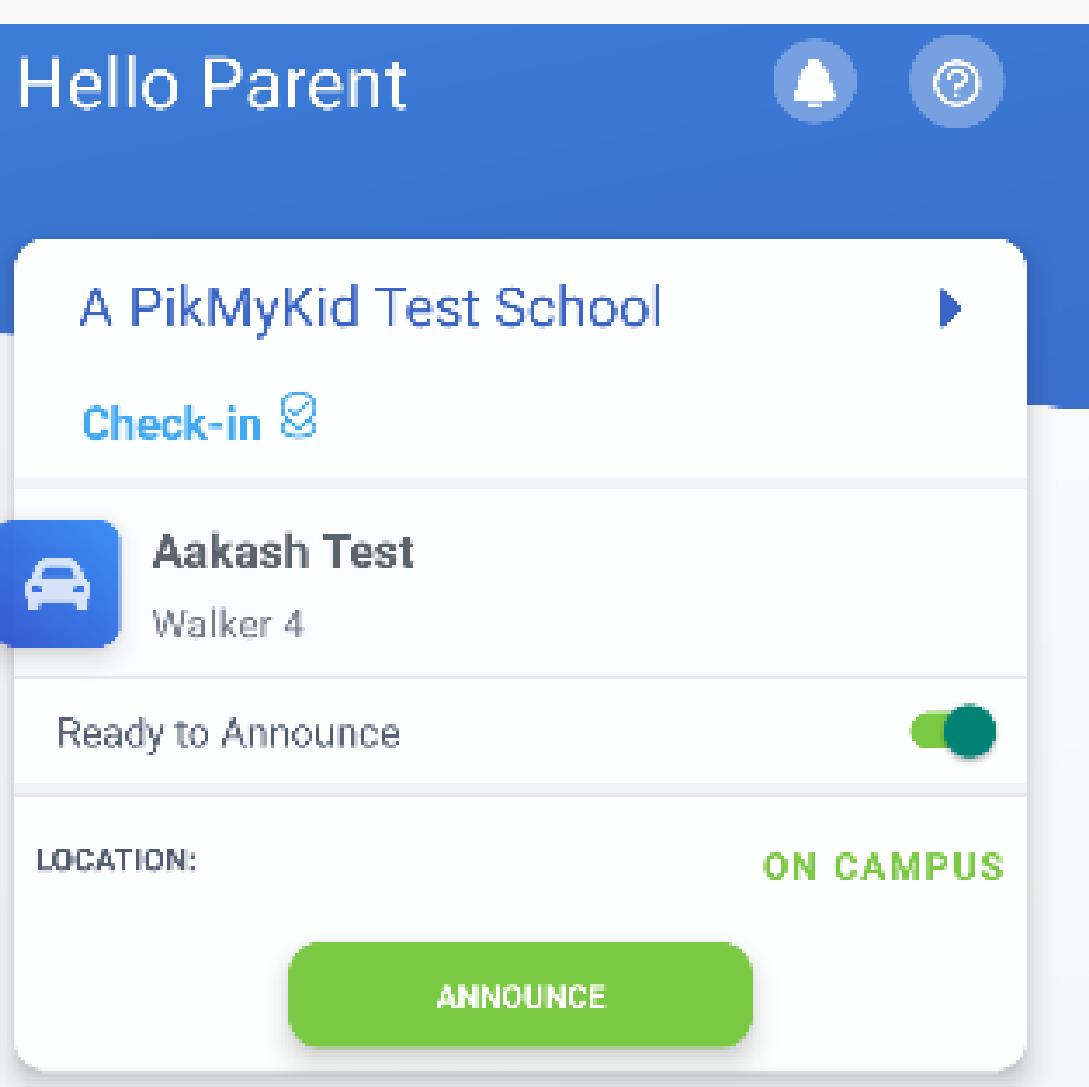
## Check-in

On Checkin tab, you will be able to complete the check-in for you or your children. Contact App Support if the Check-in tab is not available for you

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## Announce your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.



### App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support".

Fill out and submit the form to be connected with a friendly customer service human or email support@pikmykid.com



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## Q How do I add a change to my child's dismissal schedule?

- 1) Select your child's name from the "Children" tab
- 2) Choose the applicable calendar date when you want the change to start OR Select More Actions on your bottom right corner
- 3) Select Change Pickup on the box below the calendar OR Create Pickup if using More actions
  - a. Select "Next" if the change is for one day only OR
  - b. Select one of the options to repeat the change, choose the last day and days included in the change, then "Next"
- 4) Select the desired pickup option from the drop-down. Then select who is picking up.
- 5) Confirm Change to save your selection-You will see a green notification on the top of the screen with the confirmation of the changes.

## Q How do I announce my arrival to the school?

- 1) Parents can only announce at school, during the **set dismissal hours**, if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

## Q How do I manage my delegates?

- 1) Select Account at the bottom of your screen, then select Manage Approved Contacts
- 2) Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. \*Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.