

Greetings CMIT Parents!

As we approach the 2018-2019 school year we are excited to announce after careful consideration, a "NEW" dismissal procedure using a mobile app called Pikmykid. This application will help organize the dismissal process (*mainly car riders, but also for Enrichment and bus riders*) and improve safety. The PikMyKid app will enable you to announce when you are in close proximity of the school without being on the school grounds allowing teachers/staff to prepare your student(s) for departure once you actually arrive. The app will also allow for dismissal notifications, such as a bus rider or Enrichment student needing to be switched to a car rider for the day. It will also allow notification of pick-up changes and authorize others to pick-up your child from school, alert you when your child has been picked up or sent home on the bus, as well as help organize the car line during pick up.

The registration process is easy and all parents are heavily encouraged to download the PikMyKid app as soon as possible. This will be our main mode for dismissal communication and will allow a smoother process once all have the app downloaded. Please make sure you register with your personal current mobile phone number our school has on file for you or the app will not allow you to access your child's information for security reasons.



Registration and downloading procedures are as follows:

### DOWNLOAD

The app is available for download from your smartphone's app store (Google-Play, Windows, or Apple/iTunes App Store).

### REGISTRATION

Once you have downloaded the PikMyKid phone app, you will press the "Sign Up" button. Please fill in your personal information, personal cell phone number, personal email address and create a password. Each parent & user will need to register on their own smartphone with their own information. After you press submit, you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process. If for any reason you do not receive the code please contact [support@pikmykid.com](mailto:support@pikmykid.com) with your full name and email address used to register & listing OTP code as the issue.

If you have any questions about the app, simply email [support@pikmykid.com](mailto:support@pikmykid.com), and be sure to include the name of your child's school, and the child's name – as well as outlining any questions.

A screenshot of the "Sign Up" form in the Pikmykid app. The form is titled "Sign Up" and has a back arrow on the left. It contains several input fields: "First Name" (placeholder: "Your First Name"), "Last Name" (placeholder: "Your Last Name"), "Email", "Country" (dropdown menu showing "USA or Canada (+1)"), "Mobile" (placeholder: "Mobile Number"), "Password", and "Confirm Password". At the bottom, there is a checkbox labeled "I accept [terms and conditions](#)".

Once registration is complete, you will be able to login and see the school's name listed and your child(ren) listed below. If you are a parent/guardian and see a blank screen, it is likely that the school did not have your mobile number on file. Simply email [support@pikmykid.com](mailto:support@pikmykid.com) with your child(ren)'s school, name, and grade -- listing blank home screen as the issue. If you are not a parent or guardian and see a blank screen, this is because no one has assigned you to pick up their child for the day and is normal.

### TO ALLOW SOMEONE BESIDES YOURSELF TO PICK UP YOUR CHILD

Anyone who will be picking up your child should also register themselves with the application. Their screen will be blank and they will not have any authorization until you allow it within the app.



1. Press the **stylus icon** to the right of the school's name
2. Select the **child's name**
3. Select the applicable **calendar date**
4. Select "**Delegate**" and continue
5. Choose the person's name from your contact list that pops up
6. Select the 10-digit mobile number (that they would have used to register with the PikMyKid App.)
7. Choose from the drop down menu how they will be picking up your child and decide if it is a recurring (repeating) change - if so, for how long and how often (weekly, daily, monthly etc.)
8. Press **Done!** You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

### TO CHANGE THE WAY MYSELF OR THE OTHER PARENT WILL PICK-UP MY CHILD...



1. Press the **stylus icon** to the right of the school's name
2. Select the **child's name**
3. Select the applicable **calendar date**
4. Select "**Change Pick-Up Mode**" and continue
5. Choose from the drop down menu the way your child will be picked up and decide if it is a recurring (repeating) change-if so, for how long and how often (weekly, daily, monthly etc.)
6. Press **Done!** You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

### TO SEND YOUR CHILD TO AN AFTER SCHOOL PROGRAM OR CLUB...



1. Press the **stylus icon** to the right of the school's name
2. Select the **child's name**
3. Select the applicable **calendar date**
4. Select "**After School Programs**" and continue
5. Choose from the drop down menu the correct After School Program and decide if it is a recurring (repeating) change - if so, for how long and how often (weekly, daily, monthly etc.)

6. Press **Done!** You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

**Please keep a look out for the new car tags going home in the coming weeks. Thank You for your cooperation!**

**NOTE:** If you want to know more, go to this link <https://www.pikmykid.com/features/for-parents/>