



# SUMMER AT CEA/CEC USER GUIDE & PROCEDURES USING THE *Pikmykid* APP

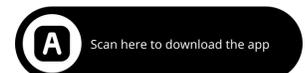


2 REGISTERING AND CREATING AN ACCOUNT

3 ARRIVAL PROCEDURES + INFORMATION

4 DISMISSAL PROCEDURES

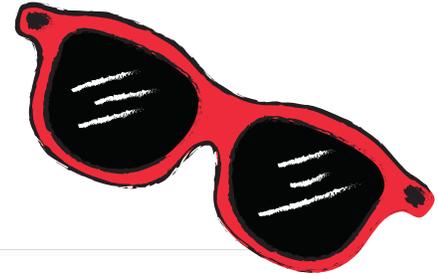
5 DELEGATING PICK UP TO ANOTHER PERSON





**THIS PAGE IS ONLY FOR NEW FAMILIES & NON-CEA CAMPERS.  
CURRENT FAMILIES WILL NOT NEED TO REGISTER AGAIN.  
REGISTER BETWEEN JUNE 5<sup>TH</sup> AND 6<sup>TH</sup>.**

# HOW TO REGISTER ON *Pikmykid*



1

## GET STARTED

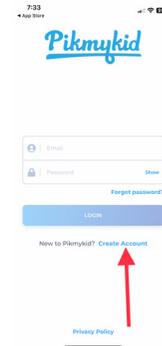
The app is available for download. Search "Pikmykid Parent" on your smartphone's app store (Google-Play, Windows, or iTunes).



2

## REGISTRATION

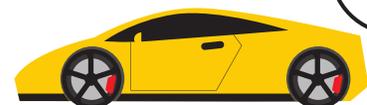
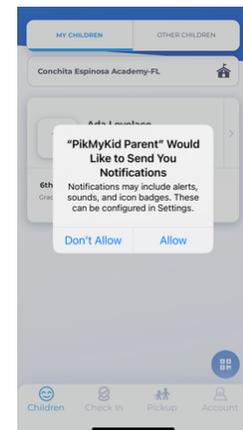
Once you have downloaded the PikMyKid phone app, you will press the "Create Account" button and follow the onscreen directions. Each parent & user will need to register on their own smartphone with their own information.



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## VERIFY E-MAIL AND PHONE NUMBER AND ALLOW NOTIFICATIONS.

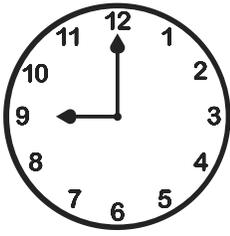
When prompted by app, check your e-mail and click the "Verify" button. Then, type in your phone number, wait for the code, and then put the code in.



2

## MORNING DROP OFF

- K3/K4 Students: Parents need to park and walk their K3/K4 child and older siblings to the green gate.
- Students in Pre-Primary through 8th grade should be ready to go once your car reaches the sidewalk of the main entrance. **Do not wait to be in front of the green gate to get off the car.**
  - Ready to go means bags and lunchbox in hand. Nothing should be in the trunk of the car. This is a safety issue.
- **Pre-Primary through 8th grade Parents: Please stay IN your car at all times.**
- If you have something to drop off, please wait until you reach the front so that you don't hold up the rest of the line.
- *Students may not be dropped off on the street. This is a safety issue.*
- **Green Gate opens at 8:00 a.m. daily. There is morning care for all grade levels.**



## ALL SUMMER PROGRAMS START AT 9:00 A.M. DAILY.

If you arrive to school after the Green Gate has closed, please call the office for admission (305) 227-1149. **Please do not leave the school until your child has been admitted through the Green Gate.**



## BE READY FOR A RAINY DAY

Children should have a raincoat/poncho folded in their book bags. *No umbrellas allowed.*



## EVERY MINUTE COUNTS

You may get in line **ONLY** 5 minutes before your dismissal. If you get in line too early, you will be asked to go around.



## ANNOUNCING YOUR CHILD DOES NOT MEAN THEY COME OUT

Once school personnel has acknowledged your presence on campus, they confirm you are here and then your child will be alerted to come out.

## EARLY DISMISSALS MUST BE BEFORE 3 P.M.



Once you arrive on campus, announce on the app. Then, call the office (305) 227-1149. K3/K4 parents should wait outside of the Green Gate. Pre-primary through 8th grade parents should remain in the car line. Personnel will escort your child out.



## PICK UP MODE OPTIONS:

**K3 and K4:** Parents are to park and stand on the red spots to wait for their children to be walked out by a teacher or aide.

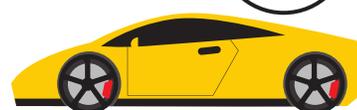
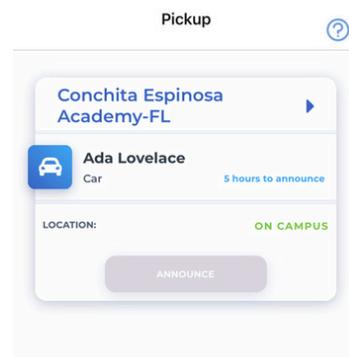


**Pre-Primary through-8th grade:** Pre-primary through 8th grade parents will remain in car and get into drop off/pick up lane.



## DISMISSAL TIME:

1. Open the Pikmykid app on your way to school.
2. You will only be able to announce upon your arrival on campus.
  - o **Families with multiple children:** Pick up should be after the oldest child's dismissal time.
3. Make sure your phone's location services are **on**.
4. On the bottom of the PikMyKid app, select **Pickup**, then select **Announce**.
  - a. If you aren't picking up all your children at once (ex. one has an afterschool activity), make sure that student's toggle is off (not **green**).



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# HOW TO DELEGATE SOMEONE ELSE TO PICK UP YOUR CHILD(REN):



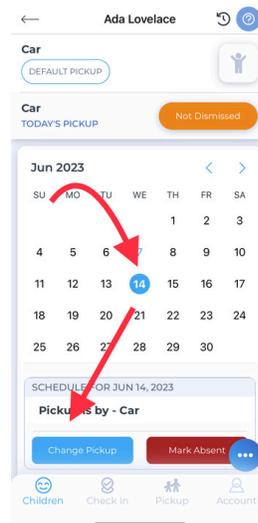
Any family member/person authorized to pick up your child must download the PikMyKid app before arriving to our campus.



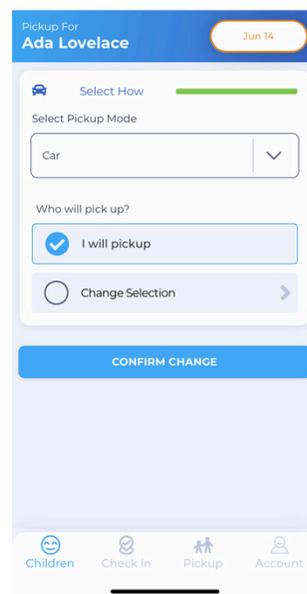
Any student going home with a friend or by means other than the regularly scheduled transportation must be delegated.



*For the safety of our students, we will not release students to anyone who is not delegated.*



1. Open the app and click the arrow to the right of your child's name.
2. Select the date of the delegated pick up.
  - a. Please note: If the same person will be picking up your child every Tuesday, you can program it all at once by following the directions on screen.
3. When you get to the "Modify Pickup Change", first select your **usual** Pick Up Mode (K3/K4: Select K3/K4 or Car for children in pre-primary through 8th grade).
4. Then, under "Who will pick up?" select **Change Selection**, and you will be able to choose a contact in your phonebook.
5. Select **Confirm Change**.
6. Once complete, you will see a screen confirmation of the change and you will receive an e-mail confirming the change in delegation.



## QUESTIONS?

E-mail Lissette Mederos at [lmederos@conchitaespinosa.com](mailto:lmederos@conchitaespinosa.com)  
Be sure to include your name and your child's name.

