

IMPORTANT! ACTIONABLE! TIME SENSITIVE! REQUIRED!

EVERY CONCORD ROAD FAMILY MUST ACT ON THIS AFTER RECEIVING THE SDM EMAIL, AND PRIOR TO 9/5 SO WE KNOW HOW YOUR CHILD IS GETTING HOME!

Teachers will NOT accept emails or notes regarding dismissal

Welcome to School Dismissal Manager (SDM), an organized and more efficient tracking system for afternoon dismissals! Using your desktop or smartphone browser, you can quickly and easily update your child's dismissal instructions when they need to be changed.

The easy-to-use mobile and desktop interface will allow you to make these changes in advance or for the current day. You can also report early dismissals, and even schedule recurring dismissal instructions for after-school activities.

Returning families please use your login information that you used last year. New families will receive an email with login information and a temporary password.

When creating an exception for the current day, please note that the cut-off time is **1:30pm** on regular school days including Wednesdays. On early release days (Parent/Teacher Conference days) the cut-off time is **9:30am**. Each school day, SDM will send a comprehensive dismissal report to the school immediately following the cut-off time, allowing administrators and staff to facilitate a smooth dismissal.

Here are a few Fast Facts that you will need to know for getting started:

The app is compatible with Android and Apple devices and native apps can be found in the respective app stores or via our website. ***IMPORTANT: Returning parents need to ensure their app has the latest UPDATED version before the first day of school. If your phone is set to update automatically no action is required but those that don't will need to update manually.***

- a. **Android – Search in the Play Store for *School Dismissal Manager* and Install -OR- open a Chrome browser window, go to www.schooldismissalmanager.com, and login. Then click the three**

stacked dots at the top right corner, scroll down and click on **Add to Home Screen**, and follow the onscreen instructions to install the app.

b. iPhone – Search in the App Store for **School Dismissal Manager** and Install -OR- open a Safari browser, go to www.schooldismissalmanager.com, and login. Then click on the box with the arrow pointing up, scroll down, and click **Add to Home Screen**. Type in (or click on if auto-filled) **SDM** and then tap **Add** to install the app.

First Login

**** Please see attached Appendix A for helpful dismissal options**

Check your child's default dismissal (how your child goes home most days) and make sure it is set correctly. If changes are needed, select the green **Set/View Default** button above the calendar or if using the SDM app, select **Default Dismissal** from the menu at the top left, to set the correct dismissal. Setting a weekday default will override the main default on a specific day of the week. **Always set the main default first**, then set weekday defaults only as necessary.

Recurring Dismissal Exceptions

If your child has a temporary, recurring dismissal exception click the **Recurring Dismissal Instructions** located at the top of the screen. Select the child's name and dismissal option. **DO NOT use the Recurring Dismissal feature to put in your child's "default" dismissal.** *Please Note: The difference between a Weekday Default Dismissal and a Recurring Dismissal is that recurring has a start and end date because it is a temporary dismissal exception that occurs for a set period of time, while the weekday default is a default dismissal that occurs regularly on a specific day of the week for the entire school year.*

Reporting Your Child will Leave Early

We will be utilizing SDM's *Leaving Early* option so that parents can let the school know when their child is being picked up early. To do so, select the day on the calendar for which your child will be picked-up early, then select **Add Exception** and choose **Leaving Early, NOT Coming Back**. You will immediately be asked if your child is coming back to school. Once yes or no is selected, you will be prompted to fill out the remaining information and depending on whether you answered yes or no, SDM will create the appropriate dismissal exception or notification to the office once you click **Submit**. *Please note that you must still adhere to any rules or guidelines specified in our school's policies.*

The Parent Dashboard always displays the current and following week. Days where there is no school or there is an early dismissal will be clearly marked. To opt in for text messages, click **Preferences** in the top menu to add your mobile number.

Recurring Dismissal Exceptions: If your child has a temporary, recurring dismissal exception click the **Recurring Dismissal Instructions** located at the top of the screen and fill out the details as required. **DO NOT use the Recurring Dismissal feature to put in your child's "default" dismissal.** *The difference between a Recurring Dismissal Exception and a Weekday Default Dismissal is that recurring has a start and end date because it is a temporary dismissal occurring regularly on a specific day of the week for the entire school year.*

Email Notifications: When you start to receive email notifications regarding dismissal changes or cancellations made for your child, please keep in mind that hitting Reply or Reply All on those emails does not reply to the school or person making the change. If you need to respond to a notification (i.e., to inform the school it is incorrect, provide additional details, etc.) call the school directly and talk with someone in the office.

FAQs: As you begin to use School Dismissal Manager, if you have questions, please check the Frequently Asked Questions (FAQs) link found in the Parent login area at the top of the SDM homepage or click on Help in your top menu. Here, you will find answers to the most commonly asked questions. If your question remains unanswered after checking here, please contact the school office and we will be happy to assist you further.

If you find you need further assistance, please contact **sdm@ardsleyschools.org**.

Please Note: For reasons of safety and security, SDM staff does not respond to parent requests or emails and will redirect any parent callers to the school office.

Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students and staff. Please contact our office if you have any questions or concerns.

Appendix A

Dismissal Option Definitions

ACC (Ardsley Children's Center)

To be used if your child is enrolled in the after school care provided by the Ardsley Children's Center.

UMAC

To be used if your child is enrolled in UMAC.

Honest Art

To be used if your child is enrolled in Honest Art.

After School Program (ASP)

To be used if your child is enrolled in the Fall, Winter or Spring enrichment program run by Tara Peterson.

Bus Student

To be used if your child takes the bus home.

Leaving Early, NOT Coming Back

To be used if you are picking your child up early. You will be asked if your child is coming back to school. Once yes or no is selected, you will be prompted to fill out the remaining information. **We will not accept early pickups after 2:00pm.**

Main Building Walker

To be used **only** if your child is in 2nd, 3rd and 4th grade.

Sibling Match

To be used **only** if you have another child in the upper grades (2nd, 3rd & 4th grades) who has a sibling in kindergarten and/or 1st grade. The upper grade sibling will be dismissed as Sibling Match and will be matched with their kindergarten and/or 1st grade sibling. The kindergarten and/or 1st grade sibling should also be dismissed as Sibling Match.

Primary Walker (Kindergarten and 1st Grade Students Only)

To be used **only** by parents of kindergarten and 1st grade students who are being picked up by car.