

## **IMPORTANT! ACTIONABLE! TIME SENSITIVE! REQUIRED!**

**EVERY CONCORD ROAD FAMILY MUST ACT ON THIS AFTER RECEIVING THE SDM EMAIL, AND PRIOR TO 9/6 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.

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 **10:30am**. 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:***

**Add the [School Dismissal Manager App](#) to a smartphone, tablet, or web browser.** The app is compatible with Android and Apple devices.

**iPhone** – You will find it in the iOS App Store.

**Android** – You will find it in the Android Play Store.

You can also find the App on the SDM website.

### **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.

**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](mailto: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.

#### **After School Program (ASP)**

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

#### **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.

#### **Main to Primary (ONLY FOR 2ND, 3RD, 4TH GRADE STUDENTS)**

To be used **only** if you have another child who is in kindergarten and 1st grade. The sibling in the upper grade will be dismissed as Main to Primary matched to their sibling.

#### **Sibling Match FOR KINDERGARTEN 7 1ST GRADE STUDENTS ONLY**

To be used **only** if you have another child in the upper grades who will be dismissed as a Main to Primary. They will be matched with their older sibling.

#### **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.