

Syosset Central School District

Dr. Thomas L. Rogers
Superintendent of Schools

J. Irving Baylis School
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Plainview, New York 11803-1007

Main Office 516-364-5798
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Dr. Theresa Curry
Deputy Superintendent of Schools
364-5656

Clara Y. Kang
Principal



August 30, 2023

Dear Baylis Families,

Again, this year, Baylis Elementary School will use the [PickUp Patrol \(PUP\) application](#), a convenient, user-friendly, digital system, to report absences and/or communicate dismissal plan changes. Here is important information for the 2023-2024 school year.

Reporting Your Child's Absence:

- If your child will not attend school for any reason: illness, travel, family obligation, appointments, please record the absence in **PUP**.
- You can always call the main office at 516-364-5798 to report the absence, but PUP is a quick and easy way to report your child's absence.
- Although you are always encouraged to communicate with your child's teacher, the reporting of absences should go directly through PickUp Patrol or the main office, NOT the teacher.

Setting a "Default" Dismissal Plan for your child:

- The "default" dismissal plan in PickUp Patrol for all students is to ride their assigned bus.
- You may choose to change the "default" plan for your child if:
 - You are planning on picking up your child as a walker everyday
 - You are planning on picking up your child on a varied schedule, e.g. every Tuesday and Friday you will pick up your child as a walker.
 - Your child will attend SCOPE, or an outside after care service. If your child attends SCOPE, or an aftercare service, you will need to update PickUp Patrol to reflect your child's schedule each month.
- **Finally, please enter and/or confirm your child's default dismissal plan by the first day of school.**

Making a Daily Change to Dismissal:

- Daily dismissal changes can be made for any day (even future dates) by selecting the date and your desired dismissal plan.
- Any changes to dismissal are to be recorded in [PickUp Patrol](#) by 11:00 AM.
- You can alter the dismissal plan on any given day as the circumstance arises. Here are some other instances where you will need to record the change to dismissal.
 - Your child usually rides the bus but will be "**walker**" for the day.
 - Your child usually rides the bus but will be **leaving early** for an appointment.
 - Your child attends SCOPE but will be "**riding the bus**" today.

NEW BAYLIS FAMILIES:

- You will receive a registration email from our PickUp Patrol system the afternoon of August 30th. Please register as soon as possible so you are ready to use the system before the start of school. The registration email will walk you through everything you will need to know.
- Once your registration is complete, you can enter and confirm your child's dismissal plan.

Here is the [PUP Parent Guide](#) which will assist you and/or guide you through the PickUp Patrol Process.

Thank you for your support and cooperation to ensure that all absences are accounted for, and our students are dismissed safely and efficiently.

Don't hesitate to call the Main Office at 516-364-5798 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Clara Y. Kang". The signature is written in a cursive style with a large initial 'C' and 'K'.

Clara Y. Kang
Principal