



**PLEASE LOG IN TO PICK UP PATROL TO ENTER OR UPDATE YOUR CHILD'S DEFAULT PLANS.**

**PLEASE USE PICK UP PATROL TO REPORT ABSENCES, LATE ARRIVALS, EARLY PICK-UPS, OR ANY CHANGE OF DISMISSAL FOR WILLOW SPRINGS ES.**

<https://app.pickuppatrol.net/parents>

Please select Parent Login and "reset password" if you previously had an active account. Emails on file with our registrar are the only emails permitted to access Pick Up Patrol.

If you have not registered in Pick Up Patrol yet, don't hesitate to contact the school to send you a registration link. Email [anmccabe@fcps.edu](mailto:anmccabe@fcps.edu), and we will send a Pick Up Patrol Welcome Email. The Welcome Email is time sensitive, so please open it and set up your account asap as the email will expire quickly!

**Use the PUP web app for:**

**DEFAULT PLANS:** Your child's default plan is what they do for dismissal NORMALLY everyday. You can customize the default plan if they have a different dismissal for different days of the week, or you can have one Default Plan for all 5 days.

**DISMISSAL CHANGES:** Submit changes to your student's regular dismissal plans. For example:

- *Your child normally rides the bus, but is getting picked up today.*
- *Your child usually goes to SACC, but is leaving early for an appointment.*

**ABSENCES** - Please list reason or symptoms in the comment section.

**LATE ARRIVALS** Please note estimated arrival time in the comment section.

The PUP web app is free to parents and you can use it from your smartphone or computer.

PUP is **not** accessible through the app stores. Instead, you'll add it to your phone's home screen for easy access. Go to the [Parent Login Page](#) and add the link to your home screen. If you need help doing this, find instructions [HERE](#).

If you have any questions, please contact us here in the WSES Main Office at 703-679-6000 or PickUp Patrol at [support@pickuppatrol.net](mailto:support@pickuppatrol.net).

**PLEASE ENTER OR UPDATE YOUR CHILD'S DEFAULT DISMISSAL PLANS AS SOON AS POSSIBLE TO HELP MAKE A SMOOTH TRANSITION.**

**When plan changes are submitted, Pick Up Patrol notifies your child's classroom teacher, WSES main office, and related afternoon duty staff.**



*No notes. No phone calls. No problem.*

## How to Add the PUP App to your Home Screen

The PickUp Patrol app is not downloaded from an app store. You simply add it to your phone's home screen following the instructions for your phone type and browser below.

### IPHONE/SAFARI

Open <https://app.pickuppatrol.net/parents> in Safari.

Tap the "share/send" icon on the bottom menu bar (rectangle with an "up" arrow).

Choose "Add to Home" (you may need to scroll right/left or further down to see this icon).

Rename the page with something short like "PickUp Patrol" or "PUP".

Click ADD in the top right corner.

### IPHONE/CHROME

PUP works in Chrome, but we recommend you use Safari to add PUP to your home screen.

#### ANDROID/CHROME - Option #1

Open <https://app.pickuppatrol.net/parents> in Chrome.

Tap on the 3 dots on the top right.

Scroll down and tap on "Add to Home Screen".

#### ANDROID/CHROME - Option #2

Open <https://app.pickuppatrol.net/parents> in Chrome

Tap on the Menu button. The appearance of the Menu button will depend on your device—usually it's a button that looks like three horizontal lines stacked on top of each other, or it could be accessed through a hardware button on your phone.

Tap "Add to Home Screen".

### ANDROID/MICROSOFT EDGE

Open <https://app.pickuppatrol.net/parents> in Edge.

In the Ellipsis menu (lower right corner), choose "Add to Home Screen".

Select "Add" and "OK" after the prompts.

Choose "Add to Home".

### ANDROID/FIREFOX

Open <https://app.pickuppatrol.net/parents> in Firefox.

Press the Menu button (either below the screen on some devices or at the top-right corner of the browser), then tap on "Page".

Tap "Add Page Shortcut", Your shortcut should now appear on your home screen.

**Tip:** If you want to change the label on your shortcut, bookmark that page first, then change its title on the *Edit Bookmark* window. On the *Bookmarks* panel, do a long tap on that site and choose "Add Page Shortcut".

**Note:** PickUp Patrol DOES NOT work with Internet Explorer.