



Rowntree Montessori Schools

ALL GRADES

First Day of School Checklist

Once you have decided to make Rowntree Montessori your child's school, you can start to look ahead for what will be needed for the first day of school. Below is short overview. In July, you will receive a large welcome email with more details.



UNIFORM (BOTH FORMAL & PHYS.ED)



**TEXT BOOKS ORDERED FOR YOUR GRADE
(GR.1 TO 8 ONLY)**



SCHOOL SUPPLIES (AS LISTED BY GRADE)



**RMS SPECIFIED CHROMEBOOK
(GR.3 TO 8)**



LUNCH, SNACK AND WATER



INDOOR AND OUTDOOR SHOES



PIKMYKID APP INSTALLED ON PARENTS' DEVICES



**VIRTUAL MEET THE TEACHER PRIOR TO THE
FIRST DAY**



BIG SMILE & GOOD VIBES ONLY





PARENT APP USER GUIDE

Get Started

The PikMyKid app is available for download on your smartphone's app store (Google-Play or iTunes).

Registration

Once you have downloaded the PikMyKid phone app, you will press the "Register" button and follow the prompts to sign up

OTP Code

After you press "Submit", you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process!

Don't see your child?

If you are a parent/guardian and do not see your student, it is likely that the school does not have your mobile number or the information on file is incomplete.

For support, parents can call **(813)-864-7627**

Each parent & user will need to register on their own smartphone with their own information.

The registration process consists of four sequential screens:

- Screen 1:** "What is your name?" with input fields for "First" and "Last", and a "Next" button.
- Screen 2:** "What is your email?" with an "Email" input field and a "Next" button.
- Screen 3:** "What is your phone number?" with a dropdown menu for "USA or Canada (+1)", a "Mobile Number" input field, and a "Next" button.
- Screen 4:** "Password" with "Password" and "Confirm Password" input fields, and a "Next" button.

*Parents can use our website parentapp.pikmykid.com to register and make dismissal changes.

Note: Announcement is only available through the parent phone app.

Blank Screen? Missing OTP code?
Email **support@pikmykid.com**
Be sure to include the name of the school, the child's name, the **dismissal ID**, and your mobile number, with your questions.



PARENT APP USER GUIDE

Q How do I add a change to my child's dismissal schedule?

- 1) Select the pencil icon in the corner next to the school name --> Select the Edit button next to child's name. Select OK on the next screen to display your child's calendar--> choose the date for the change
- 2) Select "Change Pickup Mode", "Delegate to Another Person", or "After - School Programs" and follow instructions on the screen depending on the choice of dismissal. Decide if it is a recurring change—if so, for how long and how often (weekly, daily, monthly etc).
- 3) Select "Save Pickup Change" to submit. You and the school will be able to see the changes on your child's calendar!

Q How do I announce my arrival to the school?

- 1) Parents can only announce at school, during the **set dismissal hours** if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button.

Q How do I manage my delegates?

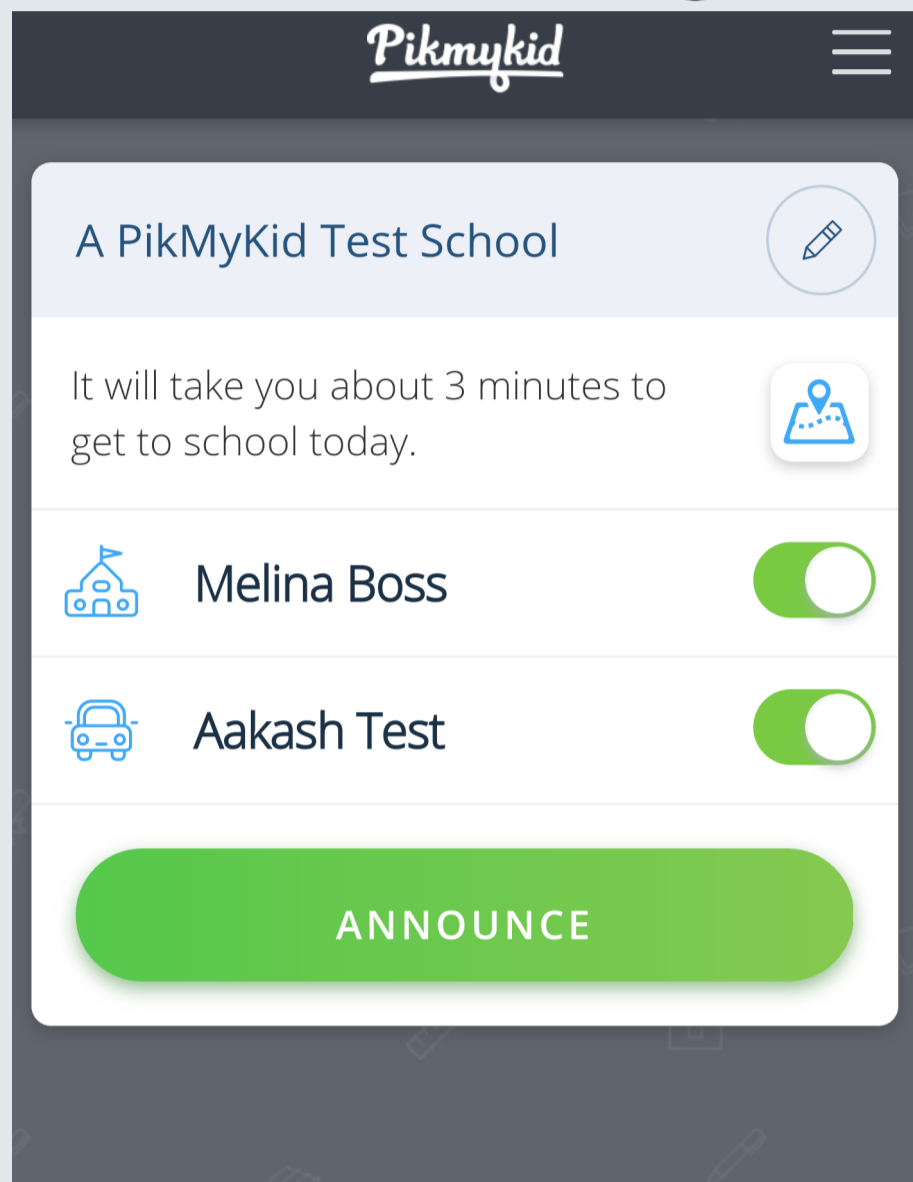
- 1) Select the three bars at the top right corner to access your app menu, then select Manage Delegates.
- 2) Select **Add Delegate** to create a new contact. You can also Edit, Delete or Block delegates as needed. *Blocked delegates will still be on your contacts but they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.



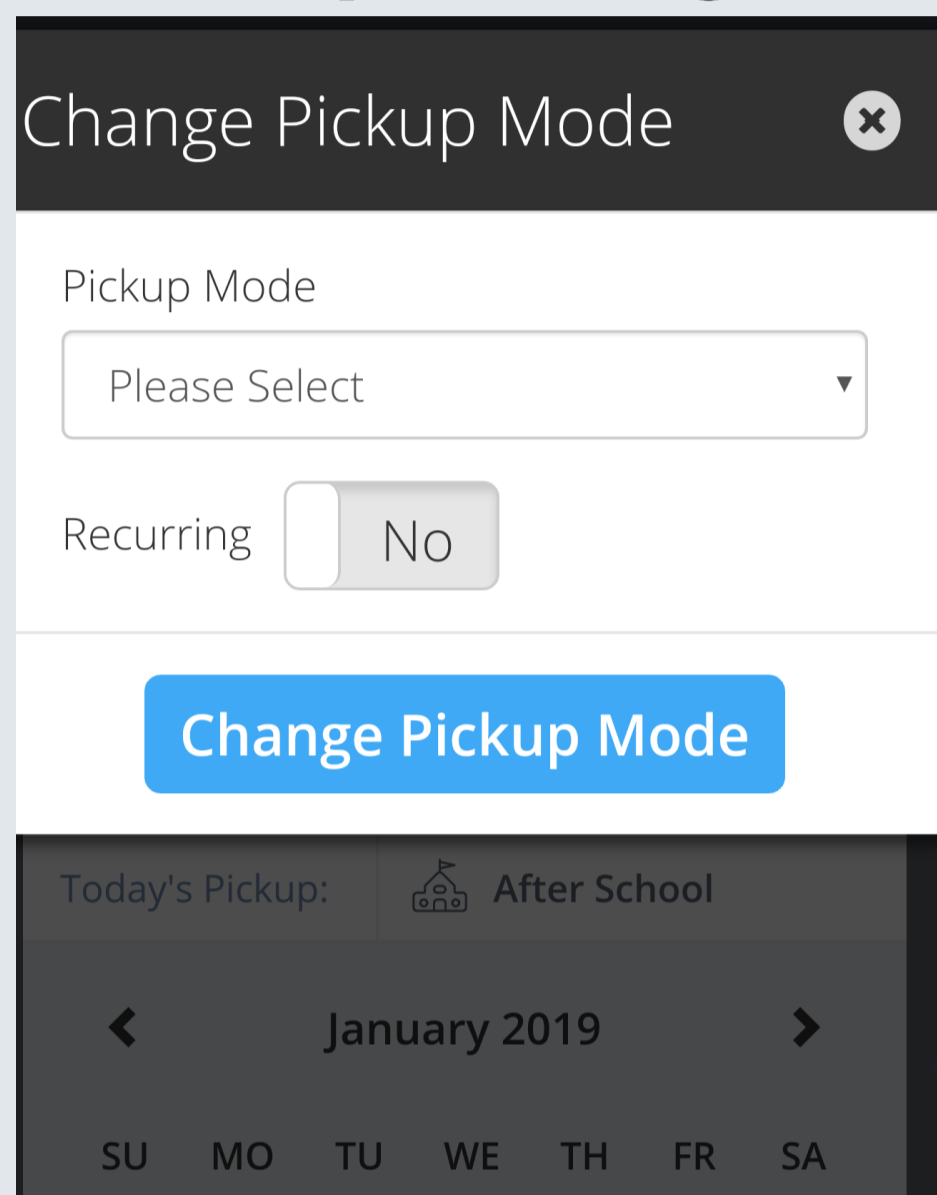
PARENT APP USER GUIDE

Announcing



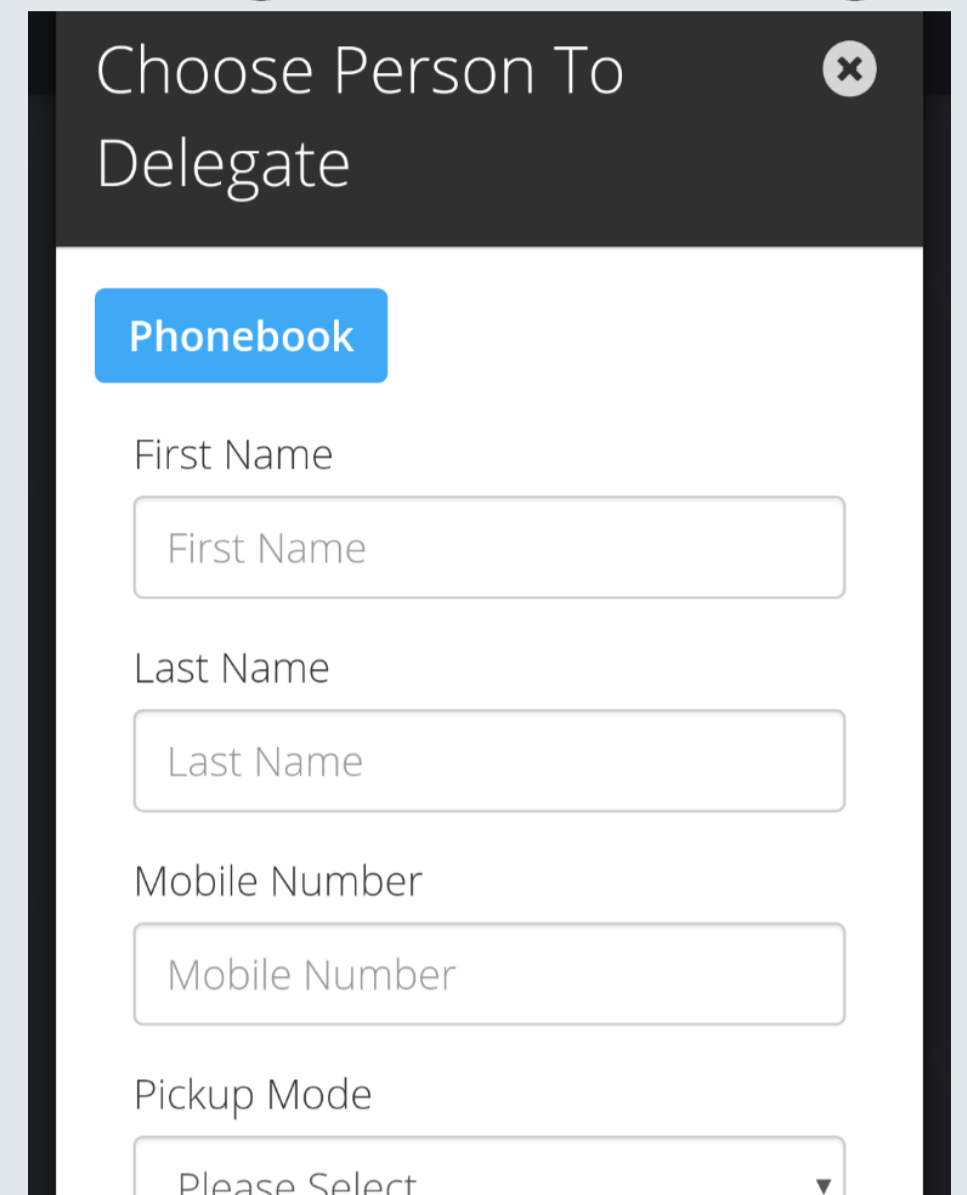
The app's home screen allows you to see your children, view their pickup mode, and announce your arrival.

Pickup Changes



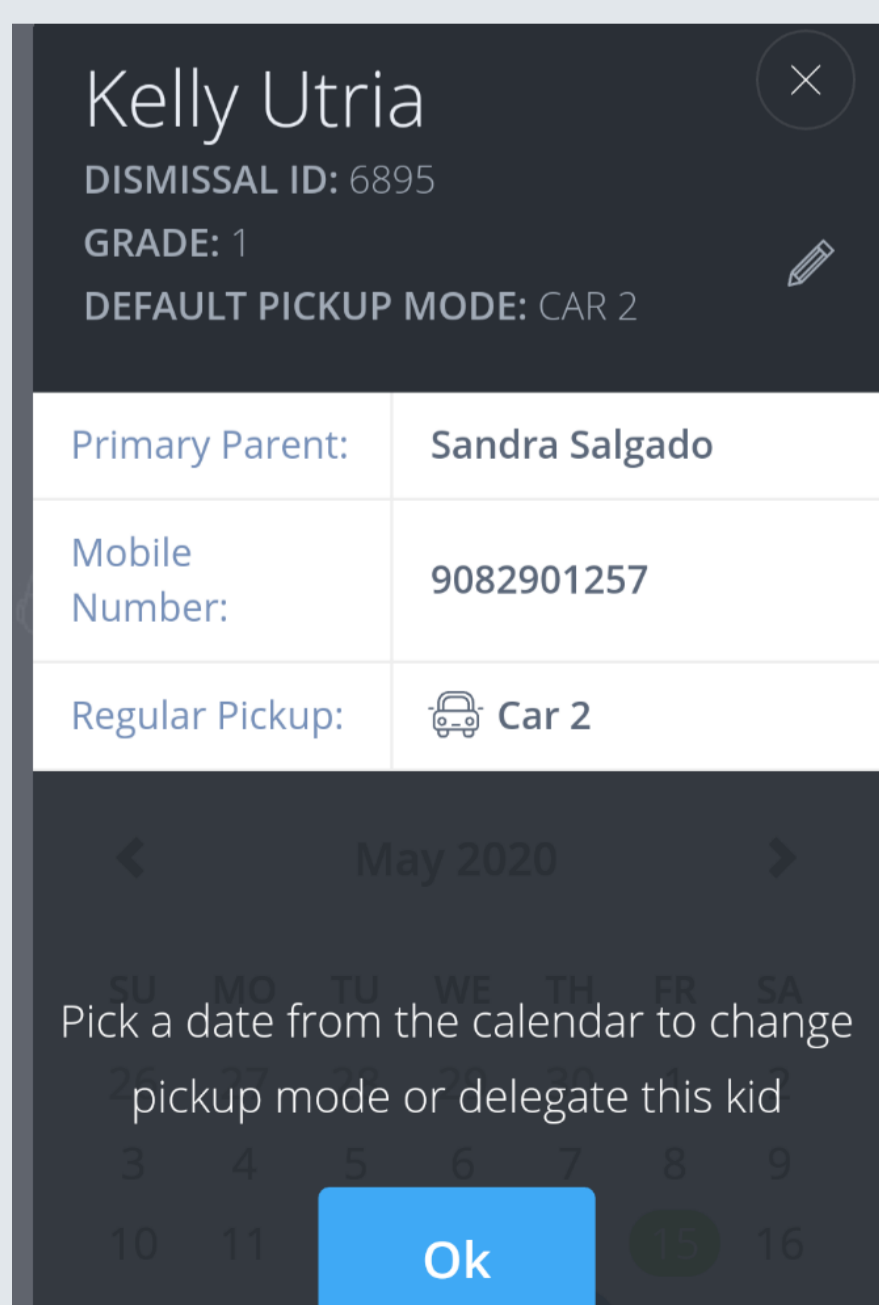
From this screen, you will be able to change the way your child will go home. You can also make this a recurring change.

Delegation Changes



To change who your child goes home with, you'll use this screen to enter the delegate's information.

Default pick-up



Select the pencil from this screen to change your child's default pick-up mode. If you don't see the pencil, contact your App Support

App Support

From the menu (☰) in the top right corner of the app, select "Support". Fill out and submit the form to be connected with a friendly customer service human.



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RMS ACADEMY CAMPUS MORNING DROP-OFF AND AFTERNOON DRIVE-THRU PICKUP

- Please pay close attention to the on-duty school faculty and staff
- No left turns from the school onto Sunforest Drive are permitted
- The school gate will remain closed until 3:00pm (when drive-thru pickup begins)

EVERYONE'S COOPERATION AND PATIENCE IS VERY IMPORTANT AND MUCH APPRECIATED

MORNING DROP-OFF RULES/TIPS

- Please watch staff members' hand directions for guidance
- Students may ONLY exit vehicles within the "drop-off zone"
- Children should exit vehicle on driver's side (where possible)
- Please have backpacks inside your vehicle (rather than in trunk), if possible
- Please pull up as close as possible to the car in front of you
- Parents should remain in their cars (school staff will open car doors for the students)



AFTERNOON DRIVE-THRU PICKUP RULES/TIPS

The afternoon drive-thru pick-up process will work the same as always, with the following exceptions:

- Parents can remain in their cars and school staff will assist students in getting into their cars.
- Staff will NOT buckle students into seatbelts, car seats, etc. Bucking students will remain the responsibility of parents.



PLEASE HELP KEEP
OUR STUDENTS SAFE!