

Arrival/Dismissal Process Remini Instructions

2023-2024

PARK WEST
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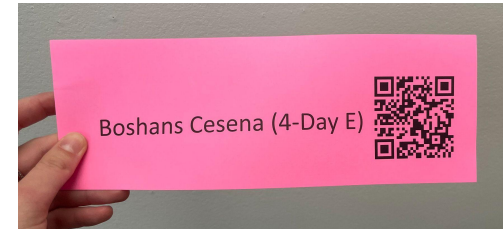


Remini - Arrival

- Teachers will check students into class as they arrive in the classroom.
 - Parents/caregivers do not need to take any action in Remini upon their child's arrival at school.

Remini - Dismissal

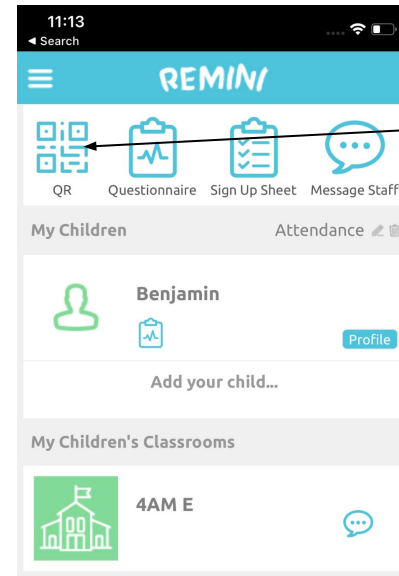
- For the **car line**, please enter the car line on Webster. Once you are in the queue on Webster, you may scan the QR code on your **pink** car placard and check out your child via the app. *Please DO NOT check out your child more than 15 minutes prior to the end of class.*
- For parents/caregivers **walking up to school for dismissal**:
 - Upon arriving by foot, parents/caregivers should scan the QR code on the gate outside of school when you arrive, then move out of the way and to the area where your child will be dismissed.
 - Please ensure that your child has been 'Checked Out' in Remini before accepting them from their teacher and leaving school.
 - *Please be mindful of foot traffic and to not block our Loading Zone, where we will be helping children to their parents'/caregivers' cars.*



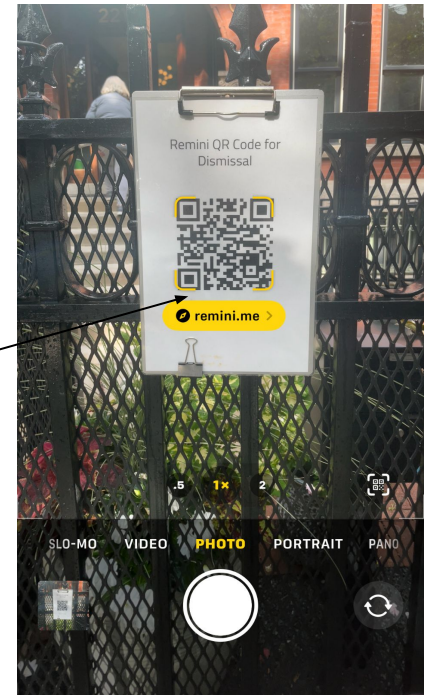
Steps on next slide for scanning the QR code →

Dismissal (cont.) - How to scan the Remini QR Code

- **For parents that have the Remini app on their phone:** Go into the Remini app and click the QR symbol at the top. Then scan the QR code on the gate and follow the steps to check your child out.
- **For authorized caregivers:** Open their phone's camera app and point the camera at the QR code posted on the gate. Without taking a photo, *click on the link that pops up* when the camera picks up the QR code.
 - This will take them to a screen where they will be prompted to enter their personal 5-digit Attendance Code (found in the parents' app and shared with the caregiver prior to pickup). Then they can follow the steps to check the child out. (More details on the next slide.)
 - *Parents who are sending a caregiver to pick their child up:* please share these instructions with your caregiver and make sure they have their personal Attendance Code written down for use at dismissal.



Parents click here to scan QR code



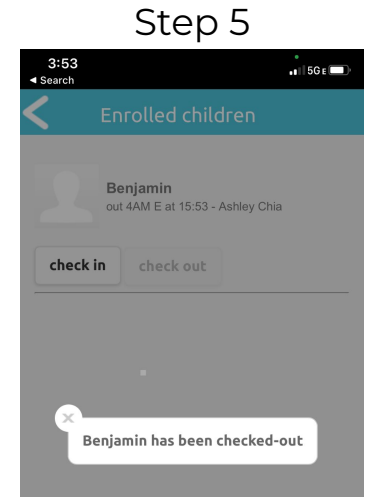
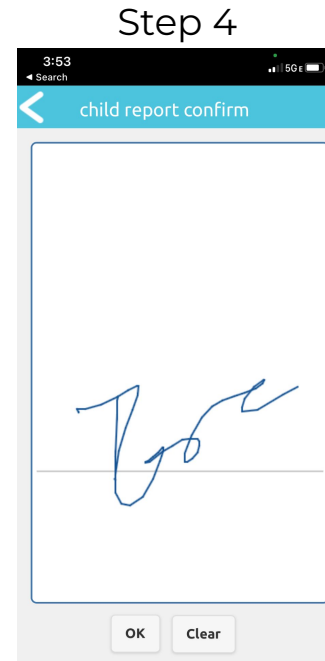
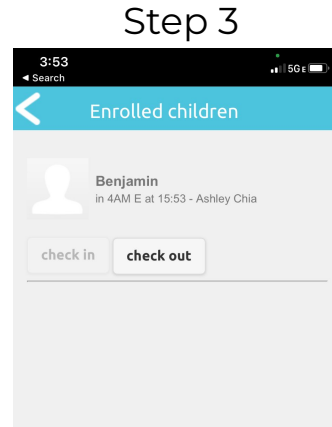
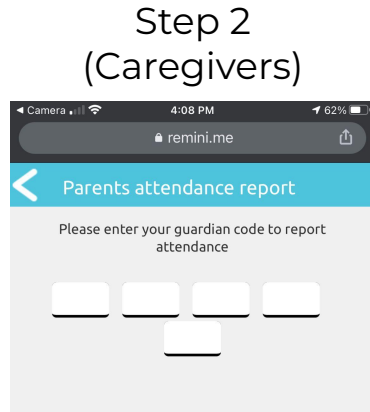
Caregivers will use their phone camera to scan the QR code and click the pop-up link

Dismissal (cont.) - Remini Check Out Steps

Parents/caregivers must check-out their child BEFORE giving the child's name to the staff at the car queue/gate

1. Scan the QR code
2. Only caregivers will need to enter their 5 digit code (see next slide)
3. Click check out
4. Sign and click OK
5. Receive verification message

Only after all steps are complete is the child checked-out



How to find your caregiver's Pickup Code

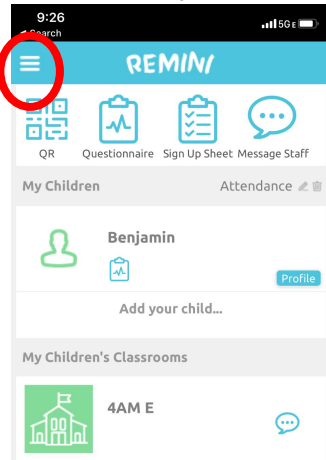
To find your caregiver/approved pickup person's 5 digit code:

1. Click on the menu button in Remini (three lines at top left)
2. Click on Approved Pickup. All approved pickup persons associated with your child/account will be listed here.
3. Click on the caregiver's name
4. The caregiver's phone number and 5 digit attendance code will be shown. Write down or share this code with them before they arrive at school to pick your child up.

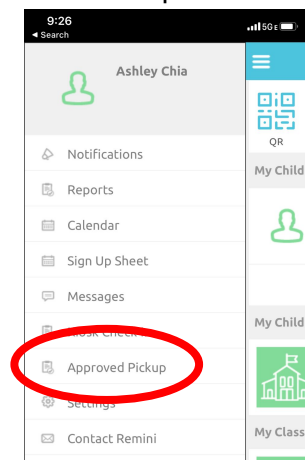
Need to add another approved pickup person?

1. Click "Add"
2. Enter the person's First and Last name, email address, and phone number.
3. Click "Save." This will take you back to the list of all your Approved Pickups.
4. Click on the name of the person you just added to find their 5 digit Attendance Code

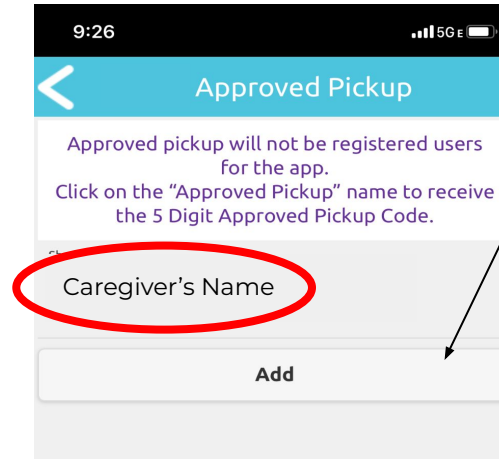
Step 1



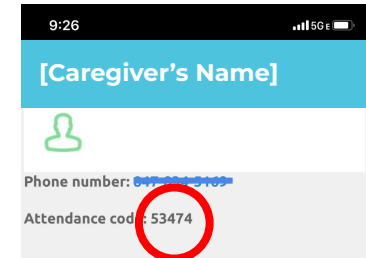
Step 2



Step 3



Step 4





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