

Bolts Out

New Dismissal App

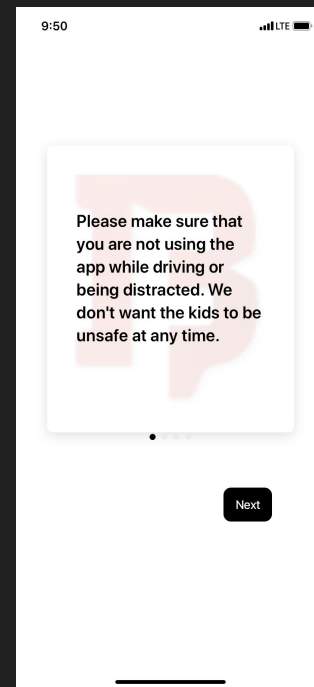


Why Move to a New Process?

- Always striving to improve processes and hope to create efficiencies in carpool by leveraging new technology options
- Fewer 'regular' volunteers for carpool
- Easy for families to use as most everyone has a smart phone
- Reduce issues associated with the internet, as recently experienced

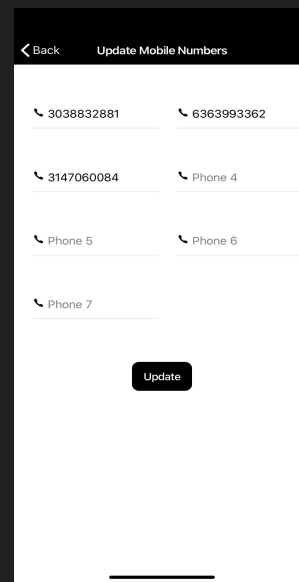
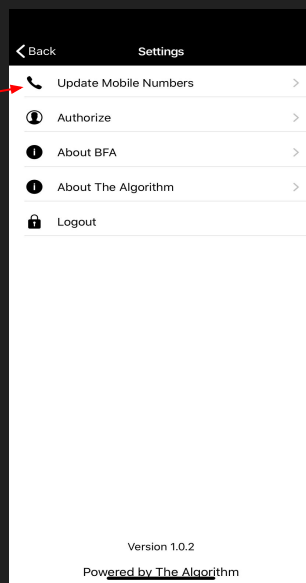
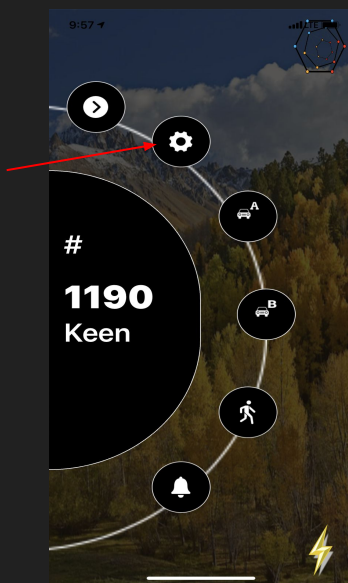
Getting Started

- Download the app using the links provided (update available)
- Get started using the app:
 - Click 'allow notifications' then enter your mobile number
 - Click 'send OTP'
 - Enter the security code you received via text and click 'validate'
 - Acknowledge safety question, then follow prompts to indicate how often you want to receive safety reminders



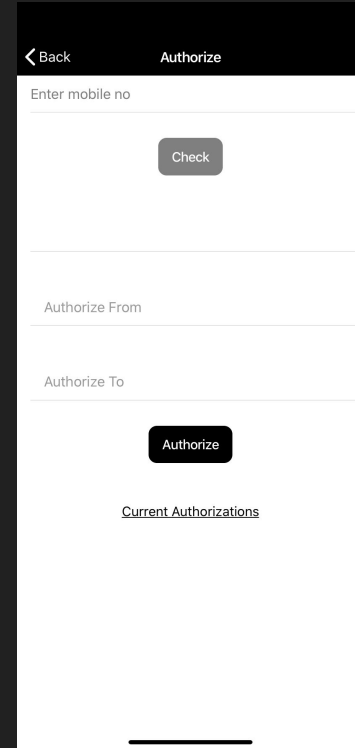
Set Up Caregivers for Pick-Up

- Go to the Settings Gear, then 'Update Mobile Numbers' to set up Family members and caregivers who can pick up your student
 - Update Mobile Numbers to invite non-BFA family members to pick up during dismissal
 - This is for your family--parents, siblings, grandparents, nanny, etc.



Set up Afternoon Carpool

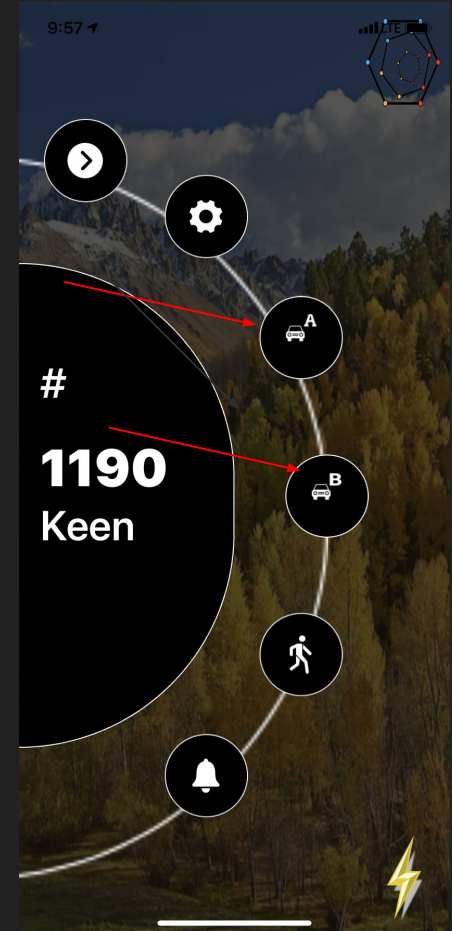
- Go to the Settings Gear, then set up Authorizations
 - If you add a cell/smart phone number to 'Authorize' that person will have the ability to pick up your child(ren).
 - Key in the cell phone number of a BFA family you plan to carpool with
 - Click 'Check' and their last name should pop up
 - Select the dates you want to authorize
 - Click 'Authorize'



The screenshot shows a mobile application interface for authorizing carpooling. At the top, there is a navigation bar with a back arrow and the text 'Authorize'. Below this, there is a text input field labeled 'Enter mobile no'. A 'Check' button is positioned below the input field. Further down, there are two more text input fields labeled 'Authorize From' and 'Authorize To'. Below these fields is an 'Authorize' button. At the bottom of the screen, there is a link labeled 'Current Authorizations'.

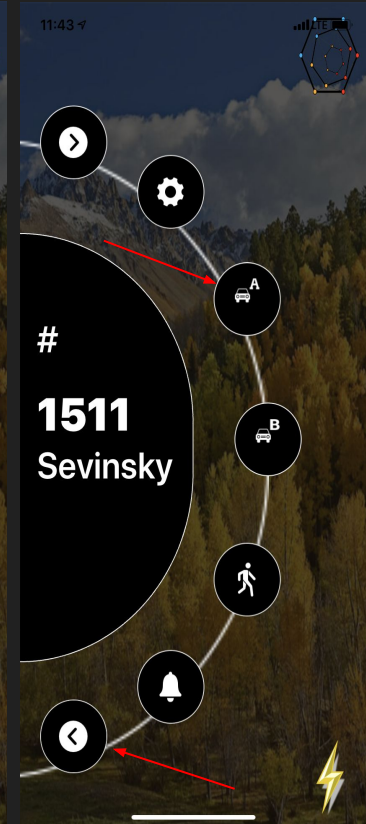
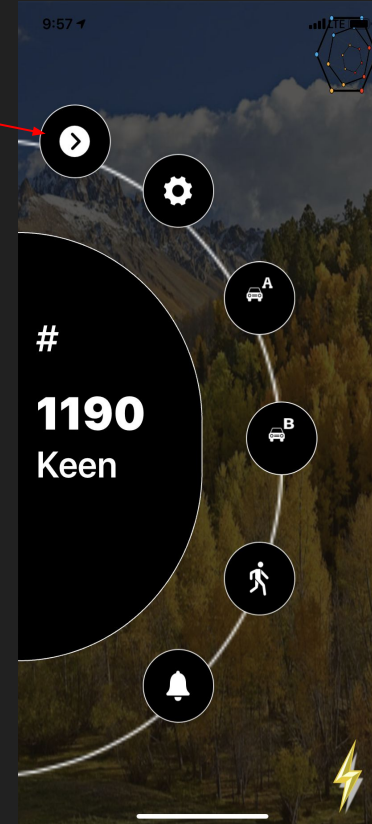
What should I do on March 2?

- The app should ALREADY be downloaded and set up
- Pull into lane A or B any time after 2 p.m. (NOT BEFORE!)
- When you get to the 'Check In Zone,' put your car in PARK, open the app, and select your student(s) for pick up.
 - If you're just picking up your family, double check your home screen to make sure it lists your number/name and click A or B when you get to the check in zone
 - HINT: If you're in A lane, click 'A' and if you're in 'B' lane, click B



How Do I Pick Up Other Kids for Dismissal?

- Click on the top circle with the > symbol to scroll through your carpool list.
- When you see the last name of the student(s) you're picking up that day, select A or B lane, depending on the lane you're in. Keep scrolling and selecting A or B until you've selected all your students for pick up.
- Skip a student by continuing to scroll without selecting A or B lane
- You can Go Back using the < sign at the bottom of the screen.



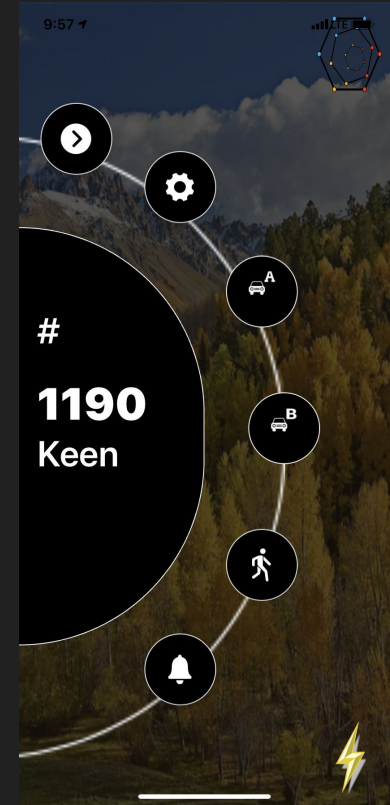
Walkers

If your student is on the permanent walker list, you do not need to take any action

UNLESS - you want to pick up your student in carpool that day.

Click on A or B lane and this will change your daily status

If your student is an intermittent walker, you must send an email to Traffic@bfacademy.org before 1:30pm each day to indicate that your student will be walking that day.



Next Steps after Checking In

- Put your blue carpool tag on your rearview mirror
- Follow the instructions from staff
 - We'll load 26 cars in A lane and 22 cars in B lane
- After you collect your student, remove your blue tag which shows us that you have your kids and are ready to exit
- Be patient the first few weeks!
- If you forget your phone or don't have a smart phone, pick up at All Call
- If there is a weather delay, we'll be able to send you a notice from the app
- We'd still like to have volunteers as we roll out the new system

Questions

Contact us at: info@bfacademy.org

Technical Issues, contact The Algorithm at: info@the-algo.com

Please remember, we start using the app March 2!