

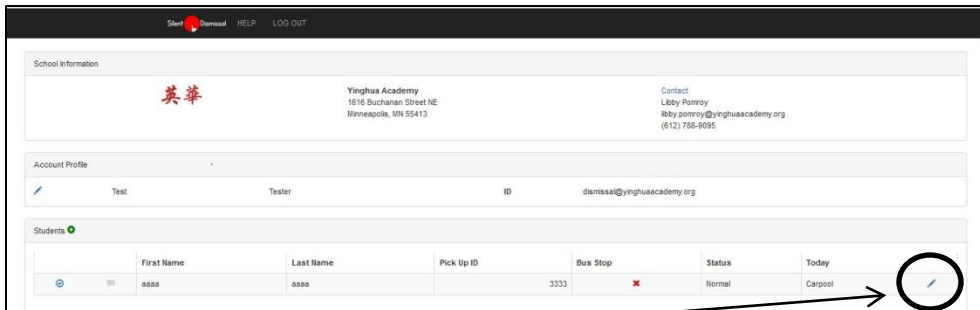
Silent Dismissal Guide


SCHEDULING AFTERCARE

- Silent Dismissal is the online tool that parents use to tell the school how they want their children dismissed at the end of the day. This helps keep your kids safe!
- Using Silent Dismissal is mandatory – that means every family must use the tool to set where their children go at dismissal time.
- If your child does the same thing every day at dismissal time, you only need to set this once, and you don't need to touch it again until you need to make a change!
- Just set Silent Dismissal to Aftercare ONLY on days you need it. That's all you need to do!

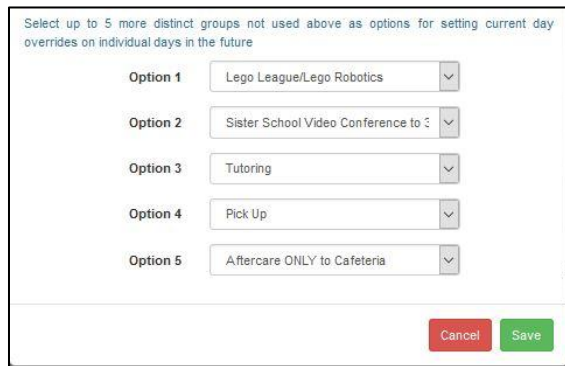
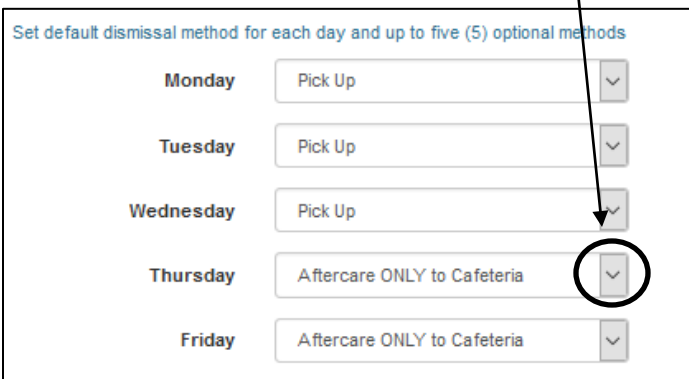
Scheduling Aftercare on the same days each week

Sign in to Silent Dismissal at yinghua.sdcs6.com. Use your email as the User ID. Enter your password.

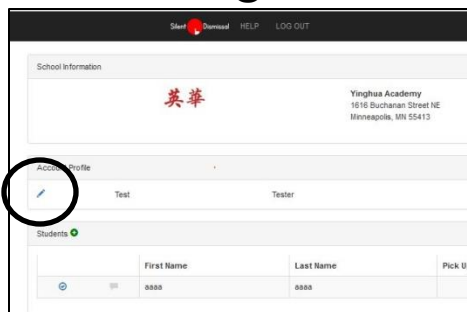



Click the blue pencil icon  to open your Monday-to-Friday default schedule. For each day you want to schedule Aftercare, use the drop-down to select Aftercare ONLY.

If you don't see Aftercare ONLY as an option, scroll down to the last section on your Monday-Friday screen, and you'll see options to add. Select Aftercare ONLY as an option. Click SAVE.



Scheduling Aftercare for a single day: Override



Before **2:45 p.m.**, sign into Silent Dismissal. On the Account Profile page, click on the blue check-mark icon  on the left of the page to see your Override pop-up. Select Aftercare ONLY. If you don't see Aftercare ONLY as an option, see above for adding options. You can also set an override for a future date.

Aftercare ONLY vs. Aftercare + Classes/Music Lessons

If your child is taking an after-school music lesson, enrichment class or private tutoring, set Aftercare+Classes and Lessons at the beginning of a term. Aftercare ONLY is for students who have not registered for a class or lesson.