

School Messenger

Instant Parent Contact

Holy Cross/St. James/Sts. Peter & Paul Telephone Broadcast Service

In our effort to improve communication between parents and the Religious Ed Program, we have instituted a telephone broadcast system that will enable Religious Ed personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, Religious Ed announcements or reminders. This service is provided by *School Messenger*, a company specializing in school-to-parent communications.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from Megan Howington, Laura Goedde or Liz Hirsch. The service will deliver the message to both live answer and answering machines. No answers and busies will be automatically retried twice in fifteen minute intervals after the initial call.

Here is some specific information you should know:

Caller ID: The Call ID will display 812-768-6775, which is the main number for Sts. Peter & Paul School

Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would; **“hello”** and hold for the message to begin. Multiple **“hellos”** will delay the message. Inform all family members of this process who may answer your phone.

Answering Machines: The System will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.

Message Repeat: At the end of the message you will be prompted to **‘press one’** to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then ‘repeat’ the message in its entirety.

(Please cut and return to Religious Ed)

School Messenger

Instant Parent Contact

PLEASE LIST ALL EMERGENCY CONTACT NUMBERS THAT YOU WOULD LIKE FOR US TO USE:

(Indicate the name that goes with each number as well.)

Name

Phone Number
