

# Parent Reach Information Sheet

\*\*\*\*UPDATE\*\*\*\*

Here's how it works: In an emergency, a member of our staff will call into the ParentReach emergency notifications system to record an informational message. Our staff member will choose a pre-stored list of parents' numbers. The broadcast will begin immediately and will call you within approximately three minutes. If your line is busy, or your phone rings but you don't answer, ParentReach will retry every three minutes up to a maximum of ten times. It will consider the message delivered when it connects to a live person or to an answering/recording device. You will recognize this informational call as coming from us by our school's Caller ID or the ParentReach Caller-ID: "411-411-4111."

Be sure to answer the call as you would normally, and then remain silent for a second or two. The system will begin delivering our message only after first hearing a response and then a one-two second silence. If your answering machine picks up, the system will listen for the end of your outgoing announcement, and then after a second or two of silence will begin delivering our message.

**Please return to the Main Office at either the State Road site or the Early Learning Center.**

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*Parent Reach Information:*

**Please print students name, parents name and list the phone numbers you would like to use for Parent Reach.**

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Primary Contact Phone#: \_\_\_\_\_

Mom cell#: \_\_\_\_\_

Dad cell#: \_\_\_\_\_

Date: \_\_\_\_\_

**Please check the box if you are making changes to your information.**