



SAINT FRANCIS DE SALES CATHOLIC SCHOOL
Faith + Community + Knowledge + Service

St. Francis de Sales School Telephone Broadcast Service

Dear Parent,

In our effort to improve communication between parents and school, effective August 2010 St. Francis de Sales School is implementing a telephone/email broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders via email. This service is provided by SchoolReach, a company specializing in school-to-parent communications. St. Francis de Sales School will continue to report school closings due to snow or weather on radio, TV stations and their affiliated websites and will use this system as an overlay to the public announcements.

When used, the service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

PLEASE NOTE THE FOLLOWING:

- 1) This requires NO registration by the parent on the SchoolReach website.
- 2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- **Caller ID:** The Call ID will display 410-749-9907, which is the main number for St. Francis de Sales School.
- **Live Answers:** There is a short pause at the beginning of the message, usually 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 who may answer your phone of this process.
- **Answering Machines:** The system will detect that your machine has answered and play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.