

# EMERGENCY CALL SYSTEM

(Automated Phone Information)



Dear Parents,

It is **EXTREMELY IMPORTANT** that you read and return this form regarding the automated phone system. The automated phone system enables the school to reach up to six numbers for every child in the school within 5 minutes with only one call. Whether it is to inform you of an early release because of inclement weather or just to remind you about an upcoming event or the next day's schedule, it has proven to be an excellent form of communication between home and school.

Your help is essential in making the system work. Please complete the information below and return it to school **NO LATER THAN SEPTEMBER 3<sup>rd</sup>** (earlier if possible). Please try to give us the 6 (six) numbers requested. E-mail has also been added to the system this year. You need only submit one form per family.

ONLY the **Phone #1** will be called with regular messages and reminders while the other 5 numbers will be used for emergency purposes such as an early release, etc... Please call the school if you have any questions or are in need of further information. Thank you for your cooperation.

Please remember this is an *automated system* and only a message will be left.

Family Name \_\_\_\_\_ E-mail (please print) \_\_\_\_\_

Name(s) & Grade(s) \_\_\_\_\_

Do your children ever ride the bus? (circle) YES NO

Are they in Sister Esther's extended day program? (circle) YES NO

Please **PRINT** neatly~

Phone Designation	Description	Phone #
Phone #1	Home Phone – Primary Number This will be called for regular announcements, reminders and early morning "No School" Announcements	
Phone #2	Mother's Work #	
Phone #3	Father's Work #	
Phone #4	Cell #	
Phone #5	Emergency Number Person who could pick up the child should an emergency, early release, etc. occur	
Phone #6	Other (please specify who)	

**\* Phone #'s 2-6 may be any phone number you wish to list but please write in what it is if you change it.**

Please **DO NOT** give a number that will be answered by an operator in a large factory, corporation, hospital, etc... These people may not know you and therefore will not be able to get the message to you.