Important Information Regarding School Messenger

Dear Parents/Guardians,

In our effort to provide the most efficient communication between families and our school, St. Catherine Labouré School (SCLS) has a broadcast system, School Messenger, which enables school personnel to notify all parents/guardians by phone and email within minutes of an emergency or unplanned event that causes an early dismissal, school cancellation, or late start. School Messenger is also used, via email, to communicate general announcements and reminders. In addition to using School Messenger to report school closings due to weather conditions, SCLS will continue to report these closings on ABC 27, WHP 21 and WGAL 8 and some local radio stations.

School Messenger simultaneously calls all listed phone numbers in our parent contact list and will deliver a recorded message. The service will deliver the message to both live answers and answering machines. No answers and busy signals will be automatically retried twice in fifteen-minute intervals after the initial call.

Here is some specific information about School Messenger you should know:

Caller ID: The Caller ID will display 717-564-1760, which is the main number for SCLS.

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 press "1" for the message to begin. Multiple "hellos" will delay the message. School Message will also give you the option to press "#" to place the call on hold while the appropriate recipient is located. 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 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.

NOTE: This requires NO registration by the parent on the School Messenger website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Updated 5/18/2017

School Messenger Instant Contact

(please print legibly)

Student's Name(s)	Grade(s)

Contact 1

Name: _____

Email: _____

Home Phone #: _____

Cell #: _____

Contact 2

Name: _____

Email: _____

Home Phone #: _____

Cell #: _____

Contact 3

Name: _____

Email: _____

Home Phone #: _____

Cell #: _____

You may list up to three contacts for your students. Each contact may have up to two phone numbers and an email address. **(When listing contact information, please keep in mind who the most important contacts may be in case of an early or emergency dismissal. Phone calls may come early or late. Also, please include the 3-digit area code with your phone numbers.)**

Please provide the School Front Office with the contact information you wish us to use ASAP.