



THE HIGHLANDS SCHOOL

2409 CRESWELL ROAD • BEL AIR, MARYLAND 21015 • PH: 410.836.1415 • FAX: 443.412.1098 • hsmd.org

Dear Highlands Families,

In our effort to improve communication between parents/guardians and school, The Highlands School has implemented a telephone broadcast system that will enable school personnel to notify families 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. This service is provided by School Messenger, a company specializing in school-to-family communications.

When used, the service will call all phone numbers in our selected family contact list 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

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 410-836-1415, which is the main number for The Highlands 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 will 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.*
- Message Repeat:** *At the end of the message you will be prompted to 'press any key' 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 consider these numbers carefully and keep us informed as soon as possible if any of the numbers change

Child: Last Name: _____ First Name: _____

Phone 1 (____) ____-____ **If this is a cell number, would you like to receive a text message as well?** ____Yes____No

Phone 2 (____) ____-____ **If this is a cell number, would you like to receive a text message as well?** ____Yes____No

Phone 3 (____) ____-____ **If this is a cell number, would you like to receive a text message as well?** ____Yes____No

While every school notification will be sent to your phone number(s), you also have the option to receive school notifications by email. Please fill in the appropriate information below if you wish to be contacted by email.

To receive email notification, please enter up to two different email addresses on the lines below.

Email 1: _____ Email 2: _____