

## **St. Peter RC School SCHOOL MESSENGER PROGRAM**

.Dear Parent or Guardian,

In our effort to improve communication between parents and school, St. Peter's implemented a telephone broadcast system that enables school personnel to notify all households and parents, by phone, text and/or email within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service will 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-parent communications. St. Peter's will continue to report school closings due to snow or weather on WGRZ , WKBW and WBEN and will use this system as an overlay to the public announcements.

When used, the service will call all phone numbers in our 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 seconds) 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 School Messenger 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 caller ID will display (716) 754-4470, which is the main number for St. Peter's.
- ✓ 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 message 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.