

# Cottage Hill Christian Academy

Dear Parents,

This year Cottage Hill will be using a school-to-family communications service to deliver both emergency and non-emergency messages to you via telephone and the internet during the 2011-12 school year. Using this notification service, we can quickly contact all families - in a matter of minutes - with urgent news such as school closings, early dismissals, delayed buses or rescheduled activities. We will also use the service to provide timely non-emergency information such as reminders about important meetings or special events at school that involve your children. In the case of school closings, this service is meant to be a compliment to the existing means of communications, TV stations, radio stations, etc. We will continue to utilize ALL of these mediums in the event of a school closure and/or delay so you don't have to wait to get your call for the closing to be official.

When we send a message, the caller ID will always identify that the call is coming from your school or the district office. The message will be in a voice you will recognize and will be left on your answering machine or in your voice mail if you are not available when we call. You can play the message again if you did not hear it the first time. If the message gets cut off on your answering machine, this means that the welcome message on your answering machine has a long pause in it. Just re-record your welcome message to solve the problem. Also, some cell phone features may cause messages to be cut off on your cell phone voice mail.

Each family can have up to four telephone numbers and four email/text message addresses. In an emergency the message will be delivered to all of your numbers and email addresses. For non-urgent messages, only your primary number will be called. Families that wish to include up to three additional phone numbers and four additional email and/or text message addresses for emergency announcements, may do so on the web by first calling the PreK-12 Notification Parent Hotline at 1-800-846-4976 to setup a pin code. For security reasons, you must call from your Primary phone number to manage your personal emergency contact list. Once your PIN is set, you can manage your information by going to [www.prek12notification.com](http://www.prek12notification.com). Use your primary phone number as the Login ID as well as the PIN you created on the phone.

We are confident that this system will enhance our ability to effectively communicate with all of our families. We also believe it will help cut costs by eliminating the need for some flyers and mailings. When the system comes on line, I will make a welcome call to let you experience how it works.

Sincerely,

Jim McMillan  
Head of School