



ParentBroadcast is a communications system that allows us to contact all families – in a matter of minutes – with urgent and non-urgent news.

This service is used for school closings, delayed openings and early dismissals due to bad weather. We will also use the system to contact you in case of a crisis at school, cancellations, and rescheduled activities.

The non-urgent message capability will be used for important reminders.

**KEEP THIS NUMBER HANDY 1-800-510-5805 – ParentBroadcast Family Hotline**

All announcements will be sent to each family's primary phone number on file at school. This is in place today, no further action is required.

However, for **emergency/urgent** announcements, families may include additional phone numbers or email addresses.

To be contacted on additional numbers or via email, call the **ParentBroadcast Family Hotline at 1-800-510-5805**. For security reasons, **you must call from your primary phone number** to manage your personal emergency contact list. You will be prompted through the process of adding numbers.

You can also maintain additional phone numbers or email addresses from [www.parentbroadcast.com](http://www.parentbroadcast.com). Just call the **Hotline** to establish a PIN (security code) before trying to access your on-line account.

**The hotline is also used if you miss a message.**

You can call the hotline to listen to the most recent announcement.

If you have any questions or problems adding emergency phone numbers, please contact the school office to report the problem. You will then receive a follow-up call to assist you.

Susan Pohly