

Dear Parent,

In our effort to improve communication between parents and school, Our Lady of Victory School is instituting a telephone broadcast system that will enable school personnel to notify all households and parents 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 SchoolReach, a company specializing in school-to-parent communications. Our Lady of Victory School will continue to report school closings due to snow or weather on radio & TV stations and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from Mrs. Augello or another school staff member. The service will deliver the message to both live answer and answering machines. No answers and busies will be automatically retried twice in fifteen minute intervals after the initial call.

**NOTE: 1) This requires NO registration by the parent on the SchoolReach 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 Call ID will display 352-4466, which is the main number for Our Lady of Victory School.
- **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 hold for the message to begin. Multiple “hello’s” will delay the message. 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.
- **Morning & Day Calls:** In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent to home phone numbers only. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home and cellular numbers. General announcements would be sent only to home numbers.
- **Message Repeat:** At the end of the message you will be prompted to ‘press one’ 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.
- **Attendance:** We will use SchoolReach for daily attendance. To minimize these calls, make sure to inform the school when you KNOW your child will miss classes on a given day.

On Thursday, September 17th, you should receive our first “Welcome” message as we will initiate the system on this day. Thank you for your continued support!

Peg Augello  
Principal