

SCHOOL MESSENGER BROADCAST SYSTEM

Dear Parent/Guardian:

Communications between school and home have never been more important – for weather notification, emergency alerts or other general announcements. Kentwood Preparatory School is implementing a SchoolMessenger broadcast system which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school communication.

This notification service is provided by SchoolMessenger, a company specializing in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student. There is also an “app” for iPhone and Android mobile devices.

In an effort to ensure you receive these communications, please note the following:

- 1) ***Please make sure the school's office has updated contact information on file.*** The email address of Contact #1 and cell phone numbers of parent/guardian unless otherwise noted by the parent/guardian.
- 2) **Caller ID:** This is the number that will be used for all SchoolMessenger calls:
[561-649-6141]
- 3) **Live Answers:** SchoolMessenger uses voice detection technology so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
- 4) **Info Center Parent App:** SchoolMessenger makes available to parents a mobile device “app” to help keep the lines of communication open. Parents will be able to manage contact numbers, email addresses, opt-in/out preferences – all from the convenience of a smart phone. It’s FREE and available on iPhone and Android stores as “InfoCenter SchoolMessenger.”
- 5) **Answering Machines/Voice Mail:** The system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any “pauses.”
- 6) **Message Repeat:** To Repeat this message at anytime you can press the “*” key. 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.

We are glad that your school has chosen SchoolMessenger to provide school-to-home communications all in an effort to make sure your child(ren) are safe, secure and learning! If you have any questions, please contact Mrs. Brown at 561-649-6141.

Thank you.



Joseph R. Palacios President and CEO