

MEMORANDUM

DATE: December 2, 2008

TO: Central Learning Center, Day School and Parents Day Out
Parents and Staff

FROM: Administration

SUBJECT: Emergency Alert System

Central Learning Center, Day School and Parents Day Out are implementing an additional way to communicate information to parents and staff in the event of an emergency.

In addition to our automated calling system which alerts parents and staff by telephone call, we are opting to use text messaging as well. Parents and staff will still receive the telephone call, however the text message is one more way to get necessary information to parents and staff quickly and efficiently, especially during business hours.

To be able to receive text messages from CLC, CDS, or PDO, you must go to our weblink and opt in for this service. The link to go to is:

<http://www.leaderalert.com/centralchurch>.

This link is also available on CentralDaySchool.com.

You will need to enter all your information, and check the box beside each phone number that says "SMS". After you have entered all your information, click on the "Additional Notification Groups" link. This will bring you to a screen listing all of the alert lists for Central Church. Check those lists that are pertinent to you, i.e. where your children are enrolled or if you are on staff in any of the departments that are listed. Following that, click the "Signup" button and you will be registered.

Parents and Staff also can update the phone numbers should they change and can also opt out at anytime by returning the link and updating the information.

This is just another tool we want to use to provide the best support and service we can to our families.