

Dear Parents/Guardians,

Center for Spectrum Services uses a mass notification system (School Messenger) for parents and staff. This system is used in the event of a non-scheduled school closing, delayed opening, early dismissal or other emergency event, as well as, for reminders of days that we are scheduled to be closed or for early dismissals. **We will not share your information for other than this intended purpose.**

The system is programmed to call, text message and/or send an email to our staff and families. Examples of these types of calls would be as follows:

By phone – When a notification needs to be sent, a phone call would be made to the number that you provide and upon answering, you would hear an automated message from our school advising you of changes in our regular schedule or reminding you of holiday closings or delayed openings. We can send out calls to up to 4 phone lines but **we are unable to call numbers that use an extension.**

By email - if you provide an email address as a contact option, an email will be sent to that address advising the recipient of any changes to our regular schedule. We can send emails out to up to 2 email addresses.

By text message – a text message would be sent to your mobile phone advising you of changes to our regular schedule. We can text up to 2 cell phones.

- ❖ *In order for us to be in compliance with the protocols established by the wireless carriers and industry regulators, you must first “OPT-IN” to receive a text message. Opting-In gives us direct permission from you that you are willing to receive our text messages. An invitation text will be sent to your cell phone from number 68453 asking you if you are willing to receive further text messages from Center for Spectrum Services. You will need to grant us the permission to text you by replying with a “Yes”. **Message and data rates from your carrier may apply.***

It is very important for all families of our students to complete the attached sheet to provide us with your contact information for this purpose. You can choose any or all of these notification avenues, but **please choose at least one.**

If you have any questions, please feel free to contact your child’s Family Service Coordinator. If you would like to learn more about this mass notification system, please visit Schoolmessenger.com

Thank you,



Charlotte Mennona
Program Director

Family Contact Information for School messenger

2022-2023 School Year

Please complete the following information to participate with the new mass notification system. Center for Spectrum Services will **not** share this information for other than the intended purpose.

Name of Student: _____

Name of Guardian(s): _____

Please indicate: Kingston Location: _____ Ellenville Location: _____ Class Name _____

(Students can have up to two contacts for School messenger)
Please print clearly

Contact Phone/Cell Numbers (for calls):

1) _____

2) _____

Email Addresses:

1) _____

2) _____

Cell Number (for texts):

1) _____

2) _____

By signing below, I give permission for the school to contact me at the phone numbers provided when a mass notification alert is issued. If I provide a cell number for texts I understand that certain data and text messaging rates may apply as determined by my carrier. I also understand that I will need to "Opt-In" when receiving the first text invitation from number 68453 by replying with a Yes".

Parent Signature

Date