

Cedar Grove-Belgium Area School District
Cedar Grove, Wisconsin 53013

November 2008

Dear Parents/Guardians:

Keeping you informed is a top priority of the Cedar Grove-Belgium School District. That is why we have adopted the ALERTNOW Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school emergencies or events. We anticipate using ALERTNOW to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through ALERTNOW

- If you have Caller ID it will display the school's main number when a general announcement is delivered or if school is cancelled or delayed prior to the start of the school day.
- Caller ID will display 411 if the message is an emergency or if school is cancelled after the school day has started.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.
- The District will also continue to use the local TV and radio stations for school cancellations.

The successful delivery of information is dependent upon **accurate contact information for each student**, so please make certain that we have your most current phone numbers. Please make any changes to the information below. If this information changes during the year, please let us know immediately.

Please return the form below to your child's school office by November 19, 2008 – even if you didn't need to make any changes. Note that the Home (primary) phone number will be called for standard and emergency calls; the other numbers will **only** be used in an emergency, and all will be dialed simultaneously. Thank you for your cooperation and if you have any questions please don't hesitate to contact any school office.

We are very excited to incorporate ALERTNOW as a tool to improve parent communication.

Steven J. Shaw
District Administrator