

☞ Washington Township School District ☞
“*Making a Difference*”

Brass Castle School
16 Castle St.
Washington, NJ 07882
908-689-1188
Valerie Mattes, *Principal*

District Central Office
Old Schoolhouse
One East Front Street
Washington, NJ 07882
908-689-1119
Roger A. Jinks, *Superintendent*

Port Colden School
30 Port Colden Rd.
Washington, NJ 07882
908-689-0681
Kelly Mason, *Principal*

October 22, 2009

Dear Parents:

In our efforts to ‘go green’ and provide a more secure method of communication, the district will begin to transmit all parent notices, newsletters, lunch menus and calendars to parents/guardians electronically (e-blast) via a system called *Instant Alert*. In addition to sending ‘e-blasts’ containing parent notices, newsletters, etc., the district will also use *Instant Alert* for automated phone messages, cell/telephone notification, in the case of a school emergency, such as a school closing. We hope to have this system fully operational by January 2010.

Instant Alert is Internet based, allowing each family to maintain a secure, password-protected online profile. Attached to this letter is an instruction sheet explaining how to log on, create and maintain your profile. *Instant Alert* is available 24 hours a day to update your contact information and to keep this information accurate. Your online profile also permits you to add as many e-mail addresses, cell phone or telephone numbers as you wish.

Once a family sets up their profile, all communication will be sent electronically to all of the e-mail addresses listed by the parents/guardians. We will, however, continue to send home documents that require a signature in hard copy format. If a family requests a hard copy, in addition to these e-blasts, we will provide the additional hard copy through June 2010. After June 2010, only electronic and hard copies that need to be signed will be disseminated.

Automated phone messages will be sent to all of the cell/telephone numbers you indicate on your personal profile. It’s an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

The system is ready for you to use at <https://instantalert.honeywell.com>. If you need assistance with your profile, please click on the **Help Request** link on the lower right hand side of the Honeywell page, or contact the school at ksigman@washingtontownshipschools.org. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please contact the main office of your child’s school for an appointment to input your information on a district computer.

In our efforts to help you set up your personal profile, we will have computer stations available at both schools while parent conferences are in session. We hope you enjoy this new service!

Sincerely,

School Administration