



FDCDC

Family Child Development Center

Honeywell

Instant Alert[®] for Schools

Dear Parents,

Keeping children safe is our priority at FDCDC. In the case of an emergency that impacts our building or our entire organization, it is important for us to be able to communicate with you quickly and efficiently. This is why FDCDC uses a system called Honeywell Instant Alert[®] for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, FDCDC can use Instant Alert to deliver a single, clear message to parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a center closing due to inclement weather.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Attached to this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of FDCDC to keep you informed.

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
- Set the days and time of days you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

To get started, you can register your profile at: <https://instantalert.honeywell.com>. Instructions for accessing the system are attached to this letter.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact us at **763-545-7271**. 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 feel free to come to FDCDC to use our facilities.

Regards,

Amanda Schulz

Executive Director

Family Child Development Center