



Child's Name: \_\_\_\_\_

Each year at CMP we try to maximize the communication between school staff and the families. We are dedicated to keeping you informed with what is going on around the school and supporting our students. Below are a few of the forms of communications we use. Please take a minute to fill out the corresponding information with each category and return to the office by August 31st.

**Non-Emergency**

We are going to be utilizing a new system this year that will use telephone messages to bring you any school announcements. These non emergency announcements will consist of things such as helpful reminders of things due, CMP sports team games, field trip reminders, etc. These messages will be scheduled to call out after school hours in the early evenings. Please fill out the form below to ensure we have the correct information you wish for us to use for these messages.

Contact 1:

Name: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
(Circle one) Type:      *Cell*   *Home*   *Work*

Contact 2:

Name: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
(Circle one) Type:      *Cell*   *Home*   *Work*

**Emergency**

This same system will be available to us in cases of emergency. Although we hope to not have to use these messages, they will be used to inform parents of an immediate emergency at the school. Because these messages will be sent out during the school day we realize that you may not want to use the same phone number as the one used for general announcements. Please inform us if there is another number to be used in this case.

Contact 1:

Name: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
(Circle one) Type:      *Cell*   *Home*   *Work*

Contact 2:

Name: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
(Circle one) Type:      *Cell*   *Home*   *Work*

**E-Mail**

Last year our e-mail system worked very well and we also plan to continue this. If there has been a change to your e-mail address please let us know.

Contact 1:

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Contact 2:

Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

*\*It is very important that we have the most current information to ensure your child's safety. If anything has changed since you filled out an emergency card please come into the office and fill out a new one.*

**Class Phone List**

We will also produce a class roster that will have your child's name, parent/contact name, and a phone number. These will be passed out in green folders to your child's specific class. These lists will not be posted anywhere. Please indicate below whether you wish to have your contact information included in this. If yes, please indicate what phone number you would like listed.

- Please do not include my child on the class phone list
- Please include my child on the class phone list

Parent(s) Name(s): \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_