

Dear Participants/Caregivers,

With today’s on-the-go lifestyles, it has become more difficult to reach families quickly and effectively. This is why PrimeTime Center has decided to implement the Honeywell Instant Alert® System. Within minutes of an emergency, PrimeTime Center can use Instant Alert to deliver a single, clear message to families by telephone, cell phone, e-mail or text in any combination. Instant Alert will also be used to notify you of a school closing due to inclement weather.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in 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 PrimeTime Center to keep you informed.

**Your online profile will enable you to:**

* Input your personal contact information
* Select which type of information you would like to receive on each of your contact devices
* View the alerts that have been sent to you in the past

The system will be ready for you to use at https://instantalert.honeywell.com on Monday, November 26th. We are asking all families to create an online profile, as we will be utilizing this system for most of our school-to-home communication. 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. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Thank you for your anticipated cooperation; if you have any additional questions or concerns, please contact your PrimeTime Center Supervisor.

Sincerely,

David Mock

PrimeTime Center Director