



Dear Parents

Each year your “Room Captain” is required to either create or update a phone tree for their class.

What constitutes a “Phone Tree?”

A phone tree is a prearranged, pyramid-shaped system for activating a group of people by telephone. Using the phone tree system can spread a brief message quickly and efficiently to a large number of people.

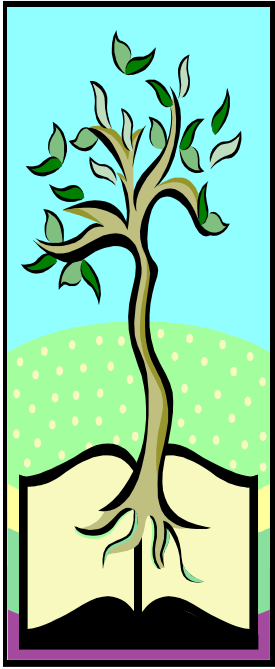


- To accomplish this task Room Captains must acquire this information from each family {The school cannot legally share any of your personal information with other families}
- These “trees” are important because once the school office contacts each Room Captain with a situation that all families must be made aware of immediately, we can rest assured that the tree will do its job.
- Room Captains theoretically contact & enlighten 5 or 6 individuals, and in turn each of these “call duty” individuals contacts the 5 or 6 people on their list and “Voila”!! An entire class, and at times an entire school, has been enlightened in mere minutes.
- After the message has been spread the hard part comes into play. Individuals suddenly want more information or have questions. **Please, do not contact the school or church office for further information as school staff is busy** coping with many truly important issues. Always know that we will keep you informed as best we can. You will either receive another call via the phone tree or a written communication sent home with your children.
- Everyone must remember that the information given for the phone tree is to be kept private and only disclosed to the “on call duty” parent it has been assigned to. Room Captains will only share the complete list with the school office. Parents who are given the duty of contacting 5 or 6 individuals should have a back up person who will take over the calling if they are unable to respond to the Room Captain’s call. The individuals who are “on call duty” will only have information specific to those parents they are assigned to contact and so on.
- The phone tree information is never to be used to make inquiries, solicit, organize a party or event, socialize, etc.

So, let’s be prepared for any future needs to activate the phone tree and in that vein assist the Room Captains by completing the information requested on the reverse side of this flyer and turning it into the school office in a sealed envelope addressed to ROOM CAPTAIN – GRADE __ by June 1st

Classroom Directory

Many of our classrooms create a “classroom directory.” This is separate from the phone tree and may contain all or just a portion of the information you provide for the phone tree. This information is passed out to every class parent and is used as you would any other friend’s information. We hope that it is not shared outside the classroom community but no restrictions are placed on it and many parents keep it from year to year since the majority of our children remain classmates throughout their years at St. Bruno. You need to clearly designate what information you want shared in a class directory. You are free to “opt out” of the class directory.



PLEASE PRINT LEGIBLY
PHONE TREE INFORMATION

Please remember that the phone tree is for emergencies, we will not have time to make more than 2 calls to pass the information to you.

{Families with multiple children, please list each child's name and grade and the school office will copy this form for each room captain.}

Family Last Name				
Child/Children's Names and Grade				
Emergency # to call 1 st				
Who should answer				
Back Up Emergency #				
Who should answer				
<small>Additional</small> Back Up Emergency #				
Children's Home Address				
City				
Zip				

If you would like to be in each child's "Class Directory," please complete the information below to be disclosed to the entire class;

Children's Names	
Home Phone	
Street Address	
City	
Zip	
Email Address:	
Mom's Name	
Mom's Cell	
Dad's Name	
Dad's Cell	

Parent Signature: _____ **Date:** _____
 Must be signed to be valid