



Dear HCS Families,

Keeping parents and guardians informed and involved helps to assure student safety and improve student success. HCS uses a system called Honeywell Instant Alert® for Schools as a resource for quick communication when needed. Instant Alert for Schools is a tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single message to the students' 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 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 the school 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

The system is ready for you to use at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity as we will be utilizing this system for some 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.

Sincerely,

Deirdra Grode, Executive Director  
Elizabeth Palma, K-8 Principal  
Joanna Weintraub, Upper School Principal

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