



St. Matthews Preschool & PDO

August 1, 2023

Parents,

We are happy to announce that we will continue using REACH Alert to send you timely information about events affecting our programs.

What does this mean for you? We will be able to better communicate with you by providing immediate information regarding a number of potential situations. As a user of REACH Alert, you will be in control of how you receive your messages from us. This means you will be able to:

- **Choose up to three ways to receive your messages** – email, voice call, text messaging.
- **Add up to four devices** – email addresses and/or phone numbers that you want to receive your messages with.
- **Update your contact information at any time** – add an email address & phone number when you register, then login to update your info today or three years from now.

However, if you don't register, you won't receive our messages or the benefits above.

Registration takes less than a minute to complete! To register, go to www.reachalert.com and click on the blue text, "Create an account." When prompted, please use the following information to register for our Network.

Network Name: St. Matthews Baptist Preschool or St. Matthews Baptist PDO

Role: Parent

Registration Code: 40207

If you opted to receive text alerts, Reach Alert will send a text message to your cell phone immediately upon completion of your registration. Please enter the 4-digit number on the registration screen and then click the word VALIDATE. If you do not receive this message, please call Reach Alert.

If you do not have access to a computer, or if you need help registering, just call REACH Alert at (877) 307-9313. They will complete your registration in about a minute. If you have any questions, please call us at (502) 992-9000.

Blessings,
Missey McMillan