

## PARENT COMMUNICATIONS

### **School Messenger – School-hours emergency notification system. System is used for School Closing, Late Arrivals, Early Dismissals, and other important notification messages**

School Messenger utilizes phone, emails and text messaging. The contact information you enter during PowerSchool's on-line registration will be used by the system when a situation arises. It is important to keep contact information current in PowerSchool so School Messenger is using the most up to date information. All contact information fields (Contact 1, Contact 2 and Emergency Contacts) must be complete in PowerSchool.

**If you want to receive a text message you must opt-in, text "Y" to 67587**

**Constant Contact** – Regina uses Constant Contact as a way of communicating information pertaining to events or activities through email. Parents and Students need to update their "List Selections" to receive emails relating to areas of interest. A Class List has been created for each graduating class (Class of 2030, Class of 2032, etc), please make sure to select the ones for your student(s), also you will want to include from the list "Regal Weekly" as that is the weekly center wide newsletter which includes weekly lunch menus, important calendar dates and important activities or events happening that week.

You can sign up or review your current list selections by following these steps:

1. Go to [www.regina.org](http://www.regina.org)
2. Select "About Regina"
3. Select "Join Email List"
4. Enter your Information
5. Check the boxes next to the information you wish to receive emails about
6. Click "Sign Up"

**rSchool** – Online calendar software for ALL school events (pre K-12) including sporting events, fine arts, Masses etc.

To sign up:

1. [www.rivervalleyconference.org](http://www.rivervalleyconference.org)
2. Select Regina from the list of schools on the right
3. Select Notify Me



Screens 1 & 2 – selection of activities

Screen 3 – select email notification criteria per activity

Screen 4 – enter name, email, and cell number to receive text messages

4. Select Subscribe for the Regina Calendar Feed  
Outlook Calendar, iCal, RSS, Google or Yahoo Readers