

PHONE TREE INFORMATION

Family Name _____

Dear Parents:

Please provide us with the information necessary to create a Classroom Emergency Phone Tree. The purpose of the emergency phone tree is to contact parents in the event of an emergency school closing or any situation that requires immediate parental notification. Be sure the numbers you provide are numbers at which you can be contacted at anytime during school hours. You only need to fill this information out for the oldest child in your family attending Christ King. (Please note: this information will only be used by your child's Room Parents and the School Office). Once the phone tree is completed, your Room Parents will send you a final copy.

Thank you for your assistance.
Room Parent Coordinators

Oldest Child's First _____ Last _____

Check the home room of your oldest child.

K4 AM _____	1A _____	3A _____	5A _____	213 _____
K4 PM _____	1B _____	3B _____	5B _____	216 _____
K5A _____	2A _____	4A _____	207 _____	218 _____
K5B _____	2B _____	4B _____	209 _____	219 _____

List the emergency numbers in the order in which you want to be contacted. Please indicate if the phone number is a cell, home, work or friend's number.

1. Name _____ Phone # (____) _____-_____
Cell Work Home Friend

2. Name _____ Phone # (____) _____-_____
Cell Work Home Friend

3. Name _____ Phone # (____) _____-_____
Cell Work Home Friend



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