

<b>Whom to contact for what 2019-20</b>	7/2019
Matters of education or academics	Darla Prescott (darla.prescott@wmpcs.org) Directress of Academics and Education
Matters of admission	
Montessori curriculum questions and/or resources	
Day School program	
Parent education/informational meetings	
Teaching opportunities EC Resources and Referrals	
Volunteering in the classroom	
Matters of discipline	
Matters of finance or school administration	Austin Smigel (austin.smigel@wmpcs.org) Director of Administration and Finance
Business sponsorship opportunities	
Questions regarding the lottery process	
Contract questions HR records	
Donations, grants, and foundations	
Facilities	
Public requests for information	
Before and After School Care (BASC) program/Athletic Program (non-schedule related)	

Student admissions and applications	Gay Holton ( <a href="mailto:gay.holton@wmpcs.org">gay.holton@wmpcs.org</a> ) Admissions/Administrative Associate
WMPTO Administrative Contact	
Substitute Teacher Training and Information	
Volunteer opportunities	
School calendar	
Prospective parent tours	
Medication forms for students	Sharon Main ( <a href="mailto:sharon.main@wmpcs.org">sharon.main@wmpcs.org</a> ) Student Accountability Associate
Cumulative files for students	
Student I.D. # for PowerSchool Montessori Records Express/Schoology portal username and password	Carol Collier ( <a href="mailto:carol.collier@wmpcs.org">carol.collier@wmpcs.org</a> ) Administrative Assistant
School All Call auto dialer system	
Driving Permit Eligibility Certificates	
Address and email list corrections	
Attendance and tardy records	
Volunteer Logs	
Student sign-in and sign-out	Ali Woolard
Incident Reports	
Day School and BASC tuition payments or information	

Extracurricular payments (cross-country, etc...)	(ali.woolard@wmpcs.org) Finance Associate
BASC payments School purchasing School payments	
Matters related to Special Education services for students	Amanda Holton (amanda.holton@wmpcs.org) EC Coordinator
Your child's IEP	
504 Plans	Lisa Barmer (lisa.barmer@wmpcs.org) Resource Teacher
LEP	Cathy Carico (cathy.carico@wmpcs.org)
Athletic schedules/Team events	Carol Collier (carol.collier@wmpcs.org) or your child's coach
Classroom volunteer opportunities	The classroom teacher
End-Of-Grade Testing (EOGs) Logistics of classroom on-goings - i.e. schedules, field trips, special	
events, etc.	
Observing your child in class	
Scheduling classroom observations	
Student assignments	
Student discipline	
Waivers to chaperone class field trips	
Matters related to High School transcripts, Post-secondary college information, transferring, requesting to take classes at BCCC, and pre-k through 12th grade interventions	Amy Smigel (amy.smigel@wmpcs.org) Post Secondary Counselor/Intervention Coordinator