**Quick Calls Guide**

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| **Questions + Callers** | **Transfer to** |
| Bills/Money | Sarah Adkins EXT 322 Open Position EXT 321 |
| CACFP | Melissa Lane EXT 328 or 300 |
| Childcare Licensing Office of Head Start | Betsy Norcross Plorde EXT 316 |
| Classroom Behaviors | Rachael Jones EXT 324Monica Redlevske EXT 345 |
| DHHS/CPS/Family Advocate | Child’s Classroom Use Child PlusMonica Redlevske EXT 345Betsy Norcross Plorde EXT 316 |
| Family ServicesCoburnHillview and F.D.C.ConnorsWebsterCollege Street | Kristeene Ward-Dulac EXT 317Meghan Minervino EXT 336Marie Fontain EXT 335Vick Parks 795-4130 EXT 3 or 440-0974Kristeene Ward-Dulac EXT 317 Open Position EXT 247 |
| Main Kitchen WebsterHillview KitchenCoburn KitchenF.D.C. Kitchen | Dianna Moore/Hailee Jipson EXT 204Norma Larocque EXT 312Melissa Lane EXT 328 or 300Olivia Scott EXT 319Dianna Moore/Hailee Jipson EXT 204Fay Bergeron EXT 221Sue Carver EXT 320 Call site cell phone 219-0078 |
| Enrollment |  EXT 325Olivia Scott EXT 319 |
| HealthQuestions regarding healthDoctors/PCPs/Medical Providers | Norma Larocque EXT 312Olivia Scott EXT 319 |
| HRPayroll/New Hires/Employment ApplicationsDepartment of Labor | Kristin Gibson EXT 313 |
| Maintenance/Facilities Tech | John Salmon EXT 332 |
| Nutrition | Melissa Lane EXT 328 or 300Olivia Scott EXT 319 |
| Parents who don’t ask directly for a classroom or teacherCollege Street/WebsterWebsterConnors/HillviewHillviewF.D.C.CoburnFamily ServicesExecutive Director  | Classroom Supervisor or Site Coordinator see contact sheetLisa McIntosh 576-9624 or EXT 248Destiny Chretien EXT 207Kayla Kaiser 242-6003Crystal Kirk EXT 225Stephani Hebert 838-0882 or EXT 354Lisa Cotes 320-1552 EXT 343 or 310Kristeen Ward-Dulac EXT 317Betsy Norcross Plorde EXT 316 |
| Personal information such as here a child or employee is | Try to find out and transfer the call. If not, collect the caller’s information to return call. |