**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 324  Monica Redlevske EXT 345 |
| DHHS/CPS/Family Advocate | Child’s Classroom Use Child Plus  Monica Redlevske EXT 345  Betsy Norcross Plorde EXT 316 |
| Family Services  Coburn  Hillview and F.D.C.  Connors  Webster  College Street | Kristeene Ward-Dulac EXT 317  Meghan Minervino EXT 336  Marie Fontain EXT 335  Vick Parks 795-4130 EXT 3 or 440-0974  Kristeene Ward-Dulac EXT 317  Open Position EXT 247 |
| Main Kitchen  Webster  Hillview Kitchen  Coburn Kitchen  F.D.C. Kitchen | Dianna Moore/Hailee Jipson EXT 204  Norma Larocque EXT 312  Melissa Lane EXT 328 or 300  Olivia Scott EXT 319  Dianna Moore/Hailee Jipson EXT 204  Fay Bergeron EXT 221  Sue Carver EXT 320  Call site cell phone 219-0078 |
| Enrollment | EXT 325  Olivia Scott EXT 319 |
| Health  Questions regarding health  Doctors/PCPs/Medical Providers | Norma Larocque EXT 312  Olivia Scott EXT 319 |
| HR  Payroll/New Hires/Employment Applications  Department of Labor | Kristin Gibson EXT 313 |
| Maintenance/Facilities Tech | John Salmon EXT 332 |
| Nutrition | Melissa Lane EXT 328 or 300  Olivia Scott EXT 319 |
| Parents who don’t ask directly for a classroom or teacher  College Street/Webster  Webster  Connors/Hillview  Hillview  F.D.C.  Coburn  Family Services  Executive Director | Classroom Supervisor or Site Coordinator see contact sheet  Lisa McIntosh 576-9624 or EXT 248  Destiny Chretien EXT 207  Kayla Kaiser 242-6003  Crystal Kirk EXT 225  Stephani Hebert 838-0882 or EXT 354  Lisa Cotes 320-1552 EXT 343 or 310  Kristeen Ward-Dulac EXT 317  Betsy 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. |