



All-School “Whom to Contact” List:

Matters Related To:	First Contact:	Second Resource:
Admission/ Marketing	Website	Director of Advancement School Office
Attendance	Classroom Teachers	School Office
Before School/After School Care	School Office	Director
Billing	Bookkeeper	Business Manager Head of School
Classroom Activities	Classroom Teachers	Director
Conflict Resolution	Classroom Teachers	Director Head of School
Financial Assistance/ Financial Policies	Business Manager	Head of School
Fundraising	Head of School	Director of Advancement
Historic Restoration	Grant Writer	Head of School
In-Kind Donations	Classroom Teachers	Director of Advancement
Ordering School & Class Photos	School Office	Photographer’s Website
Paddington Parent Association Meetings	ALL ABOARD! Weekly Emails	School Office
Parent & Family Education	Paddington Parent Association	Head of School
Parent Participation	Classroom Teachers ‘All Aboard’ Weekly Emails	Director Head of School
Referring a Friend to Paddington	Director of Advancement	Head of School
School Calendar and Events	Handbook APPENDIX	ALL ABOARD! Weekly Emails
School Closure (Weather)	Local TV/ Websites	E-mail Blast Facebook Post
School Policies	Family Handbook	Head of School
Your Child’s Progress	Classroom Teachers	Director