

VI. Whom do you Call? A quick reference guide for parents

Absences	Notify office of your child's absence BEFORE class	School Office
Billing	Questions regarding tuition and all other charges	Deby Barath
Classroom Issues	Academic, social, or emotional concerns	Teacher/Artistic Director **SEE NOTE
Conferences	Academic, social or emotional issues, questions, concerns or suggestions	School Office will schedule
School Closings	Check website, answering machine message after 6:00 AM. or WHBC radio station for school closings.	School Office
Lost or Misplaced Items	Check Lost and Found in lounge or notify office if something has been lost or misplaced	School Office
Outside Performances	Booking, information, scheduling	Jennifer Hayward
Contributions	In kind or financial donations or assistance in obtaining funding.	Deby Barath
Fund Raising	Volunteers for annual Nutcracker Ball or other projects.	Deby Barath
Rehearsal Schedule	Questions	School Office or Artistic Staff

**The teacher is the first person to call with any questions related to your child's education. For unresolved issues contact the Artistic Director.