



## Who Should I Ask?

### **The Executive Director:**

Mission and Philosophy  
Board of Trustees Liaison  
Policy  
Program  
Strategic Planning  
Licensing

### **The Office Manager:**

Enrollment/Wait List  
School Directory  
Grounds and Maintenance Issues  
My child's classroom schedule or transition  
Key Cards

### **My Lead Teacher:**

Parent Conferences  
Curriculum  
Daily Schedules  
Kindergarten Evaluations  
Inventory of classroom equipment/supplies  
Extra Days  
Field trips

### **The Associate Director:**

Accreditation  
Employment Opportunities  
Partners (Parent/Teacher Partnership)  
Staff Development/Staff training  
Licensing  
Nutrition Program

### **The STEM Curriculum Coordinator:**

Lab Curriculum  
Curriculum donations  
STEM Lab  
ECSTEM Conference  
Professional Development Division

### **The Accountant:**

Tuition/Invoice/Statement  
Tax or DEP CARE receipts  
Late fees/Extra Day Invoices  
Tuition Assistance  
Purchasing/Orders  
Human Resources—staff payroll, benefits  
Donations