**For Parents of Students in Grades K-5**

**WHO TO CALL...**

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| **If you need …** | **then contact…** |
| to call in an absence | Mrs. Carol Dodovich, ext: 1180 |
| to report a sickness/communicable disease | Ms. Heather Perez, ext: 2330 |
| To access school counselor | Ms. Caroline Blazkow ext 2390 |
| to put your child in extended care | Mrs. Carol Dodovich, ext: 1180 or  cdodovich@stbenedict.com **AND** email McKayla Walsh at mwalsh@stbenedict.com |
| to check compliance with required volunteer paperwork | Ms. Erin Johnson ext: 5101 |
| information about elementary athletics | Mr. Chris Deakins, ext: 1102 |
| information about open houses or tours | Ms. Janet Gallagher, ext: 2353 |
| information regarding inclusion education | Ms. Kristi Enriquez, ext: 1230 |
| to share a grades PK-Grade 3 or extended care comment, question or concern after speaking with the appropriate teacher | Mrs. Rachel Metz, ext: 1101 |
| to share a grades 4 & 5 or extended care comment, question or concern after discussing with homeroom teacher | Ms. Mary Deletioglu, ext: 1253 |
| information about fundraising, donations, alumni or other advancement issues | Mr. Joe Accardi, ext: 2355 |
| information regarding tuition accounts | Mr. Ben Mazzone, ext: 2354 |
| information regarding sacramental prep | Director of Catechesis: 773.509.3806 |
| to discuss broad policy or procedural issues after discussing with appropriate administrator | Ms. Rachel Gemo, ext: 1220 |
| to share a comment, question after discussing with appropriate administrator | Ms. Rachel Gemo, ext: 1220 |