

# Norman E. Day School

## Information Directory

“Who you gonna call??”

We ask that you use these avenues first, but the Day School administration is always available to handle your questions and concerns.

| If you have a question about: | Person/Position   | Number/Address  |
|-------------------------------|---|---|
| Accounts payable              | Nancy DiNitto Secretary   | 978-692-5591 ext. 10  |
| Bus Passes                    | Nancy Hill  | 978-692-5560 ext. 2100  |
| Student Classroom assignment  | Chris Louis Sardella, Principal   | 978-692-5591 x11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a>  |
| Computer technology           | Digital Learning Specialist, Marianne Butterline  | 978-692-5591 ext. 604   |
| Distribution of information   | Nina Mangan then Gina Kelly   | 692-5560, ext. 2102 then 978-692-5591   |
| Donations                     | Chris Louis Sardella, Principal or Lori McDermott, Ass't Principal  | 978-692-5591 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a><br><a href="mailto:lmcdermott@westfordk12.us">lmcdermott@westfordk12.us</a>        |
| Early Arrival Option          | Nancy DiNitto or Gina Kelly   | 978-692-5591  |
| Employment opportunities      | Chris Louis Sardella, Principal; website-<br><a href="http://westfordk12.us">westfordk12.us</a> or <a href="http://schoolspring.com">schoolspring.com</a> | 978-692-5591 x11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a>  |
| Field trips                   | Child's teacher   | 978-692-5591  |
| Food services                 | Colleen Wallace or Kathy Thompson, Food Service Coordinator   | 692-5560, ext. 2109 or 2110   |
| General Information           | School Web Page   | <a href="http://day.westfordk12.us">day.westfordk12.us</a>  |
| Gr 5 Environmental Camp       | Camp Director, Elaine Santelmann  | 978-692-5560 ext 2122   |
| Guidance/ Student transition  | Trish Sampson, Guidance Counselor   | 978-692-5591 ext. 12  |
| Health and medication         | Cheryl Carpenter, School Nurse  | 978-692-5591 ext. 13  |
| Homework                      | Classroom teacher   | 978-692-5591  |
| Band program; Grades 4&5      |   | 978-692-5591  |
| Library/Media Program         | Librarian; Laurie Taylor-Teran  | 978-692-5591 ext. 15  |
| Lost and found                | School office   | 978-692-5591  |
| Lunch menu                    | School web page   | <a href="http://day.westfordk12.us">day.westfordk12.us</a>  |
| State Standardized testing    | Chris Louis Sardella, Principal or Lori McDermott, Ass't Principal  | 978-692-5591 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a><br><a href="mailto:lmcdermott@westfordk12.us">lmcdermott@westfordk12.us</a>        |
| Open enrollment               | Superintendent of Schools   | 978-692-5560 x2102  |
| PTO                           |   | <a href="mailto:WEPTOPresident@gmail.com">WEPTOPresident@gmail.com</a>  |
| Retention                     | Chris Louis Sardella, Principal   | 978-692-5591 x11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a>  |
| School absences               | Gina Kelly, Secretary   | 978-692-5591 ext. 17  |
| School Advisory Council       | Chris Louis Sardella, Principal   | 978-692-5591 x11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a>  |
| School calendar               | School web page   | <a href="http://day.westfordk12.us">day.westfordk12.us</a>  |
| School cancellation           | Radio/Cable/Westfordk12.us  | WBZ AM 1030/ Channel 8  |
| School tours                  | Gina Kelly, Secretary   | 978-692-5591 ext. 17  |
| Special education             | Special Education teacher or Team Chairperson; Jen Hutchinson   | 978-692-5591 or 692-5560 x2123  |
| Strings program; Grades 3-5   | Todd Hamelin, Strings Instructor  | 978-692-5591 ext. 619/<br><a href="mailto:thamelin@westfordk12.us">thamelin@westfordk12.us</a>  |
| Student behavior              | Teacher, then Chris Louis Sardella or Lori McDermott  | 978-692-5591 ext 11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a><br><a href="mailto:lmcdermott@westfordk12.us">lmcdermott@westfordk12.us</a> |
| Student bus behavior          | Chris Louis Sardella, Principal or Lori McDermott, Ass't Principal  | 978-692-5591 ext 11 or <a href="mailto:csardella@westfordk12.us">csardella@westfordk12.us</a><br><a href="mailto:lmcdermott@westfordk12.us">lmcdermott@westfordk12.us</a> |
| Student permanent record      | Gina Kelly, Secretary   | 978-692-5591 ext. 17  |
| Student progress report       | Classroom teacher   | 978-692-5591  |
| Transportation                | Renee; Dispatcher at Dee Bus  | 978-392-8639  |
| Use of facility               | Nancy DiNitto, Secretary  | 978-692-5591 ext. 10  |
| Vehicle Identification Cards  | Gina Kelly, Secretary   | 978-692-5591 ext. 17  |
| Volunteer opportunities       | Classroom teacher   | 978-692-5591  |