

# 'WHO TO CONTACT' LIST



The following list is a comprehensive guide to help parents determine which faculty or staff member should be contacted with regards to specific concerns. All addresses are in short form and should have williamsburgchristian.org attached following the '@' sign.

ROLE	FUNCTION	EMAIL ADDRESS	
<b>Head of School</b>	Questions Regarding Overall School Direction, Strategic Plan, Capital Campaign, Resume Submission, Accreditation, Crisis Communication, School Mission	HOS@	757-378-2304
<b>Director of Admin Support</b>	VA Educational Improvement Scholarship Program Contribution Opportunities	VEI@	757-378-5265
<b>Lower School (LS) Dean</b>	Questions/Issues Regarding LS Operations, Faculty, Student Instruction and Discipline, Extended Care	LSDean@	757-568-9325
<b>Upper School (US) Dean</b>	Questions/Issues Regarding US Operations, Faculty, Student Instruction and Course Scheduling	USDean@	757-378-2304
<b>Admissions</b>	Student Enrollment and Onboarding	Admissions@	757-378-5263
<b>General Logistics</b>	For General School Questions and Logistical Questions	Answers@	757-378-5260
<b>WCA Connections</b>	Questions Regarding How to Connect with the WCA Community & Other WCA Families	WCAConnections@	757-378-5263
<b>Balanced Year Calendar</b>	Any Question Regarding WCA's Transition to a Balanced Year Calendar	BYC@	757-378-5259
<b>Upper School Student Affairs</b>	Communication Regarding US Student Support, Service Initiatives, Discipline	USStudentAffairs@	757-568-9343
<b>DP Support</b>	Questions regarding IB's Diploma Programme and Student Support Process	DPSupport@	757-568-9319
<b>Health Mitigation</b>	Reporting and Questions Regarding any Health-Related Issue	Health@	757-378-5260
<b>Registrar</b>	All Transcript Requests and FACTS Learning Management System Support	Registrar@	757-378-5225
<b>Parents of WCA Group</b>	Questions Regarding Involvement in Parent Volunteerism	PoWCA@	757-378-5259
<b>Finance/Tuition Payment</b>	Questions Regarding Financial issues of any kind	Accountant@	757-378-5267
<b>College and Career Advisement</b>	Questions Regarding College Application and Readiness; Career Fit and Preparation	CollegeandCareerAdvisement@	757-378-5261
<b>Learning Support</b>	PEP Accommodations, Sign Up and Logistics, IEP Meeting Representation	LearningSupport@	757-568-9307
<b>Athletics</b>	Athletic Programs Questions	AD@	757-378-5258
<b>School Dismissal Mgr</b>	Technical questions regarding the use of the School Dismissal manager platform.	SDM@	757-568-9315
<b>Workforce Readiness Program</b>	Questions regarding WCA's Workforce Readiness Program	WRP@	757-568-9205

## FAQ: Who Do I Ask About...

(follow each address with 'williamsburgchristian.org')

<i>...questions I have regarding dress code?</i>	studentaffairs@ (US) or LSdean@ (LS)
<i>...the lunch program?</i>	lunchprogram@
<i>...car line pick-up and drop-off?</i>	SDM@
<i>...my student's curriculum?</i>	USdean@ or LSdean@
<i>...FACTS Learning Management System?</i>	registrar@
<i>...tuition and other payments?</i>	accountant@
<i>...lower school extracurriculars and activities?</i>	lsstudentaffairs@
<i>...athletics and athletic schedules?</i>	AD@
<i>...Lower School Extended Care?</i>	LSdean@
<i>...Upper School Extended Care?</i>	studentaffairs@
<i>...Community Outreach and Involvement?</i>	WCAConnections@
<i>...Admissions and Referrals?</i>	admissions@
<i>...appointments to meet with the Head of School?</i>	answers@