Welcome to the 2019-2020 school year at Carrollwood Day School. We are delighted you and your family will be part of our CDS community this year.

Our administrators, faculty and staff, and parent volunteers have planned a busy year with exciting activities and programs for students and families.

We hope you will find this collection of names and numbers to be a helpful resource

Our Family's Ambassador
(New Bearss Avenue Campus families, only)

Name: _____
Phone: _____
Cell: _____
Email: _____

Room Rep for my child's class
Name: _____
Phone: _____
Cell: _____
Email: _____

21. Who can answer my questions about **sports programs**?

    Baker Mabry, Athletic Director
    (813) 920-2288
    bmabry@carrollwooddayschool.org
    Nayda Hawkins, Assistant Athletic Director
    (813) 920-2288
    nhawkinspe@carrollwooddayschool.org
    Casey Higgins, Assistant Athletic Director
    (813) 920-2288
    chiggins@carrollwooddayschool.org
    Jill Bondurant, Assistant to the Athletic Director
    (813) 920-2288
    jbondurant@carrollwooddayschool.org

22. Who can answer my questions about **arrival and dismissal** procedures?

    Early Childhood Campus:
    Cindy Hittle, ECC Receptionist
    (813) 963-2388
    chittle@carrollwooddayschool.org
    Elementary School (Grades 1 - 5):
    Vicki Rivas, Elementary Receptionist
    (813) 920-2288
    vrivas@carrollwooddayschool.org
    Middle School (Grades 6 -8):
    Kerry Hanigan, Middle School Secretary
    (813) 920-2288
    khanigan@carrollwooddayschool.org
    Upper School (Grades 9 - 12):
    Cindy Compher, Upper School Secretary
    (813) 920-2288
    ccompher@carrollwooddayschool.org

23. Who is responsible for **communications to families** about upcoming events?

    Erma Ruffkess, Director of Communications
    (813) 920-2288
    eruffkess@carrollwooddayschool.org

24. Who approves artwork for flyers, t-shirts, etc.?

    Nicki Ragan, Director of Marketing
    (813) 920-2288
    nragan@carrollwooddayschool.org

25. Who can I contact for technology questions and support?
    IT Help Desk: helpdesk@carrollwooddayschool.org

26. How do I find out more information about the **PTO** and ways to volunteer at CDS?

    April Babb, PTO President
    PTO@carrollwooddayschool.org

27. How do I find out about the **Booster Club** for athletics?

    Renae Dombrowski
    CDSBoosters@carrollwooddayschool.org

28. How do I find out about **Friends of the Performing Arts**?

    Kristi Davis
    FOPA@carrollwooddayschool.org

CARROLLWOOD DAY SCHOOL
WORLD SCHOOL

LOOKING FOR

ANSWERS

OR EVERYTHING YOU WANTED TO KNOW ABOUT CDS BUT DIDN'T KNOW WHO TO ASK

CARROLLWOOD DAY SCHOOL
www.CarrollwoodDaySchool.org
Bearss Avenue Campus
1515 W. Bearss Avenue | Tampa, FL 33613
P (813) 920-2288 F: (813) 920-8237
Early Childhood Campus
12606 Casey Road | Tampa, FL 33618
P (813) 963-2388 F: (813) 968-1275

1. What is the **telephone number** for the Bearss Avenue Campus?

   (813) 920-2288

2. What is the **telephone number** for the Early Childhood Campus?

   (813) 963-2388

3. How do I contact **Security**?

   Amanda Kulkin, Security Manager
   (813) 920-2288
   akulkin@carrollwooddayschool.org

   SEE SOMETHING, SAY SOMETHING
   1-800-418-6423 Ext. 359

4. How can I contact the **Head of School**?

   Ryan Kelly, Ed.D.
   (813) 920-2288
   rkelly@carrollwooddayschool.org

5. Who are the **Heads** for each division?

   Trudi Buscemi, Lower Division,
   Preschool through grade 5
   (813) 920-2288
   tbuscemi@carrollwooddayschool.org
   Allison Agliata, PhD, Middle School Division, grades 6 - 8
   (813) 920-2288
   aagliata@carrollwooddayschool.org
   Sara Rubinstein, Upper School Division, grades 9 - 12
   (813) 920-2288
   srubinstein@carrollwooddayschool.org

6. Who are the **Assistant Heads** for each division?

   Anna Boodoo, ECC Assistant Head
   (813) 963-2388
   aboodoo@carrollwooddayschool.org
   Stacey Hendershot, Elementary Assistant Head
   (813) 920-2288
   shendershot@carrollwooddayschool.org
   Dan Holtsclaw, Middle School Assistant Head
   (813) 920-2288
   jholtsclaw@carrollwooddayschool.org
   John Horsington, Upper School Assistant Head
   (813) 920-2288
   jhorsington@carrollwooddayschool.org

7. Who are the secretaries/receptionists for each division?

   Cindy Hittle, ECC Secretary
   (813) 963-2388
   chittle@carrollwooddayschool.org
   Vicki Rivas, Elementary Receptionist
   (813) 920-2288
   vrivas@carrollwooddayschool.org
   Kerry Hanigan, Middle School Secretary
   (813) 920-2288
   khanigan@carrollwooddayschool.org
   Cindy Compher, Upper School Secretary
   (813) 920-2288
   ccompher@carrollwooddayschool.org

8. Who should I contact if I have a question about my child's **schoolwork**?

   The first person to contact is your child's teacher at (813) 963-2388 (ECC) or (813) 920-2288 (grades 1 - 12) or by email.

9. Who can answer questions about the **IB programmes**?

   Lisa Vicencio, PYP Coordinator, ECC - grade 5
   (813) 920-2288
   lvicencio@carrollwooddayschool.org
   Sabrina McCartney, MYP Coordinator, grades 6 - 10
   (813) 920-2288
   smccartney@carrollwooddayschool.org
   Nancy Hsu, DP Coordinator, grades 11 & 12
   (813) 920-2288
   nhsu@carrollwooddayschool.org

10. Who are the people in the **Admissions Office**?

    Dawn Schweitzer, Director of Admissions
    dschweitzer@carrollwooddayschool.org
    Michelle Cáceres
    Assistant Director of Admissions
    mcaceres@carrollwooddayschool.org
    Charlotte Benziger
    Admissions Associate
    cbenziger@carrollwooddayschool.org
    Donna Syron
    Registrar / Student Records
    dsyron@carrollwooddayschool.org

11. Who handles **medications and medical forms**?

    Jackie Silvers, School Nurse
    (813) 920-2288
    nurse@carrollwooddayschool.org

12. Who do I notify if our **address, phone number or email address** changes?

    You can update this information yourself on your "My BackPack" account - or contact -
    Cayce French, Registrar/Database Manager
    (813) 920-2288
    cfrench@carrollwooddayschool.org

13. Who can help me find out about ways to **donate** to CDS?

    Michelle Robinson, Director of Advancement
    (813) 920-2288
    mrobinson@carrollwooddayschool.org

    Kathy Hinton-Scott, Asst. Dir. of Advancement
    (813) 920-2288
    khintonscott@carrollwooddayschool.org

14. Who do I contact if I have a question about my **tuition or invoice**?

    Diana Tagliarini, Controller
    (813) 920-2288
    dtagliarini@carrollwooddayschool.org

15. Where do I purchase **school and PE uniforms**?

    Risse Brothers
    4228 N. Armenia Avenue
    Tampa, FL 33607
    Telephone: (813) 282-8338
    www.rissebrothers.com

16. Who do I notify if my child is going to be **absent** from school or if my child needs to be **dismissed early**?

    Preschool & Kdg: Cindy Hittle, ECC Receptionist
    (813) 963-2388
    chittle@carrollwooddayschool.org
    Elementary School (Grades 1 - 5):
    Vicki Rivas, Elementary Receptionist
    (813) 920-2288
    vrivas@carrollwooddayschool.org
    Middle School (Grades 6 - 8)
    Email: MSAbsence@carrollwooddayschool.org
    Upper School (Grades 9 - 12)
    Email: USAbsence@carrollwooddayschool.org

17. Who are the School Counselors?

    Lower School: Malu Molano
    mmolano@carrollwooddayschool.org
    Middle School: Abby Johnson
    ajohnson@carrollwooddayschool.org
    Upper School: Krista Diamond
    Director of Wellness
    kdiamond@carrollwooddayschool.org

18. How can I **order lunch** for my child?

    School lunches are provided by Flik Independent School Dining. Parents set up and fund a payment account for each child at MySchoolBucks.com. Except for ECC lunches (served on Mondays, Wednesdays, & Fridays only), students do not pre-order lunches. Visit the CDS website at www.carrollwooddayschool.org/lunch for detailed information about purchasing school lunches..

19. Who do I contact about riding the **school bus**?

    Dennis McGlinsey - (813) 920-2288
    dmcglinsey@carrollwooddayschool.org

20. Who do I contact about **Aftercare and after-school activities**?

    Melissa Hill, Auxiliary & Summer Programs Coord.
    (813) 963-2388
    mhill@carrollwooddayschool.org