



Saplings Nature School

Communication Procedure

2025/2026

Quick Links

Layering Basics	Policies	School Calendar	Staff Wellness Handbook
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Lillio Parent to Staff communications platform Spruce: Kyra, Mako, Phillip, Trevor Cedar: Megan, Ishwar, Trevor, Parisa, Pinecones: Jessica, Mahi, Ylene,	Teachers stay in regular communication with parents through casual conversations, scheduled meetings and sending out Weekly Updates to share upcoming important dates, classroom news items and photos etc. <ul style="list-style-type: none">• Contacting teachers regarding late drop off &/or early pick up• Attendance- with reason for being away• Check ins & updates• Classroom inquiries• Student-related inquiries When a student's performance or behavior requires attention, teachers will typically communicate with parents to discuss concerns, provide updates, and collaborate on solutions.
Cecily Head of School School Safety coordinator Cecily@saplingsoutdoorprogram.ca 236-992-4111 school phone 604-313-9362 direct line	Should anyone have any questions, issues with a staff member, questions about procedure or policy, or need to discuss scheduling or planning <ul style="list-style-type: none">• School-related inquiries• Student-related inquiries• Staff-related inquiries• Taking days off• Questions and concerns• Curricular & Planning inquiries If a situation cannot be resolved at the teacher-student or teacher-parent level, it may be escalated to the Head of School. This could involve issues with student behavior, safety concerns, or complex academic/emotional matters.
General Enquiries Nature School Enrollment nature_school@saplingsoutdoorprogram.ca	Should you need more formal messages to go out to your classroom, messages to go out to all parents, or general questions or concerns about the school <ul style="list-style-type: none">• General school-related inquiries• Field Trips• Fundraising• Registration inquiries Larger-scale communication, such as announcements about school events, policy changes, or emergency situations, may involve communicating with the broader school community (parents, staff, students).
Heather Nature School Program Director SAP Board Chair Secondary School Safety coordinator	Should staff or parents require another view point, clarification about the general program, or have concerns they wish to discuss with Heather directly <ul style="list-style-type: none">• Program inquiries

<p>saplingsinfo@gmail.com 778-838-0335</p>	<ul style="list-style-type: none"> • Questions and concerns • SAP Association Board inquired • WCB <p>If an issue persists after a staff or parent has spoken with the Head of School the next step is to contact the Program Director</p>
<p>Stephanie Program Enrollment saplingsreg@gmail.com</p>	<p>For enquires regarding Administration, Registration for all <u>other</u> programs</p> <ul style="list-style-type: none"> • Financial transactions • Enrollment & records • Billing
<p>Sandy Programs Manager saplingsnatureschool@gmail.com *Note, this may change</p>	<p>For enquires regarding Before and After School Care and Preschool programs</p> <ul style="list-style-type: none"> • Daily programming • Educator support • Licensing compliance • tours/interviews
<p>Odessa Accounts & Finance Manager saplings.acct@gmail.com</p>	<p>Financial & Billing inquiries for all programs</p>