



Saplings Nature School Communication Procedure 2025/2026

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Lillio Parent to Staff communications platform Spruce: Kyra, Mako, Phillip, Trevor Cedar: Megan, Ishwar, Trevor, Parisa, Pinecones: Jessica, Mahi, Ylene,	<p>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.</p> <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 <p>When a student's performance or behavior requires attention, teachers will typically communicate with parents to discuss concerns, provide updates, and collaborate on solutions.</p>
Cecily Head of School School Safety coordinator Cecily@saplingsoutdoorprogram.ca 236-992-4111 school phone 604-313-9362 direct line	<p>Should anyone have any questions, issues with a staff member, questions about procedure or policy, or need to discuss scheduling or planning</p> <ul style="list-style-type: none"> • School-related inquiries • Student-related inquiries • Staff-related inquiries • Taking days off • Questions and concerns • Curricular & Planning inquiries <p>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.</p>
General Enquiries Nature School Enrollment nature_school@saplingsoutdoorprogram.ca	<p>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</p> <ul style="list-style-type: none"> • General school-related inquiries • Field Trips • Fundraising • Registration inquiries <p>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).</p>
Heather Nature School Program Director SAP Board Chair Secondary School Safety coordinator	<p>Should staff or parents require another view point, clarification about the general program, or have concerns they wish to discuss with Heather directly</p> <ul style="list-style-type: none"> • Program inquiries

saplingsinfo@gmail.com 778-838-0335	<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>
Stephanie Program Enrollment saplinsreg@gmail.com	<p>For enquires regarding Administration,Registration for all <u>other</u> programs</p> <ul style="list-style-type: none"> • Financial transactions • Enrollment & records • Billing
Sandy Programs Manager saplinsnatureschool@gmail.com *Note, this may change	<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
Odessa Accounts & Finance Manager saplins.acct@gmail.com	Financial & Billing inquiries for all programs