**Ladder of communication for Parents**

1. Please note that all parent concerns **MUST** be given to your child’s classroom teacher first.
2. If the classroom teacher feels that they cannot handle the issue, please escalate the issue with our Parent Coordinator, Ms. Byrne. She will be responsible for the original intake of most concerns that cannot be addressed by the classroom teacher.
3. If Ms. Byrne cannot address solve the matter, she will e-mail the parent back and copy the appropriate staff member (see above) to support the situation.