

## Concerns Procedure

We would like you to always feel that you have avenues to communicate with the school.

**Questions about your child:** We encourage open conversations with your child's **class teacher** as your first step. If you feel that this has not been successful, please contact the **Department Chair**.

**Questions concerning a teacher:** We encourage open conversations with the **teacher** concerned. However, if you feel that is not possible, or if you have contacted the teacher and still have concerns, please contact the **Department Chair**. If your concern is with one of the Chairs and it has not been resolved through communication with them, please contact the **Pedagogical Chair**. Please refer to the appendix section for the school's guidelines around how a teacher concern is handled.

**Curriculum Questions:** If your questions are related to the program your children are receiving, please speak to the **Department Chair**.

**Administrative Questions:** Please speak to the **Administrative Chair** about any questions you have regarding the Office or how the school is administered.

**Financial Questions:** The **Manager of Finance** can be contacted about any questions relating to the school's budget or financial operations.

**Accessible Tuition Program (ATP) Questions:** For more information about how the ATP program works, or for questions or concerns about your ATP conversation, please speak to the **ATP Liaison**.

You may contact the **Board Chair or any member of the Board** with any legal or financial questions or concerns.

**Parent Association Questions:** Please contact the **Parent Association Chairs** if you have a question about the Parent Association.

**If you are at all uncertain** about who to talk to, our **Faculty-Parent Liaison** is happy to receive your questions and will guide you in the right direction. You are also welcome to approach any of the Chairpersons mentioned below.

ECE Chair	Myriam Hammami	<a href="mailto:m.hammami@londonwaldorf.ca">m.hammami@londonwaldorf.ca</a>	519 858-8862
Grade School Chair	Imke Jorgensen	<a href="mailto:i.jorgensen@londonwaldorf.ca">i.jorgensen@londonwaldorf.ca</a>	519 858-8862
Pedagogical Chair	Sarah Cooper	<a href="mailto:s.cooper@londonwaldorf.ca">s.cooper@londonwaldorf.ca</a>	519 858-8862
Administrative Chair	Ruth Baer	<a href="mailto:admin@londonwaldorf.ca">admin@londonwaldorf.ca</a>	519 858-8862
Board of Trustees Chair	Mark Goldszmidt	<a href="mailto:mgoldszm@uwo.ca">mgoldszm@uwo.ca</a>	519 438-0739
Licensed Care Supervisor	Michelle Brooks	<a href="mailto:m.brooks@londonwaldorf.ca">m.brooks@londonwaldorf.ca</a>	519 858-8862
Faculty-Parent Liaison	Heidi Gemmell	<a href="mailto:h.gemmell@londonwaldorf.ca">h.gemmell@londonwaldorf.ca</a>	519 858-8862
ATP Liaisons	Tanja Rohn	<a href="mailto:tanja.mackenzie@gmail.com">tanja.mackenzie@gmail.com</a>	
	Aggie Yang		226 700-4962
Manager of Finance	Sharie Evans	<a href="mailto:business@londonwaldorf.ca">business@londonwaldorf.ca</a>	519 858-8862