

CHAIN OF COMMUNICATION

PRESCHOOL



CLASSROOM ACADEMIC, SOCIO-EMOCIONAL AND/OR DISCIPLINE CONCERNS

- 1 Contact teacher**
IF NOT RESOLVED, THEN
- 2 Contact Counselor**
Gema Monge: gmonge@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Primary Counselor Coordinator and/or Dean of Students**
Karla Vega: kvega@lincoln.ed.cr
and/or Wendy Acosta: wacosta@lincoln.ed.cr]
IF NOT RESOLVED, THEN
- 4 Contact Principal and Director of Student Life**
Verónica Aragón: varagon@lincoln.ed.cr
Sandra Mora: smora@lincoln.ed.cr

AFTERSCHOOL SPORTS AND CLUBS PREP ONLY

- 1 Contact Coach or Club leader**
IF NOT RESOLVED, THEN
Contact:
-Dean of Students Extended Learning
Pilar Losilla plosilla@lincoln.ed.cr or
-Director of Athletics
2 Wendy Acosta wacosta@lincoln.ed.cr or
-Director of VPA
Vicente Luna: vluna@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Director of Student Life**
Sandra Mora: smora@lincoln.ed.cr

EMERGENCIES AND/OR MESSAGES TO STUDENTS

- 1 Contact Primary Office**
2247-6638
IF NOT RESOLVED, THEN
- 2 Contact teacher**
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Verónica Aragón varagon@lincoln.ed.cr

MEDICAL CONCERNS

- 1 Contact teacher**
IF NOT RESOLVED, THEN
- 2 Contact School Nurse**
nurse@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Verónica Aragón varagon@lincoln.ed.cr

EXTENDED DAY PROGRAM (PK-K ONLY)

- 1 Contact teacher**
IF NOT RESOLVED, THEN
- 2 Contact Preschool Administrative Assistant**
Valentina Pozuelo
vpozuelo@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Principal**
Verónica Aragón varagon@lincoln.ed.cr

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TRANSPORTATION

- 1 Use app**
- 2 Contact Transportation Department**
transporte@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact General Services Coordinator**
Emerson Campos
emcampos@lincoln.ed.cr

IT

- 1 Contact Technology Department**
technology@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Technology Coordinator**
Juan Carlos Monge
jmonge@lincoln.ed.cr

COMMUNICATIONS

- 1 Contact Communications Team**
comunicaciones@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Communications Director**
Sara Estrada
sestrada@lincoln.ed.cr

UNIFORMS

- 1 Contact Uniforms Team**
uniformes@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Purchasing Specialist**
Gabriel Calvo gcalvo@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Purchasing Coordinator**
Grettel Garro ggarro@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 4 Contact CFO**
Ana Laura Castillo
alcastillo@lincoln.ed.cr

TUITION AND BILLING

- 1 Email ctacte@lincoln.ed.cr**
IF NOT RESOLVED, THEN
- 2 Call Accounts Receivable [ext: 604]**
- 3 Contact Financial Operations Coordinator**
Elvira Mora emora@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 4 Contact CFO**
Ana Laura Castillo
alcastillo@lincoln.ed.cr

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ADMISSIONS

- 1 Contact Admissions Department**
admissions@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Admissions Coordinator**
Maria Fernanda Lara
malara@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 3 Contact Director of Student Life**
Sandra Mora: smora@lincoln.ed.cr

SCHOOL PERSONNEL (I.E. SECURITY, MAINTENANCE, BUILDINGS AND GROUNDS, ETC.)

- 1 Contact General Services Coordinator**
Emerson Campos
ecampos@lincoln.ed.cr
IF NOT RESOLVED, THEN
- 2 Contact Director of HR**
Carolina Hernandez
chernandez@lincoln.ed.cr



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LINCOLN SCHOOL