

Dear Sycamore Trails Preschool Parents,

Welcome to the 2018-2019 school year. We look forward to working and growing with you and your child. Here at Sycamore Trails we have four preschool teachers and four paraeducators. The first day for preschool students is Wednesday, August 22th. There are two sessions; the morning session begins at 8:00 am and concludes at 10:30 am. The afternoon session begins at 11:30 am and concludes at 2:00pm.

We ask that you follow the guidelines that have been implemented to ensure everyone's safety.

- All students will be given a laminated card to display in their car window. The laminated card will have your child's name on it. The card will alert a pre-school staff member to help you unload your child in the morning. Please rubberband your card to the passenger side visor or place it on the passenger side dashboard. Preschool students dropped-off and picked-up at school will use door #8. Please contact your child's preschool teacher if you need additional cards for any reason.



- **AM Drop-off**
 - Staff will be available to get children starting at 7:45 am until 8:00 am. When you enter the Kiss n' Drive you will flip your visor down to alert staff you have a preschool student. As you enter the Kiss n' Drive please pull forward. A staff member will help take your child out of the car (you will need to remain in your car). The staff member will then walk with your child to the classroom through door #8 where all children meet in the morning. The door will be closed at 8:00. If you arrive after 8:00 please take your child to the office.
- **PM Pick-up**
 - Students in the afternoon preschool classrooms will be walked to your car. When you enter the kiss-n-drive the colored laminated card must be displayed on your passenger side flipped down visor to alert staff

you have a preschool student. This will alert pre-school staff to call over walkie-talkies to request your child be brought outside. Students will exit from door #8 with a preschool staff member. As you enter the Kiss n' Drive please pull forward. Cars cannot be left unattended in the Kiss n' Drive lane. All parents or caretakers will have to secure your child in their car seat. Staff cannot assist with this.

- Please use caution when entering and exiting the parking spaces in the Kiss n' Drive during our highest traffic times of student drop off and pick-up
- Please be reminded there is no left hand turn into the Kiss n' Drive and you will still need to move with the progression of the cars in the Kiss n' Drive lane.
- When crossing the Kiss n' Drive with your children after you have parked, please cross by the big yellow signs that say, "Caution: Children Crossing Ahead"
- Please enter the Kiss n' Drive in single file only. You may park if you wish in the designated parking spaces only. No cars are to be left unattended in the Kiss n' Drive lane. If you need to leave your car for any reason you will need to secure a legal parking place. If you need help locating a student a staff member will be happy to assist. When you leave the parking lot, please follow the "right turn only" sign.



- The bus parking lot is for buses only when they are present. Do not use this lot to drop off children. The lot will be open after all buses have either dropped off or picked up students. This is a one way enter and exit. Please follow the posted signs. The lot will be closed to all traffic except busses from 7:45-8:15am and 1:40-2:10 pm.
- You may still walk your child to or pick your child up outside classroom door #8. To do this you will need to either park in a legal spot in the Kiss n' Drive lot or in a legal parking place on the street.



★ Please remember our pledge to keep everyone at Sycamore Trails Safe...

Safety Pledge:

I will, you will, we all will...

I will... be responsible and follow all traffic and safety procedures of Sycamore Trails Elementary school. Be respectful of the entire Sycamore Trails community. Always be alert.

You will... drive slow, stay off your phone, make right turns only, and always pull forward. Stay calm.

We all will... be good role models for our children and create a safe environment for them to come and go from school.

We pledge to be SAFE!

Thank you in advance, I look forward to the 2018-2019 school year. If you have any questions please do not hesitate to contact me at (630) 213-5641.

Respectfully,
Lisa Cardenas
Principal