

Frequently Asked Questions

1. Class Assignments

Q: When will I know my child's class assignment?

A: Your child's class assignment will be mailed to you the week before school starts.

2. Transportation

Q: When will I know my child's bus schedule?

A: Every child's bus schedule is available online at sycamoreschools.org/page/2734. You need your student's ID.

3. Pick Up at School and Early Dismissal

Q: What is the procedure if I need to pick up my child early from school?

A: Please complete the Parent Communication Form (available in the Front Office) and send it with your child the day you have a change in transportation. Children leaving prior to 2:45 pm will be counted absent for ½ day.

Q: What if I forget to fill out the Parent Communication Form and I need to pick up my child early?

A: Call the school at 513-686-1740. This is the best way for your message to get to your child and their teacher. Come to the Front Office at the designated time. Your child will be called to the front office upon your arrival.

Q: Where do I pick up during the day?

A: During the day, before normal dismissal, everyone must enter through the Front Office and sign out your child.

Q: Where do I pick up at dismissal and when can I be there?

A: You may enter the main doors or the gym any time after 3:30 pm. You can sign your child out and exit the building from there. Dismissal is at 3:45 pm.

4. Drop Off at School and Tardy

Q: Where do I drop off in the morning if my child won't be riding the bus?

A: The designated drop off area is at the front left of the school near the gym. Car drop off begins at 9:00 am. A staff member will open your car door curbside. Please, have your child ready to exit the car. You will not need to sign them in if school has not started. Drop off ends at 9:10 am. After drop off is closed or if you are not at the designated area, you will need to park and walk your children into school.

Q: What if my child is late to school?

A: Please park your car and walk your child into school. Students arriving after 9:15 am. but before 10:15 am. will be considered tardy. Students who are tardy need to report to the office with a parent to receive a tardy slip before going to their classroom. Children arriving after 10:15 am. will be counted absent for ½ day.

5. Lunch

Q: Can I have lunch with my child? Can I bring them a special lunch?

A: Go to the Front Office, sign in on Lobby Guard, put on your photo badge, and meet your child in the Cafeteria.

Q: Where can I find the lunch menu?

A: The lunch menu is available on the Sycamore website (sycamoreschools.org. - Services/Child nutrition) and on the Sycamore Community Schools Mobile App.

Q: How do I add money to my child's lunch account?

A: Please see item #8 on a next page.

6. Parent-Teacher Conferences

Q: How do I know how my child is doing in school?

A: Parent-Teacher Conferences are a great opportunity for you to discuss your student's progress with their teacher(s). It happens once a year, typically towards the end of October through early November.

Q: What if I need to speak to my child's teacher?

A: If you need to speak with your child's teacher, please send them an email and they will contact you to schedule a time to speak. Teachers cannot be interrupted during academic time, if you call during the day, the office will either take a message or transfer you to the teacher's voice mail.

7. Classroom and School Information

Q: What is "Curriculum Preview"? Should I go?

A: YES! Please plan on attending. Teachers provide an overview of what is going to be taught throughout the year. This is a good time to ask questions and sign up for activities in class or around school. Children do not attend this event.

Q: How do I get in contact with my child's classmates?

A: The Symmes directory will be available to everyone at the beginning of the school year. The district will post a downloadable PDF on the website. Please do not send invitations through backpack mail to school unless everyone in the class is invited.

Q: What are easy ways to get involved at Symmes Elementary?

A: Become a Room Parent! As a Room parent, you are the volunteer coordinator for the teacher, support the communication with the PTO, take charge of the holidays and social parties of the classroom, among other needs of the classroom. Sign-ups are available at Curriculum Preview. Also, think about volunteering around the school. Look for PTO and Symmes event flyers that are sent home throughout the year.

8. Fee Payment

Q: How do I add money to my child's lunch account?

A: There are three options:

- Pay online through Parent Portal* with a credit card.

- Place a check or cash in an envelope and label it (Student ID and Classroom number). Send to school in student's binder (Backpack mail).

- Come to school and pay Michelle Bishop, our Cafeteria Manager, via cash or a check made out to Symmes Elementary.

Q: How do I pay my child's tuition, academic fees?

A: For Tuition and Academic Fees there are three options

- Pay online through Parent Portal with a credit card.

- Place a check or cash in an envelope and label it (Student ID and Classroom number). Send to school in student's binder (backpack mail).

- Mail a check payable to Sycamore Community Schools to the school:

Symmes Elementary

11820 Enyart Rd.

Loveland, OH 45140

9. School Supplies

Q: Where can I find the list for school supplies?

A: You can find it on the school district's website sycamoreschools.org. Click on Symmes Elementary then choose School Supplies. You can also ask your ESOL teacher for a list of supplies.

Q: Does the school sell school supply kits?

A: No, but we have a partner with www.schooltoolbox.com for discounted pre-packaged school supply kits. Select Symmes Elementary from the school list, and the grade for your child.

10. School Calendars

Q: What are those colors and letters mean?

A: The Lunch Menu is sent during the first week of school. Color indicates weekly cycle for lunch meals.

A, B, C, D indicate the Specials (Art, Gym, Library, Music) related to the date. The first week of school, the teacher will inform which special is related to each letter for the classroom.

Example Month					
Week	M	T	W	Th	F
Blue			1 A	2 B	3 C
Red	6 D	7 A	8 B	9 C	10 D
Green	13 A	14 B	15 C	16 D	17 A
Yellow	20 B	21 C	22 D	23 A	24 B
Orange	27 C	28 D	29 A	30 B	31 C

11. School Delays

Q: What is a two-hour delay?

A: All schools and buses will run exactly on a two-hour delay. AM Kindergarten, Preschool and Head Start classes will be cancelled. Parents will be notified via phone, text, email and school or district websites.

*Access through www.sycamoreschools.org or the Sycamore Community Schools Mobile App.