



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

**The Syracuse Latin School
Hughes Elementary School**

Kelly Manard, Principal

February 15, 2018

Dear Hughes Elementary & Syracuse Latin families,

This is a reminder that arrival time at the Hughes Place entrance is from 8:45am – 9:05am (doors open at 8:40am on days in which the weather is poor). Beyond 9:05am, our school has a SINGLE POINT OF ENTRY, which is the Main Entrance located at the Jamesville Ave parking lot. We do not allow staff to open the Hughes Place door to visitors beyond 9:05am and parents should not hold doors open and allow others in behind them. Additionally, only Pre-K parents are permitted to walk students directly to class as they are required to sign-in / sign-out at the classroom. All other parents, family members, guests, etc. must report directly to the main office upon entering the building. Please help ensure the safety of our students and staff by adhering to these policies.

Sincerely,

Kelly J. Manard, Principal
*The Syracuse Latin School
Hughes Elementary*

