



Sycamore Parent Handbook (2025)

This handbook includes some [helpful videos](#) with step-by-step instructions. Links to these videos are also available within each section below. Once you have reviewed the contents of this handbook and watched the accompanying videos, you can learn about the Sycamore Leaf app [in this video](#). (NOTE: The first time you log in to Sycamore, you should use a computer, not the app.)

Table of Contents

How To Log In to Sycamore	1
Verify Your Family Information	2
Find Your Child's Classroom Information	3
Accessing School News & Calendar	4
Accessing Classroom Connection (for Class News and Homework)	5
Access Your Child's Learning Report	6
Accessing Family, Employee, and Classroom Directories	7
How To Reset Your Password	8

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How To Log In to Sycamore

Congratulations! If you're reading this handbook, you are set up in our new Sycamore system! You will receive an invitation to log in to the database system via email. Once you have received this email, follow these instructions to log in to the Sycamore system.

Using the Website ([Watch the video!](#))

1. You will find an email from "Sycamore School" in your inbox with your username, temporary password, and a link to the JKCS Sycamore site. Click on the link and enter your username and password.
2. You will be asked to create a new password the first time you log in.
3. You will be asked to read and agree to the Terms of Service. (*Please ignore any reference to fees for or contractual obligations. These are covered by JKCS.*)
4. Next, you will see a screen that helps you set up your internet browser to allow pop-ups from Sycamore. **This is one of the most important steps in setting up your account!** Sycamore uses a lot of popups. Most major browsers are on the list, so click on the one you're using and follow the instructions. *NOTE: You will repeat this process every time you log into Sycamore from a new device.*
5. After setting up your browser, click the button that says, "Got it. Do not show this to me again." (*Top right of the screen.*)

Using the Phone App

1. The first time you log in to Sycamore, you should use a computer. After that, you can download and log in on a phone through the Sycamore Web Application.
 - **On Android:** Open Chrome and go to sycamore.school. Tap the triple dots icon and select "Add to Home Screen."
 - **On iOS/Apple:** Open Safari and go to sycamore.school. Tap the share icon and select "Add to Home Screen."
2. Log into the app using the same username and password. You will enter the school ID (3227) every time you log in as well. ([Watch the app video!](#) -- *NOTE: The app video mentions Google Play and the Apple Store. Please ignore as this information is now out of date.*) The app does not have access to everything the website does, but will meet most of your day-to-day needs.

Helpful Notes:

- Your username is auto-generated and cannot be changed. Please remember it.
- You can save the email link as a bookmark. If you use the generic Sycamore login link (eg. from a Google search), then you will need to remember our school ID **3227**
- Ignore any instructions for Managed Chrome Devices, as we manage on our end.

Verify Your Family Information

After logging into Sycamore for the first time, you should verify your family information. **If there are any changes in your family information** (address, phone number, etc), **please communicate that to the Welcome Desk** (office@jkcs-oakville.ca). Please make sure that we have the most efficient and effective means of contacting you when we need to (eg, emergencies, medical concerns, invoice mailing, etc).

Using the Website ([Watch the video!](#))

1. On the navigation bar at the left, go to “My Family” | “Information”.
2. Double check that we have all of your contact information using the “General” and “Contacts” tabs.
3. Under the “General” tab, you can see what information is published in our school directory, under the section called “School Information” on the right. All families are required to have at least one email contact shared in our school directory, so that other JKCS families will know how to contact you (ex., play dates, birthday parties, etc).
 - a. *Note: If you do not want to share your mailing address or cell phone information in the JKCS School Directory, please email office@jkcs-oakville.ca to request those changes.*
4. Double check that we have information about your children using the “Students” tab.
5. Double check that we have your family medical information using the “Medical” tab.
6. On the navigation bar on the left, click “Front Desk” and “Family Directory.” Navigate the directory to your own family to confirm that all of your family information is correct.

Using the App

- You cannot use the Sycamore Leaf app to verify or change your family information.

Helpful Notes:

- Please **do not** change your child’s email address. All students **must** have a school-owned JKCS Google account.

Find Your Child's Classroom Information

After verifying your family information, you may be interested to know what class your child is in! There are multiple ways to do this.

Using the Website ([Watch the video!](#))

1. When you log in to Sycamore, the first page you will see will usually be the school home. (If not, you can find it at the top of the navigation bar on the left.)
2. To the right, you will see the names of your children with a photo. Hover your cursor over your child's name and photo. A menu will appear.
3. Click on "Schedule." A pop-up window will come up with all of the child's classes.
4. Click on the "Homeroom" class to see the most accurate class information.

Using the App

- Select your child's name under "Student."
- Under "Menu", select "Classes."
- You will see a list of all of the classes that your child is currently enrolled in at JKCS. Unfortunately, you will not be able to use the app to see teachers or other students in the class.

Helpful Notes:

- If you would like to see information about all JKCS homeroom classes, you can go to the classroom directory (see p. 7).

Accessing School News & Calendar

Sycamore is your new source for information about JKCS! This is where you will find school news, upcoming events, daily announcements (including information about sports tryouts, extracurricular teams, etc.), the Principal's Ponderings blog, and much more.

Using the Website ([Watch the video!](#))

1. On the Sycamore home page, news will be posted in the "Headline News" area. Click the headline to see more details about that news story.
2. If you want to see more news stories, you can click "More News." Or, you can use the navigation bar on the left to go to "School" | "News."
3. To see a list of upcoming events, you can click the "Calendar" tab at the top of the screen. If you would like a calendar view, you can go to "School" | "Calendar", located on the navigation bar on the left of your screen.

Using the App

1. For school news, select "News" under "School Menu." You will see a list of headlines for news stories. To read more, select the headline.
2. For the school calendar, select "Calendar" under the "School Menu." You can navigate through by month or by day. Select the event to see more details.

Helpful Notes:

- **IMPORTANT NOTICE:** Sycamore is the primary communication vehicle between the school and the community. **For more details about specific homerooms, check your child's Classroom Connection** (see p. 5).

Accessing *Classroom Connection* (for Class News and Homework)

Each homeroom class at JKCS has a Google Doc called ***Classroom Connection***. These documents are the primary arena for communication with students and parents about classroom information. ***Classroom Connection*** is updated daily with class news, homework, upcoming class events, etc.

Using the Website ([Watch the video!](#))

1. From the school home page, click the “My Student” tab.
2. Click on your child’s picture, and a list of all of their classes will appear below. (You can also click on your child’s name to view their profile, then click on the “Schedule” tab.)
3. Click on their homeroom class to open that class page. (Some browsers will open it as a pop-up, others as a new tab.)
4. Once you get to the class home page, you will see a top news story called “## Classroom Connection” (ex, “6a Classroom Connection”). Click that story.
5. When the news story is open, you will see a link with the same title. Click the link, and it will redirect you to that class’ Classroom Connection.

Using the App ([Watch the video!](#))

1. Select your child’s name under “Student.”
2. Under “Menu”, select “Classes.”
3. Select your child’s homeroom class.
4. Select “Class News”.
5. Select the news story called “## Classroom Connection”. (It should be at the top.)
6. Follow the link, and it will redirect you to the Classroom Connection.

Helpful Notes:

- You do not need a Google account in order to view *Classroom Connection*.
- You also do not need the Google Docs app if you’re using the Sycamore app. Instead, the link should redirect you to a browser tab open to the Google Docs website.
- It is a great idea to bookmark your child(ren)’s Classroom Connection page.

Access Your Child's Learning Report

After Learning Reports have been published, you will be able to access them through the "Documents" portion of the student's profile.

Using the Website ([Watch the video!](#))

1. When you log in to Sycamore, the first page you will see will usually be the school home. (If not, you can find it at the top of the navigation bar on the left.)
2. To the right, you will see the names of your children with a photo. Hover your cursor over your child's name and photo. A menu will appear.
3. Click on "Documents." A pop-up window will come up with all of that child's documents.
4. Click on the learning report that you wish to view. A .pdf view of it should come up.

Using the App

- You are unable to access your child's learning report via the Sycamore app.

Helpful Notes:

- If you would like to save and/or print the learning report, you may from the pop-up window.
- The Sycamore system calls them "Grade Cards", and the "S#" next to it tells you which term the report is for (ex., S2 = Term 2).

Accessing Family, Employee, and Classroom Directories

Using the Website ([Watch the video!](#))

1. From the school home page, click “Front Desk” on the navigation bar on the left.
2. A drop down menu will appear with the three directories.
3. Family directory will give you contact information using the first letter of the family’s last name. You can also search by student.
4. Employee directory will give you contact information for all of our employees.
5. Classroom directory will give you access to the homeroom pages for all of the classes at JKCS. Use this to check out news, events, etc. from all JKCS homeroom classes.

Using the App

1. Under the “School Menu,” select “Family Directory” or “Employee Directory.”

Helpful Notes:

- Think of “Front Desk” as the place you would go for information if you were physically at JKCS and wanted information: the front desk.
- The classroom directory is not available in the app.

How To Reset Your Password

Using the Website ([Watch the video!](#))

1. Once logged into Sycamore, click on “My Organizer” in the left hand navigation menu.
2. Click “Password.”
3. Enter your old password along with your new password. You will have to enter the new password twice to confirm.
4. When you are ready, press the blue “Submit” button on the top right of the screen.

Using the App

- You cannot use the Sycamore Leaf app to change your password.

Helpful Notes:

- If you do not know your password and are unable to log in at all, please contact the JKCS office at office@jkcs-oakville.ca, and we can help you out.