Dear Families,

Welcome to WCCC’s K-5 program at Fiske! We’re looking forward to begin a fun year playing and growing together! My name is Joshua Begley. This is my second year as the Fiske site coordinator and my seventh year at WCCC. I’m thrilled to report that both Kathy Walker and Rebecca Jenness will be back at Fiske again this year! Our team couldn’t be more excited to get things underway!

Whether you are new to WCCC or not, please take a few minutes to familiarize yourself with the Parent Information Area in the cafeteria. This is where you’ll find all of the “need-to-know” information about our program, including phone numbers, Dates to Remember, monthly snack and activity calendars, and the Parent Mailbox. There will also be a long-term calendar located here for you to write down any of your child’s planned absences in advance. Additionally, the sign-out sheet will most often be found here as well. Please remember to sign your child out every day and record the time at which you are picking them up.

Here is some additional (boring, but important) information*:

1] **Stay in the Loop:** In order to ensure that you obtain and read all necessary paperwork, please check your mailbox on a regular basis!

2] **“No Come, No Call” Policy:** Even if you inform the Fiske office that your child will be absent from school, dismissed early, or attending a special activity after school (e.g. Girl Scouts or Spanish Club), you **still** need to let WCCC know about the change as well. There are **two ways** of reporting your child’s absence from, or late arrival to, WCCC: **1)** leave a voicemail or **2)** send a text or e-mail. Messages must be sent before 2 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and before 11 a.m. on Wednesdays. Our site phone number is **781.603.7297** and our e-mail address is **fiske@wccc.wellesley.edu.** (As mentioned above, you can write on the long-term calendar to inform us in advance of planned absences or late arrivals. If you do this, you will not need to call or e-mail us.)

3] **Adding to the Pick-Up List:** If someone new is picking your child up and you haven’t added them to your child’s authorized pick-up list that we keep on file, you can send us a note giving your permission for the new pick-up. Please include the date, the person’s name, and your signature, then take a photo of the note and text it to our site phone. **Photo IDs of people sixteen years or older that list date of birth are needed for everyone - parents, grandparents, babysitters, you name it - picking up for the very first time.**

4] **Late Pick-Up Policy:** WCCC ends each day at 6 p.m. If you arrive after 6, you will be subject to a fine. If you know you are going to be late, please call or text us. (Calling ahead does not excuse you from the fine, but it is greatly appreciated by the staff that are staying late with your child - and by your child, too!)

We are so looking forward to the opportunity to get to know and spend time with your children in a safe, fun, and dynamic environment, and we thank you for entrusting us with their care. We will always strive to provide them with an absolutely wonderful after school experience!

Sincerely,

Josh, Kathy, and Rebecca

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*Keep this letter handy all year long. It’s worth a spot on the fridge!"