Welcome to Sprague k-2 afterschool!
We are so excited to meet new families and equally as happy to welcome back the returning ones! Our staff this year will be led by Rose along with Karen and Steve. We are sad to announce that Nicole will not be returning this year as she will be staying closer to home and her family.

This month our staff will be focused on getting to know each one of the kids in our program. Our main goal is to develop and maintain a safe and supportive environment that responds to and supports the needs of each child. We hope to do this by planning a variety of activities and games to explore different interests of different children. We also will also be taking advantage of our time outdoors and encouraging kids to form new friendships.

Please be sure to familiarize yourself with the Parent Information Area in the cafeteria. This is where you’ll find all of the information you need to know about our site along with the parent mailbox. Please make sure to check your child’s mailbox daily as this is an easy way for us to communicate with you. If you would like to send something to the office, such as checks, please make sure to put these in the blue envelope located at the front of the parent mailbox. Additionally, the sign out sheet will most often be found here as well. Please remember to sign your child out each day, along with the time of pick up. We will often be found in the cafeteria, but may also be outside (especially during the nice weather), in the gym, or occasionally in the library. We will always indicate our whereabouts close to the parent mailbox.

**Dates to Remember:**
Monday, 9/4  Labor Day – ASP closed
Wednesday, 9/6 Rosh Hashanah ASP open 8-6 @ Bates

Please contact us with any comments, questions, or concerns you may have.
(781) 603 7439 or sprague@wccc.wellesley.edu
The Sprague team
Please review our policies as some of them may have changed:

No Come No Call:
If your child is going to be absent from WCCC you MUST notify us of this change regardless of whether you have let the Sprague School Office know. You have 4 ways of communicating this:
1. Leave a voicemail to (781) 603-7439
2. Send an email sprague@wccc.wellesley.edu
3. Send a text message to (781) 603-7439
4. If you know of a change in advance, you may write it down on the long-term calendar.

All change communication must happen by 2PM on Mondays, Tuesdays, Thursdays and Fridays and before 11AM on Wednesday. Failure to communicate any changes will result in No Come No Call Fee.

Late Pick Up:
WCCC ends every day at 6PM. Please plan accordingly to arrive by that time. On Wednesdays, if your child is only signed up until 3pm, you are also responsible for picking up your child promptly. If you are unable to arrive on time you will be charged a Late Pick Up fee.

Please Note: Calling ahead to notify us of a late pickup is greatly appreciated but will not excuse the fee.

Lunch:
Please remember that WCCC is NUT FREE when packing lunch on Wednesdays and early release days for your child.

Adding to Pick Up list:
If someone new is picking up your child and you have not added them to your child’s authorized pick up list that is in your child’s file, you can send us a note giving permission for the new pickup. To do so, please write a note with the date, the person’s name and your signature and text the site phone a picture of the note. Please note that a photo ID can be requested at pickup at any time, especially if it is the first time the person is picking up.

Staff
Rose Mattezo, Site Coordinator
Steve Newlands, Teacher
Karen McVay, Teacher

Site Contact Information
Phone/text: (781) 603-7439
Email: sprague@wccc.wellesley.edu