Dear families,

Welcome to Sprague k-3 afterschool program. We are looking forward to meeting the new families and excited to welcome back the returning ones. During the first month, we will be spending our time getting to know the children’s interests, playing games in the gym, doing art activities, and spending time at the playground.

**New this year:** We will no longer accept checks at sites. You will get your bill by email. Please mail checks and forms directly to the office. **Address:** WCCC, 106 Central St, Wellesley, MA 02481

**Meet the Sprague team:**

Rose Mattozo  
Site coordinator

Karen McVay  
Teacher

Steve Newland  
Teacher

**Dates to remember:**

- **August 28**  
  first Day of school and after school

- **September 2**  
  LABOR DAY  
  ASP is closed

- **September 30**  
  Rosh Hashanah  
  ASP is open 8 to 6 PM @ Bates

Contact us: (781) 603-7439 or sprague@wccc.wellesley.edu
Please review our policies:

**No Came No Call:**

If your child is going to be absent from WCCC you MUST notify us of this change regardless of you whether have let the Sprague school office and/or child’s teacher know. You have 4 ways to communicating this:

1. Leave a voice mail to (781) 603-7439
2. Send an email to: 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 to happen by 2PM on Mondays, Tuesdays, Thursdays and Fridays and by 11AM on Wednesdays and early release days. Failure to communicating any changes will result in No Came No Call (NCNC) fee.

**Late Pick Up:**

WCCC ends every day at 6PM. Please plan accordingly to arrive by that time. On Wednesday, if your child is only signed until 3PM, you are also responsible for picking up your child promptly.

**Lunch:**

Please remember WCCC is NUT FREE when you are packing lunch on Wednesdays and early release days for your child.

**Emergency pick up list:**

We encourage all families to add a least 2 people in your child’s authorized pick up list, and please let us know that someone else will be pick them up.

If someone new is picking up your child, for the first time, and you have added to your child’s authorized pick up list, you can send us a note giving permission for the new pick up. To do so, please write a note with the date, person’s name and your signature and text a picture to the site phone. Please note: A photo ID will be requested at pick up any time a new person come to pick up your child.