Dear Families,

Welcome to WCCC’s K-5th program at Schofield! We’re looking forward to a fun year playing and growing together! My name is Haley Smith. This is my first year as the Schofield Site Coordinator and my second year at WCCC. I’m thrilled to report that Jordan Freeman, Jared Lanyon and Kelly Moy will be back at Schofield 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] “No Come, No Call” Policy:** Even if you inform the Schofield 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 781.603.7498 and our e-mail address is Schofield@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.)

**2] Adding to the Pick-Up List:** If someone new is picking your child up and they aren’t on your child’s authorized pick-up list that we keep on file, you can log in to your UpBup account and add them. We’ll receive an immediate e-mail notification of the addition. Please note: Photo IDs of people sixteen years or older that list date of birth are required for everyone - parents, grandparents, babysitters, you name it - picking up for the very first time.

**3] 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,

Haley, Kelly, Jordan and Jared

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*Keep this letter handy all year long. It's worth a spot on the fridge!*
Updates from our Schofield After-School Teachers!

Haley
I am so excited to be joining the Schofield Family this year as the Site Coordinator! This will be my second year on staff at WCCC and we have some exciting plans for the year! This summer I had the opportunity to do a good amount of traveling. I spent many weekend up at my family’s cabin in Rockwood, Maine enjoying the view of the lake. I also went to Scotland for a week exploring the highlands with my friend. After all the adventures that I had, I am most looking forward to the adventure of joining the Schofield team!

Kelly
I am so excited to be back at Schofield for WCCC! I had such a great summer and hope you all did too! During the summer, I mostly relaxed and hung out with my friends and family. I recently graduated with a degree in Elementary Education and Psychology this past May and had my graduation party over the summer. Haley and Jordan came and it was such a fun time! I also went on vacation with my family to the beautiful Ogunquit, Maine. I have been going there since I was 6 years old and never get tired of it! The view from where we always stay is breathtaking. Summer went by so fast but I am glad it’s back to school time! I look forward to having another great school year at Schofield!

Jordan
Hello everybody I am so excited for the upcoming school year. This summer I spent my time working at WCCCs preschool. It was very fun, but I am definitely ready to be back to you guys! My girlfriend and I took a lot of weekend trips this summer to places like Vermont, Jersey shore, and Maine. My most recent trip was Fort Lauderdale Florida. This year I will continue my role as a TA at Schofield so I will try to be as helpful as possible with information regarding school schedules and more. Here’s to another great year! (I also got the opportunity to compete in a car show)

Jared
Hello, my name is Jared Lanyon. This summer I got to spend a lot of time with my wife Amy and 2 year old son Eli. We had many adventures. We explored rivers, played in mountain fields and visited Clark’s Trading Post in Lincoln, New Hampshire. We brought Eli for the first time to the ocean in Salem. As a family we also went to a lake house in Casco, Maine where we barbecued and hung out in the forest. It has been an amazing summer and I am looking forward to another fun school year!