WELCOME!! Whether your family is returning from last year or joining us for the first time, we are looking forward to catching up and getting to know all of you! One way for us to stay connected with you is with our monthly calendar and newsletter; both can be found at the beginning of each month in the parent mailbox located at our Upham Parent Information Area. Also, make sure to check out our two bulletin boards, especially the one decorated by our very own students! We know this this first newsletter is mundane, but it is intended to introduce the staff and share some important information and policies with you.

Meet the REGULARS...
Dan Finucane - Co Site Coordinator
Erin Bigelow - Co Site Coordinator
Amanda Cardinal - Teacher

Meet the staff we wish we had daily...
Kristen Justice - Floating Site Coordinator
Rachel Scanlan - Floating Teacher
Neddra English - Floating Teacher

General info:
- Upham’s program serves 3rd - 5th grade from Upham, Bates and Hunnewell, and 4th and 5th grade from Sprague
- We provide a snack everyday, which always includes a healthy option - we are an Allergy Aware Program (nut free)
- Please enter the front door for pick-up - if we are outside, there will be a sign at the entrance providing you more information with our our whereabouts

Policies:
- **Sign Outs** - make sure to sign out your child each day on our attendance sheet located on our clipboard - please remember next to your signature to write the time you picked up
- **No Come, No Call Policy** - informing us if your child is going to be absent from WCCC is of the utmost importance!!! Letting your child’s school know if he/she is sick or being dismissed early is NOT enough. You need to inform WCCC and please do so before 2PM of that day or 11AM if it is a Wednesday. If you do not inform us via email, text or voicemail, it results in a $10 fine; but more importantly other students have to wait until we are able to contact you to confirm your child’s whereabouts
- **Late Pickup Policy** - each day ends at 6PM. If you arrive after 6PM, you will receive a late fine. While we do appreciate you letting us know if you are running behind so we can update your child, you are not excused from the late fee
- **Pickup List** - if someone new is picking up your child, you must add them to your authorized pickup list on UpBup. It is VERY important to remember that this individual needs to present a valid ID the first time they pick-up.

Thank you,
Dan, Erin, and Amanda

Email: upham@wccc.wellesley.edu
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