

## Sprague School Basics

**Sprague School**  
**401 School Street**  
**Wellesley, MA 02482**  
**781 263-1965**

Ms. Susan Snyder, Principal  
snyders@wellesleys.org

Lisa Licata, Secretary  
licatal@wellesleys.org

### **School begins Wednesday, August 29, 2018**

Kindergarten starts with half-day sessions with a 12:00 dismissal time. Students will receive an individual welcoming appointment time to come back to Sprague during one of the afternoons. WCCC will offer afternoon childcare on those half days. Please contact [shawn@wccc.wellesley.edu](mailto:shawn@wccc.wellesley.edu) for more information. **Full Day Kindergarten classes begin on September 11, 2018.** There is no school on Monday, September 3<sup>rd</sup> in recognition of Labor Day or on Monday, September 10<sup>th</sup> in recognition of Rosh Hashanah.

### **School hours: (Gr. K-5 Students)**

8:30 - 3:04: M, T, TH, F  
8:30 -12:00: Wednesdays

**Arrival time:** Children should arrive at school between 8:15 and 8:30. Children report to the playground where they line up at 8:25. If the weather is bad, children wait indoors in the cafeteria (Gr. K-1) or the gym (Gr. 2-5). There will be a red and blue flag at the end of the front walk to signal students to go to the cafeteria or gym.

### **Dismissal:**

Your child's teacher will need to know the regular dismissal plans for your child. Tell your child if you are going to pick him/her up as a walker, in car line, or s/he is going to take a bus or van.

**Changing those plans:** If a child is changing his usual dismissal plan, we must have changes in writing using the gold forms provided or by phone in the office, before 1:30 pm. We do not rely on children's verbal communication. Please do not convey messages to the teachers' voice mail; she may not receive it before dismissal.

**Bus Service:** Bus transportation is provided to students who live 2 miles from school, or students may pay a fee of \$521 per year for that service.

### **Traffic, Parking, Drop-off, Pick Up:**

Because of an agreement with Sprague neighbors, we may not use Oak Street for car drop-off or pick up. Therefore, please use the School Street entrance. Carline queues begin in the parking lot and end in front of the school. Drivers should stay in the vehicle at carline drop off and pick up. If a child requires assistance with a car seat, drivers should park in the lot and meet the child at the side door for walkers. Pedestrian arrival and pick-up may use the Oak Street entrance at the beginning and end of the day.

**Home / school information:** Communications from Ms. Snyder, as well as Sprague PTO, are sent weekly to the Sprague Community via e-mail: hard copies are available by request. Primary classrooms have classroom newsletters sent periodically as well.

**Safe arrival program:** Please call the school between 7:00 and 8:30am to report your child's absence or intended tardiness. We track attendance, illnesses, as well as safe arrival. When reporting that your child will be delayed/absent, indicate whether or not s/he intends to buy lunch, or reason for the absence. The lunch count is reported at 9:00. Since lunches are brought from a centralized location, there may not be extra for those arriving late.

**Lunch options:** Lunch (including a drink) milk or juice may be purchased. Lunches are \$3.10. There are hot lunches/salads/bagels/deli sandwiches and sunflower butter sandwiches available. Milk/juice is 50 cents. Menus are online. A debit account must be established. Information will be mailed in the summer.

**Free or reduced price lunches** are available for families who qualify. Applications are available online; you must re-apply each year. Forms may be submitted at any time.

**Visiting the school:** Throughout the year, there are opportunities for parents to visit the classroom. We ask all parents visiting school to check in at the office on their arrival, even if the classroom teacher knows you are coming. For security reasons, we keep doors locked. During school hours, we discourage parents from going into classrooms unannounced both for security and for protecting instruction from interruptions. Parents delivering messages to students, lunches, coats, library books, homework, etc., are requested to leave them in the office in order to minimize disruption to the classroom.

**Communication with teachers:** The best way to communicate is send a note to your teacher asking him/her contact you. You may also email the teacher or use voice mail. Please be aware that teachers might not receive parent phone messages or email until the end of the day.

**Gift books:** Books are available to donate to the library in honor of your child's birthday or other special occasion. A bookplate with your child's name is placed on the inside cover. Books can be selected and purchased through the library or independently. Please contact the librarian, Mrs. Mandel.

**Report card / parent conferences:** Report cards are issued around the end of January and again on the last day of school. Parent conferences are scheduled in November and March. There is a parent Back to School Night in September, to present an overview of grade level curriculum, as well as routines of kindergarten. There is also a family Open House event in March, to see your student's work.

**Homework:** The following guidelines give a general picture of homework, although each teacher designs homework to fit with current class work and student needs:

Kindergarten: unscheduled, occasional, "practice", "find out" assignments

Gr. 1, once or twice per week, approximately 20 minutes. Children should practice reading every night.

Gr. 2: 25-30 minutes, 2-4 times per week plus independent reading

Gr. 3: 30 - 45 minutes 3-4 times per week, plus independent reading (20 minutes minimum).

Gr. 4: 45 minutes daily, plus 30 minutes reading

Gr. 5: 60 minutes daily, plus 30 minutes reading.

### **Taking Your Child Out of School:**

During the school day after attendance: please report to the office and sign your child out in our dismissal book. We will call your child down to the office. It is important that we have a record of all dismissals.

### **Vacations during school calendar:**

Whenever possible, please do not schedule vacations during the school calendar. When a leave from school is necessary, the teacher will provide some general guidelines about keeping a log and reading. The teacher may provide additional work but it is not the policy of WPS to have teachers provide work in each subject or to make up the instruction upon your child's return.

### **Special Subjects:**

Physical Education: 30 minutes, twice per week

Music: 30 minutes twice per week

Art: 50 minutes, once per week

Library: 30 minutes once per week

### **PEOPLE TO KNOW...**

Ms. Susan Snyder: Principal

Lisa Licata: Secretary

Christine Babicz: School Nurses

Margaret Flitsch: PE

Brian Hagar-McKee: Music

Jen Stabnick: Art

Sara Jauniskis: Library

Jessica Ford: K teacher

Emma McLean: K teacher

Genie Madden: K teacher

Karen Lindquist: Gr. 1

Dara Gaul: Gr. 1

Louisa Blumenthal: Gr. 1

Nancy Bentley: Gr.2

Alee Rogers: Gr. 2

Kim Casalena: Gr. 2

Jayne Byrne: Gr. 3

Kristan Fiore: Gr. 3

Jennifer Lundbohn: Gr. 3

Taryn Drake: Gr. 4

Jill Heckman: Gr. 4

Moe Henzel: Gr. 4

Ellen Banthin: Gr. 5

Joanna Doyle: Gr. 5

Kenneth Craig: Gr. 5

Scott Marder: School Psychologist

Rachel Silver: Special Educator

Kati Okoshi: Special Educator

Andrea Stavrakas: Special Educator

Lindsey Farrar: ISS 1

Katie Doherty: ISS 2

Tara Mahoney: ISS 3

Christina Cooney: Literacy Specialist/Coach

Bonnie Masette: Literacy Intervention

Michelle MacLeod: Literacy Intervention

Alyson Lajeunesse: Speech

Heather Heon: Elementary Math Specialist/Coach

David Lussier: Superintendent

Gayle McCracken: Human Resources

Joan Dabrowski: Asst. Supt. For Teaching/Learning

Cindy Mahr: Asst. Supt. Finance/Operations

Lori Cimeno: Dir. Of Student Services

Kristen Stacy: Elem. Special Education

Dept. Head.

Scott Grady: Head custodian

Luigi Gigliotti/Rob Carter: Custodians

Cheryl Moy: lunch monitor/office assistant

### **Communicating with us:**

**School number: 781 263 1965**

**Voice Mail: 781 263 1969**

**Fax: 781 263 1963**

**snyders@wellesleys.org**

*(To email any staff member: substitute any staff member's last name, then first initial@wellesleys.org)*