

# Welcome to Sprague



**2018-2019**

Dear Parents,

We are so excited to begin a new school year with you and your children. You will find essential information about important school routines and policies in this letter. More detailed information is available in the Elementary Handbook, which is posted on the PTO website. Please read the entire letter even if you are not new to Sprague.

## **Class Celebrations:**

Most classroom celebrations are food free. Your child's teacher will provide specific information about his/her classroom.



## **Allergy Policy:**

In order to comply with district policy, all foods students bring to eat in an "Allergy Aware" classroom must be allergen free. Your child's teacher will inform you if it is an "Allergy Aware" classroom. Please remind your child not to share snacks or food with friends at school as they may not be aware of potential allergies, food sensitivities, or religious beliefs that others may have. Parents of students with food allergies should contact our school nurse with specific needs.



### Drop Off and Pick Up of Students:

There are designated areas for this. All cars entering the Sprague School **must** follow the traffic rules for the safety of all concerned. Drivers must **stay in their cars** when dropping off or picking up students in the car line. Please stay in a single line along the curb. If you need to



see someone in the school or wish to accompany your child to his/her line, please park in the parking lot. Please be sure your child is wearing a seat belt or riding in an approved child safety seat and that he/she exits your vehicle from the passenger side door. Again, *drivers must stay in their cars when dropping off or picking up students*. Staff members will be present at arrival and dismissal times. Please be sure anyone who drops off or picks up your child is aware of the parking lot procedures.

School begins promptly at 8:30 a.m. Students who arrive late miss out on essential instructions and activities at the beginning of the day. Please make every effort to arrive on time!

### School Hours:

Grades K-5: M, T, TH, F

8:30 a.m.-3:05 p.m.

Grades K-5: W

8:30 a.m.-12:00 p.m.

### Early Drop Off:

Early drop off is available for a fee. Students enrolled in the Early Drop Off program may be dropped off any time after 7:00 a.m. in the school cafeteria. Please register on the district website by clicking "Before School Care" and choosing Sprague or contact Ms. Licata if you are interested in enrolling.

### Arrival:

Students should arrive at school between 8:15 a.m. and 8:30 a.m. and report to the playground area. Students in grades 2-5 will be sent into the building at 8:25. Teachers in grade K and 1KL will pick up students in the play area by the swings.



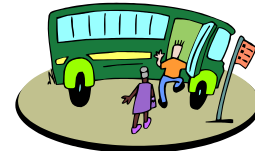
Instructional time begins at 8:35 a.m. Doors will lock automatically at 8:35 a.m. There will be staff outside to greet students. On rainy days, students will go into the gym and line up with their class. Look for the red/white/blue flag with stars to indicate an indoor day. Please make every effort to ensure that your child arrives to school on time each day. Thank you

### Absences/Late Arrivals:

Please call or email the school ([licatal@wellesleyyps.org](mailto:licatal@wellesleyyps.org) and teacher) if your child will be late or absent. When leaving a message, include your child's name, grade, teacher's name, and reason for the absence, as we track health issues as well as attendance. Thank you.

### K-5 Dismissal:

Students who walk or are picked up in person by an adult are dismissed at **3:05 p.m.** through the playground doors. Students who are picked up in the car line will be dismissed at **3:05 p.m.** in front of the building. They will report to the gym and be called out once your car is in the car line. Please be sure to display your child's last name on your dashboard so staff members with radios can see your sign and call for your child.



Kindergarten students will be dismissed at **3:05 p.m.** through the K-1 doors. Students riding a bus will line up inside the building, in a designated area, and be escorted to their bus by a staff member.

### Lunch:

Our cafeteria offers a nutritious lunch for our students. The menu will be posted on the district website. Lunch costs **\$3.10** per day. Parents are asked to prepay lunches by depositing money in your child's account at

[www.myschoolbucks.com](http://www.myschoolbucks.com). Directions to set up an account can be found on the district website page under the "families" tab. Each child is assigned a unique 4-digit PIN. Please help your child memorize the PIN.

Applications for free and reduced priced meals are available on the district website or in our school office.



### Health Concerns:

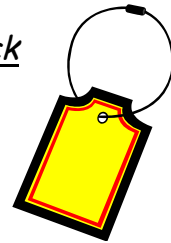
All Sprague parents should be aware that it is necessary for us to reduce the risk factors for students in the school with certain medical needs, in particular severe allergies to certain foods. This will require your understanding and support, as we continue to provide a safe school environment. Based on the needs of the students, there will be an "Allergy Aware" table in the cafeteria. Students sitting at this table will be able to



bring a friend who has a allergen-free lunch. We appreciate your support and cooperation in this matter. Please make sure we have an updated physical and immunization record on your child. We also need to be aware of any medical conditions, allergies, or medications that your child takes. If your child has specific restrictions or health needs, please contact our school nurse at ext. 2502. Additionally, if your child has a fever and is home sick, he/she should not return to school until he/she is fever free for 24 hours without the use of fever-reducing medications.

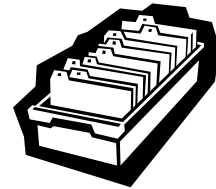
### **Visitor Passes**

If you need to be in building during the school day, you must check in the main office and get a visitor badge. There is a sign in book on the counter. Please be sure to write both the time you arrive and the time you leave. This is for the safety of all students. The school doors will be locked after 8:40 a.m. each day. You must ring the bell to gain entrance and report to the office.



### **Emergency Contacts and Student Information:**

Please make sure that you have logged into the Parent Portal in PowerSchool to update student information and emergency contact information. It is *extremely important* that we have accurate information including cell phone, work phone numbers, and 3 emergency contacts other than parents in the event that a parent cannot be reached for a medical or other emergency situation. If any information changes during the year, please keep us informed and we will update your child's file in PowerSchool.



### **Dress Code:**

Students are expected to *dress appropriately* for an *educational environment*. Additionally, Flip-flops and sandals without heel straps are unsafe for PE class and recess. Your child must bring sneakers or other safe footwear to participate in recess and PE activities.



### **Dropping Off Items:**

If you need to drop off any item for your child after the start of school, please label it with your child's name and the teacher's name and bring it to the main office. Your child will



be called to come and pick it up.

**Volunteers:**

If you would like to volunteer in our school, you must fill out a CORI background check at least every 3 years. The form is available in the Sprague Back to School tab on the district website. This form is necessary for parents who would like to chaperone on field trips as well as those who wish to help in a variety of ways at the school.

We look forward to a great school year. Please feel free to contact me if the need arises.

Sincerely,

*Susan Snyder*

Susan Snyder  
Principal



Our school values: Helping, Effort for Excellence, Accept and Appreciate, Respect and Responsibility, and Teamwork.