

United Parish Early Learning Center

After School Program

1 Church Street
Upton, MA 01568
508-529-6382

The United Parish Early Learning Center After School Program (UPELCASP), offered by the United Parish Early Learning Center, is a privately run licensed answer to after school care and community interactions. We are located at the United Parish Early Learning Center and provide care for students K-4th grade. UPELCASP is committed to providing a dynamic, stimulating and safe environment that respects the rights and needs of every child.

United Parish Early Learning Center After School Program:

- After school care from the end of the school day until 6pm Monday – Friday.
- The program accommodates as many families as possible; however, slots are filled on a first-come, first-served basis. UPELCASP maintains a small student to staff ratio; available space dictates program size. Certain days of the week may close quickly; resulting in you being placed on a waitlist should the program be filled at the time we receive your registration.
- Tuition has been established for the ten (10) month period, September – June, payable monthly. The June payment amount will depend on the closing day of public school. Payments are calculated by your child's schedule and are due on the first of each month.
- A late fee will be assessed if your child is not picked up by 6pm on any day. The cost will be \$10 for the first 5 minutes, or any part of, and \$1 for every minute after. This is due at pick-up.
- Only one change of schedule will be permitted after you register. Any further schedule changes will incur a \$25 change of schedule fee. All requests for change must be in writing and cannot be guaranteed.
- All tuition payments are due on the first of each month and are non-refundable and non-transferable. If tuition is not received by the 10th of the month, there is a \$25 late fee.
- UPELCASP begins on the first day of school, 2024, for students entering K-4th grades.
- Schedule changes may be submitted in writing during the first week of the program and will be effective October 1, 2024. All schedule changes made after the first week of school must be submitted in writing at least 2 weeks in advance.
- A 30-day written notice is required to remove your child from the program.
- UPELCASP does not offer cover for vacation days or release days related to holidays during the school year.

Registration for United Parish Early Learning Center After School Program is a 3-step process:

Step 1: Complete registration forms

Step 2: Return completed forms to the school with \$100 non-refundable registration fee and first tuition payment. Your child's spot is not held until the first payment is received. You will pay 10 monthly payments with the June payment amount calculated when the final day of school is determined.

Step 3: Read and review the After School Handbook, as well, as the behavior and homework agreement with your child. The behavior and homework agreement needs to be signed by both a parent and child and returned before the start of school. Any medical action plans and medicine needed are required before the start of school.

Completed forms can be returned to United Parish Early Learning Center – Attn: Robin Jokela, Interim Director or mailed to:

United Parish Early Learning Center
PO Box 382
Upton, MA 01568
unitedparishschool@gmail.com

Contact Information:
Robin Jokela, Interim Director
508-529-6382
Jessica Murphy, Site Coordinator
unitedparishschool@gmail.com

After School Program Fees – 2024-2025 School Year

PAYMENT FEE SCHEDULE		DUE DATE
Number of Days Attending	Monthly Payment	
Five (5) days per week	\$450	1 st payment due with registration then monthly through May 1 st , 2025
Four (4) days per week	\$360	1 st payment due with registration then monthly through May 1 st , 2025
Three (3) days per week	\$270	1 st payment due with registration then monthly through May 1 st , 2025
Two (2) days per week	\$180	1 st payment due with registration then monthly through May 1 st , 2025

United Parish Early Learning Center
After School Program

**Registration 2024-2025 School Year
Child Information**

Student's Name: _____
School: _____
Grade in Fall: _____
Home Address: _____
Bus Number they ride if not attending program: _____

Check Days Needed:

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
After School					

Parent/Guardian Information:

Parent/Guardian: _____	Parent/Guardian: _____
Relationship to child: _____	Relationship to child: _____
Home Address: _____	Home Address: _____
Cell # _____	Cell # _____
Home # _____	Home # _____
Business Name: _____	Business Name: _____
Business Address: _____	Business Address: _____
Business Phone: _____	Business Phone: _____
Hours at work: _____	Hours at work: _____
Email address: _____	Email address: _____

Can either parent(s)/guardian(s) pick up at any time: YES / NO

Are their individuals who should NOT have contact with your child? YES / NO

Child Information:

Sex: M / F Date of Birth: ___/___/___ Primary Language: _____

Allergies/Special Diet: _____
Chronic Health Conditions: _____
Special Limitations/Concerns: _____

Is student on an IEP or 504 plan? Yes ____ No ____

***Parents must supply an updated Medial Action Plan and necessary medication prior to the start of the school year and your child starting the program.

I give permission for a staff member to administer the EpiPen needed for my child's allergy or medical condition.
Parent/Guardian Initials: _____

I give permission for my child's allergy or medical condition to be shared with all staff members that come in contact with my child. Parent/Guardian Initials: _____

I authorize the staff in the UPELCASP program that is trained in the basics of First aid to give my child first aid when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the UPELCASP to transport my child to the nearest medical care facility by ambulance and to secure necessary medical treatment for my child.
Parent/Guardian Initials: _____

Additional Information:

Child's Physician/Clinic: _____

Address: _____

Health Insurance Coverage: _____ Policy Number: _____

Additional Pick up Information: In case of emergency or unforeseen circumstances, I give permission for any of the following individuals to be contacted and my child/children may be released to them. At least one local contact is required that is in the Upton area or within 15 minutes of the United Parish Church of Upton.

Full Name: _____	Full Name: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Relationship to child: _____	Relationship to child: _____
Cell Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Home Phone: _____	Home Phone: _____

Check the following:

_____ My child may be photographed/videoed at UPELCASP.

_____ My child may not be photographed/videoed at UPELCASP.

(At no time will your child's full name be used in conjunction with their picture unless prior consent has been given.)

I would like my child to participate in the Homework Club: Yes ___ No ___
(Homework/behavior agreement must be completed and returned by everyone.)

Please provide passwords for online homework so we can assist your child with logging on. IE: go math, IXL, Wonders, Lexia, Raz-Kids, Kid A-Z.

Program: _____

Program: _____

Username: _____

Username: _____

Password: _____

Password: _____

Please read and initial to acknowledge that you understand and agree with the following:

I understand and agree with the above policies and procedures. Parent/Guardian Initials: _____

I have read the UPELCASP Handbook. Parent/Guardian Initials: _____

I agree to follow all policies and procedures as stated in the Handbook. Parent/Guardian Initials: _____

Parent/Guardian Signature: _____

United Parish Early Learning Center After School Program Homework /Behavior Agreement

I, _____, being the parent of _____ agree that my child must follow all school rules while in attendance at the after school program. A time slot has been set aside each day in order for your child to take advantage of finishing their homework before going home. We offer this time so that your child may relax and have free time at home. If you child opts not to participate in homework time, they are not to disturb those who are working. An alternate activity will be offered to those who choose not to do their homework. If your child does not obey the rules of the after school program, the program has the right to suspend the child from the program. If your child has been told the rules and agrees to this contract they must sign below and return this form along with the registration paperwork. Your child must be respectful, kind, display good manners and always keep hands to themselves. They are to be respectful to all staff at all times.

A Code of Rights and Responsibilities for After School Students

1. We all have a right to a peaceful and orderly environment.
 - A. We do not pester, stalk, bully or dare other students. We do not use bad language or indecent gestures.
 - B. We do not “hover” continually in someone’s space or jump into an activity without asking first.
 - C. We do not cut in line, play out of turn, or take more than your share.
 - D. While indoors, we do not shout, scream or run.
 - E. We DO use phrases like “Please”, “Thank You”, “May I”, “Excuse Me” and wait our turn for all activities.

2. We should respect everyone’s right to feel good about themselves.
 - A. We do not call anyone by negative names or intentionally insult people.
 - B. We do not make insulting remarks about a person’s race, religion or size.
 - C. We do not cause someone else to be uncomfortable; we ARE kind to others and try to mention their better qualities.

3. We should respect everyone’s right to feel safe from harm or harassment.
 - A. We do not hit, punch, kick, bite or prod anyone for any reason.
 - B. We do not imply violence or threaten violence. (That means we do not bully or scare people on purpose.)
 - C. We do not touch anyone who does not wish to be touched.

- D. We DO try to manage conflicts peaceably or ask for staff help with any difficult situations.
4. We should respect other people's property.
- A. We do not take or "Borrow" property without permission.
 - B. We do not break or damage someone else's property including school property on purpose.
 - C. WE DO take care of our equipment, games, and supplies and help to keep our school neat and clean.

Children will be expected to abide by this code.

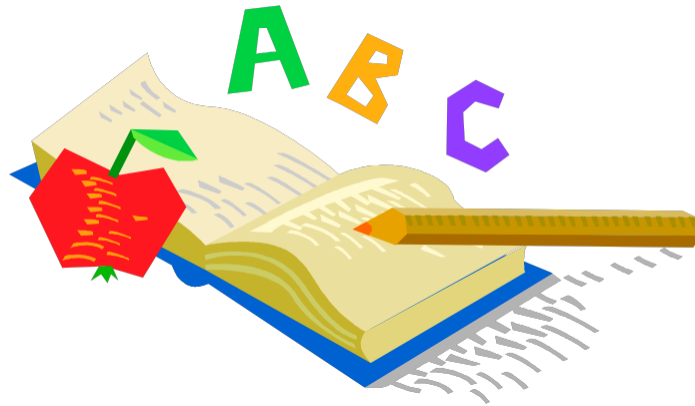
Infractions, depending on their severity, frequency or intention could result in a warning, a time out, a parent call or pick-up, suspension or removal from the program. Tuition paid will not be refunded if a child is asked to leave for disciplinary reasons. When an infraction occurs, it is our goal to work with the child and parent to prevent further behavior problems; however we must always consider the safety of the other children in the program.

___ I have read, or my parents have read me the rules listed above. I understand that while I am attending the program I must treat the staff and my classmates with respect. I will not use offensive language and will not hurt anyone on purpose. I also expect to be treated with respect and when someone violates my rights I expect the staff to listen to my concerns and take action.

Child's Signature _____

___ I have read the code of rights and responsibilities list above. I have reviewed them with my child and I am willing to work with the staff if and when a violation occurs. I am also aware that repeated violation of the rules may result in removal from the program.

Parent's Signature _____



United Parish Early Learning Center After School Program

Parent Handbook

2024-2025



United Parish Early Learning Center

After School Program

The United Parish Early Learning Center offers an After School Program for the children of Memorial Elementary School in Upton. The program is a self-supporting program offering an enriching experience to those children needing supervised care at the end of their school day. The program is governed by United Parish Early Learning Center, and requires that all children attending are to follow the same school rules expected at Memorial Elementary as noted in their school handbook. If you need to speak to someone regarding this program, please contact Early Learning Center Director, Robin Jokela at 508-529-6382 or unitedparishschool@gmail.com.

After School Program

The After School Program, at the United Parish Early Learning Center, will operate Monday through Friday starting at the dismissal of school through 6:00 p.m. This program is offered to students in Kindergarten through Grade 4. Please note that this program will not be open during school vacations, full release days, holidays, early release days related to holidays, or during school cancellations. Students attending this program will be bussed to the United Parish of Upton at the end of the day. The After School Program offers a fun, safe, enriching and well supervised environment for children of various ages. Children can utilize this time to begin homework assignments and enjoy a variety of activities which include sports, movies, board/computer games, storytelling, nature experiments, dramatic play, arts & crafts, different parties throughout the year, and some local field trips to the town library and VFW Playground. At the beginning of enrollment each parent and child will need to read and sign their homework/ behavior agreement. Each student will be required to return this agreement. The staff recognizes the uniqueness and importance of each child, and strives to create experiences wherein each child can learn to make choices, discover new pastimes, and explore new ideas in an environment which is safe, supportive, and creative. All staff is CPR and First Aid certified. Children are to be picked up no later than 6:00 p.m. **A late fee will be assessed if your child is not picked up by 6pm on any day. The cost will be \$10 for the first 5 minutes, or any part of, and \$1 for every minute after. This is due at pick-up.**

Please Note: Snacks will not be provided. A snack should be sent in each day with your child. For the safety of all children, please provide nut free snacks.

Parent Responsibilities:

- Parents are to notify the program if their child will not be attending for any reason.
- A note should be sent to the student's teacher regarding their After School schedule.
- Written notification must be received if someone other than the parent will be picking up a child. A child will not be released to anyone other than a parent without prior notification.
- Sign-out sheet must be initialed when picking up a child.
- Parents must put in writing if a child has allergies, dietary restrictions or existing medical conditions and send in an updated action plan yearly. Please refer to the School Handbook regarding illness and the administration of medications.
- Parents must agree that their child will follow good manners, keep their hands to themselves and be kind and respectful to others.
- Photo identification is required at time of pickup.
- Label all of your child's belongings.
- Parents must park in a parking spot with your car engines off. This is for the safety of everyone.

Registration Procedures – After School Programs

Your first month's payment is due at the time of registration. The receipt of this payment will reserve a space for your child in the program. A two week notification is required for any schedule changes, as well as a 30 day notification in writing if you plan to withdraw your child from the program. Parents who fail to give notice will be liable for that month's tuition. There is a minimum commitment of two days per week for your child to attend the After School Program. If you wish to change the days of enrollment for your child, you must give advance notice of this change. Adding days to these programs mid-year will depend on space availability. Each child enrolling in the After School Program must sign a homework agreement upon enrollment. This agreement states that the child will follow all the rules of the program, and do their homework during the designated homework time.

When claiming childcare on Taxes

The federal tax number for the district is 042-898540

Style of Discipline

The After School Program strives to establish an environment that focuses on children controlling their own behavior. We cannot allow any child to disrupt the program to the extent that he/she is putting others in jeopardy by requiring constant one-on-one attention or inflicting physical or emotional harm on the staff or other children. When a discipline problem develops, the staff will attempt to redirect this child to an appropriate activity whenever possible. The staff will separate this child from the group if he/she is misbehaving, and the staff will explain to the child why he/she is being disciplined. The child will be asked to rejoin the group when he/she feels ready. If a child is misbehaving, a staff member might decide to take away the child's choice of activity for the day. If a child continues to misbehave, a meeting between the Director and the child's parents shall be set up to work out a resolution. Infractions, depending on their severity, frequency, or intention, could result in a warning, a time out, a parent call or pick-up, suspension, or removal from the program. Tuition paid will not be refundable if a child is asked to leave for disciplinary reasons. When an infraction occurs, it is our goal to work with the child and parent to prevent further behavior problems; however, we must always consider the safety of the other children in the program.

Tuition – After School Program

Tuition has been established for the ten (10) month period, September – June, payable monthly. The June payment amount will depend on the closing date of public school. Payments are calculated by your child's schedule and are due on the first of each month. If tuition is not received by the 10th of the month, there is a \$25 late fee assessed to the monthly payment.