

United Parish Early Learning Center

Before School Program

1 Church Street

Upton, MA 01568

508-529-6382

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

United Parish Early Learning Center Before School Program:

- Before school care, Monday through Friday from 7:00 a.m. through 9:00 a.m. (or when bus arrives to bring children to Memorial Elementary School).
- The program accommodates as many families as possible; however, slots are filled on a first-come, first-served basis. UPELCBSP 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. Payments are calculated by your child's schedule and are due on the first of each month. To hold the spot, the first month's tuition will be due at time of registration along with a \$100 non-refundable registration fee. The second payment will be due on October 1st and so on through May 1st. The June payment amount will depend on the closing day of the public school, and you will be notified of the amount due.
- 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.
- UPELCBSP begins on the first day of school, 2024, for students entering K-4th grade.
- 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.
- UPELCBSP does **not** offer cover for vacation days or release days related to holidays during the school year.
- UPELCBSP will follow the MURSD inclement weather policy. If MURSD has a 2- hour delay or is cancelled there will be no before school.

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 payment is received. You will pay 10 monthly payments, with the final June payment amount calculated when the final day of school is determined.

Step 3: Read and review the Before School Handbook, as well as the behavior agreement with your child. The behavior 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

Before School Program Fees - 2024-2025 School Year

PAYMENT FEE SCHEDULE		DUE DATE
Number of Days Attending	Monthly Payment	
Five (5) days per week	\$288	1 st payment due with registration then monthly through May 1 st , 2025. Final payment for June TBD based on school schedule.
Four (4) days per week	\$230	1 st payment due with registration then monthly through May 1 st , 2025. . Final payment for June TBD based on school schedule.
Three (3) days per week	\$173	1 st payment due with registration then monthly through May 1 st , 2025. Final payment for June TBD based on school schedule.
Two (2) days per week	\$115	1 st payment due with registration then monthly through May 1 st , 2025. Final payment for June TBD based on school schedule.

United Parish Early Learning Center
Before 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
Before 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 there 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 UPELCBSP 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 UPELCBSP 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 UPELCBSP.
_____ My child may not be photographed/videoed at UPELCBSP.
(At no time will your child's full name be used in conjunction with their picture unless prior consent has been given.)

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 UPELCBSP Handbook. Parent/Guardian Initials: _____

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

Parent/Guardian Signature: _____

A Code of Rights and Responsibilities for Before 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.

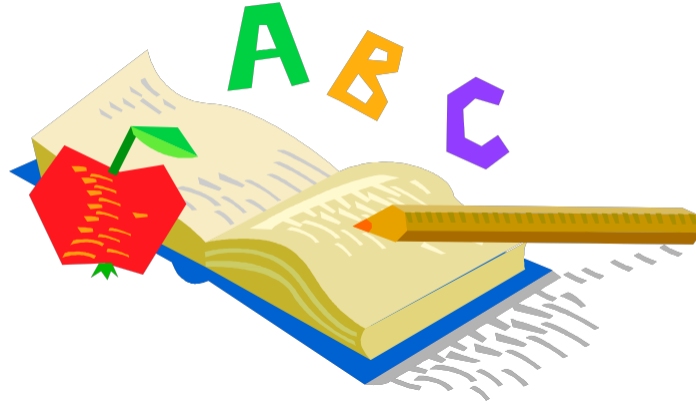
Infractions, depending on their severity, frequency or intention could result in a warning, a time out, a parent call or pick-up, suspension or removal from the program. Tuition paid will not be refunded if a child is asked to leave for disciplinary reasons. When an infraction occurs, it is our goal 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
Before School Program

Parent Handbook

2024-2025



United Parish Early Learning Center

The United Parish Early Learning Center offers a Before 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 start 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.

Before School Program

The Before School Program, at the United Parish Early Learning Center, will operate Monday through Friday, from 7:00 a.m. – 9:00 a.m. Children are walked to the bus stop outside of the church /school to meet the Memorial Elementary School bus. 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, or during school cancellations. The Before School Program offers a fun, safe, enriching and well supervised environment for children of various ages. Children can utilize this time to enjoy a variety of activities which include arts and crafts, board games, dramatic play. 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. Staff are CPR and First Aid certified.

Please Note: Breakfast will not be provided however children are free to bring in and have breakfast at a designated table.

Parent Responsibilities:

- Parents are to notify the program if their child will not be attending for any reason.
- Sign in sheets must be initialed when dropping off a child.
- Parents must put in writing if a child has allergies, dietary restrictions or existing medical conditions and an Individual Health Plan will be established each year. Staff are only authorized to administer lifesaving medication in the event of an allergic reaction. Children who have such allergies will have an EpiPen and/or other prescribed antihistamine medication, kept on site. Each medication will require a physician's prescription. Staff will be trained in the administration of EpiPen and other appropriate medications through required first aid training. Parents who wish to train staff in the implementation of their child's individual health plan may do so with written permission of the child's health care practitioner.
- Parents must agree that their child will follow good manners, keep hands to themselves and be kind and respectful to others.
- Please 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 – Before School Programs

Your first payment (which covers August and September) 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 Before 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.

When claiming childcare on Taxes

The federal tax number for the district is 042-898540

Style of Discipline

The Before 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 – Before School Program

Tuition has been established for the ten (11) month period, August – 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.