

United Parish Early Learning Center
Before and After School Program
2026-2027 Enrollment Package
1 Church Street
Upton, MA 01568
508-529-6382

The United Parish Early Learning Center Before and After School Program (UPELCBASP), offered by the United Parish Early Learning Center, is a privately run licensed answer to before and after school care needs of the community. We are located at the United Parish Early Learning Center and provide care for Memorial Elementary Upton students in K-4th grade. UPELCBASP is committed to providing a dynamic, stimulating and safe environment that respects the rights and needs of every child. Children are bused to and from Memorial Elementary School by Tellstone Bus Company, who services MURSD.

Details about our Program:

- Before school care is from 7:00 a.m. – 8:45, Monday through Friday.
- After school care is from the end of the school day until 6pm Monday through Friday.
- Drop in is also available at a rate of \$10.00/hour but **MUST** be approved in advance.
- The program accommodates as many families as possible; however, slots are filled on a first-come, first-served basis. UPELBASP 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 is paid over a 10 month period, from August – May, calculated by your child’s schedule and are due on the first of each month. After school early release days will be billed separately at the rate of \$8.00/hour as they occur.
- 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.
- 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.
- UPELCBASP begins on the first day of school, 2026, 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, 2026. All schedule changes made after the first week of school must be submitted in writing at least 2 weeks in advance and will be accommodated based on space availability.
- A 30-day written notice is required to remove your child from the program.

- UPELCBASP does **not** offer care for vacation days, school cancellations or early release days related to holidays during the school year.

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

Step 1: Complete registration forms

Step 2: Return completed forms to the school with a registration fee of \$100, which will hold your child's spot. You will pay 10 monthly tuition payments, August 1st - through May 1st.

Step 3: Read and review the Before and/or 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 Individual Health Care Plans must be completed with the child's medical provider and medicines provided by parents before the start of school. The UPELC Director can provide you with the required paperwork.

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

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

Contact Information:
Robin Jokela, Director
508-529-6382
unitedparishschool@gmail.com

Before and After School Monthly Program Fees - 2026-2027 School Year

Number of Days Attending	After School	Before School	Due Date
Five (5) days per week	\$432	\$288	1 st payment due August 1 st then monthly through May 1 st , 2027
Four (4) days per week	\$345	\$230	1 st payment due August 1 st , then monthly through May 1 st , 2027
Three (3) days per week	\$259	\$173	1 st payment due August 1 st , then monthly through May 1 st , 2027
Two (2) days per week	\$172	\$115	1 st payment due August 1 st then monthly through May 1 st , 2027

- A non-refundable \$100 registration fee is due at the time of registration.
- Extended Days for After School will be billed separately.

Payments can be made by check or online through Unibank's UniPay program.

United Parish of Upton Early Learning Center now offers you the convenience of paying tuition through UniPay. With UniPay, you can choose to make a one-time payment or choose to become a registered user and take advantage of some great features including recurring payments, saving payment information, viewing payment history, and setting payment reminders.

How to pay:

- 1) Go to: www.unitedparishupton.org
- 2) Click Online Giving at bottom of page
- 3) Click on the ELC & After School tab
- 4) Complete each screen to process your payment.

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United Parish Early Learning Center
Before and After School Program

**Registration 2026-2027 School Year
Child Information**

Student's Name: _____

School: _____

Grade in Fall: _____

Home Address: _____

Bus Number they ride if not attending program: _____

Check Days Needed:

Program	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
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 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 Medical 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 UPELCBASP 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 UPELCBASP 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/videotaped at UPELCBASP for inclusion in:
____ UPELC website ____ UPELC Facebook Page ____ Before and/or After school private (for parents only)
Facebook group

My child may not be photographed/videotaped at UPELCBASP. _____

(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 (after school program): 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 tell us about your child's favorite activities and interests:

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 UPELCBASP 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 Before and 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 before and 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 your child opts not to participate in homework time, they are not to disturb those who are working. An alternative activity will be offered to those who choose not to do their homework. If your child does not obey the rules of the before and 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 Before and 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 _____

Emergency Transportation Waiver and Release of Liability

United Parish Early Learning Center

1 Church Street

Upton, MA 01568

508-529-6382

unitedparishschool@gmail.com

Child's Information

- **Full Name:** _____
 - **Date of Birth:** _____
 - **Parent/Guardian Name:** _____
 - **Phone Number(s):** _____
 - **Emergency Contact (if different):** _____
 - **Emergency Contact Phone:** _____
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Purpose

In the event of an emergency, the students at United Parish Early Learning Center may need to be evacuated to an offsite location. Staff and volunteers will walk children to a safe location (Upton Town Hall, Upton Police Department or Upton Fire Department). If Upton Emergency Management authorities determine that children and staff need to be moved to a designated evacuation site, Upton Emergency Management authorities will arrange for a bus to transport children and UPELC staff to that location. This form grants permission for such emergency evacuation from the school premises and releases the school and its representatives from liability during that process.

Authorization and Waiver

I, the undersigned parent/legal guardian of the child named above, have read and understand the above purpose and procedure for emergency evacuation of the premises and hereby authorize United Parish Early Learning Center, its employees, agents, and authorized volunteers to walk my child to The Upton Police Station, Fire Station or Town Hall in the event of an emergency where immediate action is necessary to ensure my child's safety.

I understand that:

- Transportation by vehicle from the Upton Police Station to a designated evacuation site will only occur in situations deemed an emergency by Upton Emergency Management Officials.
- Reasonable efforts will be made to contact me prior to or immediately after transport.
- All efforts will be made to ensure the safety and well-being of my child during transport.

I hereby release, discharge, and hold harmless United Parish Early Learning Center, its employees, representatives, and volunteers from any and all claims, liabilities, or damages arising from or related to the emergency transportation of my child, except in cases of gross negligence or willful misconduct.

This authorization **does not** include consent for medical treatment. If emergency medical care is required, the church will make every reasonable effort to contact me or the emergency contact listed above.

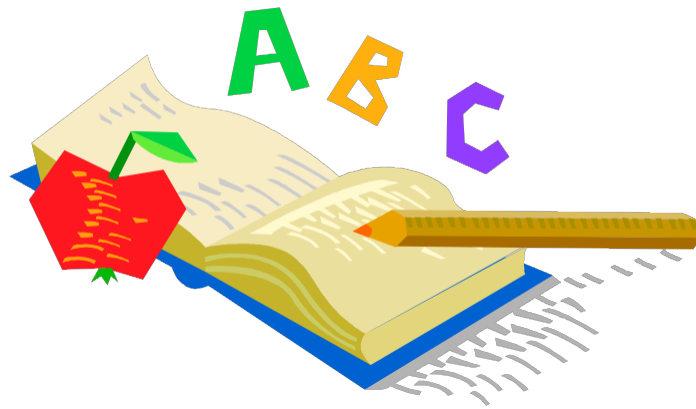
Signature and Acknowledgment

I have read and understand this waiver and authorization. I voluntarily sign it with full knowledge of its significance.

Parent/Guardian Signature: _____

Date: _____

Printed Name: _____



United Parish Early Learning Center
Before and After School Program

Parent Handbook

2026-2027



United Parish Early Learning Center Before and After School Program

The United Parish Early Learning Center offers a Before and After School Program for students in Kindergarten through Grade 4 who attend Memorial Elementary School in Upton. The program is a self-supporting program offering an enriching experience to children needing supervised care at the start or end of their school day. The program is governed by the 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.

The Before School program operates Monday through Friday from 7:00 a.m. to 8:45 a.m. Children are walked to the bus stop outside of the church/school and supervised until they get onto the MURSD bus. The After School Program, will operate Monday through Friday starting at approximately 3:20 when the MURSD bus arrives at the church/school bus stop. The children are met by two UPELC staff members and supervised as they exit the bus and walk to the classroom. The After School program is open until 6:00 p.m.

The UPELC Before and 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/or enjoy a variety of activities which include sports, movies, board games, storytelling, nature experiments, dramatic play, arts & crafts, parties throughout the year, and some local field trips (after school only) to the town library and playground. 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.

Please note the following:

The program will not be open during school vacations, full release days, holidays, early release days related to holidays, or during school cancellations.

Breakfast, lunch and snacks are not provided. Children in Before School are welcome to bring breakfast. Children in After School should have snacks and water packed. Children who will be in after school on MURSD early release days will also need to have lunch and snacks packed. Please note, **we are a nut-free school.**

Children in the After School program 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.

Registration Procedures

Completion of all registration/enrollment forms along with the \$100 registration fee 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 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 and 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 Before and After School Program must sign a behavior/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 (if parents want their child to do their homework during program time.)

When claiming childcare on Taxes

The federal tax number for the district is 042-898540

Behavior Management:

The Before and 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

Tuition is payable over a ten (10) month period, August through May. 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.

Billing for children who attend the After School program on MURSD early release days will be handled separately and should be included in the subsequent month's payment.

Parent Responsibilities:

- Parents are to notify the program if their child will not be attending for any reason. This can be done via email at beforeafterupelc@gmail.com or by calling the school at 508-529-6382. EMAIL IS PREFERRED. Please be advised that if your child is absent from Memorial Elementary, we do **NOT** receive notification from them of the absence. Because safety is our number one concern, we will be contacting you if your child does not arrive when he or she is expected to be after school.
- 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 is picking up a child. A child will not be released to anyone other than a parent without prior notification.
- Sign-in sheets must be initialed when dropping off and picking up a child.
- Parents must put in writing if a child has allergies, dietary restrictions or existing medical conditions and complete an Individualized Health Care Plan yearly. Parents must also provide any medications to the UPELC in their original packaging with labels attached.
- Parents must agree that their child will follow good manners, keep their hands to themselves and be kind and respectful to others. (see behavior agreement).
- Photo identification is required at the 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