



August, 2022

Dear Parents,

Welcome to Lincoln Elementary Mt. Lebanon Extended Day Program. We look forward to providing a fun, enriching and supportive environment for your child. Our after-school program will offer active play, opportunities for socialization, STEAM and creative social/emotional engaging activities.

**Drop off:** Parents may park along Ralston Place in the GO ZONE to drop off from 7:00am to 8:15am. After that time you will NOT be allowed to park in the GO ZONE for drop off. When dropping off your child please turn on your hazards and walk them to **Door C15**.

**Pick up:** Parents may park along Ralston Place in the GO ZONE to pick up from 3:45pm to 6:30pm. Please put on hazard lights and escort students from the extended day entrance at Door C15.

**Use Entrance:** C15

**Center Location:** 2 Ralston Place Pittsburgh, PA 15216

**Extended Day Kindergarten Drop off and pick up:** You may use the lower parking lot off Beverly Road, pull into a parking space (If possible). Please turn on hazard lights. Adults must escort student(s) to and from the entrance at door **C6**.

**Snacks:** MLEDP will provide a simple packaged afternoon snack. Attention is given to select healthy portions the children enjoy to hold them over to suppertime. **Note: Kindergarten Care students leaving at 3:30 will not receive a PM snack.**

**Programming:** A variety of active play, science, nature, art and imaginary play activities will be planned for both indoor and outdoor spaces. Respect is a vital part of how we relate to one another at MLEDP. We show this in our regard for other's property, belongings, beliefs, and physical and emotional well-being. We

are anticipating a year filled with growth, friendships, discoveries, and enjoyment for all.

**Health and Safety Plan:** We will follow procedures in the Health and Safety Plan at [mledp.org](http://mledp.org) to keep everyone safe. Please review the expectations with your child to help prepare them for MLEDP.

Please check out the Parent Handbook and the full Health and Safety Plan on the [mledp.org](http://mledp.org) website for additional information.

### **Meet the Staff:**

**Erin Murray (Center Director Lincoln Kindergarten Care)** Miss Erin is a graduate of John Carroll University with a degree in Elementary Education. She is certified in both PK-4 and K-6. She has been a PreK teacher for the past 11 years and has also been a substitute teacher in grades K-8. Miss Erin also has experience as a director of both an after-school tutoring program and a preschool program in a family center that served an international community. She has three adult children that also reside here in Pittsburgh which allows her to spend holidays, vacations and Sunday dinners with all of them. This is Miss Erin's first year with MLEDP and she is looking forward to a wonderful year with your children in Kindergarten Care.

**Helen Nelson (Assistant Group Supervisor)** Miss Helen is a recent graduate of Slippery Rock University with a degree in Early Childhood Education. She is certified in PK-4. She has worked previously as a nanny for kindergarten age children and as group supervisor at a daycare center in the greater Pittsburgh area. She is originally from Minnesota but now lives in the Pittsburgh area and loves it here. This is Miss Helen's first year with MLEDP, and she is looking forward to getting to know all the students and families at Lincoln Elementary.

Please reach out with any questions you may have. You can contact us through email or voicemail.

Looking forward to welcoming you back- MLEDP Lincoln KC Staff

Lincoln Elementary MLEDP Contact Information:

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