



August, 2023

Dear KC Howe Parents,

Welcome to Mt. Lebanon Extended Day Program's (MLEDP) Kindergarten Care Center at Howe Elementary School (KC Howe)! We look forward to providing a fun, enriching, and supportive environment for your child. Our before/after school program will offer active play, opportunities for socialization, STEAM, and creative social/emotional engaging activities.

Center Location: KC Howe is located at 400 Broadmoor Avenue, on the first floor in Room 139. The KC Howe entrance is D-13, which faces the basketball courts that are located on the corner of Broadmoor and Anawanda Avenues.

Drop off and Pick up: Parents should park in a permitted area and walk their child to entrance D-13. There you will be able to ring the doorbell or call us at 412-207-9016 for admittance to the center.

As a result of a cooperative effort involving the Mt. Lebanon School District, the Mt. Lebanon Police Department, and the PTA, GO ZONES have been created near each elementary school. The success of the GO ZONE requires compliance by dropping off and/or picking up children before and after school. For the safety of all, please comply with the specific procedures for Howe Elementary school. We appreciate your understanding and full cooperation with the GO ZONE expectations. There is no parking permitted in the GO ZONE area between 7:00 AM and 8:45 AM. Parking can be found on neighboring streets along Anawanda Avenue or Broadmoor Avenue on the block before school.

Personal Belongings: A change of clothing is recommended and may be kept in the child's locker. Other personal belongings are not permitted at the center. Any personal belongings, including cell phones and electronics, are the responsibility of the child and must remain in their backpack unless it is a designated day to bring something from home.

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.

Riding the School Bus: Students attending Foster and Washington Elementary Schools will be bussed to KC Howe from their morning kindergarten class and to the afternoon kindergarten class from the KC Howe Center. The children are met at their school by a MLEDP bus waiter and escorted to/from the bus/class, and a kindergarten staff person always accompanies the children on the bus to ensure the safe arrival and departure from the home schools. There may be occasions when the children at the last stop arrive late for school due to either traffic, road construction, or the late dismissal of the morning kindergarten session. The school district is aware and supportive of the transportation schedule.

School District Field Trips: School sponsored field trips may alter your child's ability to attend their normal MLEDP Kindergarten Care Schedule. We cannot accommodate these changes due to state licensing requirements for space and staff ratios. Please make necessary arrangements for your child's schedule on these field trip days.

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. The snacks for each day are listed on the weekly calendar.

Trips and Walks: We will be taking the children to Country Club Park, located less than 1/2 a mile from the center, each Friday, weather permitting. Those attending KC Howe in the morning will leave the center at 9:30 AM and return at 11:00 AM, and those attending in the afternoon will leave at 1:30 PM and return at 3:00 PM. We will also take frequent walks along the nature trail behind the school and throughout the neighborhood.

Health and Safety Plan: We will follow procedures in the Health and Safety Plan at 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 website for additional information.

Meet the Staff: Our Staff this year at KC Howe comes from various backgrounds and experiences including education, child development, and psychology. Jamison Spinogatti (Miss Jamison) has joined us this year as the Center Director. She has a degree in Early Childhood Education from the University of Pittsburgh at Johnstown and is looking forward to a great school year with MLEDP. She leads an experienced team of early childhood professionals including Mrs. Simon and Miss Emmeline in the morning, and Miss Christie and Miss Haley in the afternoon. Watch upcoming newsletter as we will highlight one staff member each month!

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

Looking forward to welcoming you back- MLEDP KC Howe Staff

KC Howe MLEDP Contact Information:

Center Email: kchowe@mledp.org

Center Voicemail: 412-207-9016