



August 2023



Dear Parents,

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

**Drop off and Pick up:** Use the lower parking lot off Beverly Road and pull into a parking space if possible. If parked in a space, please turn on your hazard lights. Adults then escort your student(s) to and from the entrance at Door C6.

We are in the multipurpose room with the door entrance of C6.

**Before & After Care:** If your student will be attending before and after care with extended day, please note of the different drop off and pick up location as follows:

**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.

Before and after care is in the lunchroom with door entrance of C15.

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

**Snacks:** MLEDP will provide a simple packaged morning snack. Attention is given to selecting healthy portions the children enjoy holding them over till dinnertime.

**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.

**Communication:** If during this school year you have any questions, concerns, or just want to let us know anything please reach out to us through our center email at [KCLincoln@mlepd.org](mailto:KCLincoln@mlepd.org). This also includes if your child will not be attending that day as we

don't receive that information from the school. If you have questions about billing or scheduling, please contact our office email at [kids@mlepd.org](mailto:kids@mlepd.org).

Please check out the Parent Handbook on the [mlepd.org](http://mlepd.org) website for additional information.

Meet the Staff:

Miss Helen Nelson (Center Director): Hi Everyone! My name is Miss Helen, and I am the center director here at Lincoln KC! I am a graduate of Slippery Rock University with a degree in Early Childhood Education with certification in teaching PK-4. I have worked with kindergarten age children in many different settings, such as nannying, in a daycare and as a summer camp counselor. I am originally from Minnesota but now live in the Mt. Lebanon area and love it here! This will be my 2<sup>nd</sup> year working at Lincoln KC but 1<sup>st</sup> year as a center director. I look forward to getting to know all your children and am excited for this new school year!

Miss Jenna Stevey (Teacher): Hi parents! I am Jenna Stevey, the other teacher here at Lincoln KC. I have been in education as an assistant teacher for about two years now starting out at a Charter school in Manchester with Kindergarten, 5th grade, and 8th grade. I am a new addition to the MLEDP team as of this past January. In my free time I like to spend time with my three cats and have a penchant for knitting and baking. I also have a background in music. I am looking forward to my first full year here at Lincoln KC.

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

Looking forward to welcoming you - MLEDP Lincoln KC Staff

**Lincoln KC MLEDP Contact Information:**

Center Email: [KCLincoln@mlepd.org](mailto:KCLincoln@mlepd.org)

Center Voicemail: 412-563-1474