



# MLEDP Parent Handbook School Year Care 2023-2024

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### **About the School Age Program:**

The School Year Care Program is a compliment to the school day, giving children a safe place to relax, develop friendships and social skills, and discover interests. Children will make choices each day to engage in a variety of enriching STEAM activities which encourage curiosity, confidence and participation. In addition, there are opportunities to take part in active play, and do homework and most importantly, have fun!

The School Year Care Program provides before and after school care for children in Grades 1-5. Our centers are located in each of the 7 Mt. Lebanon Elementary Schools.

### **Hours of Operation:**

Monday - Friday

7:00 - 8:30 AM AND 3:30 - 6:30 PM

### **Daily Schedule:**

<b>AM Schedule</b> 7:00 – 8:30 AM	Choice of Activities/Optional Bring your own Breakfast. Clean Up, Prep for School, Group Meeting, Story Break, Dismissal to school
<b>PM Schedule</b>	
<b>3:30 PM</b>	Check In
<b>3:35 – 4:15 PM</b>	Options: Active Play, Calm Activities (including homework), Eat Snack
<b>4:20 – 4:45 PM</b>	Group Meeting
<b>4:40 – 5:15 PM</b>	Clubs & Active Play
<b>5:20- 6:30 PM</b>	Calm Activities, Games Choice, Homework

- **School District In-Service Days**

On the school district calendar, there are days listed as holidays or in-service days when children do not have school, but the buildings are open.

Mt. Lebanon Extended Day Program makes every effort to provide care for the children when school is not in session, but the buildings are open. On these days, we provide an option for care for the children from 7:00 a.m.- 6:30 p.m. We refer to these as “Long Days”. Long Days are not included in your contracted hours and are billed separately. We often plan special theme activities for Long Days. Sign-up sheets and plans for Long Days will be on the parent table a few weeks before and will have deadlines to sign up for care. Your child will not be able to drop in for Long Day care, they must be signed-up by the deadline.

Staffing, snack and supplies are planned according to the sign-up sheets, so once you sign up for care, you will be billed for the long day even if your child does not attend.

There are times throughout the year; Thanksgiving, Winter Holidays, and Spring Break when the district closes the schools and we are not able to provide care.

- **District Early Dismissals**

Occasionally, school will be dismissed earlier than usual. On these days, MLEDP will be open at dismissal time. Parents whose children regularly attend on the early dismissal days are required to sign their child up for care so that we can anticipate staffing needs. We do not bill for the extra time on these days. Unfortunately, due to staffing and space limitations, we are not able to add any children who are not scheduled that day.

**Our Schedule Calendar of Typical, Long, and Closed Days is available here:**

**<https://mledp.org/our-programs/school-year-care/school-year-care-schedule-calendar-information-2022-2022>**

## **PROGRAM INFORMATION**

- **Absences**

If your child will be absent on a day they are scheduled to attend, please email or call your child's MLEDP Center by 3:00 PM on the day of the intended absence. Please note that tuition is non-refundable and based on scheduled attendance, regardless of the number of days the child attends the program.

*What if I forget to notify MLEDP that my child will be absent?* If we do not receive notice that your child will be absent on a day that they are scheduled to attend, you will be charged a \$25 failure to call off fee. Afternoon dismissal is hectic and children who do not report to us when they are scheduled to do so, alarm everyone. If we have not received notice of absence, and the child does not report to the program, we will attempt to locate the child in the building during afternoon dismissal. We will then attempt to contact the child's parent and/or emergency contact. If we are unsuccessful contacting the parent or emergency contact, we will notify the Mt. Lebanon Police. We cannot allow children to go anywhere but to the program if they are scheduled to be with us and we have not been notified by a parent or authorized guardian. We must enforce this policy for the safety of all the children.

- **Behavior and Discipline**

Children are expected to:

1. Follow program rules
2. Participate appropriately in planned activities within a group of 12 children and 1 staff member
3. Communicate with staff members and other children
4. Cooperate with transitions in activities and locations and adapt to schedule changes
5. Stay within the activity area and not wander away from the group

6. Be cooperative in highly stimulating situations
7. Follow staff directions
8. Respond appropriately to a variety of staff members
9. Treat others with respect
10. Play cooperatively with other children
11. Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff
12. Be independent for personal care needs such as washing hands and toileting

***What if my child has difficulty meeting the program's expectations?*** MLEDP maintains inclusion and suspension policies that support OCDEL's (Office of Child Development and Early Learning) announcements. These policies include the following procedures:

- Treating all children as individuals
- Including children with differing abilities within our programs
- Encouraging parent meetings to discuss each child's individual needs
- Participating in specialized staff trainings
- Participating in IEP team meetings
- Developing behavioral plans for the child if necessary
- Maintaining open communication with families.

If your child cannot meet the program expectations independently, then we are happy to meet with you, and your child's Treatment Team if applicable, to determine the best course of action for the child. We may be able to tailor the program in some way, including the development of a behavioral plan, to accommodate your child's needs. Parents may be able to secure the assistance of an aide or TSS in order to participate in the program. For some children, even the addition of an aide or a TSS is not effective in helping the child to meet program expectations. In this case, an alternative program may be more appropriate for your child until he/she is able to acquire additional skills. If your child has an Aide or TSS, please contact our Main Office to set up a meeting so that our staff and your child's support staff can make sure to be working together.

**Disruptive Behavior:**

When conflicts develop between children, program staff will listen to the children, and help to resolve the conflict through effective communication.

Children must be respectful of other children, teachers and program property. Examples of serious conflicts may include, but not limited to the following:

- A child presenting danger to others or self.
- A child unable to conform to the program's rules.
- A child showing disrespect to other children or teachers.
- A child showing disrespect to other people's property.

- A child whose behavior is disruptive to the group and whose behavior demands an inappropriate amount of the staff's attention.

***How will serious or continued conflicts be handled?***

Serious conflicts will be handled in the following incremental manner:

- A child may be asked to choose a different activity or be placed in a different group. The child may also be asked to discuss the conflict with the teacher and other children involved.
- If the conflict continues, the parent may be contacted to pick up the child from care.
- A conference with the child's guardians can be scheduled to discuss options for solving the conflict.
- If the conflict still exists and the staff considers it irresolvable and detrimental to the program or to other children, the parents will be directed to remove the child from the program.
- Serious conflicts, as determined by the director, may be handled by immediately directing the parents to remove the child from the program.

**Program Suspension &Termination**

A child's participation in the program may be terminated if:

- The health appraisal is not returned.
- Behavior is chronically disruptive or poses a danger to the child, to others, or to the program.
- The child is not able to follow direction within our small group environment and requires more one on one assistance.
- The tuition is not paid

• **Center Locations and Contact Information**

<p>• <b>Foster Elementary School</b> 700 Vermont Ave Pittsburgh, PA 15234</p> <p>Enter from the left side of the building by the driveway- Ground Level, entrance B-2.</p> <p><b>Phone:</b> 412-344-6055 <b>Email:</b> foster@mledp.org</p>	<p>• <b>Hoover Elementary School</b> 37 Robb Hollow Rd Pittsburgh, PA 15234</p> <p>Park on the street or in the small lot near the school office. Use Entrance D-11 across the blacktop from the school office.</p> <p><b>Phone:</b> 412-275-3394 <b>Email:</b> hoover@mledp.org</p>
<p>• <b>Howe Elementary School</b> 400 Broadmoor Ave Pittsburgh, PA 15228</p> <p>Enter from the rear of the building, through the parking lot and around the basketball courts. Entrance C-8</p> <p><b>Phone:</b> 412-344-6080 <b>Email:</b> howe@mledp.org</p>	<p>• <b>Jefferson Elementary School</b> 11 Moffett St. Pittsburgh, PA 15243</p> <p>Enter from the rear of the school- from the parking lot on the side of the building (Moffett St), walk past the basketball courts all the way to the last door. Entrance C-23</p> <p><b>Phone:</b> 412-344-4741 <b>Email:</b> Jefferson@mledp.org</p>
<p>• <b>Lincoln Elementary School</b> 2 Ralston Place Pittsburgh, PA 15216</p> <p>Go to the end of the Go Zone on Ralston Pl. and walk through the parking lot and down the sidewalk to entrance C15. There is no parking in the teacher lot.</p> <p><b>Phone:</b> 412-207-9025 <b>Email:</b> lincoln@mledp.org</p>	<p>• <b>Markham Elementary School</b> 165 Crescent Dr. Pittsburgh, PA</p> <p>Enter the turn around on Beadling. Our entrance is facing the turn around. Entrance D-10</p> <p><b>Phone:</b> 412-563-1245 <b>Email:</b> markham@mledp.org</p>



<ul style="list-style-type: none"> <li> <b>Washington Elementary School</b>  735 Washington Road  Pittsburgh, PA 15228   Enter from the side of the building by the small parking lot off Washington Rd OR from the rear of the building near the playground area. Entrance B-4   <b>Center Phone:</b> 412-344-6106  <b>Email:</b>  <a href="mailto:washington@mledp.org">washington@mledp.org</a> </li> </ul>	<ul style="list-style-type: none"> <li> <b>MLEDP Office</b>  Mt. Lebanon Extended Day Program  250 Mt. Lebanon Blvd.  Suite 414  Pittsburgh, PA 15234   The main entrance and parking is located in the rear of the building off Hoodridge Ave. Enter the glass doors near the mailbox and proceed to the end of the hall and turn left.   <b>Phone:</b> 412-343-1661  <b>Fax:</b> 412-343-0675  <b>Email:</b> <a href="mailto:kids@mledp.org">kids@mledp.org</a> </li> </ul>
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**School Parking Maps: <https://www.mtlsd.org/district/school-safety/drop-offpick-up-areas>**

**DROP OFF AND PICK UP PROCEDURES:**

1. Your Child must be signed into the center each time he/she arrives and signed out each time he/she leaves the center. Only an adult (age 16+) may sign your child in and/or out. Parents who are using the ProCare Parent Engage App to sign in/out will be able to use our touch free QR Code system. All other pick- up persons will be assigned a 4 digit code to use. (Additional info about The ProCare Engage app will be send out prior to the beginning of school).
2. The Parent Notes Log is to notify the staff of any changes to your child’s schedule or pick-up persons. Please record any changes here or notify the staff via e-mail or phone.

The staff will ask for Photo ID at pick-up time, so please be sure to have that with you.

We will release your child to those listed as “Mother” and “Father” as well as those listed as “Persons to whom your child may be released”. If you want someone other than those listed above to pick your child up, please make sure to notify the staff at your child’s center. Also, please make sure anyone who is picking your child up knows to bring photo ID. We cannot release your child to someone who does not have photo ID.

When Dropping Off or Picking Up at our centers  
Please use the designated parking areas  
Turn off your car  
Do not leave children unattended in your car

- **COMMUNICATION**

MLEDP does most parent communication via e-mail. Please make sure that you have an up-to-date e-mail address on file with MLEDP.

Also, because we send mass messages, our e-mails often get caught in spam filters. To ensure you are receiving our messages, please add [kids@mledp.org](mailto:kids@mledp.org) to your address book.

**Parent Surveys:** MLEDP conducts an annual on-line parent survey so parents can share feedback and suggest future changes. We encourage your participation in the survey.

**Regulatory Standards:** MLEDP is regulated by the Dept. of Human Services Chapter 3270. You can review the standards at:

<https://www.mledp.org/parent-resources/mledp-regulations>

**Emergency Procedures:** In the event of an emergency at any MLEDP center, we will send an email to let you know about the emergency and the action taken. We will also send a text via the ProCare app. We will send an additional correspondence, if necessary, when we've resolved the situation and it's safe for you to pick up your child. Please ensure that only those persons designated on your emergency contact form attempt to pick up your child during an emergency. Our emergency plan is located on our website at:

<https://www.mledp.org/parent-resources/mledp-emergency-operations-plan>

## ● HEALTH AND SAFETY

**MLEDP Health and Safety Plan** is located on our website at:

<https://mledp.org/parent-resources/mledp-covid-health-and-safety-plan>

**Medications:** Prescription medication will be given to a child only if the medication is in the original bottle bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must sign a medication log authorizing the staff to dispense the medication. Non-prescription medication will be given to a child only if accompanied by written instructions and written consent from the parent. Prescription and non-prescription medications cannot be expired.

**Individual Care Plan:** If your child has a medical or behavioral care plan, MLEDP is happy to work with your family and the prescribing doctor to determine how we can best support the plan.

### **Attendance Policy for Illness or School Absence**

Parents may NOT send a child to the program if:

- The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours
- The child has any rash of acute onset associated with fever or symptoms of illness
- The child has an oral temperature of 100 degrees or greater. Children should be fever free without using fever reducing medication for 24 hours prior to returning.
- The child has had persistent vomiting and/or diarrhea in the 24 hours prior to coming to the program
- The child has impetigo that has not been treated by an antibiotic for a minimum of 24 hours.
- If a child is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.
  - If the child was absent from school due to any illness they cannot attend MLEDP.

Parents MAY send a child to the program if they were absent from school for personal reasons. A child may only attend MLEDP during their contracted hours.

**Illness while at the Center:** Children who develop any of the following conditions while at the program will be sent home:

- Oral temperature of 100 degrees or greater
- Vomiting
- Diarrhea
- Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain.
- Contagious illness or conditions (ie, pink eye, lice, strep, ringworm, etc)

A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.

**Accidents:** If an accident or medical emergency occurs, the staff member in charge will:

- Administer the necessary first aid immediately
- Call an ambulance if the child's injury requires emergency room treatment
- Call the parent or emergency contact (if the parent cannot be reached)
- Stay with the child at the hospital until the parent or emergency contact arrives

- **PERSONAL BELONGINGS:** Personal Belongings are the responsibility of the child and must remain in the backpack unless it is a designated day to bring something from home or it is needed for homework. \*Items marked "Keep Out of Reach of Children" must be given to staff. **Please do not send electronics or other toys from home (including cell phones and smart watches).**
- **APPROPRIATE DRESS:** Children should have weather appropriate clothing and tennis shoes every day, as we take the children outside every day that the weather permits. On days that the weather does not permit, we will use the gym.
- **AFTER SCHOOL ACTIVITIES:** If your child will be attending an activity directly after school, and needs to return to MLEDP afterward, they will need to be signed in by an adult (age 16+). Please arrange for a teacher or another parent to drop your child off at MLEDP after their activity.

If your child will need to leave early for an activity, they will need to be signed out by an adult. If you are not able to come early and sign them out, please arrange for an adult (Age 16+) to sign them out.

\*Often times the teacher/parents/adult in charge of the activities at the school are willing to do this. It is also common that more than one child will be going to an activity that's being hosted at the school.

- **SCHEDULE CHANGES AND WITHDRAWALS**

**Changing Your Schedule:**

You are welcome to make a permanent schedule change (for a period of 4 weeks or longer) at any time with 2 weeks notice.

Please download the Permanent Schedule Change Form from our website <https://www.mledp.org/parent-resources/forms/permanent-schedule-change-form> or send an e-mail with your change to [kids@mledp.org](mailto:kids@mledp.org)

If you need to make a one-time schedule change. For example: you want to switch days within the same week or you need to add a session, this is allowed, but must be approved by the Center Director at your center.

All Schedule changes are subject to availability.

**Withdrawal:**

You can also withdraw from care at any time with 2 week notice. If you withdraw, and need to re-enroll within the same school year, you do not have to re-submit your enrollment paperwork or your registration fee. To re-enroll contact our office. (Re-enrollment is subject to availability). We will not keep your paperwork on file past the current school year. If you want to re-enroll for Summer Fun or a different school year, you will have to re-submit the registration packet.

- **TUITION**

MLEDP SY CARE RATE GUIDE:

**How Is Your Bill Calculated?:**

Tuition payments are made in 9 installments. The calculation is: weekly tuition multiplied by the number of weeks of care in the school year divided by 9 months. Each installment billing will be the same unless additional days of care are added or Long Day Care is used.

*TUITION IS BILLED ON A PRE-CARE BASIS. TUITION PAYMENTS ARE DUE ON THE 1ST DAY OF EACH MONTH.*

Two weeks written notice is required for permanent schedule changes or withdrawals.

**Sibling Discounts:**

A 20% discount will be applied to your invoice for your second child

A 50% discount will be applied to your invoice for three or more children

\*Siblings must be registered under the same parent in order to eligible for the discount.

**Delinquent Accounts:**

30 days past due: Clients will be contacted by phone to notify them that their account is delinquent.

45 days past due: Clients will be contacted by letter to request immediate payment. Care for child/children will terminate if payment is not received in a timely manner.

For a client's child who has care terminated, the client will be required to pay all past due amounts and late payment fees, prepay tuition equal to 3 months enrollment, and pay the standard registration fee in order to re-enroll.

MLEDP reserves the right to take any and all action, legal and otherwise, deemed necessary and desirable for the collection of unpaid account balances past due. Such action may include reporting the client to a credit-reporting agency.

#### **Extra Fees:**

**Finance Charges:** A 5% finance charge will be applied to any past due payment. Monthly Tuition payments are pre-billed based on your contracted care, and are due on the 1st of each month.

**Long Day Fees:** MLEDP will offer care on In-Service Days. These days are an additional fee of \$56.75, which is not part of your regular monthly tuition and will only be billed if you sign up for care. No credits will be given if you sign up, but your child does not attend.

**Failure to Call Off Fee:** If your child is scheduled for afternoon care and is absent without notice from you, you will be charged a \$25.00 Failure to call off fee. Please contact the staff at the center or the MLEDP office Each and Every time your child will be absent in the afternoon, even if they did not go to school that day.

**Late Pick Up Fee:** MLEDP Closes at 6:30 PM. If you pick up after 6:30 PM, you will be charged \$10 with that amount increasing another \$10 for every 15 minutes you are late.

#### **Special Billing Circumstances:**

MLEDP accepts **ELRC** and **Military Subsidy** payments

#### **Tuition Assistance**

MLEDP also offers a **tuition assistance** program for families in need of financial aid. Please contact our main office for more information about this program.

**Custody Enrollments:** It is the policy of MLEDP to comply with any and all orders of the Court of Common Pleas, Family Division, regarding any court approved child custody arrangement.

Each Custodial parent must file a copy of any applicable court order with the Executive Director of MLEDP within 30 days of receipt of that order.

In the event a court order conflicts with our minimum attendance policy, the Executive Director or Executive Board will reconcile any differences.

### **Payment Instructions**

Payment Options:

- Credit Card: Credit Card Payments can be made online by logging into your myprocare.com account. Credit Card Payments are subject to a 2.75% service charge.
- Check or Money Order: Check or Money Order payments can be made payable to MLEDP and mailed or delivered to our office at: 250 Mt. Lebanon Blvd. Suite 414. Pittsburgh, PA 15234
- Cash: Cash payments can be made in our office at: 250 Mt. Lebanon Blvd. Suite 414. Pittsburgh, PA 15234
- AUTOMATIC PAYMENTS: You can sign up for Automatic Credit Card or ACH Payments using the Parent Authorization Form available under the Parent Resources Section of our website, [www.mledp.org](http://www.mledp.org)