



**Mt Lebanon  
Extended Day  
Administrative  
Newsletter**

**December 2023**

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## **ED Corner**

### **Updates from Daryl Lucke, Executive Director**

As we approach the end of 2023, I want to take a moment to reflect on the journey we have had this year at MLEDP and celebrate our staff for all the creative and dedicated efforts. It's hard to believe that we are already in the midst of the holiday season. I have heard all about the calming activities that exist at the centers and as the month moves along and excitement grows, those calming activities may come in handy. We thought it would also be a good time for staff to enjoy a calming activity so we hope you will all join us for our December Virtual Yoga staff event. You can read more about this event in this newsletter and in the flyer you will receive.

I love hearing about all the exciting activities each center offers- in this newsletter we highlight Lincoln Kindergarten for creating an inviting, engaging environment for kids and staff to thrive.

In celebration of the holidays, the agency will be closed from 12/22 through 1/1 and I hope you all enjoy a wonderful holiday season and a Happy New Year. Thank you for being an integral part of the MLEDP team.

*Daryl,*

Executive Director

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## **Events**

### **Virtual Yoga**

Back by popular demand, staff are invited to meet on the mat at this fun virtual yoga event. Just in time to get your zen on for the busy holiday season!!



When: 12/12 at 7:30 pm

Rsvp to [Jen](#) or [Kelly](#) and you will receive the zoom link to your email.

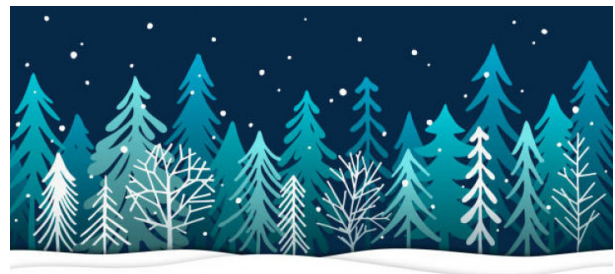


## Annual Board Dinner

We hope everyone enjoyed the dinner at last week. It was wonderful to see everyone and share a night with everyone involved in making our agency a success. If you missed it, please take a moment to view the [Thank you Slideshow](#).

## Winter Break

The agency will be closed from 12/22-1/1. Eligible staff will receive holiday pay for 12/25 through 1/1. Staff may take vacation, personal or leave without pay for 12/22.



HAPPY HOLIDAYS

## December Birthdays

Courtney Kaplan- 12/8 Washington Center

Ashley Seiler- 12/12-Lincoln Center

Cory Riddle- 12/15- Foster Center

Mary Dudas 12/17- Markham Center

Happy Birthday!



Welcome New Staff:

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# Center Spotlight

## Howe Kindergarten Center



Our Center spotlight will focus on a center that has embraced our culture of Respect, Open Communication and FUN (friendly, understanding and nurturing environment).

December spotlight is on Lincoln KC!

Helen, Center Director and Jenna have created a colorful place exhibiting artwork and projects of the children. The supplies are plentiful but not over crowded, organized well and accessible to the kids for easy use and cleanup. It's great to see the kids feeling at home and taking responsibility for their center. There is a light chord surrounding the white board which staff changes in color to signal voice level in the room. The use of music for clean-up cues and to set the tone during free play as well as the light chord are great additions to create an atmosphere without the staff being the center focus. By this time in the year, the children know how to use each of the areas and manipulatives in the room, promoting independence and creativity.

In addition to the staff planned activity, there is built into the daily schedule opportunities for the children to choose a free play activity. The options change daily, and children have 2 to 3 periods to switch activities during this time each day. The options are displayed on the white board and staff list each child's name as they make their choice. One of the recent favorites was the **Apple Market**. Children could pick red, yellow or green pom-pom apples from the tree on the wall. In addition to buying the apples they picked in the orchard, there was apple sauce, apple cider and apple pies- fresh made by the kid workers at the market and for sale to the kid customers. The kids loved picking apples from the orchard, following the recipe on the wall to make a pie, waiting on customers that came to the market stand and working the cash register to check them out. What a fun ongoing seasonal activity that promoted a variety of social skills. A colorful, warm, organized environment sets a foundation to foster other meaningful aspects of the program to blossom. Well done, Lincoln KC!



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## Benefit Spotlight



### UPMC Medical Plan

We are fortunate to be able to offer a medical plan that is rich in coverage and 75% of the premium for single coverage is paid by MLEDP. Each year at renewal, we compare available medical plans for cost and coverage levels.

Even though we can save money with alternate plans, the coverage levels are not as comprehensive as our current plan. Both the administration and the board feel strongly that we want to give our staff the best possible coverage.

We have the opportunity to renew our current plan again for 2024 with a small 3.5% increase in premiums. This means that staff with single coverage will only see a \$3.33 increase with each pay

for the same rich coverage. We are currently in a non-ACA (Affordable Care Act) plan and UPMC has informed us that their ability to offer our current plan will expire in 1/2025 unless the PA Insurance Dept. extends the date beyond 2024.

**Open Enrollment:** Staff who are eligible and interested in adding medical coverage may do so in December during open enrollment for a 1/1/25 effective date.

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## Reminders



### December Pay Periods:

Pay period for the 12/15 pay is 11/13 through 11/24. Pay period for the 12/29 pay is 11/27 through 12/8.

### Facebook Group

Our **Facebook** contest is still on! Join our private Facebook group and share ideas with your co-workers at other centers! First gift card for participation will be drawn this month. The more you post and comment, the more chances to win!

**JOIN MLEDP  
FACEBOOK  
GROUP**



### Training

If your training deadline is 12/18 (which means you were hired before 12/19/2020) and you still need training hours, please consider the following trainings on Better Kid Care:

New Staff Orientation: Working with School Age kids (7 hrs)

Positive Peer Interactions in School Age Programs (2hr)

Building Relationships with Children and Youth who Challenge Us (2hrs)

Positive Youth Development: Building a Culture of Belonging (2 hrs)

Please check your training status on the staff resource section of the website. Sign in is MLStaff1. Just use this link: [Training](#)

tracking data sheet.

Questions? Please contact Jen Query, [hrast@mledp.org](mailto:hrast@mledp.org) or Kelly Helderbran, [leadctr@mledp.org](mailto:leadctr@mledp.org).