



**Mt Lebanon  
Extended Day  
Administrative  
Newsletter**

**November 2023**

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## **ED Corner**

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

Welcome to our November Administrative Newsletter. These monthly newsletters are designed to share updates, programming ideas, and helpful information. Staff can contact me at [exdir@mledp.com](mailto:exdir@mledp.com) if you would like to share ideas with the agency in a future newsletter.

It has been a busy fall as our new Center Directors and staff find their routines and get to know the children. I appreciate all the effort it has taken to get settled and comfortable in your centers. In top of it all, most of our licensing renewals happen in Sept. and Oct. I am so impressed with the results of our site visits. You all really stepped up in a short period of time to ensure our regulations are met.

I also appreciate the efforts new staff are making to complete the required trainings. As you now know, the on-boarding process is quite involved. To help you stay on top of anything that may be needed, Jen Query, our new HR Assistant will send updates and reminders to staff with plenty of time to complete what is due.

I have enjoyed hearing about the creative programming, calming activities and reward days happening at our centers. This newsletter will highlight some of those.

Our Administrative Staff is here to support our Program Staff. Please do not hesitate to contact us with any questions or needs you may have.

With appreciation for all you do,

Daryl,

Executive Director

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# Events

**JOIN THE MLEDP  
FACEBOOK GROUP**

*Win a \$50 Gift Card!*

Join our private Facebook MLEDP community to share ideas and learn about other centers.

*Join*  
5 points!

*Post*  
2 points!

*Comment*  
1 point!

**Points = more chances to win!  
Every point gets you 1 entry into a  
\$50 gift card giveaway.  
\$50 Gift Cards drawn in December,  
February and end of year!**

Thank you to everyone who joined our "pop in" Meet and Greet Zoom event. It was amazing to see get to know everyone a little more. We also kicked off our Facebook Group contest to encourage you to join and share ideas in our private group! The more you post, the more chances to win!

[Join MLEDP Facebook Group](#)

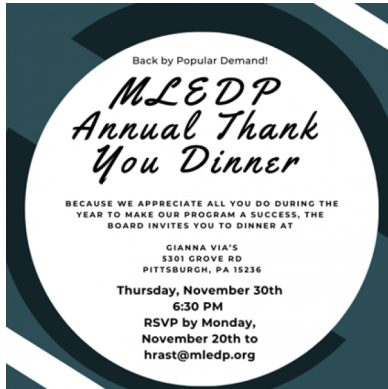


## Long Days

Nov. 7, 16 (Kindergarten Only), 17

Long days are an opportunity for kids and staff to combine centers to share in a day full of creative experiences. The long day themes are designed to encourage staff creativity and collaboration to give the children a chance to explore more in-depth programming within a longer time frame. Staff will have the opportunity to work with other teams to learn new activities and center procedures that have been successful program wide and to spend some time getting to know each other. This is a chance to combine the talents of all our staff in a laid back, fun way so all kids can enjoy their time away from school.

We appreciate staff schedule flexibility to be able to cover a full day of programming. Parents are appreciative for the coverage and amazing activities keeping their children engaged and happy.



## Annual Board Dinner

We are thrilled to finally be able to again host this fun event. The board staff thank you dinner is on 11/30 at 6:30pm at [Gianna Vias](#). This is a great opportunity to not only meet and mingle with other staff, but to meet our board members who are so committed to supporting our efforts in creating the best possible environment for staff and children to thrive. Please RSVP by 11/20.

RSVP NOW

**Thanksgiving Holiday-** Eligible staff will be paid holiday pay for 11/23 and 11/24. Because the school district has a half day on 11/22, MLEDP is closed. Staff may use available leave time or take advantage of the time off to complete necessary trainings.

**Training resources:** 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](#).

Explore recommended trainings [here](#).

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

Training Resources



## November Birthdays

Debra George, Bookkeeper: 11/15

Amelia Hart, Hoover KC: 11/19

Please join us in wishing Debra and Amelia a very happy birthday!!



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## Center Spotlight Foster



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

November spotlight is on **Foster**.

Foster is led Center Director, Chelsea Kirkpatrick and supported by staff, Cory Riddle and Debbie Molinari.

Foster recently had a **Mad Science reward day!** They started the day with a mad science “show” put on by Chelsea and Debbie where kids got to watch and participate in science experiments. Debbie made a pumpkin volcano that was especially exciting! Then everyone got to make their own slime.

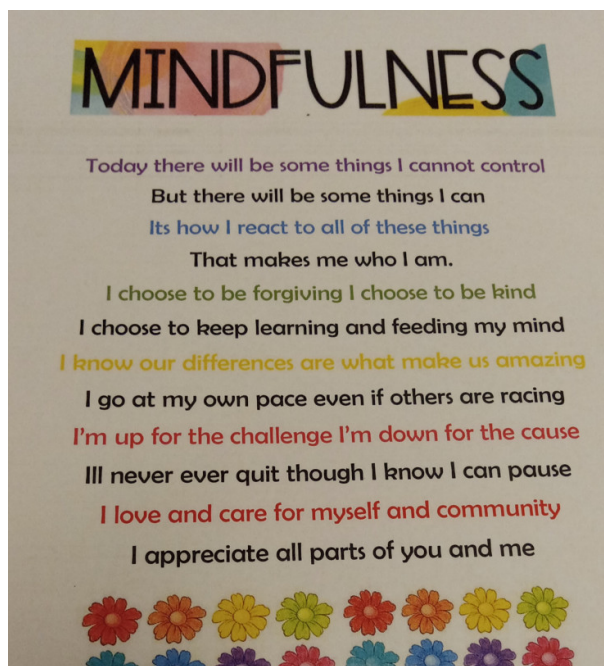
The day ended with a “Static Electricity Race” led by Cory in a lab coat, where kids had to create static electricity by rubbing a balloon and then use the electricity they generated to move a metal can without touching it.

Foster created a FUN environment while rewarding behaviors and encouraging children to participate in creative activities. Thank you Foster Staff- Chelsea, Debbie and Cory for such great creativity.

Feel free to reach out to Foster for details on a Mad Science reward day if that sounds like a fit for your center.

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## Outstanding Activities



Shout out to centers for incorporating calm activities into their center. These are especially helpful with the busy holiday season approaching. Check out:

**Foster-** Calm Down Corner (yoga mat/pillows), books, calm music, breathing activities, sensory activities (ex. Playdough, kinetic sand, etc.)

**Hoover-** Created a designated mindfulness area with a carpet and cushions, soft lighting, access to fidgets, calming music

**KC Hoover-** Guided meditation, lights off mindful moments, cosmic yoga, breathing activities

**Howe-** Uses soft lighting, fidgets reading area, glitter jars

**KC Howe-** Quiet area with squishies and fidgets, and breathing exercises

**Jefferson-** Calm music, books, and alone time

**Lincoln-** Listening to audio stories with headphones, puzzles, sensory putty, and fidget toys

**KC Lincoln-** Yoga, coloring, read aloud books, playdough, and squishy toys

**Markham** – Created designated areas for calm activities (coloring, reading). Uses breathing activities, calm music, dim lights, fidgets, and a "ruff day" jar.

**Washington-** Uses a matted area for reading/relaxing, large book selection and lighted décor to encourage a positive vibes

Calming activities recognize that all children have different needs and interests. Giving them calming choices helps them to recognize their needs and manage those needs to function well.

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## Reminders

### Refer your Friends. Get Rewarded.

The Employee Referral Program ends on 11/20. Take advantage of this win/win opportunity to refer great applicants to the agency.

**Here's how it works:** Refer a qualified applicant. Have them contact Kelly Helterbran at [leadctrdir@mledp.org](mailto:leadctrdir@mledp.org) and advise her that they were referred by you. You should also contact Kelly to let her know the on the lookout for the applicant. If applicant is hired and starts work, you will receive **\$100!** Once applicant completes 90 days of employment, you will receive an additional **\$300!**

### November Pay Dates

The pay period for 11/15 pay ended on 10/29. Your 11/15 pay will reflect wages earned from 10/16-10/27. The pay period for 11/30 pay ends on 11/12. Your 11/30 pay will reflect wages earned from 10/30-11/10.