



ED Corner

Updates from Daryl Lucke, Executive Director

Even though we are now in the dead of winter, our summer fun planning has already begun. Check out the Summer Fun Schedule in this newsletter for some updates.

This month we look forward to our all- staff training on 2/19. I appreciate everyone who took the time to respond to our behavior survey- this is important information that we will incorporate into our training on the 19th.

We have a new section of our website called Staff Corner located in the staff portal section of the website. This section is meant to provide frequently needed information – you can read more about that in this newsletter.

Please take a moment to congratulate our staff celebrating birthdays and anniversaries this month. One staff member only gets a birthday once every 4 years, so let's wish her a good one!!

I look forward to seeing you all on the 19th!

Daryl

Executive Director

What's New



Child Behavior Survey Results

Thank you to those who responded to our child behavior survey. We had a total of 21 responses and wanted to share some of the findings.

Most of you feel that the centers do a good job of setting behavior expectations and are "very" to "somewhat" comfortable addressing behaviors. The biggest struggles seem to be knowing how to handle aggressive behavior and how to stay positive with a child who frequently misbehaves.

Many of you would also like to see more consistency among staff and centers in dealing with difficult behaviors.

These results will help shape the training event on February 19th. Thank you again for sharing your thoughts!! Please feel free to talk to admin at any point if you are finding behaviors challenging.

February Birthdays & Anniversaries

February Staff Birthdays

Janet Krajnak 2/18

Helen Nelson 2/6

Carole Salvato 2/29

February Staff Anniversaries

Amy Simon- 2/9 24 years

Rubina Waheed- 2/4 16 years

Katelynn Wanielista- 2/10 1 year



Summer Fun Scheduling

February begins the planning of our summer fun program. Registration begins at 8:00 am on Feb. 15th.

Since school begins early this year, on August 20th, our summer program will run for 7 weeks.

School lets out on Friday, 6/7 and the last day for MLEDP is Thursday, 6/6. Staff will work from 8am-12pm on Friday 6/7 to pack up the centers. Staff will be off on 6/10. This is an unpaid day off but staff can choose to use vacation or personal time.

Summer Fun training runs from 6/11-6/14 (9am-4pm). The program begins on 6/17 and the last day of Summer Fun is August 2nd.

Staff will have off the week after summer fun: 8/5-8/9. We are requesting that, when possible, staff schedule their vacation for the week of 8/5 through 8/9. A new leave bank begins on July 1.

We will have a Center Director training on 8/12 and an all staff training on 8/13. We will set up the centers from 8/14-8/16.

We will send out additional information regarding staff schedules in early March.



Website Staff Corner

Check out our new section of the website on the staff portal. You can access the staff portal with the password MLStaff1.

The staff portal is designed to provide information for frequently asked staff questions. It also houses all of our Admin. newsletters, snack schedule, staff roster, etc.

If there is information you want us to post in the staff corner, just let us know!!

Staff Corner | Mt. Lebanon Extended Day Program (MLEDP)

Welcome to the MLEDP Staff Corner! Your place for all things MLEDP Staff Communication. Staff Newsletters: January 2024 December 2023 November 2023

mledp.org



Please welcome our newest staff members:

Laura Flaus, Center Director at Howe Kindergarten

Liz Mastascusa, Center Director at Markham

Terri McCartney, Aide at our Jefferson Center.

Center Spotlight Jefferson Center

Art Work at Jefferson

This month we are highlighting the creative art projects at the Jefferson Center, led by Sharon Riesmeyer.



Watercolor winter trees using painters tape and salt



Patterned Paper Weaving



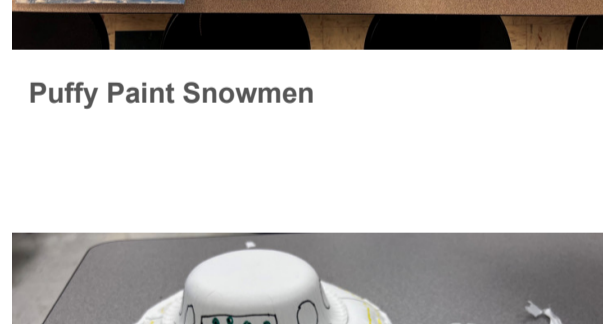
Paperbag puppets



Puffy Paint Snowmen



Radial pattern styrofoam prints using oil pastel and printing ink



Paper plate/recyclable materials UFOs

Benefit Spotlight



Vacation and Personal Time

All staff earn one week of vacation hours and one week of personal hours in their first 4 years of employment. Time increases after 4 years, 9 years and 19 years. The maximum time earned is 3 weeks and one day (16 days). The vacation hours are equal to the scheduled hours.

Requests for time off are made through the website and reviewed by Kelly Helderbran for approval.

In the summer, we request that vacation time be taken during the period that we do not run programming. This year, the week of 8/5 through 8/9 is the week off.

Staff hired throughout the year earn time on a prorated basis.

The leave time bank is renewed each year on July 1.

Reminders



February Pay Periods

The 2/15 pay covers hours worked from 1/15--1/28.

The 2/29 pay covers hours worked 1/29- 2/11

Important Dates to Remember

2/9- Act 80 Day- Centers will open at noon for children who signed up for care from noon-3:30pm.

A big Thank you to all staff who adjusted their schedules so that we could offer this time to parents.

2/19- All Staff Training 9:00am-4:00pm

9:30-12:00: Structuring for Success: Behavior Management and Co-Regulation

Trainer: Lisa Plastino, M.Ed from the Watson Institute

Thanks to all who participated in the Behavior Survey. Your responses have been sent to the trainer to include solutions in the training.

1:00- 3:00: Leadership/Community Building

Trainer: Billy Hartung, Director of Center for Theater Arts