



**Mt Lebanon
Extended Day
Administrative
Newsletter**

March 2024

ED Corner

Updates from Daryl Lucke, Executive Director

Spring is in the air!! I know how much we all look forward to warmer, lighter days and more time outside.....and to Spring Break! I hope you all will enjoy some well- deserved rest and relaxation.

After break, we look forward to partnering with the Watson Institute for some specialized child behavior coaching. Folks from Watson will observe at your center and offer suggestions for any behavior issues you may be experiencing. More info to come on that as well as the visit schedule. Stay tuned for more information.

A big shout out to Hoover KC for winning the Summer Fun Theme: Summer RV Adventures! I am sure your creative minds are already traveling through some fun adventure plans. With summer fun only 7 weeks long, we appreciate staff taking vacation when we are closed from 8/5-8/9. Approvals for vacation outside of that time is limited due to increased ratio requirements in the summer.

We hire several lifeguards for the pool in the summer so if you know anyone who might be interested, there is a bonus for a lifeguard referral. We will pay for lifeguard certification if needed.

As always, thanks for all you do to enrich the lives of children.

Daryl

Executive Director

What's New

Congratulations

Congrats to Karlie Aschenbrenner on her promotion to Center Director at Howe! Karlie has been with MLEDP since September

2022 and we are so happy to have her in this new role!



March Birthdays & Anniversaries

March Birthdays

Peter Yohe- March 5th

March Anniversaries

Chelsea Kirkpatrick- 3/20 1 Year

Georgia Muksuris- 3/7 5 years



Watson Institute

We are excited to announce that the Watson Institute will be visiting centers to offer consultation on how best to handle some of the challenging behaviors in the centers.

We will be establishing a plan with Watson in mid March. We believe this will be a valuable resource for all staff and look forward to the partnership.

Watson
INSTITUTE

Special Education Schools, Programs at Watson Institute

The Watson Institute is an educational organization in Western Pennsylvania made up of special education schools, programs, and resources.



Taco Tuesday at Totopo!

Mark your calendars for **Tuesday, April 8th** and plan to join us for a fun evening at Totopo Mexican Restaurant on Washington Rd in uptown Mt Lebanon. Look for an invite and RSVP soon.



Please welcome our newest staff members:

Matthew Derrick: Markham

Adella Antkowiak: Lincoln

Center Spotlight Hoover Kindergarten Care



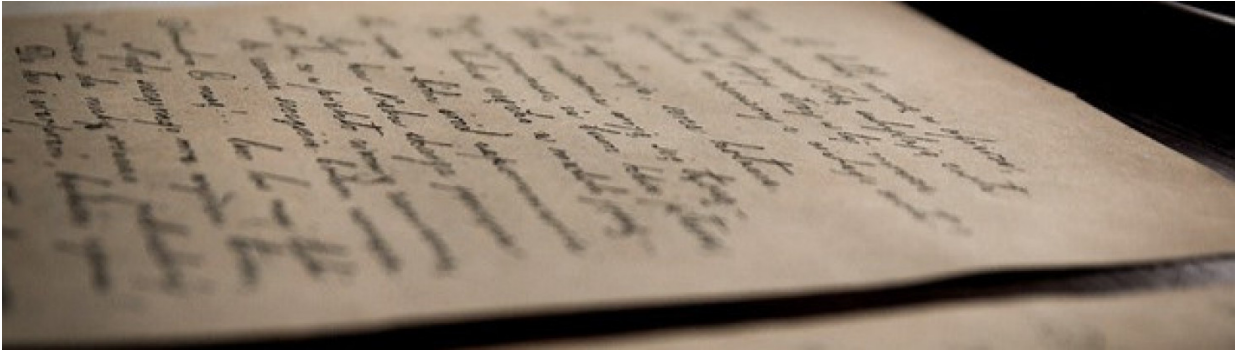
Thank you to everyone who contributed and voted in our Summer Fun Theme Contest! The winning theme is Summer Fun Camping RV Adventures submitted by the **Hoover Kindergarten Care team** of Liz Comiski, Jen Laux, Georgia Muksuris and Sarah Beck.

Let's give the kids a summer experience they will not forget!

Summer Fun Lifeguards We are hiring lifeguards for the Summer! If you know anyone who might be interested in a lifeguard position, please reach out to Kelly! We will provide lifeguarding certification if needed.

Activity Spotlight

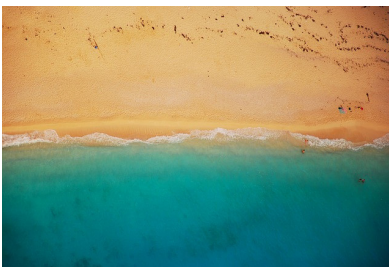
Lincoln Center



The Lost Art of Letter Writing

The lost art of letter writing is not lost at Lincoln and Washington. “Write a Letter to a Friend Day” became the inspiration for Carole Salvato’s pen pal activity between the Lincoln and Washington kids. It’s not the typical type of MLEDP activity but the kids had fun following the prompts to tell something about themselves and ask questions to get a response which they eagerly awaited. The day they received their letters it was a thrill to open the envelope addressed to them and read their letters. Comments were heard from the kids about what nice handwriting their pen pal had, telling each other about something they learned from their pen pal, and then sharing their letters with their parents when they picked up.

Procedure for Requesting Time Off



Vacation and Personal Time

Paid personal/sick and vacation time is available to you after your 90 day provisional period. You can request time off using our [electronic request form found on the MLEDP website](#). All requests should be approved by your immediate supervisor prior to submitting to Kelly for approval. Requests must be received with at least two weeks notice. Once your request has been approved/denied you will receive a hard copy of your request with the plan for subs if needed. **Contact Kelly if you do not receive your returned request within a week of submission.** All requests are subject to program ratio needs.

Reminders



March Pay Periods

The 3/15 pay covers hours worked from 2/12-2/25.

The 3/29 pay is for hours worked 2/26-3/10.

Important Reminders

Spring Break

Spring Break for MLEDP is March 22 – March 29. The district has a half day on March 22, but the agency is closed. We provide for 4 paid days off for spring break. This year the district extended the break and so there are 2 unpaid days. Staff may take vacation, personal or leave without pay for these days. If you are in need of training hours, you may also attend training for compensated time during the break.

Annual Leave Time

All staff will receive a new leave bank on July 1. Existing vacation and personal time can be used through June 30th. Remember that the last day of school (June 7th) will be a day for staff to work to clean and organize the centers without children present. Available work hours will be from 8am to 12pm. Staff will have an unpaid day off on June 10th and available vacation and personal time may be used for this day.

