



Mt Lebanon Extended Day Administrative Newsletter

May 2024

ED Corner

Updates from Daryl Lucke, Executive Director

Dear Staff,

As I write this, there are only six weeks left in the school year! Wow- time flies. I hope you enjoy more outdoor activities, and longer and lighter days.

This newsletter is jam-packed with information and resources for you.

There is an updated Employee Handbook on the website which includes our Mission and Core Values. We speak about our values often –we are committed to Respect, Open Communication, Staff Development and Quality Programming- and now you can refer to them in the handbook. It takes effort on everyone's part to actively incorporate our values into our everyday behaviors.

If you are enrolled in medical benefits with MLEDP, you may want to take advantage of a little-known Coaching benefit offered by UPMC. At no cost, you can work 1:1 with a Health Coach to improve your Health and Wellness. Check it out.

We are excited that the Watson Institute has received another grant to work with extended day programs and they are interested in continuing their consultation and solution focused work with us around behaviors. Please be sure to complete the survey sent to all staff so they can design effective training for us. Also check out the helpful article, "Strategies for Successful Group Behavior and Participation"- it is a nice reminder for what many staff are already doing. The article is also posted in the Staff Communication and Resource (formerly Staff Corner) section of the website.

We have a lot to look forward to with the Summer Fun program planning. Mark your calendars for the important dates listed in the Newsletter.

As we wrap up this school year, I want to thank each and every one of you for your dedication and contribution to making before and after-school time enjoyable for the children we serve.

Happy Summer,

Daryl

Executive Director

What's New

May Birthdays & Anniversaries

Happy Birthday!

Amy Simon Howe KC- 5/17

Jenna Stevey- Lincoln KC- 5/11

Happy Anniversary!

Holly Borz- Washington- 5/8 1 year

Amelia Hart- Hoover KC 5/9 1 year



Please welcome our Summer Fun Team Members!

WELCOME

Brooklyn Rensberger, Hayley Maizer, Lucy Dabat, Tanner McFoy, Jessica Borovich, Anna Slocum, Brynn Morgan, Aiden Hoffman, and Eric Lang.



Benefit Spotlight UPMC Health Coaching

Would you like a **FREE** health coach? Well, you can! It's available for all our UPMC Health Plan members. Health coaches include registered nurses, licensed counselors and social workers, certified diabetes educators, registered dietitians, exercise physiologists,



public health educators, and certified health education specialists.

UPMC coaches can help you:

- **Manage your weight**
- **Increase your physical activity**
- **Quit using tobacco**
- **Manage your stress**
- **Improve your nutrition**
- **Reduce your chances of developing diabetes**
- **Sleep better**

Your coach will design a plan that is customized for you and flexible enough to change as you progress. You'll be the one who decides what to discuss and what is most important to you.

Meeting with your coach as easy and convenient as possible. There are a number of ways to talk to your coach, including:

To have a virtual visit through [UPMC AnywhereCare](#): Log in to or register for an account. Once you are logged in, select the **Health Navigation** tile. If a navigator is available, you can choose **Visit Now**. If a navigator is not available, you can schedule a visit .To start by phone, call [1-800-807-0751](tel:1-800-807-0751). Help is available Monday through Friday from 7 a.m. to 8 p.m. and Saturday from 8 a.m. to 3 p.m. To use a self-paced app (with real health coaching support), download [RxWell®*](#) from the App Store or Google Play™.

We hope you will take advantage of his amazing free benefit through our health plan.

Strategies for Successful Group Management

We found a great list of the most important strategies for contributing to group progress while also emphasizing successful behavior and participation. Read more at: [Clearlake Children's Center](#)

Structure

- Establish and maintain clear routines



- Give children advance warning when the routine will be different
- Set clear limits and define what behavior is expected in each setting
- Announce upcoming transitions, such as a 2 minute warning before changing activities or settings
- Provide as much information as you can about new experiences in advance
- For multiple-step projects, provide visuals/examples each step of the way to illustrate the goal
- Use visual timers to help monitor time left on tasks – this is helpful for those who get frustrated by not finishing

Group Management

- Have clearly defined behavioral expectations and post them as a visual reference
- Assign jobs for all students. This contributes to a feeling of community and gives them a chance to be responsible and cooperative
- Add group incentives for accomplishing goals together such as small group points for good behavior, participation, or task completion
- Use auditory signals to get their attention (chime/bell), clap a pattern, or use a clear verbal signal such as “1,2,3, eyes on me”
- Make sure to build in lots of movement opportunities to keep children engaged and interested
- To increase participation, incorporate opportunities to actively respond, such as “Turn to your partner and tell one thing...”
- Always provide lots of positive reinforcement (verbal, gestural, tangible, etc.) to make group activities enjoyable
- Consider having a behavior monitoring system (green/yellow/red, happy face/sad face, etc) to give feedback on how they are doing
- To reduce issues while “waiting” for a turn, teach the concept of a “waiting turn”: “When it’s not your turn to do the activity, it’s your “waiting turn”, and you get to help by doing x, y, z

[Read more >](#)

Agency Mission and Core Values

We are committed to our core values of Respect, Open Communication, Staff Development and Quality Programming and we recently updated the [Staff Handbook](#) to include the following:



Agency Mission:

Mt. Lebanon Extended Day Program (MLEDP) is a non-profit, community-based organization that cares about the out-of-school-time needs of children and families. MLEDP is dedicated to providing professional, affordable, and convenient school-age childcare while delivering a recognized, high quality program for the children and families we serve.

Core Values:

1. Respect

We believe in treating every individual with dignity, fairness, and empathy. We value the diverse perspectives, experiences and contributions of our staff, children and stakeholders. By fostering an environment of respect and consideration of others, we create a space where everyone feels valued, heard, and empowered to thrive. This positive climate allows all children to feel socially, emotionally, physically and intellectually safe and supported.

2. Open Communication

We prioritize transparent, honest, and inclusive communication as essential for building trust, fostering collaboration, and encouraging feedback. Through open communication, we cultivate a culture of understanding, accountability and continuous improvement.

3. Staff Development

We are dedicated to investing in the growth and professional development of our staff. We provide opportunities for learning, skill building, coaching and feedback to empower all staff to reach their full potential. By supporting staff development, we strengthen our agency and enhance our ability to deliver high quality programs and services.

4. Quality Programming

We are committed to delivering high quality, age appropriate, hands on engaging activities that primarily focus on the emotional and social development of children while encompassing STEAM philosophy (Science, Technology, Engineering, the Arts and Math) through activities and clubs. By prioritizing quality, we strive to make a positive difference in the lives of the children we serve.

Reminders

May Pay Periods

5/15 pay is for hours worked 4/15-4/28

5/31 pay is for hours worked 4/29-5/12



Dates to Remember

May 10- Kindergarten Long Day

May 12- Happy Mothers Day to all our MLEDP Moms

May 27- Memorial Day Holiday

May 29th- All Staff Summer Fun Training 6:30-8:30 Howe Cafeteria

June 7th- MLEDP closed for program. Staff work 8a-12p to closeup the center

June 10- Staff Off (may take available vacation or personal time)

June 11-14- Summer fun training 9a-4p

June 7- CPR Training (only for those notified)

June 17th- First day of Summer Fun