
MT. LEBANON

EXTENDED DAY PROGRAM



Mt Lebanon Extended Day Administrative Newsletter

SEPTEMBER 2024

ED Corner

Updates from Daryl Lucke, Executive Director

Dear Staff,

I want to take a moment to acknowledge the outstanding start to this school year. Our agency's focus this year on communication and consistency in programming has truly taken shape, and it's wonderful to see these concepts already being implemented so effectively in your centers.

I'm also thrilled to share the results of our Parent Survey, which focused on the school year program this year. The feedback we received was phenomenal and speaks to the excellent work each of you is doing. You'll find more details in this newsletter.

As always, we remain committed to continuous quality improvement, and I want to thank you for your valuable input on the summer fun program survey. Your suggestions are outlined in this newsletter and we will certainly take your suggestions into account as we plan for next year.

I'm also excited to report that every family who registered within the first week was successfully enrolled! We are always on the lookout for terrific staff so be sure to check out our current openings and referral bonus details.

Lastly, keep your eyes open for an exciting staff activity we are planning for October—more details to come soon!

Thank you for your continued dedication and hard work. Let's keep the momentum going for a fantastic year ahead!

Daryl
Daryl



Open Position

AM/PM teacher

If you know of anyone interested, you can earn the recruitment bonus. If you refer someone who gets hired, you will receive **\$150**. If that person reaches 90 days of employment, you will receive an additional **\$150**.

We appreciate your help!



Meet the Staff

Please take a moment to read the bios of our incredible staff! Click here:

[Staff Bios](#)



September Birthdays

Chelsea Kirkpatrick 9/2
Christie Keane 9/5
Katelyn Wannelista 9/6
Jen Query 9/20
Lyndsey Fischer 9/26



Behavior Corner

New Year. New Start. What's Familiar? What's Not? These are thoughts and questions producing emotions for both kids and staff as we start a new school year. Start by building a solid foundation.

Let's see 2 important pieces:

1. Get to know each other as individuals...likes, dislikes, interests...by having a conversation while you play a game together, color at the art table, build Legos, sit at the snack table.... Being known leads to understanding, trust and cooperation.
2. Know what to expect/what to do.. Decide on priorities (How we treat each other, What is allowed or not.) and all agree to live by these.

Be clear. Post it. Repeat it often and demonstrate it so it is seen and heard by all.
Be consistent to teach and practice these.
Be patient to remind and allow a do over while kids are learning.
Give grace and guide with kindness while holding accountable.

Remember this is just the foundation of the building. Allow for time with effort to make a good structure.

Charge On!

-Dawn Chrestay, QA Coordinator



September Pay

9/13 pay is for hours worked
8/19-9/1

9/30 pay is for hours worked
9/2-9/15



Survey Results

Parent School Year Survey

The results of our parent survey are in and we are pleased to report that for 95% of our families, we met or exceeded expectations. This positive feedback is a testament to the dedication of our staff and the caring and inclusive environment that exists in the centers. Specifically, the responses expressed: “gratitude for our wonderful, caring and creative teachers, engaging projects, variety of activities, socializing with friends, good communication, a fun environment, a well-structured program, coverage for long days.”

There were some concerns expressed by parents regarding bullying, the enrollment process/wait list, staff turnover and snack options. A summary of how we addressed them is below.

Bullying Behaviors: We will reinforce the PAWS bullying prevention program used in the schools and have the children sign a bully free pledge.

Enrollment Process and Wait Lists: We were able to enroll all who registered within the first couple of days of registration for the 2024-2025 school year. We continue to recruit for the small wait list that remains. For summer, we can only accommodate half our school year due to space.

Staff Turnover: A few of our centers experienced higher staff turnover than usual last year, which has understandably caused concern. While we cannot control the personal reasons why staff leave, we do make every effort to provide competitive wages and benefits as well as a supportive and positive work environment for staff.

Snack Options: Our goal is to provide snacks that children will enjoy while adhering to important considerations such as allergies budget constraints. Apples are always available as a daily snack as we believe that this staple fruit provides a nutritious and universally liked choice for all children.

Thank you again for all you do for the MLEDP families!



Summer Fun Staff Survey Results

Thank you to those who responded to our Summer Fun survey. We love to hear your feedback. There were a few suggestions and comments given that we will try to plan for next year.

Snack size for children returning from activities is noted and we may need to clarify snack times to parents.

Sunscreens could be better managed by possibly providing 3 bottles per group. Unfortunately, it is not cost effective to provide one to every staff member.

To address children's boredom during long activities, staff can plan multiple activities and rotate through them.

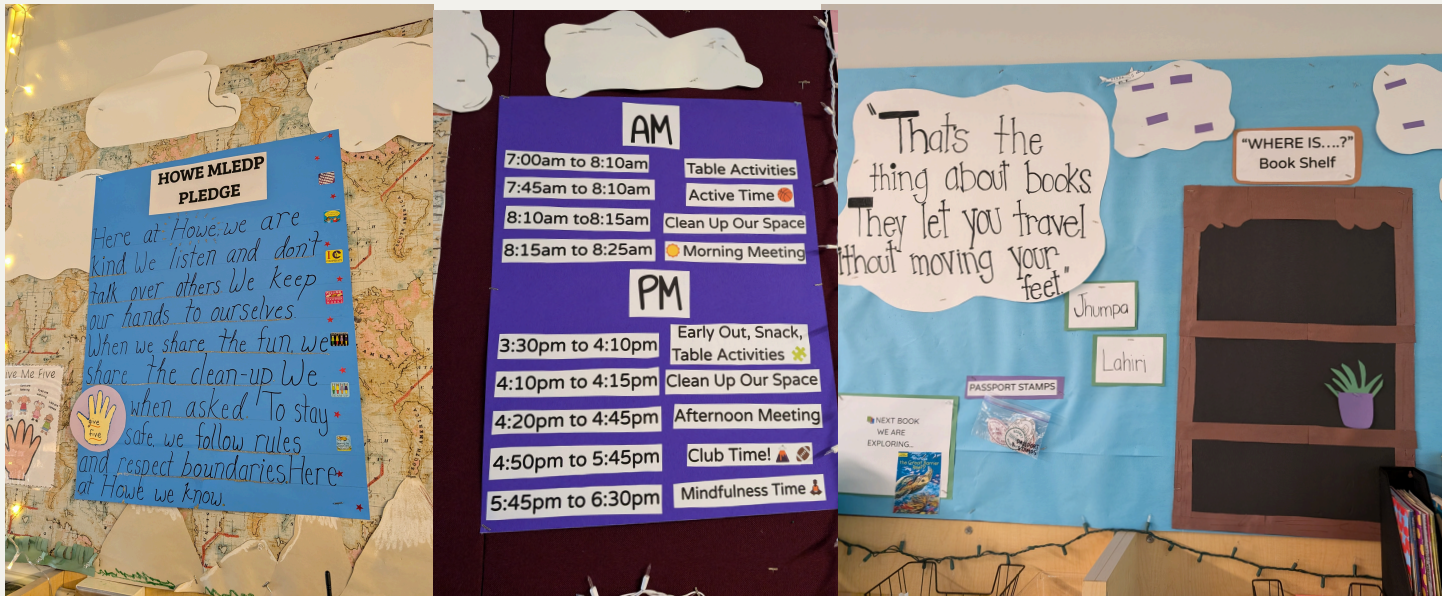
Supervision in communal areas is a concern among staff and we will discuss ideas for smoother transitions for next year.

We will also encourage feedback from the children when coming up with the summer themes for next year.

Thank you again!

Center Spotlight

Howe School Age



This month the spotlight is on the Howe School Age Center! Center Director, Karlie and staff Susan, Amy, Lisa and Theresa have spent some time already digging into quality programming and using their effective systems in place from last year. The kids are settled into a routine that is organized, safe and fun for all. The team goes to great lengths to ensure the children are recognized as individuals and it shows in their diverse activities spanning all interest areas. They set high expectations for good behavior, and they are sure to recognize the children when they meet the standard through compliments and rewards both group and individual. They tap into the kids' emotional needs as well by doing an emotional check in at their daily meeting. This allows for any children who are struggling to take the time to reset and ask for help where needed.

Howe is the true definition of community!



Training Opportunities

Please review the following training ideas. If you are interested in participating, please be sure to complete a Training Request Form on the Staff section of our website.

Introduction to the Youth Behavior Reflection Support Tool

The Youth Behavior Reflection Support Tool (YBRST) was specifically developed for program teams to use when they are faced with challenging behaviors within their K-6 School-Age Child Care (SACC) program. The purpose of the tool is to help programs get started on looking at the behavior at hand, the youth's needs, their current practices, sorting through their feelings, their family connection, and begin adjusting the program to support SACC students. Through reflection and assessment activities, participants will apply knowledge learned during this course. 1.50 hours

Virtual!

Click the date to register.

[September 26, 2024, 10-11:30 am](#)

[November 13, 2024, 6:15-7:45 pm](#)

[February 18, 2025, 1-2:30 pm](#)

[May 19, 2025, 6:15-7:45 pm](#)



SAC Youth with Big Emotions

When youth have big emotions, they may display them through behaviors. This course will help providers identify big emotions with the youth and provide techniques to manage the big emotions. An overview of brain development including trauma will be reviewed as well as strategies to cope; including co-regulation. Through reflection and assessment activities, participants will apply knowledge learned during this course. 1.50 hours

Virtual! Click on date to register.

September 17, 2024, 6:15- 7:45 PM

November 15, 2024, 10-11:30 AM

February 19, 2025, 6:15-7:45 PM

May 22, 2025, 1-2:30 PM

