



@ Foster MLEDP

Contact Us:
Foster Center 412-344-6055
foster@mledp.org
MLEDP Main Office: 412-343-1661
kids@mledp.org



Welcome to an exciting new school year! Mt Lebanon Extended Day Program (MLEDP) looks forward to working with the children at Foster this year. The program is located in the lunchroom through entrance B-2. We open at 7am and close at 6:30pm, Our staff comes from various backgrounds and experiences including child development, education and former classroom teachers. We engage in art projects, drama, sports, science, and community building events as well as service projects. The center is always buzzing with excitement so stop in and visit to see the fun for yourself.
- Miss Kelly Center Director

Pickup and Drop Off
To enter: MLEDP families are not permitted to park in the school parking lot between the hours of 8am and 4pm. Please plan extra time for street parking and a short walk to the center B-2 entrance. Ring the doorbell upon arrival and a staff member will assist you. Parents will need to walk into the center to sign your child in or out.

Things to know for the first week:

- MLEDP entrance is B-2. All children must be signed in/out each day.
- Children may bring a small bag of cereal or other breakfast items. We can not store breakfast items at the center. We provide a daily afternoon snack. See snack calendar for specifics. If your child has any allergies or takes any medication, please speak with staff regarding our procedure.
- Children are only permitted to bring items from home on designated days. Please refer to our weekly calendar for those days.
- MLEDP children will be directed to the center at dismissal.



For Your Child's Safety

It is vital that you inform MLEDP staff of your child's schedule should it change for any reason. If your child will not be attending, please leave a note in our parent area, call us at 412-344-6055 or email us at foster@mledp.org. You will be charged a fee if you do not inform us that your child will be absent.



Homework

Please complete the form given the first week of school to give permission for the MLEDP and Foster School to work together to assist your child. Our staff are happy to assist children with homework or class projects, however we are not tutors. If your child is struggling with homework, we will ask them to bring it home to work one on one with you. As a parent, we want you to be aware of any challenges your child may have in relation to schoolwork.

# Parent Communication

Watch the parent area and your email for important information. We will do our best to keep you informed of our activities and noteworthy news through weekly calendars, newsletters and other postings located in our parent information center. Please become accustomed to looking for these. We also value a moment to chat with you about your child's activities each day. Please be sure to communicate any information to staff through our parent note sheet, email [foster@mledp.org](mailto:foster@mledp.org) or by phone at 412-344-6055.

## Long Days

Long days are days when the Mt Lebanon School District is closed and MLEDP is open for care from 7am-6:30pm. We combine with other centers at one of the elementary schools and offer activities for the day. This is an extra day that is not already included in your contracted monthly payment. We will have a sign up sheet available at our parent area. Parents will have one complete week to sign up for the long day. No sign up will be accepted after the deadline. If you are in need of care for the day please check yes on the sign up sheet and you will be billed accordingly.

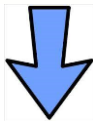


**Foster MLEDP Staff**  
Miss Kelly - Center Director  
AM/PM: Miss Debbie  
AM: Miss Hannah  
PM: Mr Cory

**AM Schedule**  
7-7:30 Breakfast / Free Choice  
7:30-8 Activity or Club  
7:45-8:10 Gym Option  
8:10-8:15 Clean Up  
8:15-8:30 Meeting  
8:30 Dismissal to School

**PM Schedule**  
3:30 Check In  
3:30-4:15 Choice of Snack, Table Activities, Homework  
4:10 Clean Up Song / Full Room Clean Up  
4:15-4:40 Meeting and Community Game Time  
4:45-5:15 Clubs  
5:15 Switch Clubs if desired  
5:45 Table Activities  
6:00 Clean Up / Free Choice

**DATES TO REMEMBER**



August 29th	First Day of School / Kindergarten Long Day
August 30th	Kindergarten Long Day
September 1st	First Day of Kindergarten
September 5th	Labor Day - MLEDP Closed
October 5th	Yom Kippur: School Closed MLEDP Long Day