

MLEDP Parent Handbook Summer Fun 2024



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MLEDP Mission Statement:

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 year-round while delivering a recognized, high-quality program for the children and families we serve.

Core Values

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, 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, 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.

MLEDP History:

MLEDP was formed in response to community need in 1987. MLEDP began before and after school programming in two elementary schools for 19 children and now provides care year-round for children in each Mt. Lebanon neighborhood.

(Additional historic information is available on our website www.mledp.org)

About the Summer Fun Program:

The Summer Fun Program provides Full Day Care during the summer vacation for children completing Kindergarten through Grade Five.

Summer Fun Dates

June 17- August 2, 2024

Hours of Operation:

Monday-Friday

7:00 AM - 6:00 PM

Summer Fun is closed on the date of observance for the July 4th holiday.

Program:

Staff incorporate interests and suggestions from the children when planning hands on theme activities that give them opportunities to explore, foster curiosities, develop confidence, and discover new interests while sharpening social skills. In addition, the following are examples of reoccurring activities from which children may choose:

Art, Sports, Science, Construction, Drama, Bug, Dance

Each summer has an overall theme to provide continuity and creativity in planning activities for the specific weekly themes for each group.

This summer's overall theme is **Camping Through the Summer; RV Adventures** - We will virtually visit a Country Fair, Science Camp, Wild West Camp, Sports Camp, Watering Hole, Mystery Trip and end with an All Camp Talent Show. Special activities will be associated with each topic. An added treat this summer will be visits from special guests providing hands-on experiences for the children.

Camping Through the Summer: RV Adventures Summer Fun 2024

The Summer Fun Theme is “Summer RV Adventures”-. Each week we will focus on various adventure themes as follows:

Week 1: Country Fair

Activities will include topics such as animals and plants, weaving, pies, lemonade stands and playdough foods for judging.

Week 2: Science Camp Adventure

Activities will include Windmills, Volcanos, Mon walking, experiments.

Week 3: Wild West/Cowboy Camp

Horse races, relays, making butter, Happy trails, nature walks hiking.

Week 4: Sports Camp

Outdoor games, basketball, tennis, team relays,

Week 5: Watering Hole

Water Play Week: Dri-drop splash, watercolors, water bottle tag, Water balloons, Jump the river.

Week 6: Mystery Trip

Pirates Beach: Treasure maps, Problem solving adventures, Mystery games, Clue

Week 7: Camp's Got Talent/ Camp Carnival

Carnival games/ share your talent

A daily schedule has been created to fill the day with a variety of small groups, large group and some free play activity time. Within that there are both high energy and calm activities that carry out the weekly theme and reoccurring clubs. We have some exciting guests scheduled to visit weekly.

Daily Schedule	
7:00 am	Summer Fun Open
7:00am-9:00am	Arrival, Kids Choice of indoor and outdoor activities, morning snack
9:00am	Morning Meeting & Launch
9:30am-12:00pm	Clubs and Group Activities
12:00pm-1:00pm	Lunch
1:00pm-3:45pm	Pool or Group Activities
3:45pm-4:30pm	Snack and Calm Activities
4:30pm-5:30pm	Theme Activities
5:30pm-6:00pm	Wind Down Activities
6:00pm	Summer Fun Close

Children should have weather appropriate clothing and tennis shoes every day. Flip flops are not permitted for play. We spend a lot of time outside during Summer Fun.

Special Guests: Check the weekly schedule for special events and guests to visit throughout the summer.

[Weekly Calendars](#)

Check your email each week for your group's calendar! Here you will find a list of the week's activities, the planned daily snacks as well as any reminders for the week's events.

Please let us know if you do not receive your weekly calendar.

Breakfast:

Parents may supply breakfast for their child to eat between 7:00-8:30 a.m.



Lunch: Send a packed lunch with your child each day. Refrigerators are available to store lunches from home. We are not able to heat up lunches. Please label your child's name on packed lunches in a paper or plastic bag to fit in the refrigerator space.

**Snack:**

MLEDP will provide a morning and afternoon snack for children. All snacks are nut-free. Children are not permitted to bring food from home unless there is a food allergy. In that case, parents will need to make arrangements with MLEDP.

Center Location and Contact Information:

Mt. Lebanon High School

155 Cochran Road
Pittsburgh, PA 15228

Entrance: C29, follow outside steps below D30

Parking available in lot off Lebanon Avenue

Director: Dawn Chrestay

Center	Email	Phone
Foster	foster@mledp.org	412-344-6055
Hoover	hoover@mledp.org	412-275-3394
Howe	howe@mledp.org	412-344-6080
Jefferson	jefferson@mledp.org	412-344-4741
Kindergarten	kchoover@mledp.org	412-279-5805
	kchowe@mledp.org	412-207-9016
	kclincoln@mledp.org	412-563-1474
Lincoln	lincoln@mledp.org	412-207-9025
Markham	markham@mledp.org	412-563-1245
Washington	jefferson@mledp.org	412-344-4741
4/5	washington@mledp.org	412-344-6106

MLEDP OFFICE:

Mt. Lebanon Extended Day Program

250 Mt. Lebanon Blvd.

Suite 414

Pgh, PA 15234

Entrance & Parking: The building's main office entrance and parking lot is around the back of the building off of Hoodridge Dr. Enter through the double glass doors near the mailbox. Go down the hall that is just off the lobby area (near the elevator). At the end of the hall, turn left. MLEDP is the first door on the right: Suite 414.

Phone: 412-343-1661

Fax: 412-343-0675

Email: kids@mledp.org

MLEDP is licensed by DHS

Regulations can be found:

[HERE](#)

55 PA Code, Chapter 3270, Child -Care Centers



Communication: MLEDP does most parent communication via e-mail. Please make sure that you have an up-to-date e-mail address on file with MLEDP.

Also, because we send mass messages, our e-mails often get caught in spam filters. To ensure you are receiving our messages, please add kids@mledp.org to your address book.

MLEDP also uses the ProCare Parent Engage App for Communication (activities, alerts, attendance, account balance, etc...) Only those listed on your account as a “payer” will be able to access the App. If you need to update your child’s file to add a second parent to that list, please contact the MLEDP office to do that.

Anyone who does not already have the Parent Engage App will receive an invitation to join on **June 10**. Please follow the instructions in that message to download the app. If you already have the app, you will receive a list of your Authorized Pick Up codes on June 10.

Supervision:

MLEDP follows DHS regulations for staff to be assigned to supervise children at all times. Staff will have a specific group of children to maintain a ratio of no greater than 1:12. MLEDP uses a tag system so each child is accounted for by name.



Program Expectations:

Children are expected to be able to:

- Follow program rules
- Tolerate Heat
- Participate appropriately in planned activities within a group of 12 children and 1 staff member
- Be active periodically throughout the day.
- Communicate with staff members and other children
- Cooperate with transitions in activities and locations and adapt to schedule changes
- Stay within the activity area and not wander away from the group
- Be cooperative in highly stimulating situations
- Follow staff directions
- Respond appropriately to a variety of staff members
- Treat others with respect
- Play cooperatively with other children
- Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff
- Be independent for personal care needs such as washing hands, dressing and feeding themselves, and toileting.

Onsite staff will be in communication with you if your child is challenged by any of the above expectations.

Enrolling a Child with Special Needs: If your child cannot meet the program expectations independently, then parents may secure the assistance of an aide or TSS in order to participate in the program. For some children, even the addition of an aide or a TSS is not effective in helping the child to meet program expectations. In this case, an alternative program may be more appropriate for your child until he/she is able to acquire additional skills.

If your child has an Aide or TSS, please contact our Main Office to set up a meeting so that our staff and your child's support staff can make sure to be working together.

Personal Belongings:

Personal Belongings, including cell phones, smart watches and electronics, are the responsibility of the child and must remain in the backpack unless it is a designated day to bring something from home.

*Items marked “Keep Out of Reach of Children” must be given to staff.

A change of clothing may be sent with your child.



Drop Off and Pickup Procedure:

Park in the lot at the corner of Lebanon Ave. and Cochran Rd.

Walk down the steps toward the tennis courts to
Entrance C29, just below the steps.

Follow the signs to your child’s room and the Parent Center to sign in.

At the Parent Center, you will find 2 things:

1. The Sign In/Out Terminal

Your child must be signed into the center each time he/she arrives and signed out each time he/she leaves the center. Parents who are using the ProCare Parent Engage App to sign in/out will be able to use our touch-free QR code system. All other pick-up persons will be assigned a 4 digit code to use.

2. The Parent Notes Log

This is a place for parents to leave a written message for staff.

The staff will ask for Photo ID at pick-up time, so please be sure to have that with you.

We will release your child to those listed as “Mother” and “Father” as well as those listed as “Persons to whom your child may be released”. If you want someone other than those listed above to pick your child up, please make sure to notify the staff. Also, please make sure anyone who is picking your child up knows to bring photo ID. We will not release your child to someone who does not have photo ID.

When Dropping Off or Picking Up:

Please use the parking lot off Lebanon Avenue

Turn off your car. Do not leave children unattended in your car

The Parent Notes Log is to notify the staff of any changes to your child's schedule or pick-up persons. Please record any changes here or notify the center via e-mail or phone

Sunscreen & Medications:

Sunscreen is considered a medication by DHS. MLEDP will use a communal Sunscreen (Banana Boat SPF 50) which is applied to all children before going outside for activities or to the pool. Parental consent for the use of communal sunscreen is required. If your child has a need that requires a specific sunscreen, it must be provided by the parent and accompanied with a Dr. note with a reason the child needs special sunscreen. The sunscreen and note should be given to staff who will label it and store it safely. Notification will go to parents when a replacement is needed. **Aerosol sunscreen is not permitted due to pool regulations.**

For any other medications, such as epi-pens, inhalers, Benadryl, etc... we will have to have the medication in its original container, or a copy of the prescription from your doctor. We will also need you to complete a med-log form for any medication that your child has on-site at Summer Fun.

Heat and Water Management:

MLEDP follows guidelines from Children's Hospital of Pittsburgh to take breaks and keep hydrated.

- Drink lots of water throughout the day before you become thirsty.
 - Supervise children playing or exercising in the heat and watch for signs of heat distress.
 - Make sure children take frequent breaks to rest and cool down.

Children should bring their own labeled water bottles.

Outside of MLEDP Activities:

If your child will be attending an outside activity (ex: Piranhas, enrichment classes, sports practices, tutoring, tennis or other kinds of lessons), they will need to be signed out and then signed back in afterward (if you intend for them to return to care).

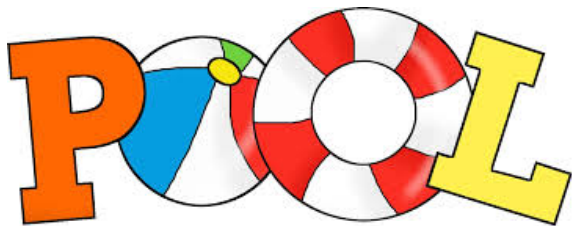
*Often times the parents/adult in charge of community or school activities are willing to do this or have an arrangement made for children who attend Summer Fun, so please check with those who are organizing your activity.

Summer School:

If your child will be attending Summer School, at the high school, or receiving transportation to another school, please notify MLEDP of your child's schedule. Children need to be signed in to MLEDP before Summer School. We cannot accept any children from summer school who have not been signed in by an adult in the morning. If your child attends summer school, and you do not want to drop them off at Summer Fun before school, you are welcome to bring them in yourself and sign them into care at 12:30, when Summer School is over.

Changing Your Schedule:

No reductions will be made to any schedules after the April 19th Schedule Change Deadline. If you would like to add or switch days, you can submit Summer Fun Schedule Change Form: <https://mledp.org/parent-resources/forms/summer-fun-schedule-change-form> with at least 1 weeks' notice. If space is available, your request will be approved, and a \$25 schedule change fee will be applied. No schedule changes will be allowed unless they are approved through the MLEDP Office, and no changes will be approved without at least 1 weeks' notice. We are unable to add unexpected children, since Summer Fun is scheduled to capacity most days.



We are excited each group will have 3 days each week at the pool. We know how much children love to be in the water, cool off and play with friends. The Mt. Lebanon pool has some fun sprinklers, slides, climbing walls and diving board for swimmers of varying ability to use.

June 21st is the swim evaluation. If your child is not scheduled to attend Summer Fun on 6/21, he/she may be brought to the pool between 9:45-10:45 to be evaluated, otherwise this will take place on their 1st pool day. Staff will use the information you provided at registration and your child's demonstrated ability in the water to determine the areas of the pool your child may use.

Beginner swimmers will play in the beach entry area of the pool. Puddle Jumpers are recommended by the pool.

Intermediate swimmers will play in the shallow end of the main pool up to the overhead flags. They may use the slide with parent permission and meeting the pool requirements.

Proficient swimmers, who pass the deep water test and have parent permission may use the full pool.

All Kindergarten children will be assigned an orange band, per MLEDP policy. This ensures good supervision and offers a fun experience playing with their friends at the pool.

We staff to a ratio of 1:6 for children in grades K-3, and 1:8 ratio for children in grades 4/5 at the pool. We have our own lifeguard on staff which accompanies the groups daily.

Each group will be assigned a time to go to the Mt. Lebanon pool three times a week for a 75-minute period between the hours of 1:00 - 3:45. These pool days will be noted on the weekly activity calendar.

Please send your child to Summer Fun in their bathing suit on these days. Please also send a towel, a change of clothes (including underwear), and any other items your child may need at the pool (flip flops, goggles, Red Cross Lifeguard approved life jackets, etc.)

Please do not send money for the snack bar. We plan to enjoy the time in the pool. MLEDP will provide an afternoon snack.

Children will be sun-screened prior to their scheduled pool time, following the sunscreen procedure outlined on page 10.

2 Options for pool admission payment:

1. Parents may provide MLEDP with their child's pool pass number.
2. Parents will automatically be billed for the pool days their child is scheduled to attend unless you submit a pool pass number to the MLEDP billing office.

Pool tickets are \$9.00/day



Pool Schedule:

Kindergarten #1:	Monday, Wednesday, Friday,	1:00 – 2:15
Kindergarten #2:	Monday, Wednesday, Friday,	2:30 - 3:45
Foster/Howe:	Tuesday, Wednesday, Thursday	1:00 - 2:15
Hoover/Jefferson/Washington:	Monday, Tuesday, Friday	1:00 – 2:15
Lincoln/Markham:	Monday, Wednesday, Thursday	2:30 – 3:45
4/ 5 Grades:	Monday, Tuesday, Thursday	2:30 - 3:45

Please visit the www.mledp.org website for additional information on Summer Fun Scheduling: <https://mledp.org/our-programs/summer-fun/summer-fun-schedule>

Rates: <https://mledp.org/our-programs/summer-fun/summer-fun-rate-guide>

Billing: <https://www.mledp.org/billing/summer-fun-billing>