



MLEDP Parent Handbook

Kindergarten Care
2024-2025

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2024-2025

Mt. Lebanon Extended Day Kindergarten Care



**MLEDP Kindergarten Care
at Howe School
400 Broadmoor Ave.
Pittsburgh, PA 15228
Entrance C-10**

**MLEDP Kindergarten Care
at Hoover School
37 Robb Hollow Road
Pittsburgh, PA 15243
Entrance A2**

**MLEDP Kindergarten Care
at Lincoln School
2 Ralston Place
Pittsburgh, PA 15216
Entrance C-6**

Welcome!



About The Kindergarten Program

We are very happy that your child will be spending his/her time before and after Kindergarten in the Kindergarten Care program for the 2024 - 2025 school year. It is our goal to have your child feel at home in our center. While at Kindergarten

Care your child will have many opportunities to play with others, relax, and participate in enrichment activities in a positive supportive environment. While our program activities will reinforce the basic skills of kindergarten children, the focus of our program is socialization, problem solving, and building independence. We are looking forward to meeting your child and beginning what we hope will be a successful relationship with your family.

Sample A.M. Daily Schedule



7:00-8:30 Choice Activities

8:30-9:00 Snack

9:00-9:30 Opening Circle Meeting &
Theme Story

9:30-10:30 Theme Activity and Clubs

10:30-11:10 Active/Outside Play

11:15-11:45 Lunch

11:45-12:00 Closing

Circle/ Mindfulness Activity

12:00-12:10 Depart for Kindergarten

12:45-12:50 Kindergarten bells ring



Kindergarten Care Goals

Fun

Respite

Independence

Enrichment

Nurture

Diversity

Socialization

Sample P.M. Daily Schedule



11:15-11:20 Kindergarten dismissal

12:00-12:30 Arrival/Lunch

12:30-1:00 Transition Activities &
Story time

1:00-2:00 Active/Outside Play

2:00-2:30 Circle Meeting & Theme
Story

2:30-3:30 Theme Activities & Clubs

3:30-4:00 Snack

4:30-6:00 Clubs & Active Play

6:00-6:30 Table Activities/Close



Important Phone Numbers

MLEDP Office :412 343-1661

- Bethany Shea, Administrative Assistant
Ext. 110
 - Debra George, Accounting
Ext. 111
- Kelly Helterbran, Assistant Director, Programs
Ext. 115
 - Daryl Lucke, Executive Director
Ext. 113
- Kindergarten Care at Howe: 412-207-9016
- Kindergarten Care at Hoover: 412-279-5805
- Kindergarten Care at Lincoln: 412-563-1474

Enrichment Activities

Activities are a large part of Kindergarten Care. We look for ways to expand our learning into the community. Visits from the police or fire fighters, and other special guests give the children many opportunities to practice their social skills, independence, and enhances learning with hands on experiences.



We have a wonderful relationship with the Mt. Lebanon Library. The experienced librarians connect with our staff to suggest books and information fitting with our themes.



LUNCH

Your child will need to bring a lunch to Kindergarten Care each day. Children who come to the morning program will put their lunches in the refrigerator, no need for Thermal bags.

Children who come to the afternoon program will keep their lunches in their lockers at school, so please be sure to use cold packs and/or a thermos to assure safekeeping.

The children only have about a half hour to eat their lunch. We will serve water or you may pack a drink. We will have a peanut free table during lunch. Microwaves are not available.





SNACK

A morning snack will be served each day. The planned snack menu will be posted in the center and also emailed to you each week in the weekly calendar for the following week. Saltines or fruit are offered for children who do not want the planned snack. We do not prepare snack to go, so please plan your drop off and pick up times so that your child can have snack. We will do our best to serve snack on time each day. Please let us know about any allergies or special dietary needs your child may have.

ARRIVAL AND PICK UP PROCEDURES

The Kindergarten program is in session from 8:30am-3:30pm. Care before 8:30am and after 3:30pm is available and requires a separate enrollment.

As a result of a cooperative effort involving the Mt. Lebanon School District, the Mt. Lebanon Police Department, and the PTA, GO ZONES were created near the entrance of each elementary school where drivers can drop off and pick up children in the safest and most efficient way possible. The success of the GO ZONES requires compliance by drivers dropping off children before school and picking up children after school. For the safety of all please read the information below about the specific procedure for each school. We appreciate your understanding and full cooperation with the GO ZONE expectations.

Hoover:

Park in the circle drive at Entrance A2 to drop off or pick up **except** during the following times: 8:00 - 8:45 a.m., and 3:00 - 4:00 p.m. During those times, parents will need to park on the street in the designated spaces, avoiding the area marked in red on the linked photo below. The allowable parking areas are along Robb Hollow, from Bower Hill to the top driveway or past anywhere past the school building. Ring the door bell at Entrance A2 for admittance.

Click below for the Hoover School parking map.

https://www.google.com/maps/d/viewer?mid=1SNdD3Iw_1qwlMMv8DM0tWmQxze_hVrKMC&ll=40.37452887349059%2C-80.07002480000003&z=18

Lincoln:

AM Arrival Drop Off (7:00am-8:15am), Kindergarten Care (8:30am), PM Dismissal (3:30-6:30)

- If using the lower parking lot (off Beverly road), pull into a parking space (if possible)
 - Turn on hazard flashers
- Adult **MUST** escort student(s) to the extended day kindergarten entrance at Door C6
 - Click [here](#) to see map
- **GO ZONE** for normal school arrival begins at 8:25 AM - no parking in the **GO ZONE** for extended day drop off at that time

Howe

The MLEDP kindergarten entrance is C10, Classroom 19. Walk down the paved path at the Howe School sign on Anawanda Avenue to the last door.

There is no parking permitted in the "Go Zone" area between 7:00am and 8:15am, which is directly out front of the building near the main entrance on Broadmoor. Parking in the Go Zone is permitted only from 4:00pm-6:30pm. Parking can be found on neighboring side streets, along Anawanda or on Broadmoor on the block before the school.

Click below for Howe School Parking Map

<https://howe.mtisd.org/uploaded/HOWE/images/howeparking.pdf>

Parents will park in a permitted location and walk their child to entrance C-10

Sign- In

Inside the door of the kindergarten centers, you will find a parent table and your family mailbox. The children will have hooks or baskets to put their belongings. You will need to sign your child in or out every day. If anyone other than a parent picks up, please call the center or write a message on the parent notes prior to the pick-up. Please advise anyone who picks up to be sure to have a picture I.D. and the ProCare passcode. No one under the age of 16 can sign a child in or out of Kindergarten Care.

(More information about ProCare Codes and sign in/out will be emailed out on or about 8/5/24).

Child Supervision System

The maximum teacher to child ratio is 1:12. The Kindergarten Care staff uses a "tag" system for accountability of the children. Each child is assigned a color group and has a tag of that color on the tag board. Upon arrival, the child will retrieve their tag from the board and give it to the teacher with the corresponding color bracelet. Upon dismissal, the child will retrieve their tag from the teacher and place it back on the board. The tag system is not a way of grouping children for activities, rather, it is an effective way for the staff to always know how many and which children are in our care and assigned to a specific teacher.



KINDERGARTEN CARE BUS

MLEDP contracts with Durham Bus Company to transport the kindergarten children to and from their home school. A kindergarten staff person always accompanies the kindergarten children on the bus. In addition, bus waiter staff will ensure the safe arrival and departure from the home schools.

Please review the following safety rules with your child. They will be reinforced on a daily basis.

1. All children must remain seated until a teacher advises differently.
2. No eating or drinking on the bus.

3. Talk in a quiet voice to the friend in your seat.
4. Sit with your back against the seat and your legs forward.
5. Enter and exit the bus one seat at a time.
6. Backpacks must be on the floor under your feet.
7. Toys or other objects must be in your backpack

BEFORE AND AFTER SCHOOL CARE

If your child is in A.M. Kindergarten at Howe, Hoover or Lincoln schools and will need care before the morning bell, he or she will come to Kindergarten Care and our staff will take him or her to kindergarten.

If your child is in A.M. Kindergarten at any other school and needs care before the morning bell, he or she will go to the MLEDP center at his or her school and the staff will take him or her to kindergarten.

If your child is in P.M. kindergarten at Howe, Hoover or Lincoln schools and will need care after dismissal, he or she will come to Kindergarten Care and remain there until you pick up.

If your child is in P.M. kindergarten at any other school and needs care after dismissal, he or she will go to the MLEDP center at his or her school and remain there until you pick up.

School District In-Service Days

On the school district calendar, there are days listed as holidays or in-service days when children do not have school, but the buildings are open.

Mt. Lebanon Extended Day Program makes every effort to provide care for the children when school is not in session, but the buildings are open. On these days, we provide an option for care for the children from 7:00 a.m.- 6:30 p.m. We refer to these as "Long Days". Long Days are not included in your contracted hours and are billed separately. We often plan special theme activities for Long Days. Sign-up sheets and plans for Long Days will be on the parent table a few weeks before and will have deadlines to sign up for care. Your child will not be able to drop in for Long Day care, they must be signed-up by the deadline.

Staffing, snack and supplies are planned according to the sign-up sheets, so once you sign up for care, you will be billed for the long day even if your child does not attend.

There are times throughout the year; Thanksgiving, Winter Holidays, and Spring Break when the district closes the schools and we are not able to provide care.

Snow Days, Emergency Closings and Delayed Openings

If school is cancelled due to weather or other emergencies, our centers will also be closed.

When the Mt. Lebanon School District has a 10:30 AM start, MLEDP's Before School Care Session (normally 7:00 - 8:30 AM) will be delayed as well. The before school session will be open from 9:00 - 10:30 AM (start of school). There will be no care available before 9:00 AM if the school district has a 10:30 AM start.

If your child is scheduled for before school care at their home school or Kindergarten Care, they can attend from 9:00 - 10:30 AM. Our staff will make sure the children who attend Morning Kindergarten get to their classroom at 10:30 AM for the start of school. If your Morning Kindergarten child is not scheduled for Before School Care, you should take them directly to Kindergarten at 10:30 AM.

The AM Kindergarten Care Session will run from 10:30 AM - 1:30 PM.
The PM Kindergarten Care Session will go from dismissal (12:30 PM) until 3:30 PM, as usual. (Morning Kindergarten will have a modified schedule with a 10:30 AM start: 10:30 AM - 12:30 PM)

The After School Care Session (3:30 - 6:30 PM) will be unaffected

School District Field Trips

In the fall and the spring your child's District's Kindergarten class may go on field trips that may alter his or her MLEDP Kindergarten Care schedule. We cannot accommodate these changes due to licensing requirements for space and staff ratios. Please make necessary arrangements for your child's schedule on these field trip days.

Communication

MLEDP does most parent communication via e-mail. Please make sure that you have an up-to-date e-mail address and phone number 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.

Communication is the key to a successful experience for every child in Kindergarten Care. Please do not hesitate to call or go to the staff with any concerns or questions. While we do not schedule formal conferences, we are always available to talk with you by phone or in person about your child.

Parent Surveys: MLEDP conducts an annual on-line parent survey so parents can share feedback and suggest future changes. We encourage your participation in the survey.

Regulatory Standards: MLEDP is regulated by the Dept. of Human Services Chapter 3270. You can review the standards at:

<https://www.mledp.org/parent-resources/mledp-regulations>

Emergency Procedures: In the event of an emergency at any MLEDP center, we will send an email to let you know about the emergency and the action taken. We will also send a text via the ProCare app. We will send an additional correspondence, if necessary, when we've resolved the situation and it's safe for you to pick up your child. Please ensure that only those persons designated on your

emergency contact form attempt to pick up your child during an emergency. Our emergency plan is located on our website at:

<https://www.mledp.org/parent-resources/mledp-emergency-operations-plan>

Schedule Changes:

If you need to make a permanent change in your child's Kindergarten Care schedule please submit the change through the schedule change form on our website and email kids@mledp.org.

<https://www.mledp.org/parent-resources/forms/permanent-schedule-change-form>. We require a two week notice for a permanent schedule change. Your billing will reflect the change two weeks after it is received in writing.

Withdrawal:

You can also withdraw from care at any time with 2- week notice. If you withdraw, and need to re-enroll within the same school year, you do not have to re-submit your enrollment paperwork or your registration fee. To re-enroll contact our office. (Re-enrollment is subject to availability). We will not keep your paperwork on file past the current school year. If you want to re-enroll for Summer Fun or a different school year, you will have to re-submit the registration packet.

Child Absences

If your child will not attend p.m. Kindergarten Care and/or after school care due to illness, a play date, other child- care, etc., please call or email the center. Please contact the AM Kindergarten classes by 8:30am and the PM Kindergarten classes by 3:00pm. We will expect your child if we do not hear from you. *A \$25 failure to call off fee will be charged if you do not call your child off.* If we typically transport your child on the bus, we must know if your child will not need care on a day or we will be looking for your child at his or her school.

Behavior and Discipline

Children are expected to:

1. Follow program rules
2. Participate appropriately in planned activities within a group of 12 children and 1 staff member

3. Communicate with staff members and other children
4. Cooperate with transitions in activities and locations and adapt to schedule changes
5. Stay within the activity area and not wander away from the group
6. Be cooperative in highly stimulating situations
7. Follow staff directions
8. Respond appropriately to a variety of staff members
9. Treat others with respect
10. Play cooperatively with other children
11. Behave in a manner that does not pose an unsafe situation for themselves, other children, or staff
12. Be independent for personal care needs such as washing hands and toileting

What if my child has difficulty meeting the program's expectations? MLEDP maintains inclusion and suspension policies that support OCDEL's (Office of Child Development and Early Learning) announcements. These policies include the following procedures:

- Treating all children as individuals
- Including children with differing abilities within our programs
- Encouraging parent meetings to discuss each child's individual needs
- Participating in specialized staff trainings
- Participating in IEP team meetings
- Developing behavioral plans for the child if necessary
- Maintaining open communication with families.

If your child cannot meet the program exceptions independently, then we are happy to meet with you, and your child's Treatment Team if applicable, to determine the best course of action for the child. We may be able to tailor the

program in some way, including the development of a behavioral plan, to accommodate your child's needs. Parents may be able to 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.

Disruptive Behavior:

When conflicts develop between children, program staff will listen to the children, and help to resolve the conflict through effective communication.

Children must be respectful of other children, teachers and program property.

Examples of serious conflicts may include, but not limited to the following:

- A child presenting danger to others or self.
- A child unable to conform to the program's rules.
- A child showing disrespect to other children or teachers.
- A child showing disrespect to other people's property.
- A child whose behavior is disruptive to the group and whose behavior demands an inappropriate amount of the staff's attention.

How will serious or continued conflicts be handled?

Serious conflicts will be handled in the following incremental manner:

- A child may be directed to choose a different activity or be placed in a different group. The child may also be asked to discuss the conflict with the teacher and other children involved.
- If the conflict continues, the parent/guardian may be contacted to pick up the child from care.
- A conference with the child's parents/guardians can be scheduled to discuss options for solving the conflict.
- If the conflict still exists and the staff considers it irresolvable and detrimental to the program or to other children, the parents/guardians will be directed to remove the child from the program.
- Serious conflicts, as determined by the director, may be handled by immediately directing the parents to remove the child from the program.

Program Suspension & Termination

A child's participation in the program may be terminated if:

- The health appraisal is not returned.
- Behavior is chronically disruptive or poses a danger to the child, to others, or to the program.
- The child is not able to follow direction within our small group environment and requires more one on one assistance.
- The tuition is not paid

Medications: Prescription medication will be given to a child only if the medication is in the original bottle bearing the child's name, the doctor's name, a current date, and directions for administration. The parent must sign a medication log authorizing the staff to dispense the medication. Non-prescription medication will be given to a child only if accompanied by written instructions and written consent from the parent. Prescription and non-prescription medications cannot be expired.

Individual Care Plan: When possible, if your child has a medical or behavioral care plan, MLEDP is happy to work with your family and the prescribing doctor to implement the necessary routines and ensure that all necessary staff are familiar with the plan.

Illness: Parents may NOT send a child to the program if:

- The child has a strep throat which has not been treated by an antibiotic for a minimum of 24 hours
- The child has any rash of acute onset associated with fever or symptoms of illness
- The child has an oral temperature of 100 degrees or greater. Children should be fever free without using fever reducing medication for 24 hours prior to returning.
- The child has had persistent vomiting and/or diarrhea in the 24 hours prior to coming to the program
- The child has impetigo that has not been treated by an antibiotic for a minimum of 24 hours.
- If a child is diagnosed with a contagious disease, the child will require a statement from the doctor indicating that the disease is no longer communicable upon return to the program.

- If a child was absent from school due to any illness, they cannot attend the program.

Parents *MAY* send a child to the program if they were absent from school for personal reasons. The child may only attend MLEDP during their contracted timeframe.

Illness while at the Center: Children who develop any of the following conditions while at the program will be sent home:

- Oral temperature of 100 degrees or greater
 - Vomiting
 - Diarrhea
- Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain.

A staff member will notify the parent of a child's illness. If a parent cannot be reached, the child's emergency contact will be notified to pick up the child. It is expected that the child will be picked up as soon as possible. Until the parent arrives the child will be excluded from activities with other children and will rest quietly under the supervision of a staff member.

Accidents: If an accident or medical emergency occurs, the staff member in charge will:

- Administer the necessary first aid immediately
- Call an ambulance if the child's injury requires emergency room treatment
 - Call the parent or emergency contact (if the parent cannot be reached)
- Stay with the child at the hospital until the parent or emergency contact arrives

PERSONAL BELONGINGS: Personal Belongings are the responsibility of the child and must remain in the backpack unless it is a designated day to bring something from home or it is needed for homework. *Items marked "Keep Out of Reach of Children" must be given to staff. **Please do not send electronics or other toys from home (including cell phones and smart watches).**

APPROPRIATE DRESS: Children should have weather appropriate clothing and tennis shoes everyday, as we take the children outside every day that the weather permits. On days that the weather does not permit, we will provide movement activities in the classroom.

BILLING INFORMATION

How Is Your Bill Calculated?:

Tuition payments are made in 9 installments. The calculation is: weekly tuition multiplied by the number of weeks of care in the school year divided by 9 months. Each installment billing will be the same unless additional days of care are added or Long Day Care is used.

TUITION IS BILLED ON A PRE-CARE BASIS. TUITION PAYMENTS ARE DUE ON THE 1ST DAY OF EACH MONTH.

Two weeks written notice is required for permanent schedule changes or withdrawals.

Sibling Discounts:

A 20% discount will be applied to your invoice for your second child

A 50% discount will be applied to your invoice for three or more children

*Siblings must be registered under the same parent in order to be eligible for the discount.

Delinquent Accounts:

30 days past due: Clients will be contacted by phone to notify them that their account is delinquent.

45 days past due: Clients will be contacted by letter to request immediate payment. Care for child/children will terminate if payment is not received in a timely manner.

For a client's child who has care terminated due to non-payment, the client will be required to pay all past due amounts and late payment fees, prepay tuition equal to 3 months enrollment, and pay the standard registration fee in order to re-enroll.

MLEDP reserves the right to take any and all action, legal and otherwise, deemed necessary and desirable for the collection of unpaid account balances past due.

Such action may include reporting the client to a credit-reporting agency.

Extra Fees:

Finance Charges: A 5% finance charge will be applied to any past due payment. Monthly Tuition payments are pre-billed based on your contracted care, and are due on the 1st of each month.

Long Day Fees: MLEDP will offer care on In-Service Days. These days are an additional fee of \$56.75, which is not part of your regular monthly tuition and will only be billed if you sign up for care. No credits will be given if you sign up, but your child does not attend.

Failure to Call Off Fee: If your child is scheduled for afternoon care and is absent without notice from you, you will be charged a \$25.00 Failure to call off fee. Please contact the staff at the center or the MLEDP office Each and Every time your child will be absent in the afternoon, even if they did not go to school that day. Please call by 8:30 am for the morning kindergarten care program and by 3:00 pm for the afternoon kindergarten care program.

Overage Fees: A fee of \$10 will be charged for every 15-minute period that your child is in care beyond their scheduled time. For example, Dropping your child off before 8:30 AM or picking them up after 3:30 PM when they are not scheduled for the Before School or After School Sessions.

MLEDP Closes at 6:30 PM. If you pick up after 6:30 PM, you will be charged \$10 with that amount increasing another \$10 for every 15 minutes you are late.

Special Billing Circumstances:

MLEDP accepts ELRC and Military Subsidy payments

MLEDP also offers a tuition assistance program for families in need of financial aid. Please contact our main office for more information about this program.

Custody Enrollments: It is the policy of MLEDP to comply with any and all orders of the Court of Common Pleas, Family Division, regarding any court approved child custody arrangement.

Each Custodial parent must file a copy of any applicable court order with the Executive Director of MLEDP within 30 days of receipt of that order.

In the event a court order conflicts with our minimum attendance policy, the Executive Director or Executive Board will reconcile any differences.



Instructions for Making Payments:

- **Payment Options:**
 - **Credit Card:** Credit Card Payments can be made online by logging into your myprocare.com account. Credit Card Payments are subject to a 2.75% service charge.
 - **Check or Money Order:** Check or Money Order payments can be made payable to MLEDP and mailed or delivered to our office at: 250 Mt. Lebanon Blvd. Suite 414. Pittsburgh, PA 15234
 - **Cash:** Cash payments can be made in our office at: 250 Mt. Lebanon Blvd. Suite 414. Pittsburgh, PA 15234
- **AUTOMATIC PAYMENTS:** You can sign up for automatic credit card or ACH payments using the Parent Authorization Form available on our website.

Enrollment Paperwork/Registration

Your child is currently registered for the 2024-2025 Kindergarten Care Program. In order for your child to attend on the first day please be sure all paperwork is complete in your child's registration packet and is submitted to our office.

Your place is secure unless the necessary paperwork does not get to us, then we will open up the space to a family on our waiting list.

Mt. Lebanon School District's first day of school is Tuesday, August 20, 2024. Your child's first day of Kindergarten is Thursday, August 22, 2024. On Tuesday, 8/20 and Wednesday, 8/21, our Kindergarten centers will be open from 9am-3pm for Meet and Greet with the staff and families. Specific information for a structured Parent meeting during these days will be forthcoming in an email.

KINDERGARTEN CARE CONTACT INFORMATION

Laura Flaus
MLEDP Kindergarten Care-Howe Center Director
email: KCHowe@mledp.org

Liz Comiski
MLEDP Kindergarten Care-Hoover Center Director
Email: KCHoover@mledp.org

Helen Nelson
MLEDP Kindergarten Care- Lincoln Center Director
Email: KCLincoln@mledp.org

Kelly Helterbran
Assistant Director of Programs
leadctr@mledp.org

We look forward to an enjoyable 2024-2025 School Year!