

# WELCOME BACK

## Schedule

### For the 2023-2024 Program Year

**Monday, August 14, 2023**

**10 Month Staff Return: Center Managers, Teachers, Associate Teachers, Classroom Aides, Family Workers, Regional Nurses and Health Assistants**

**Staff are to report to their assigned center - SEE details below**

- **Regional Nurses and Health Assistants** report to Beekman Street Center
  - \*Health Assistants are assigned to Beekman Street Center (new/confirmed assignments)
  - \*Regional Nurses report to Beekman Street Center for prep Health and Nutrition ½ Sheets
- **Teachers and Family Workers**
  - \*Do not contact families until training has been completed on Wednesday, August 16, 2023. New procedure for drops and add. Set up classrooms and office spaces.

**Tuesday, August 15, 2023**

**Specialists, Center Managers, Teachers, Associate Teachers, Classroom Aides, Family Workers, Recruiters, Regional Nurses and Health Assistants**

**8:00am-4:00pm - Report to Mohegan Pennsylvania, 1280 Highway 315, Wilkes-Barre**

Agenda to be shared at the meeting

**Wednesday, August 16, 2023**

**Center Managers, Teachers, Associate Teachers, Classroom Aides, ECE Specialists**

**Report to LCCC Educational Conference Center (Building 12) at 1333 S. Prospect St, Nanticoke, PA 18634**

**8:00am-4:00pm; Lunch on your own; Agenda to be shared at the meeting**

**Family Workers, Regional Nurses, Recruiters**

- **Family Workers** report to Central Office Board Room, 8am-12 Noon Training
  - Schedule Home Visits in PM
- **Regional Nurses** report to centers to prep Health & Nutrition ½ sheets at their own center
- **Recruiters** report to Beekman Street Center

**Thursday, August, 17, 2023**

- Orientation with families begin

**Friday, August 18, 2023**

- Orientation with families continues
- **Center Managers** report to CO Board Room, 9am-12Noon

**Monday, August 21, 2023**

**Staff Return: Cooks, Nutrition Aides - Report to own center to set-up for new year**

- Orientation with families continues

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### For the 2023-2024 Program Year

#### Tuesday, August 22, 2023

**ALL STAFF PRESERVICE - ALL STAFF Report to Mohegan Pennsylvania, 1280 Highway 315, Wilkes-Barre PA**

**8:00am-9:00am Registration and Sign-In; 9:00am-4:00pm, Full day program starts PROMPTLY at 9am**

- Staff are asked to promptly report for the start of the day's events during this time
- Continental Breakfast will be served
- Lunch will be on your own; all day training agenda will be shared upon arrival

#### Wednesday, August 23, 2023

- Orientation with families continues

#### Thursday, August 24, 2023

- Orientation with families continues
- CPR Training at Beekman St. Back Hall. Staff will be notified by email if they need to attend.

#### Friday, August 25, 2023

- Orientation with families continues

#### Monday, August 28, 2023

- Teacher e-DECA training at Beekman St Back Hall. 8:30am-12:00pm
- Family Worker Executive Functions Training in the Central Office Board Room

#### Tuesday, August 29, 2023

- Enrollment Sessions & Pre-Service Team Meetings begin

#### Wednesday, August 30, 2023

- LAST DAY for Orientation with families to start on 9/05/2023
- Enrollment Sessions & Pre-Service Team Meetings continue

#### Thursday, August 31, 2023

LAST DAY Enrollment Sessions & Pre-Service Team Meetings

#### Friday, September 1, 2023

Prepare for the first day of school!

#### Monday, September 4, 2023

HOLIDAY - Labor Day, No School/Agency Closed

#### Tuesday, September 5, 2023

##### **First Day of School**

- First Day class lists submitted to ERSEAL/Williams and cc to Julia Scott/Data Entry

#### Wednesday, September 20, 2023

**Early Dismissal Day, 1pm**