



**Call MALT if you have questions:  
215-843-6333**

***Your Mt. Airy Learning Tree class is located at:***

## **Project Learn School**

**6525 Germantown Avenue ~ Philadelphia, PA 19119 ~ p: 215-438-3623**

**Directions:** Project Learn School is located on Germantown Avenue just 1/2 block north of Upsal Street. If traveling south (from Chestnut Hill) on Germantown Ave., Project Learn School is on the left, just after Sharpnack Street and before Upsal Street.

**Parking:** Street parking on Germantown Ave or any side street. There is no parking lot.

**Personnel:** Amanda is the Office Manager at Project Learn School. She can be reached during school hours 8:30am-3pm during the week.

**Building Info:** You will need to get a key from the MALT office. There is a \$10 charge for a lost key. To open the front door, turn the gold key to the right, open the door and turn the key back to the left to lock it. The front door does not automatically lock. The alarm code is 1478-OFF when you get in to disarm and 1478-Away to arm it. The security panel is on the left on the wall as soon as you come in the door. You have one minute to disarm or arm the door. When all the students have arrived, please lock the door so that no one else will enter the school. Please check with MALT to see if there is another class scheduled at Project Learn when you will be there.

If the alarm is set off please use the silver key and get in the office, answer the phone and the password is “community”.

If you are in a room with child-sized chairs, there are larger chairs available in other classrooms. Feel free to bring them into your room – but please return them when the class has ended!

**Wi-Fi:** password is PROJECTLEARN (all caps)

### **General Rules:**

- Arrive early to allow plenty of time to get settled before students arrive.
- Please post MALT signs to direct student to their class.
- Be flexible. Remember we are guests here.
- Turn off all lights, close any windows you opened, and leave the room as you found it (or better!). Please close doors firmly when you leave & check that they are locked.
- Have fun! Enjoy your course!