



**Mt Airy Learning Tree Office**  
**6601 Greene Street • Philadelphia, PA 19119**

**Directions:** The Mt. Airy Learning Tree office is one block east of Lincoln Drive. When traveling north on Lincoln Drive, turn right at Hortter Street, or, traveling south, turn left at Greene Street.

**Parking:** There is street parking and a parking lot is in the small strip mall across the street.

**Building Info:** You will need to get a key! There is a \$10 charge for a lost key. **Enter the building from the Hortter Street door (side door of the office).** To unlock, turn the key to the **left**. After you enter the building, close the door and the alarm panel is on the left. Enter **3102 + Off (1)**, all the lights will go off, and the little light on the left will be green.

**IF YOU ACCIDENTALLY TRIP THE ALARM** – shut off the alarm by entering the code, **3102 + Off (1)**. The Alarm Company will call. The code to tell them is “Malt”. They will ask you some questions about who you are and why you’re in the building and if you’re safe.

**IN CASE OF EMERGENCY:** Please call our board member Lanina Cavicchio [\(215\) 266-5241](tel:2152665241)

**Lights:** If it is dark when you enter the building, the light switch is on the column on the left. This turns on the overhead light. Enter our main room from the kitchen into big room) and the light switch for that room is in the glass case immediately to the left of the door way. Right in front of you, as you stand in the doorway is another glass case. In the lower right side of that case is the light switch to the room with the conference table.

**Thermostat:** Is located on the right when you walk into the office. You can raise the temperature by pushing the “up” arrow on the right. It will automatically go down at a predetermined time.

**Wifi network:** Learning Tree **password:** 66Malt01

When you leave, press **# + Away (2)** on the alarm pad, this resets the alarm. Just walk out, lock the top lock, and if you no longer need the keys, please push them through our mail slot in the front door.

**General Rules:**

- Arrive early to allow plenty of time to get settled before students arrive.
- Be flexible.



- 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!