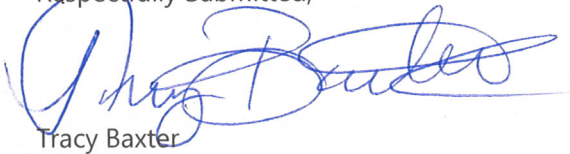


Director Report
December 2023

- The staff began the Conscious Discipline Approach training. Conscious Discipline is based on seven skills: **Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences**. Our staff will be learning opportunities to teach children the social-emotional, and communication skills necessary to manage themselves, resolve conflict, prevent bullying, and develop pro-social behaviors. This training focuses on all seven components. This model also involves bringing the parents into the process and teaching them the skills. This is our goal with communicating what the staff is learning through this training. The first two modules were completed during the month of December.
- A department mentor meeting was held on December 7th. This meeting focused on the upcoming state inspection and how leadership could support the classrooms in their department.
- Our Toys for Our Tots collection was a success!! We collected over one hundred toys for families. We appreciate all our families who donated to this wonderful cause. This collection provides children with a relevant opportunity to learn about serving others.
- Our fundraisers raised over one thousand dollars. All our fundraiser profits will be helping upgrade the security system.
- Santa visited our center during our holiday party days. The children enjoyed classroom parties and celebrating with their teachers and friends.
- The live nativity was enjoyed by all our classrooms. Miss Grace was the narrator in our event, and we were blessed to have the school age children become the characters in the story. Partyz Animals provided the furry additions to the story. The children enjoyed petting the animals after listening to the story of Jesus' birth.
- The center was closed the week of December 25th until January 2nd. This is an opportunity for our staff to celebrate the holiday and take a much-needed break after the busy holiday season.
- Our state inspection window opens in the month of January. We prepared for the inspection during the month of December.

Respectfully Submitted,



Tracy Baxter

Staff Meeting-Conscious Discipline

December 12-14 2023

Devotion

Core Values- Faith and Family, Gratitude, Personal Responsibility, Courage and Coachability

****All teachers will review staff emergency form/inventory list**** Please review this information when you sign in for the activity.

Food for thought- Look to the person next to you and tell them something you appreciate about them.

I. STARS/CQI

- All STAR binder information from large binder is rubber banded and brought to the office. - All STAR Binders are due by Thursday-November 30th
- Lesson plan discussion
- Continue to evaluate your classrooms using the ERS according to your age. PS use ERS-3 format.

II. Housekeeping

- I will be sending out a DHS inspection tip sheet. Please understand I try my best with remembering all the different classroom regulations. All Department Mentors be diligent visiting your classrooms to look over classrooms.
- **Our inspection window opens January 2, 2024. Limited time off will be granted due to our inspection window being open. Please be mindful of this when scheduling appointments.**
- Outside time is essential for the healthy development of children. – The outdoor temp is feels like 25 degrees or higher. Please bring appropriate clothing to wear outside so you can enjoy outside time with children.
- Task List-Follow your duties on list- It has been brought to my attention, that several classrooms are struggling with cleaning bathrooms. We are deciding today what classroom are responsible for cleaning daily and deep cleaning. What are the procedures on deep cleaning the bathroom?
- Please be diligent with shutting off lights when leaving your classroom. Our program MUST be aware of the rising costs to our utilities. This will impact all financial health of our program. Please help with this endeavor.
- Please pay attention to our center
- **Clean your classrooms. This must be maintained throughout the week. This is an essential part of maintaining a healthy classroom environment. Paperwork must be filed and kept in a designated area.**

III. Topics

- Conscious Discipline-module 1-complete pre-survey, reflection-Due December 1, 2023-Performance Goals
- Conscious Discipline-sign in to watch modules. The sign in will give you additional opportunities to view the modules. Please begin practicing the strategies in your classroom. Kim Alloway will be visiting to observe your efforts and to answer any questions you may have regarding the method.

Conscious Discipline login information-Username-tbaxter@tcgpa.org

Password-TCG1095!!



Happy New Year Newsletter

Sharing Best Wishes for 2024



Happy New Year!

A message from the desk of Tracy Baxter

Dear Parents,

As we step into the promising new year at TCG, we want to extend our warmest wishes for a prosperous and joyful year ahead for you and your little ones. We are excited about the opportunities and experiences that 2024 holds for our children's growth and development. Security and safety remain our utmost priority at our facility. We want to assure you that we continuously review and enhance our security protocols to provide a secure environment for all our

children and staff members. We have decided on the time line of the progression for improving our security. In the upcoming year, we are committed to:

1. **Enhancing Security Measures:** We will further fortify our security procedures, ensuring stricter access control and constant monitoring of our premises. In the next several months, you will be seeing visible signs of enhancement. We will begin with adding signs to our parking lot and then proceeding with additional cameras to improve our view of the entire property.
2. **Regular Emergency Drills:** To prepare for any unforeseen circumstances, we will conduct regular emergency drills to ensure everyone is well-equipped and trained to respond efficiently. We will communicate the drills via Smartcare and communication APP.
3. **Updated Emergency Operations Plan:** Our team implements monthly meeting to discuss our protocol and procedures. We continue to elevate our practices and make changes.
4. **Additionally, we value your feedback and encourage open communication.** Please feel free to reach out to us if you have any suggestions, concerns, or questions regarding our security protocols or emergency procedures. Your input is highly valuable to us as we strive to maintain a safe and nurturing environment for your children.

We appreciate your continued trust and support in our commitment to providing the best care for your little ones. Let's embark on this new year together, fostering a safe, happy, and enriching environment for our children.



Preschool 1 visits Santa



Preschool 4 visits the baby Jesus



Young Toddler visits the animals at the stable

Baby Jesus, We love you!!

Absolutely! Live nativity preschool events in December often bring the story of the birth of Jesus to life for young children. Picture this: a charming setup with live actors dressed as characters from the nativity story, adorable preschoolers wide-eyed with wonder, and gentle animals adding to the enchantment.

In December, these events typically aim to make the biblical story accessible and engaging for little ones. Through live reenactments, colorful costumes, and interactive elements, preschoolers get to witness scenes like Mary and Joseph in Bethlehem, the angels announcing the birth, the shepherds, and the wise men presenting gifts to baby Jesus.

Imagine the joy on the children's faces as they interact with the characters, pet the friendly animals, and perhaps even participate by donning costumes themselves. With simple narrations and child-friendly music, these events make the story relatable and captivating for the preschool audience.

Overall, live nativity preschool events in December serve as a delightful introduction to the Christmas story, fostering a sense of wonder and understanding about the religious significance of

the holiday. They're moments that create lasting memories and help instill values of kindness and compassion in the hearts of young children. The children enjoyed this event! It was refreshing to see our school-age children and our teachers be part of this loved event!



TOY DRIVE 2023

Our toy collection was a huge success!! We appreciate all the families who donated to this very important cause!!

Conscious Discipline Skills-Understanding the Frontal Lobes

Understanding the Frontal Lobes - Conscious Discipline Skills



Teacher professional development

Our teachers will be completing training modules based on the conscious discipline model. This training will continue during staff meetings. We will be observed by STARS technical assistance to help mentor teachers in the classroom. I have posted the videos for parents to view. This framework encourages connection and understanding of why behavior takes place at home and in the classroom.

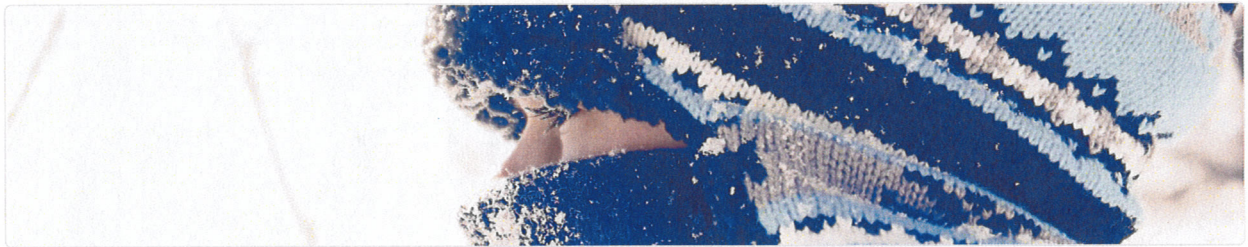
Important Dates

January 3-January 31- Penny War- Collecting change for our security plan- Every little bit helps!!

January 10- Soccer Shots- PS-K -9:00-12:30

January 12-Library Lady

January 17- Mr. Music PS-K 9:00-12:00



7 Ways Winter Play Helps Your Child - Childhood By Nature

The fact is that winter play can offer your child a bunch of benefits that summer play can't compare to.

childhoodbynature.com

Jesus is Calling

COME TO ME with a teachable spirit, eager to be changed. A close walk with me is a life of continual newness. Do not cling to old ways as you step into a new year. Instead, see My Face with an open mind, knowing that your journey with me involves being transformed by the renewing of your mind. As you focus your thoughts on me, be aware that I am fully attentive to you. I see you with a steady eye because My attention span is infinite. I know and understand you completely; My thoughts embrace you in everlasting Love. I also know the plans I have for you: plans to prosper you and not to harm you, plans to give you hope and a future. Give yourself fully to this adventure of increasing attentiveness to My Presence.
Romans 12:2; Jeremiah 29:11



Smore

Beautiful class updates in a snap





The Children's Garden - Financial Update

Current Liabilities for January 2024

<u>Vendor</u>	<u>Balance Due</u>
St. John's	13,970.41
Payroll 1/12/2024	50,000.00
Payroll 1/26/2023	50,000.00
Federal, State, Local Taxes	35,000.00
AFLAC	1,068.00
Credit Card	10,000.00
Food Service	10,000.00
Various Vendors	5,000.00
Thrivent 403 b	2,500.00
Health Insurance	5,000.00
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Totals	\$182,538.41

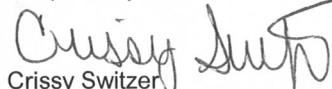
Savings Account	12/31/23	526,641.73
Checking Balance	12/31/23	2,724.05
		<hr/>

Regular Tuition income estimated for January : **170,000.00**

For the month of December you will see the following in the report.

1. Wage expense is over due to how First pay in December was recorded in Quikbooks.
2. Thrivent expense includes both employer and employee contributions.
- 3 Tuition is under due to how the holiday fell with tuition payment.
4. Janitorial supplies is over due to paying an extra bill in December.
5. Regular supplies is over to purchasing items that were needed for the program. We are seeing an increase in costs for this line.
6. Copier supplies is cover due to color copies. We have set restrictions on this to curve this cost.

Respectfully Submitted


Crissy Switzer

The Children's Garden

Profit and Loss Budget vs. Actual

December 2023

	Dec '23	Budget	\$ Over Budget
Income			
4000-00 — Regular			
4000-01 — Regular Tuition	149,571.58	168,156.00	-18,584.42
4000-02 — Regular Registration	10,446.00	0.00	10,446.00
4000-03 — Regular Activity Fees	137.00	0.00	137.00
4000-00 — Regular - Other	0.00	0.00	0.00
Total 4000-00 — Regular	160,154.58	168,156.00	-8,001.42
4005-00 — Summer			
4005-01 — Summer Tuition	0.00	0.00	0.00
4005-02 — Summer Registration	0.00	0.00	0.00
4005-03 — Summer Activity Fees	0.00	0.00	0.00
Total 4005-00 — Summer	0.00	0.00	0.00
4010-00 — Keystone Stars Grant	0.00	0.00	0.00
4020-00 — Fund Raiser Income			
4020-02 — Scrip Center	1,015.00	200.00	815.00
4020-03 — Freckled Moose	0.00	550.00	-550.00
4020-04 — Art Show	0.00	0.00	0.00
4020-08 — Claires Gourmet	0.00	0.00	0.00
4020-11 — Lil Angels Commission	0.00	0.00	0.00
4020-00 — Fund Raiser Income - Other	1,345.00	0.00	1,345.00
Total 4020-00 — Fund Raiser Income	2,360.00	750.00	1,610.00
4025-00 — Return Check Fees	0.00	30.00	-30.00
4999-00 — Uncategorized Income	453.93	100.00	353.93
Total Income	162,968.51	169,036.00	-6,067.49
Expense			
5000-00 — Wages Expense	110,882.84	150,000.00	-39,117.16

The Children's Garden

Profit and Loss Budget vs. Actual

December 2023

	Dec '23	Budget	\$ Over Budget
5005-00 — Employer Payroll Tax Expense	50,891.54	45,000.00	5,891.54
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	4,924.48	5,000.00	-75.52
5010-02 — Optical Insurance-Company P...	128.52	200.00	-71.48
5010-03 — Dental Insurance-Company Pa...	113.46	0.00	113.46
5010-04 — AFLAC Insurances-Employee ...	-489.69	0.00	-489.69
5010-05 — Thrivent Retirement Expense	-1,029.40	2,500.00	-3,529.40
Total 5010-00 — Employee Benefits	3,647.37	7,700.00	-4,052.63
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	493.91	350.00	143.91
5015-02 — Legal Fees	0.00	200.00	-200.00
5015-03 — Accounting/Auditing Fees	0.00	0.00	0.00
Total 5015-00 — Professional Fees	493.91	550.00	-56.09
5025-00 — Utilities Expense			
5025-02 — St. John's Utilities Expense	13,970.41	13,970.50	-0.09
Total 5025-00 — Utilities Expense	13,970.41	13,970.50	-0.09
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	297.00	300.00	-3.00
5030-02 — Durable Goods Expense	0.00	1,000.00	-1,000.00
5030-03 — Repairs & Maintenance Expen...	690.68	1,000.00	-309.32
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	987.68	2,300.00	-1,312.32
5035 — Food & Dairy Expense	10,968.84	10,000.00	968.84
5040-00 — Supplies Expense			
5040-01 — Christian Education Expense	0.00	0.00	0.00
5040-02 — Batteries Expense	0.00	50.00	-50.00

The Children's Garden

Profit and Loss Budget vs. Actual

December 2023

	Dec '23	Budget	\$ Over Budget
5040-03 — Regular Supplies Expense	2,804.38	1,000.00	1,804.38
5040-05 — Teacher Directed Supplies Exp	151.60	500.00	-348.40
5040-06 — Toys Expense	0.00	100.00	-100.00
5040-00 — Supplies Expense - Other	0.00	0.00	0.00
Total 5040-00 — Supplies Expense	2,955.98	1,650.00	1,305.98
5045-00 — Janitorial Supplies Expense	3,027.68	2,700.00	327.68
5050-00 — Field Trips Expense	0.00	0.00	0.00
5055-00 — Staff Expenses			
5055-01 — DPW Clearances	0.00	0.00	0.00
5055-02 — Staff Appreciation Expenses	354.96	1,000.00	-645.04
5055-03 — Staff Training Expenses	593.82	1,000.00	-406.18
Total 5055-00 — Staff Expenses	948.78	2,000.00	-1,051.22
5060-00 — Administration Expense			
5060-01 — Copier Expense	5,732.64	500.00	5,232.64
5060-02 — Miscellaneous Expense	0.00	150.00	-150.00
5060-03 — Advertising Expense	0.00	500.00	-500.00
5060-04 — Computer Supplies Expense	0.00	200.00	-200.00
5060-06 — Office Supplies Expense	0.00	200.00	-200.00
5060-07 — Postage Expense	2.49	75.00	-72.51
5060-08 — NSF fees	0.00	30.00	-30.00
5060-00 — Administration Expense - Other	129.00	0.00	129.00
Total 5060-00 — Administration Expense	5,864.13	1,655.00	4,209.13
5065-00 — Special Occasion Expenses			
5065-02 — Art Show Expenses	0.00	0.00	0.00
5065-03 — Parent Celebration Expenses	0.00	0.00	0.00
5065-07 — Christmas Expenses	1,800.00	2,500.00	-700.00
5065-00 — Special Occasion Expenses - ...	1,000.00	0.00	1,000.00

The Children's Garden

Profit and Loss Budget vs. Actual

December 2023

	Dec '23	Budget	\$ Over Budget
Total 5065-00 — Special Occasion Expens...	2,800.00	2,500.00	300.00
5070-00 — Fund Raiser Expense			
5070-02 — Scrip Center Expense	0.00	0.00	0.00
5070-04 — Art Show	0.00	0.00	0.00
5070-00 — Fund Raiser Expense - Other	7,260.08	400.00	6,860.08
Total 5070-00 — Fund Raiser Expense	7,260.08	400.00	6,860.08
Total Expense	214,699.24	240,425.50	-25,726.26
Net Income	-51,730.73	-71,389.50	19,658.77