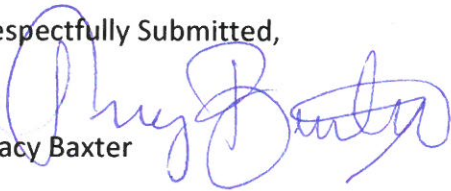


The Children's Garden
Director Report
July 2022

- The center was closed due to July 4th holiday.
- The staff meeting took place on July 6th and July 7th. Please see agenda attached to this email.
- Vacation Bible School was enjoyed by the teachers and students. We were blessed with a beautiful week. The children enjoyed singing the songs and listening to bible stories. The teachers enjoyed the stations being outside and all the activities. Thank you to St. John's for hosting this eventful week.
- Ten tours took place during the month of July. The tours were for various age groups. Currently, we have several spots in our PS classrooms.
- Interviews were held for two PS team leaders. We hired two teachers within our center. We are focusing on providing our classrooms with designated department mentors. Our goal is to have this position independent from the role of team leader. This change will expand our leadership team and more support to our classroom teams.
- One on one meetings were implemented to discuss professional goals for the teachers. This will complete the year evaluations. The new evaluation year begins in September.
- We are evaluating our program based on the environmental scale and the program administration scale. We complete the rating systems every year in compliance with STARS and DHS.
- We met with Pastor Sarah on July 27th. We discussed purchasing a new Faith formation curriculum for the center. We also discussed different options for Chapel time. We reviewed our budget with Pastor Sarah for the new school year. Please read over the changes included in Crissy's report to our budget. Please reach out if you have any questions.

Respectfully Submitted,

Tracy Baxter



After reviewing the budget with Pastor Sarah the following are the corrections. Upon request we can supply you with a budget.

1. We are proposing a \$12.00 tuition increase per week to meet the needs of the program
2. Wages were increased \$2,500.00 a Month
3. Payroll taxes increased \$2,500.00 a Month
4. Added in an Audit of \$3,500.00
5. Increased Food and Dairy from \$7,000.00 to \$9,000.00
6. Added in Christian Education Curriculum of \$1,000.00
7. Raised Regular supplies from \$660.00 to \$1,000.00
8. Raise Janitorial from \$2,300.00 to \$3,000.00
9. Raised Staff appreciation from \$200.00 to \$1,000.00
10. Added in Art Show \$2,000.00

The Net Income for the year ends at \$21,844.44

The Children's Garden - Financial Update

Current Liabilities for August 2022

<u>Vendor</u>		<u>Balance Due</u>
St. John's		13,222.88
Payroll 8/12/2022		45,000.00
Payroll 8/26/2022		45,000.00
Federal, State, Local Taxes		30,000.00
AFLAC		1,068.00
Credit Card	paid 8/7/22	10,000.00
Food Service		10,000.00
Various Vendors		5,000.00
Health Insurance	paid 7/31/22	13,321.00
		<hr/>
Totals		\$172,611.88

Savings Account	08/01/22	661,254.28
Checking Balance	07/29/22	Health and redit Card already Out 151966.12
		<hr/>

Regular Tuition income estimated for August : 158,000.00

The profit and loss showed that we were short on tuition this is due to vacations, and tuition paid ahead. Payroll was over due to the 3 pay month and when the payroll was entered. Repairs and Maintenance was over due to payments to Choice Security, HB McClure and Buchanan and Erb. The payments were for plumbing, security upgrades and garbage disposal. Supplies were over just to ordering items needed for the program. I am adding an additional page to the report to give an overview of the upcoming budget. If you have any questions please let me know.

Respectfully Submitted
Crissy Switzer

The Children's Garden

Profit and Loss Budget vs. Actual

July 1 - 29, 2022

	Jul 1 - 29, '22	Budget	\$ Over Budget
Income			
4000-00 — Regular			
4000-01 — Regular Tuition	133,625.47	143,237.55	-9,612.08
4000-02 — Regular Registration	0.00	84.19	-84.19
4000-03 — Regular Activity Fees	-2,237.25	0.00	-2,237.25
4000-00 — Regular - Other	6,523.00	0.00	6,523.00
Total 4000-00 — Regular	137,911.22	143,321.74	-5,410.52
4005-00 — Summer			
4005-01 — Summer Tuition	12,885.00	19,925.81	-7,040.81
4005-02 — Summer Registration	0.00	0.00	0.00
4005-03 — Summer Activity Fees	-3,550.00	0.00	-3,550.00
Total 4005-00 — Summer	9,335.00	19,925.81	-10,590.81
4010-00 — Keystone Stars Grant	0.00	0.00	0.00
4015-00 — Field Trip Income	588.74	0.00	588.74
4020-00 — Fund Raiser Income			
4020-02 — Scrip Center	0.00	0.00	0.00
4020-03 — Freckled Moose	0.00	0.00	0.00
4020-04 — Art Show	0.00	0.00	0.00
4020-08 — Claires Gourmet	0.00	0.00	0.00
4020-09 — Box Tops	0.00	0.00	0.00
4020-10 — Giant A+ Rewards	0.00	0.00	0.00
4020-11 — Lil Angels Commission	0.00	0.00	0.00
4020-12 — Bonus Books	0.00	0.00	0.00
4020-00 — Fund Raiser Income - Other	390.50	0.00	390.50
Total 4020-00 — Fund Raiser Income	390.50	0.00	390.50
4025-00 — Return Check Fees	0.00	28.06	-28.06
4999-00 — Uncategorized Income	2,443.49	187.10	2,256.39

The Children's Garden Profit and Loss Budget vs. Actual July 1 - 29, 2022

	Jul 1 - 29, '22	Budget	\$ Over Budget
Total Income	150,668.95	163,462.71	-12,793.76
Expense			
5000-00 — Wages Expense	149,721.24	126,290.32	23,430.92
5005-00 — Employer Payroll Tax Expense	49,152.30	42,096.77	7,055.53
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	12,535.44	6,969.35	5,566.09
5010-02 — Optical Insurance-Company P...	240.03	149.68	90.35
5010-03 — Dental Insurance-Company Pa...	60.20	0.00	60.20
5010-04 — AFLAC Insurances-Employee ...	-85.24	0.00	-85.24
5010-05 — Thrivent Retirement Expense	410.00	0.00	410.00
5010-00 — Employee Benefits - Other	0.00	0.00	0.00
Total 5010-00 — Employee Benefits	13,160.43	7,119.03	6,041.40
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	482.23	280.65	201.58
5015-02 — Legal Fees	0.00	233.87	-233.87
5015-00 — Professional Fees - Other	0.00	0.00	0.00
Total 5015-00 — Professional Fees	482.23	514.52	-32.29
5020-00 — Keystone Stars Expenses	0.00	0.00	0.00
5025-00 — Utilities Expense			
5025-01 — Phone Expense	0.00	0.00	0.00
5025-02 — St. John's Utilities Expense	13,222.88	12,343.71	879.17
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
Total 5025-00 — Utilities Expense	13,222.88	12,343.71	879.17
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	0.00	205.81	-205.81
5030-02 — Durable Goods Expense	0.00	935.48	-935.48

The Children's Garden

Profit and Loss Budget vs. Actual

July 1 - 29, 2022

	Jul 1 - 29, '22	Budget	\$ Over Budget
5030-03 — Repairs & Maintenance Expen...	7,852.63	935.48	6,917.15
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	7,852.63	2,076.77	5,775.86
5035 — Food & Dairy Expense	16,672.35	6,548.39	10,123.96
5040-00 — Supplies Expense	0.00	46.77	-46.77
5040-02 — Batteries Expense	0.00	622.10	-622.10
5040-03 — Regular Supplies Expense	0.00	0.00	0.00
5040-04 — Summer Supplies Expense	226.81	467.74	-240.93
5040-05 — Teacher Directed Supplies Exp	0.00	93.55	-93.55
5040-06 — Toys Expense	6,266.36	0.00	6,266.36
Total 5040-00 — Supplies Expense	6,493.17	1,230.16	5,263.01
5045-00 — Janitorial Supplies Expense	2,881.76	2,151.61	730.15
5050-00 — Field Trips Expense	550.00	0.00	550.00
5051-00 — Summer Expenses-School Agers	0.00	0.00	0.00
5055-00 — Staff Expenses	0.00	0.00	0.00
5055-01 — DPW Clearances	0.00	187.10	-187.10
5055-02 — Staff Appreciation Expenses	530.95	561.29	-30.34
5055-03 — Staff Training Expenses	0.00	0.00	0.00
5055-00 — Staff Expenses - Other	530.95	0.00	530.95
Total 5055-00 — Staff Expenses	530.95	748.39	-217.44
5060-00 — Administration Expense	223.39	280.65	-57.26
5060-01 — Copier Expense	500.00	467.74	32.26
5060-02 — Miscellaneous Expense	0.00	93.55	-93.55
5060-03 — Advertising Expense	0.00	280.65	-280.65
5060-04 — Computer Supplies Expense	0.00	233.87	-233.87

The Children's Garden

Profit and Loss Budget vs. Actual

July 1 - 29, 2022

	Jul 1 - 29, '22	Budget	\$ Over Budget
5060-07 — Postage Expense	0.00	93.55	-93.55
5060-08 — NSF fees	0.00	0.00	0.00
5060-00 — Administration Expense - Other	978.37	0.00	978.37
Total 5060-00 — Administration Expense	1,701.76	1,450.01	251.75
5065-00 — Special Occasion Expenses			
5065-01 — 100th Day Celebration Expens...	0.00	0.00	0.00
5065-02 — Art Show Expenses	0.00	0.00	0.00
5065-03 — Parent Celebration Expenses	0.00	0.00	0.00
5065-04 — Kindergarten Graduation Exp...	0.00	0.00	0.00
5065-05 — Vacation Bible School Expens...	0.00	0.00	0.00
5065-06 — Halloween Expenses	0.00	0.00	0.00
5065-07 — Christmas Expenses	0.00	0.00	0.00
5065-00 — Special Occasion Expenses - ...	186.90	0.00	186.90
Total 5065-00 — Special Occasion Expens...	186.90	0.00	186.90
5070-00 — Fund Raiser Expense			
5070-02 — Scrip Center Expense	0.00	0.00	0.00
5070-03 — Freckled Moose Expense	0.00	0.00	0.00
5070-04 — Art Show	0.00	0.00	0.00
5070-07 — Little Ceasars Expense	0.00	0.00	0.00
5070-08 — Claires Gourmet	0.00	0.00	0.00
5070-12 — Bonus Books Expense	0.00	0.00	0.00
5070-00 — Fund Raiser Expense - Other	0.00	0.00	0.00
Total 5070-00 — Fund Raiser Expense	0.00	0.00	0.00
Total Expense	262,608.60	202,569.68	60,038.92
Net Income	-111,939.65	-39,106.97	-72,832.68

Staff Meeting
Devotion-Pastor Sarah/Pastor Elizabeth
Punctual Attendance
Perfect Attendance
July 6th and 7th



"My mission in life is not merely to survive, but to thrive; and to do so with some passion, some compassion, some humor, and some style." "If you don't like something, change it. If you can't change it, change your attitude." "It's one of the greatest gifts you can give yourself: to forgive." May 22, 2017 Maya Angelou

Trivia Question- Different Questions for each meeting...I have provided Crissy with the questions. Questions are appropriate for the staff members attending the meeting.

I. STARS/CQI- Continuous Quality Improvement

- All training for our STAR designation year was due June 28th. If you did not meet this guideline, please touch base with me.
- Your training listed on your professional development plan (2 goals you created and documented on the PA keys) will be due Oct 3rd. Please touch base with me if you are confused about this deadline.

II. Topics

- I am interviewing two lead teachers in the PS department. All interested parties must express their interest via email by July 15th expressing your interests. All team leaders first draft fall packets will be due on August 5th, final drafts are due August 12th. I will be meeting with the office staff regarding the packet distribution date. Please be diligent to complete the packets on time. This interview will involve the DMs. Please direct questions to me or Crissy.
- Toddler department flip-flop weeks will be the week of August 8th and the week of August 15th. PS department transition TBA- I am thinking it will be the week of August 15th. Open for discussion during staff meetings...please discuss...
- Please remember to check your google work calendar and the calendar outside of the office. Please ask for help to gain connection with your google workspace. Our goal is to create a strong communication foundation. Please help us keep each of you connected!!
- Summer Safety Quiz- True or False- Teachers must correct the answer if it is false. - Hand out summer safety quiz
- Discussion on any questions brought up during the conversation of reviewing regulations.

Summer Safety- Certification - July 2022

True or False- Please circle

1. Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises. Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises. **True or False**
2. At least three facility persons shall be present when children are on an excursion away from the facility. At a minimum, one of the facility persons shall be a staff person. **True or False**
3. A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received. **True or False**
4. *In situations where emergency medications need to be available immediately, ECELS recommends that the caregiver with the responsibility for the child may wear a fanny pack containing the medication.* **True or False**
5. When children leave the facility on walking and riding excursions, emergency contact information specific to each child on the excursion accompany a staff person on the excursion. **True or False**
6. A written plan identifying the means of transporting a child to emergency care and staffing provisions in the event of an emergency shall be displayed conspicuously in every child care space and accompany a staff person who leaves on an excursion with children. **True or False**
7. The person certified in lifeguard training may not be included in the staff:child ratio. **True or False**
8. A sanitizing solution shall be added to water in a wading pool. An acceptable sanitizing solution is 1 teaspoon of bleach added to 50 gallons of water. **True or False**
9. A facility person may not disclose information concerning a child or family, except in the course of inspections and investigations by agents of the department. **True or False**
10. Spray sunscreen is allowed to be used in a child care facility. **True or False**

Staff Meeting for New Staff

Thursday, July 7th at 1:00

I. STARS/CQI- Continuous Quality Improvement

- All training for our STAR designation year was due June 28th. If you did not meet this guideline, please touch base with me.
- Your training listed on your professional development plan (2 goals you created and documented on the PA keys) will be due Oct 3rd. Please touch base with me if you are confused about this deadline.

II. Topics:

- Review Trainings- Touch base with progress
- Review Supervision Policy
- Six Core Values
- Three elements that are continually changing in our school
- Summer Safety Quiz - True/False
- Google email and Calendar Review
- Trivia Questions review and go over any questions

The Children's Garden
of St. John's Lutheran Church
44 West Main Street
Shiremanstown, PA 17011
717-731-1095
E-Mail: info@tcgpa.org

Website: tcgpa.org

"In a garden you can hear God laughing."

~Joy Mackenzie

THE GARDEN GATE



2022

Mission Statements:

Grow in Faith, Share God's Love, Serve Others
To give every child the love, support, guidance,
and knowledge in a Christian environment that
they will need to become successful individuals.

CENTER CLOSED: MONDAY, JULY 4TH

HAPPY INDEPENDENCE DAY!!!

We are marching on through the Summer Program. July came quickly and the summer program is going strong! June was a lot of fun with a variety of different activities. The kiddos who went bowling enjoyed indoor golfing too at Trindle Bowl. The Dino Dig with the Whitaker Center was "Dino-mite"! The Kindergarten and School Age classrooms had a blast roller skating. Our In-house Paint Day was an outside activity that the children really enjoyed. And the waterslide was awesome! Sarah's Creamery provided a yummy ice cream treat one afternoon for snack. Walks and outside play gave classrooms a way to get outside and enjoy nature. Even though the weather is warm, outside play is so important to our children. And Ms. Tracy (our Director) turned 50 in June! What a way to end the month!!! And if you think June was a busy month...hang on tight, July is full of fun activities as well. We have the pool for the School Age classrooms. The waterslide will be up again this month. Grand Slam will come, and the Whitaker Center and Paramount Sports is on as well! And to add to the fun, Vacation Bible School is right in the middle of it all!

WHAT'S AHEAD?

- July 1st—Yummy, Yummy Waffle Ice Cream Sundae (In-house)
- July 4th—Center Closed—Enjoy the day with your family
- July 5th—Waterslide—PK2 & PK3
- July 6th—Pool Day—S/A
- July 6th—Waterslide—PSI & PS2
- July 7th—Waterslide--PS3 & PKI
- July 7th—Book Mobile—Infant-S/A
- July 8th—Trindle Golf & Bowl—Kindergarten & S/A
- July 8th—Adventure Zone—PSI & PS2
- July 12th-July 15th --VACATION BIBLE SCHOOL—PK-S/A
- July 13th—Pool Day—S/A
- July 14th—Waterslide—Older Toddler
- July 15th—Trindle Golf & Bowl—PKI, PK2, PK3
- July 18th—Waterslide—S/A
- July 19th—Waterslide—Kindergarten
- July 20th—Pool Day—S/A
- July 20th—Mr. Music—PSI-Kindergarten (in-house)
- July 21st—Grand Slam Inflatables—PSI, PS2, PS3, PKI
- July 21st—Sarah's Creamery (p.m. snack)
- July 22nd—Grand Slam Inflatables—PK2, PK3, Kindergarten, School Age
- July 26th—Whitaker Center Outing—PKI, PK2, PK3
- July 26th—Kona Ice (p.m. snack)
- July 27th—Pool Day—S/A
- July 27th—Waterslide—Kindergarten
- July 28th—Whitaker Center Outing—Kindergarten & S/A
- July 29th—Paramount Sports Excursion—Kindergarten & S/A

St. John's Lutheran Church

church@stjohns1787.org 717-761-5121

Lead Pastor: Rev. Sarah Keilholtz

Associate Pastor: Rev. Elizabeth Eckman

Worship Opportunities

Saturday Evening: 6:00 p.m.

Sunday Morning: 10:00 a.m.

(outside-weather permitting)

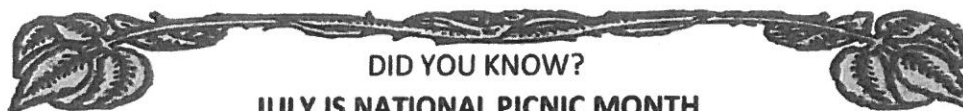


SINGING WITH THE ANGELS

God is spirit, and His worshipers must worship in spirit and in truth. John 4:24

You've heard people say things like, "She sings like an angel." But did you know that you really can sing with the angels? When you worship Me in spirit and truth, your voice joins with choirs of angels who are always praising Me. While you can't hear their voices, I hear every word of your worship and praise. To worship in spirit and in truth means that you truly worship Me. You don't just go through the motions—sitting and standing at the right times, closing your eyes to pray. It means that your heart and your spirit are really praising Me, because you know I am the All-powerful God. When you truly worship Me, it opens the way to My heart. Then My blessings rain down on you. And the greatest blessing of all is simply being near Me.

John 4:23; Psalm 100:4



DID YOU KNOW?

JULY IS NATIONAL PICNIC MONTH

JULY 1ST—INTERNATIONAL JOKE DAY

JULY 4TH—INDEPENDENCE DAY/NATIONAL COUNTRY MUSIC DAY

JULY 7TH—NATIONAL MACARONI DAY

JULY 9TH—NATIONAL SUGAR COOKIE DAY

JULY 12TH—PECAN PIE DAY

JULY 14TH—NATIONAL MAC AND CHEESE DAY

JULY 15TH—GIVE SOMETHING AWAY DAY

JULY 19TH—NATIONAL RASPBERRY CAKE DAY

JULY 21ST—NATIONAL JUNK FOOD DAY

JULY 23RD—VANILLA ICE CREAM DAY

JULY 24TH—NATIONAL DRIVE-THROUGH DAY

JULY 28TH—NATIONAL MILK CHOCOLATE DAY

JULY 31—NATIONAL MUTT DAY



VACATION BIBLE SCHOOL
JULY 12-15
PK, KINDERGARTEN, S/A



DAY 1—“GOD LOVES YOU NO MATTER WHAT”



DAY 2—“GOD IS WITH YOU EVERYWHERE”



DAY 3—“GOD IS IN CHARGE”



DAY 4—“GOD IS STRONGER THAN ANYTHING”



DAY 5—“MONUMENTAL LOVE”

JULY 4TH

Independence Day is a federal holiday in the United States commemorating the Declaration of Independence, which was ratified by the Second Continental Congress on July 4, 1776. **Date:** Monday, July 4, 2022

Celebrations: Fireworks, family reunions, concerts, barbecues, picnics, parades, baseball games

Significance: The day in 1776 that the Declaration of Independence was adopted by the Continental Congress



Independence Day (UNITED STATES)

Independence Day (Fourth of July) is a federal holiday in the United States commemorating the Declaration of Independence, which was ratified by the Second Continental Congress on July 4, 1776. The Second Continental Congress declared that the Thirteen Colonies were no longer subject to the monarch of Britain, King George III, and were now united, free, and independent states. The Congress voted to approve independence on July 2nd and adopted the Declaration of Independence two days later, on July 4th. Independence Day is commonly associated with fireworks, parades, barbecues, carnivals, fairs, picnics, concerts, baseball games, family reunions, political speeches, and ceremonies, in addition to various other public and private events celebrating the history, government, and traditions of the United States. Independence Day is the national day of the United States.

HAPPY BIRTHDAY, AMERICA

AND

HAPPY BIRTHDAY TO YOU!

ADDISON—7/18

ALEX—7/14

ARCHER—7/10

CARTER—7/21

COLIN—7/6

CORA—7/15

EVERETT—7/28

HAZEL—7/4

ISABELLA—7/26

ISABELLA—7/16

JOLENE—7/17

KARDYN—7/6

LILLIANA—7/17

MARGOT—7/9

MARISSA—7/2

NEHEMIAH—7/2

OWEN—7/3

SAWYER—7/13

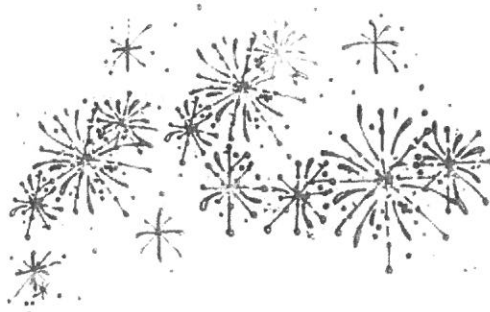
SOPHIA—7/16

THEO—7/4

TYLER—7/19

TYLER—7/11

ZANDER—7/3



Fireworks Safety Tips: If You Choose to Use Legal Fireworks

If consumer fireworks are legal to buy where you live and you choose to use them, be sure to follow the following safety tips:

- Never allow young children to handle fireworks
- Older children should use them only under close adult supervision
- Never use fireworks while impaired by drugs or alcohol
- Anyone using fireworks or standing nearby should wear protective eyewear
- Never hold lighted fireworks in your hands
- Never light them indoors
- Only use them away from people, houses and flammable material
- Never point or throw fireworks at another person
- Only light one device at a time and maintain a safe distance after lighting
- Never ignite devices in a container
- Do not try to re-light or handle malfunctioning fireworks
- Soak both spent and unused fireworks in water for a few hours before discarding
- Keep a bucket of water nearby to fully extinguish fireworks that don't go off or in case of fire
- Never use illegal fireworks

Better yet, grab a blanket and a patch of lawn, kick back and let the experts handle the fireworks show.

Sparklers Are Dangerous

Every year, young children can be found along parade routes and at festivals with sparklers in hand, but sparklers are a lot more dangerous than most people think.

Sparklers burn at about 2,000 degrees – hot enough to melt some metals. Sparklers can quickly ignite clothing, and children have received severe burns from dropping sparklers on their feet. According to the National Fire Protection Association, sparklers alone account for more than 25% of emergency room visits for fireworks injuries. For children under 5 years of age, sparklers accounted for nearly half of the total estimated injuries.

Consider using safer alternatives, such as glow sticks, confetti poppers or colored streamers.

Fireworks Safety Tips - National Safety Council (nsc.org)

