

The Children's Garden
Director Report
January 2023

- Summer survey went out to parents on January 6th. This practice helps the program prepare for our summer and fall programs. All surveys were due on January 16th. We have limited spaces for all ages. We are currently hiring for full time and seasonal employment.
- Department Mentors completed environmental rating scales assessment for each classroom. This assessment is completed yearly to ensure we are following best practices. This includes resources, room arrangements, teacher/child interactions, and health, safety procedures and protocols, and staff benefits. This is part of our continuous quality plan.
- We are actively seeking qualified individuals. Currently, I have hired three new staff members.
- Staff meeting took place during the week of January 23-27. I divided the meeting into team leaders, support staff and new hires. This provided more opportunities to have relevant conversations linked to their job responsibilities and learning curve.
- One new parent enrollment meeting took place during the month of January.
- Two tours were conducted during the month of January. Both families enrolled children in our Pre-Kindergarten.
- Professional cleaners cleaned the kitchen on January 10th.
- The Older Toddler classroom was painted over holiday break.
- Our state inspection took place on January 17th. We passed with flying colors!

Respectfully submitted,

Tracy Baxter

A handwritten signature in black ink, appearing to read 'Tracy Baxter', written over the printed name.

The Children's Garden - Financial Update

Current Liabilities for February 2023

<u>Vendor</u>	<u>Balance Due</u>
St. John's	13,202.21
Payroll 2/10/2023	45,000.00
Payroll 2/24/2023	45,000.00
Federal, State, Local Taxes	30,000.00
AFLAC	1,068.00
Credit Card	8,000.00
Food Service	10,000.00
Various Vendors	5,000.00
Health Insurance	6,000.00
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Totals	\$163,270.21

Savings Account	01/31/22	661,286.76
Checking Balance	01/31/22	113,496.75
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Regular Tuition income estimated for February : **142,000.00**

The profit and loss for January shows an overage in tuition this is due to payments from the United Way. The Keystone STARS grant line reflects the Workforce 2.0 grant. The grant also is showing in the payroll line since the awards to each staff had to go through payroll. Payroll Processing Fee is over due to the extra payroll for the grant as well as W-2 processing fee. Regular Supplies is over due to purchasing items needed for the classrooms and building. Staff training is over for staff to get caught up on training needed for state inspection as well as CPR/ First Aid. Copier expense is due to 2 monthly payments being paid for the month. January was a good month for the center remained fairly quiet. We are looking at staffing and are trying to hire at least 4 new staff. Please send a prayer our way to find qualified staff for the program.

Respectfully Submitted
Crissy Switzer

The Children's Garden Profit and Loss Budget vs. Actual January 2023

	Jan '23	Budget	\$ Over Budget
Income			
4000-00 — Regular			
4000-01 — Regular Tuition	204,139.30	197,245.00	6,894.30
4000-02 — Regular Registration	1,210.00	90.00	1,120.00
4000-03 — Regular Activity Fees	3,642.40	0.00	3,642.40
4000-00 — Regular - Other	0.00	0.00	0.00
Total 4000-00 — Regular	208,991.70	197,335.00	11,656.70
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	75,327.00		
4015-00 — Field Trip Income	105.00		
4020-00 — Fund Raiser Income		7,500.00	-7,395.00
4020-01 — Whoopie Pies	0.00	0.00	0.00
4020-02 — Scrip Center	0.00	0.00	0.00
4020-07 — Little Ceasars	0.00	0.00	0.00
4020-11 — Lil Angels Commission	0.00	0.00	0.00
4020-13 — Sub Sale	0.00	0.00	0.00
4020-00 — Fund Raiser Income - Other	535.00	0.00	535.00
Total 4020-00 — Fund Raiser Income	535.00	0.00	535.00
4025-00 — Return Check Fees	0.00	30.00	-30.00
4999-00 — Uncategorized Income	17.00	200.00	-183.00
Total Income	284,975.70	205,065.00	79,910.70

The Children's Garden

Profit and Loss Budget vs. Actual

January 2023

Expense	Jan '23	Budget	\$ Over Budget
5000-00 — Wages Expense	141,651.71	92,500.00	49,151.71
5005-00 — Employer Payroll Tax Expense	47,809.99	32,500.00	15,309.99
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	0.00	7,500.00	-7,500.00
5010-02 — Optical Insurance-Company P...	112.86	160.00	-47.14
5010-03 — Dental Insurance-Company Pa...	12.94	0.00	12.94
5010-04 — AFLAC Insurances-Employee ...	-37.86	0.00	-37.86
5010-05 — Thrivent Retirement Expense	1,320.00	0.00	1,320.00
Total 5010-00 — Employee Benefits	1,407.94	7,660.00	-6,252.06
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	834.88	500.00	334.88
5015-02 — Legal Fees	0.00	250.00	-250.00
Total 5015-00 — Professional Fees	834.88	750.00	84.88
5025-00 — Utilities Expense			
5025-02 — St. John's Utilities Expense	13,202.21	13,222.88	-20.67
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
Total 5025-00 — Utilities Expense	13,202.21	13,222.88	-20.67
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	257.00	250.00	7.00
5030-02 — Durable Goods Expense	846.92	1,000.00	-153.08
5030-03 — Repairs & Maintenance Expen...	1,185.00	1,000.00	185.00
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	2,288.92	2,250.00	38.92
5035 — Food & Dairy Expense	10,359.36	9,000.00	1,359.36

The Children's Garden Profit and Loss Budget vs. Actual January 2023

	Jan '23	Budget	\$ Over Budget
5040-00 — Supplies Expense			
5040-02 — Batteries Expense	0.00	50.00	-50.00
5040-03 — Regular Supplies Expense	0.00	1,000.00	-1,000.00
5040-05 — Teacher Directed Supplies Exp	0.00	500.00	-500.00
5040-06 — Toys Expense	0.00	100.00	-100.00
5040-00 — Supplies Expense - Other	1,345.41	0.00	1,345.41
Total 5040-00 — Supplies Expense	1,345.41	1,650.00	-304.59
5045-00 — Janitorial Supplies Expense	2,520.40	3,000.00	-479.60
5050-00 — Field Trips Expense	3,228.38	7,500.00	-4,271.62
5051-00 — Summer Expenses-School Agers	0.00	0.00	0.00
5055-00 — Staff Expenses			
5055-02 — Staff Appreciation Expenses	799.03	1,000.00	-200.97
5055-03 — Staff Training Expenses	2,248.86	600.00	1,648.86
5055-00 — Staff Expenses - Other	0.00	0.00	0.00
Total 5055-00 — Staff Expenses	3,047.89	1,600.00	1,447.89
5060-00 — Administration Expense			
5060-01 — Copier Expense	680.28	300.00	380.28
5060-02 — Miscellaneous Expense	49.80	500.00	-450.20
5060-03 — Advertising Expense	0.00	100.00	-100.00
5060-04 — Computer Supplies Expense	0.00	300.00	-300.00
5060-06 — Office Supplies Expense	0.00	250.00	-250.00
5060-07 — Postage Expense	7.48	100.00	-92.52
5060-00 — Administration Expense - Other	148.07	0.00	148.07
Total 5060-00 — Administration Expense	885.63	1,550.00	-664.37
5065-00 — Special Occasion Expenses			
5065-06 — Halloween Expenses	0.00	0.00	0.00

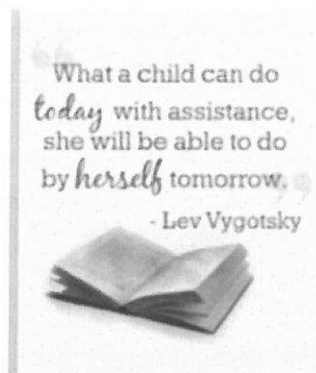
The Children's Garden

Profit and Loss Budget vs. Actual

January 2023

	Jan '23	Budget	\$ Over Budget
5065-07 — Christmas Expenses	0.00	0.00	0.00
5065-00 — Special Occasion Expenses - ...	303.41		
Total 5065-00 — Special Occasion Expens...	303.41	0.00	303.41
5070-00 — Fund Raiser Expense			
5070-02 — Scrip Center Expense	0.00	0.00	0.00
5070-13 — Sub Sale 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	228,886.13	173,182.88	55,703.25
Net Income	56,089.57	31,882.12	24,207.45

Staff Meeting/Support Staff



Core Values- Faith and Family, Gratitude, Personal responsibility, Are you coachable and Courage.

School Theme-Be Better and Consistent- Connect the school theme with the core values of our school.

Icebreaker- Two truths and one lie- All teachers write two truths and one lie about themselves. The group tries to guess which ones are facts and which one is the lie.

Handout - Lesson Plan format-review what is needed in a lesson plan- What resources can be used to help support the components in a lesson plan?

I. STARS/CQI

- ITERS and ERS assessment scores- Writing Improvement Plans on any score 3 and under. Please complete improvement plans and hand in by February. I realize not all classrooms have been assessed. I will modify the date if needed.

II. Topics

- Review State Inspection Outcome
- We are hoping to have our summer classroom teams decided by May 1st. I have several interviews scheduled for this week and I am hopeful of the outcome.
- Summer Packets- First draft due May 1st. Final packets due May 8th. Packets handed out to parents on May 15th.
- Art show discussion- April 29th- 10:00-2:00- Please plan on working OT to prepare for this event. This event is a mandatory event. All teachers will be compensated for the hours worked.
- Lesson plan- lesson plan template is needed for the meeting

Staff Meeting/New Staff Meeting
Devotion
Perfect Attendance
Punctual Attendance



Core Values- Faith and Family, Gratitude, Personal responsibility, Are you coachable and Courage.

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- STAR Binder breakdown- Why do we have? What goes in it? How can I support my team leader?

THE GARDEN GATE JANUARY 2023

The Children's Garden
of St. John's Lutheran Church
44 West Main Street
Shiremanstown, PA 17011
717-731-1095
Email: tcgpa.org
"In a garden you can hear
God laughing." ~Joy Mackenzie



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.

HAPPY NEW YEAR! We hope our families had a wonderful Christmas season and enjoyed being with your children during that special time of year. We are excited to be back and are ready to get started with the new year plans.

Office News

***Our State Inspection for License Renewal is upcoming any day in January. The State Inspector will be reviewing the information in the children's folders. She will review Emergency Contact Forms, Health Assessments, Flu Shot documentation, and other information. Please make sure the office has an updated Health Assessment (signed by Physician) and Flu Shot documentation for your child's folder. If your child is due for their Health Assessment/Flu Shot, please have these done as soon as possible and bring in the documentation. If your child will not receive the Flu Shot, please bring a letter stating why and date the letter for the office records. Please understand that if the above information is not in your child's folder, the Inspector may ask that your child be removed from the program until information is provided.



Spring Calendar

We are in the process of scheduling Spring activities and getting the Spring calendar ready to hand out. The calendar will be ready as soon as the activities are scheduled. There will be no off-campus activities for the spring; they will all be in-house.

Winter Weather Delays/Closings

Because we are an Early Childhood Education facility, we do not follow the schedule of any School District regarding weather or closings.

Considerations of closing or delays are: The current or projected forecast; communication with the openers and leadership team; references to local weather channels, and PENNDOT road conditions. If you do not feel comfortable driving, you are empowered to make that decision. We take this responsibility seriously and strive to meet the needs of every family.



Our forms of communication regarding the weather closings/delays: TV Stations (**WGAL 8/ABC 27, WHTM/FOX 43**), SMARTCARE APP, CLASSROOM APP, and a phone call if necessary.

SUMMER

From winter weather to Summer planning. We are always looking forward; so, we are beginning to plan for the Summer program. We will be sending out the Summer Survey for you to complete. This survey is tentative, so please indicate "maybes" even if you are not sure. If you have more than one child enrolled, please include each child on this form. It is imperative for you to complete and return this form to ensure your child a spot in the Summer/Fall programs. Remember, we **DO NOT** hold your child's enrollment for the Fall program if your child does not attend the Summer Program and we do not guarantee the same schedule for the Fall if your child's schedule changes for the summer.



Lorelei 1/11
Kayce 1/19
Bayleigh 1/7
Elijah 1/14
Isabella 1/23
Dante 1/15
Nicholas 1/20
Annabelle 1/17
Levi 1/14
Adeline 1/21
Mia 1/24
Nehemiah 1/19
Luke 1/25



ST. JOHN'S NEWS

church@stjohns1787.org
717-761-5121

Lead Pastor: Rev. Sarah Keilholtz
Associate Pastor: Rev. Elizabeth Eckman

WORSHIP OPPORTUNITIES

Saturday—6:00 p.m.

Sunday—8:00 a.m./10:45 a.m.

Sunday School—9:15 a.m.

Wednesday—Word of Life

Dinner—5:00 p.m.

Children's Music—6:15 p.m.

9th Grade Confirmation—6:15 p.m.

Conversation/Fellowship—6:15 p.m.

Choir/Bells—7:00 p.m.



JESUS 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, seek My Face with an open mind, knowing that our journey with me involves being *transformed by the renewing of your mind*. As you focus on 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

A **New Year's resolution** is a tradition, most common in the Western World^[1] but also found in the Eastern World, in which a person resolves to continue good practices, change an undesired trait or behavior, accomplish a personal goal, or otherwise improve their behaviour at the beginning of a calendar year.

TOP 5 RESOLUTIONS FOR 2023:

1. Exercise More-Go to the Gym
2. Healthy Eating-Have a Balanced Diet
3. Time Management-Set Goals
4. Save Money-Reduce Unnecessary Expenses
5. Quit a Bad Habit-Refrain from Indulging in habit

HEALTHY NEW YEAR'S RESOLUTIONS FOR CHILDREN & TEENS
Healthychildren.org (Powered by pediatricians. Trusted by parents.
From the American Academy of Pediatrics)

Starting a New Year is a great time to help your children focus on forming good habits. Making New Year's resolutions can be a fun way to do this! Kids love having something to work toward. It is important to set healthy goals with kids- and to be realistic about those goals.

Make resolutions together—Sit down with your kids and together pick one or two goals they want to set as their New Year's resolutions.

Keep It Fun-Maybe your preschooler can eat more vegetables by drinking them in smoothies that the whole family enjoys. Let your preschooler help prepare the smoothies.

New Year's Resolution Ideas for Preschoolers

1. I will try hard to clean up my toys
2. I will let my parents help me brush my teeth
3. I will wash my hands after going to the bathroom and before eating
4. I will hold a grown-up's hand whenever I cross the street
5. I will do my best to be nice to other kids who need a friend or look sad or lonely.
6. I will talk with my parents or another adult I trust when I need help or am scared.
7. I'll try to be friendly to kids who may have a hard time making friends
8. I will tell an adult about bullying
9. I will try to talk with my parent or a trusted adult when I have a problem
10. I will do my best to follow our household rules

