

The Children's Garden
Director's Report
February 2022

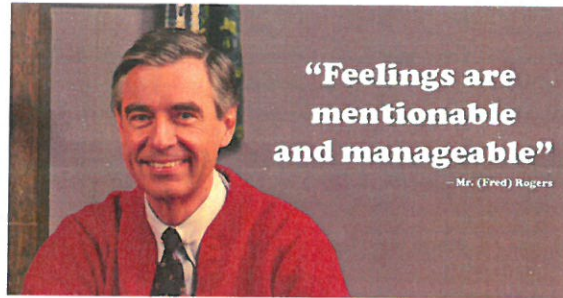
- During the month of February, four classrooms were quarantined due to positive cases.
- Summer surveys have been collected. We gather information focusing on our summer and fall enrollment. We are still maintaining a waitlist for our entire program. Many of our families are referred by word of mouth from families and other educational supports.
- Summer information for the school age program will be distributed and mail in the month of March.
- Our school age program is currently full. We have completed four tours for our preschool and prekindergarten classrooms.
- Our school participated in a "Kindness Week". We collected personal care items for New Hope ministries, new stuffed animals for Children's Hospital in Hershey, collected spare change for our Buddy bench and colored pictures for veterans. I have attached the Garden Gate to help provide a visual of this event.
- I implemented one on one meetings with the teachers to review their professional goals and to support them with the goal they created. Over the course of the year, the teachers create four goals which focus on any one of the following six areas: Children, Standards, Teachers, Parents, Classroom management and Personal growth.
- The Children's Garden received a reward from Toys for Tots, out of twenty-five organizations the center collected the most stories during the holiday drive. We appreciate Lisa Coy for leading this collection.
- Pastor Sarah and Pastor Elizabeth attended our staff meeting for the month of February. We look forward to building our partnership with St. John's leadership.
- I have attached The Garden Gate (center newsletter) and my staff meeting agenda for an additional resource.

Respectfully Submitted,



Tracy Baxter

Staff Meeting/Team Leaders
Devotion-Tracy Baxter
Punctual Attendance
Perfect Attendance
February 23, 2022



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

Six contents to connect with personal growth and reflection- Teachers, Children, Parents, Standards, Classroom Management and Self Care- Discussion about one on one meetings and personal goals.

I. STARS/CQI goals

- Please continue to work on your PD goals. I have touched base during one on one meetings about the individual professional development needs of each of you. Please be proactive in meeting your goals. If you have any questions please ask.
- STAR binders are due Thursday, February 24, 2022.

II. Topics

- Department Mentor PS job position available- Handout job description. **Review job description with entire staff.** All interviews will be conducted March 4, 2022. Please reach out to me verbally or via email to express interest in the position.
- Vacation time requests- No PTO will be approved if there is outstanding documentation missing for your folder. Please pay attention to the reminders which go out on your paycheck statements. If you have questions please reach out to Michele to clarify what is needed. Thank you.
- Lesson Plan content- I am in the process of completing observations based on our curriculums. This includes Creative, PATHS and Sparks Curriculum. Please be intentional to document the activities which are implemented in your classroom. Discussion on topic.
- Behavior report- explanation of the report to staff. Reports must be copied and placed in the child's portfolio and one copy in the office to be filed in their DHS folder.
- Please pay attention to the Google drive documents. I have been organizing the documents so teachers can access them. This is a work in progress. We will continue to make small steps to set our standards together for our program.
- Parent Care discussion- We are beginning to have discussions about the transition with parents coming back in our building.
- Dress Code/shoe discussion- pass out current policy- Thoughts?

The Children's Garden
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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

FEBRUARY 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 FEBRUARY 21ST: PRESIDENT'S DAY

It is February already! The year is flying by. We have snow on the ground and more to come, so says the weatherman and even the groundhog promises six more weeks of winter. We will bundle up and move ahead, snow and all!

February is packed with fun activities for everyone to participate in. Even with COVID still going strong, we are excited about getting back to some normal activities in the building. Kindergarten is celebrating the 100th Day of School, Kindness Week is planned, and of course Valentine's is always fun in the classrooms.

OFFICE NEWS

Our State inspector came on Friday, January 28th. We passed!! Thank you to our families who turned in paperwork and updated information needed for our inspection. This is what makes our school the BEST!

EMERGENCY CONTACT FORMS & SUMMER PROGRAM SURVEYS

If you have not completed an updated Emergency Contact Form for your child, please do so as soon as possible. There have been reminders sent to those who have not returned this form. This is a DHS regulation and our policy that we have updated information in the event of an emergency or illness of your child. We will request that you complete the form at either drop off or pick up if we do not have one for your child.

We are in the process of planning the summer program. The summer surveys are due in the office no later than Monday, February 7th. If you have not completed it, there's still time. We use these surveys for staffing purposes and planning activities for the children. The survey also gives us the information needed if we would have open spots in the classrooms for enrollment.



Why do we celebrate President's Day?

Originally established in 1885 to recognize the nation's first president, George Washington, the holiday became popularly known as Presidents' Day after it was moved as part of the 1971's Uniform Monday Holiday Act. That came about through an attempt to create more three-day weekends for the nation's workers. While several states still have individual holidays honoring the birthdays of Washington, Abraham Lincoln and others, President's Day is now widely seen as the day to celebrate all U.S. presidents, past and present.



KINDNESS COUNTS WEEK

FEBRUARY 14TH-FEBRUARY 18TH

This is a full week of being KIND!!!!

Activities for the week:



Monday—POSITIVITY DAY—Wear pink or red
(bring a flower for your teachers)

Tuesday—SERVICE DAY—wear camouflage or superhero
(bring a personal care item—bar soap, toothpaste, toothbrush,
small bottled lotion, tissues, etc.)

Wednesday—NO JUDGEMENT DAY—wear a cardigan sweater
(bring a new small stuffed animal for children's hospital)

Thursday—UNITED WE STAND—wear red, white, & blue
(in-house coloring sheet for Veterans)

Friday—NO EXCUSE DAY—wear purple
(bring your loose change (money) for our Buddy Bench)

We are looking for KINDNESS in everyone this week. These projects provide only little acts of kindness. Practice kindness at home too. Help mom & dad with chores (dusting, taking out trash, making your bed). Say "HI" to your neighbor. Shovel the sidewalks for your neighbor. Take pics at home of your child being kind and share them with us. It is wonderful to see what they do at home to go along with what we do here at school!

Everyone can be KIND!

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 Class—6:15 p.m.

Conversation/Fellowship—6:15 p.m.

Choir/Bells—7:00 p.m.



Sticks and Stones

*When you talk, do not say harmful things.
But say what people need—words that will help
others become stronger. Then what you say
will help those who listen to you.*

Ephesians 4:29

The saying, "Sticks and stones may break my bones, but words will never hurt me," just simply isn't true. Words can cut deeper than any knife. And the wounds they leave behind may never heal. The world praises people who say "clever" things—even if they embarrass and hurt others. But that is not the kind of person I want you to be. Your words are powerful tools. I want you to use them to build up those around you, not tear them down. I know you get angry and frustrated at times, but don't say the first thing that pops into your mind. Pray First! Before you pick up the phone, pray. Before you answer someone else's angry words, pray. Before you say anything, pray! A simple, split-second prayer—"Help me, Jesus"—is all it takes to put your words under My control.

Proverbs 12:18; James 1:19

Our words matter to God

healthy, merciful, kind, praising, beautiful, to build up, sympathetic, loving kindness, no put downs, kind, a soft answer, like honey, considerate, kind-hearted, A good medicine, Full of grace!, pleasing, kind, helpful

THE IMPORTANCE OF FRIENDSHIP IN PRESCHOOL

Children in preschool start to make friends and build relationships with their peers. As adults we know that friendship is important during the early years. This is when children learn about the 'give and take' of relationships. Children learn how to meet the social needs of others and of their own by sharing experiences, feelings, and interacting with others. When children start to play more with others and begin to form friendships, they learn how to take turns, share, and include others.

Friendship Skills Children Are Learning

Patience: Waiting for a turn, taking turns, and sharing with others

Communication: Talking and listening to others

Empathy: Responding to others' feelings with understanding and taking the perspective of other others

Consideration: Saying please and thank you, helping those around them

Play Skills: Making suggestions for play roles and ideas

Social Skills: Learning cooperation, communication, empathy, responsibility, and emotional control

How do we help our children build friendships?

Be a positive role model.

Provide opportunities to show children the right way to interact with others.

Support your child's friendships by: Encouraging, Modelling reciprocity and empathy, showing how to include others in play, having opportunities for your child to meet others, talking and listening to your child.

In the Classroom

During group time, talk about what a friend is. Discuss how to be a friend.

Team Building: Encourage team play—build a tower together with blocks, color a picture together, take turns and share

Friendship Chain: Add a link to a paper chain when children are being FRIENDS

READ

GREAT BOOKS FOR PRESCHOOLERS ABOUT FRIENDSHIP

How Do Dinosaurs Play with Their Friends?

By Jane Yolen & Mark Teague

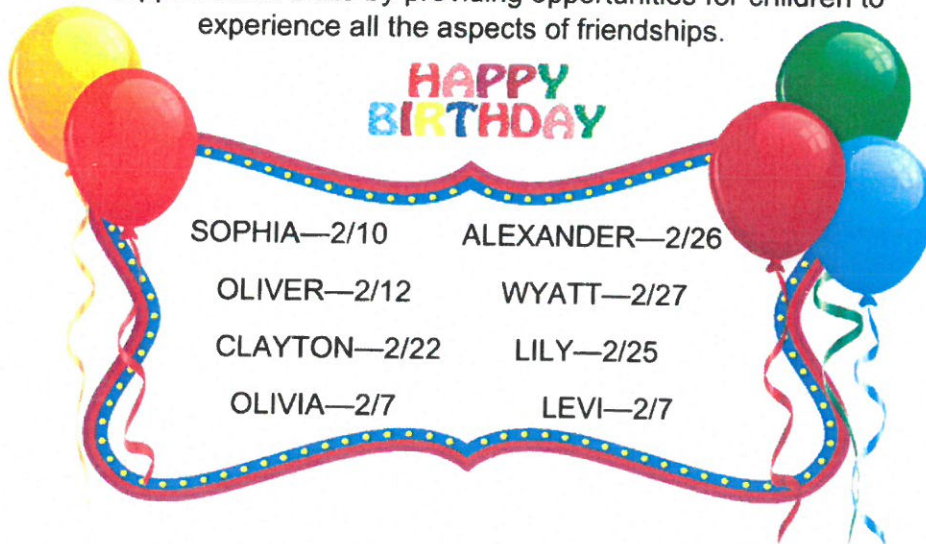
Friends

By Helme Heine

Share and Take Turns

By Sherri J. Meiners

As preschool children learn the importance of friendship and the 'give and take' of relationships, we as parents and educators can support these skills by providing opportunities for children to experience all the aspects of friendships.



The Children's Garden
Profit and Loss Budget vs. Actual
February 2022

	Feb '22	Budget	\$ Over Budget
Income			
4000-00 — Regular			
4000-01 — Regular Tuition	144,872.15	153,116.00	-8,243.85
4000-02 — Regular Registration	3,022.00	90.00	2,932.00
4000-03 — Regular Activity Fees	-3,160.00	0.00	-3,160.00
4000-00 — Regular - Other	0.00	0.00	0.00
Total 4000-00 — Regular	144,734.15	153,206.00	-8,471.85
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	27,790.00	-27,790.00
4015-00 — Field Trip Income	0.00	0.00	0.00
4020-00 — Fund Raiser Income			
4020-02 — Scrip Center	400.00	0.00	400.00
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	0.00	0.00	0.00
Total 4020-00 — Fund Raiser Income	400.00	0.00	400.00
4025-00 — Return Check Fees	0.00	30.00	-30.00
4999-00 — Uncategorized Income	95,644.67	200.00	95,444.67
Total Income	240,778.82	181,226.00	59,552.82
Expense			
5000-00 — Wages Expense	86,897.90	90,000.00	-3,102.10
5005-00 — Employer Payroll Tax Expense	28,024.18	30,000.00	-1,975.82
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	13,824.45	7,450.00	6,374.45
5010-02 — Optical Insurance-Company P...	-24.17	160.00	-184.17
5010-03 — Dental Insurance-Company Pa...	84.25	0.00	84.25
5010-04 — AFLAC Insurances-Employee ...	-115.80	0.00	-115.80
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	14,178.73	7,610.00	6,568.73

The Children's Garden
Profit and Loss Budget vs. Actual
February 2022

	Feb '22	Budget	\$ Over Budget
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	287.32	300.00	-12.68
5015-02 — Legal Fees	300.00	250.00	50.00
5015-00 — Professional Fees - Other	0.00	0.00	0.00
Total 5015-00 — Professional Fees	587.32	550.00	37.32
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	13,229.88	13,195.00	34.88
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
Total 5025-00 — Utilities Expense	13,229.88	13,195.00	34.88
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	239.00	220.00	19.00
5030-02 — Durable Goods Expense	3,466.92	1,000.00	2,466.92
5030-03 — Repairs & Maintenance Expens...	78.00	1,000.00	-922.00
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	3,783.92	2,220.00	1,563.92
5035 — Food & Dairy Expense	6,217.57	7,000.00	-782.43
5040-00 — Supplies Expense			
5040-02 — Batteries Expense	0.00	50.00	-50.00
5040-03 — Regular Supplies Expense	4,897.68	665.00	4,232.68
5040-04 — Summer Supplies Expense	0.00	0.00	0.00
5040-05 — Teacher Directed Supplies Exp	317.60	500.00	-182.40
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	5,215.28	1,315.00	3,900.28
5045-00 — Janitorial Supplies Expense	3,319.61	2,300.00	1,019.61
5050-00 — Field Trips Expense	0.00	0.00	0.00
5051-00 — Summer Expenses-School Agers	1,416.00	0.00	1,416.00
5055-00 — Staff Expenses			
5055-01 — DPW Clearances	0.00	0.00	0.00
5055-02 — Staff Appreciation Expenses	635.70	200.00	435.70
5055-03 — Staff Training Expenses	457.28	600.00	-142.72
5055-00 — Staff Expenses - Other	0.00	0.00	0.00
Total 5055-00 — Staff Expenses	1,092.98	800.00	292.98
5060-00 — Administration Expense			
5060-01 — Copier Expense	1,413.34	300.00	1,113.34
5060-02 — Miscellaneous Expense	75.99	500.00	-424.01
5060-03 — Advertising Expense	0.00	100.00	-100.00

The Children's Garden
Profit and Loss Budget vs. Actual
February 2022

	Feb '22	Budget	\$ Over Budget
5060-04 — Computer Supplies Expense	500.00	300.00	200.00
5060-06 — Office Supplies Expense	0.00	250.00	-250.00
5060-07 — Postage Expense	0.00	100.00	-100.00
5060-08 — NSF fees	0.00	0.00	0.00
5060-00 — Administration Expense - Other	647.25	0.00	647.25
Total 5060-00 — Administration Expense	2,636.58	1,550.00	1,086.58
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 - ...	0.00	0.00	0.00
Total 5065-00 — Special Occasion Expens...	0.00	0.00	0.00
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	-400.00	0.00	-400.00
Total 5070-00 — Fund Raiser Expense	-400.00	0.00	-400.00
Total Expense	166,199.95	156,540.00	9,659.95
Net Income	74,578.87	24,686.00	49,892.87

The Children's Garden - Financial Update

Current Liabilities for March 2022

<u>Vendor</u>		<u>Balance Due</u>
St. John's		13,222.88
Payroll 3/11/2022		40,000.00
Payroll 3/25/2022		40,000.00
Federal, State, Local Taxes		30,000.00
AFLAC		1,068.00
Credit Card		5,000.00
Food Service		7,000.00
Various Vendors		2,000.00
Health Insurance	paid 2/31/22	13,204.85
Totals		\$151,495.73

Savings Account	02/28/22	661,254.28
Checking Balance	02/28/22	188,488.30

Regular Tuition income estimated for March :	150,000.00
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February was a positive month. Durable goods was over due to purchasing some new mats and shelving for the classrooms. Regular supplies were over due to COVID tests, placing a paper order, purchasing new items to replace old toys and manipulatives. Janitorial was over due to increase in costs and Halo solution. Summer expense due to paying deposits for upcoming summer activities. The quarterly copier overage was due in the copier line. A new printer was purchased for the office for financials. We have added a staff motivation daily to promote staff morale in the Staff Appreciation. I have provided an overview of each grant received and the information requested.

Respectfully Submitted
Crissy Switzer

Grant Name: PPP1 (Payroll Protection Plan)

Date: 5/8/20

Amount: 229941.00

Funded by: Federal

Purpose: To support business effected by COVID-19 to help with businesses that were affected at 25% loss.

Finalized Date: 5/7/20

Funds utilized for: Payroll and Health Insurance and 2 months St Johns Utilities

Grant Name: PPP2 (Payroll Protection Plan)

Date: 3/19/21

Amount: 253591.00

Funded by: Federal

Purpose: To support business effected by COVID-19 to help with businesses that were affected at 25% loss.

Finalized Date: 5/28/21

Funds utilized for: Payroll

Grant Name: Cumberland County Renew Relief Block Grant

Date: 10/12/20

Amount: 50000.00

Funded by: Cumberland County via Commonwealth of Pa

Purpose: Funds to be used for recovery and continue operations from COVID-19. It can be used for County response and outreach, PPE equipment, Assistance to county municipalities, tourism, behavior health and substance disorder and non-profit Assistance Program.

Finalized Date: 10/21/20

Funds utilized for:

PPE Equipment (Masks, Shields, Gloves, table shields)

Medical Equipment (thermometers)

Shoe organizers

Room Dividers

COVID Signs

Cabinets for bathrooms

Locks and Lathes

Leak Proof Spray Bottles

Janitorial supplies

Laundry Bags

Walkie talkies

Hand Sanitizer

Carpets

Ink

Seating

Zimmermans for Washer Dryer Set up

Shriners for washer dryer set up

Lawyer Fees

Water due to individual bottles

Shelves

Trash Cans

Wipes

Stools

Washer and Dryer

Walkie Talkies

Stereo Systems

Classroom Art supplies and Regular Supplies for new classroom start ups

Kindles

Folding tables

Outdoor games
Curtains
Fax Machine
Wash Bins
Blocks
Command Strips
Safety Latches
Surge protector
Laundry Detergent and Dryer Sheets
Games
Laminator Sheets
Clipboards
Dry Erase Boards
Vacuums
Canopies
Electric Cords
Hula Hoops
Clocks
Reusable totes
Sinks
Mesh Bags
Kindle Covers
Mops
Laundry Markers
Border
Sensory Tables
Step Stools
Floor Chairs
Thermometer covers

These items are due to dividing classrooms to meet CDC guidelines for Social Distancing

Grant Name: Cares Act

Date: 5/21/20

Amount: 48600.00

Funded by: OCDEL

Purpose: To help capture the costs of COVID-19 funding for facility costs, personnel costs, or the costs associated with fulfilling the implementation of increased health and safety practices due to COVID-19.

Finalized Date: 10/2/20

Funds utilized for:

Janitorial Supplies(Hassinger, Americhem, WB Mason,)

Wipes

Zimmermans additional hook up

Hand Sanitizer

Signs

Carpet Cleaning

Thermometers

Uhaul

Water

Carpets

Food

Room Dividers

Totes

Feather Flag for enrollment

Ink

Healthcare

Grant Name: CRRSA (Coronavirus Response and Relief Supplement)

Date: 5/10/21

Amount: 91300.00

Funded by: OCDEL

Purpose: TO sustain business operations during COVID-19. To support childcare operations with decreased enrollment. Purchase cleaning supplies or PPE Equipment and Staff Support . Payment of other necessary costs incurred to sustain business operations during the COVID-19 pandemic.

Finalized Date: 6/18/21

Funds utilized for: Payroll 6/4/21 and 6/18/21.

Payroll was used for this due to decreased enrollment. The school had to add additional classrooms to meet COVID restriction to remain in operation. This spread the classrooms through the building with staffing as well. We had a decreased enrollment of 50 students which resulted in a 10 k hit a week for the summer months.

Grant Name: PCCD Covid 19 Non Public Health and Safety Grant (Pennsylvania Commission Crime and Delinquency)

Date: 8/13/20

Amount: 8538.00

Funded by: CAIU

Purpose: COVID-19 related expenses. Cleaning supplies, sanitizing, training, professional development in these areas. Modification of school areas to meet CDC and OCDEL requirements.

Finalized Date: 3/23/21

Funds utilized for:

Portable Handwashing sinks

Disinfecting Wipes

Sanitizing Wipes

Disinfecting Sprays

Clorox Bleach

Grant Name: Title IV

Date: 6/10/21

Amount: 370.13

Funded by: Mechanicsburg School District (Federal)

Purpose: Non Public Grant

Finalized Date: 6/10/21

Funds utilized for:

Cleaning Supplies

Portable Speaker

Grant Name: American Rescue Plan Act (Child Care Stabilization Grant)

Date: 10/12/21

Total Amount to be Allocated: \$571,645.02

Funded by: The Office of Child Care (Childcare Consultants which is state funded)

Purpose: Wages and Staff Benefits, Rent, Utilities, maintenance, minor renovations, PPE equipment, cleaning supplies, health and safety measures, COVID-19 supplies, Mental Health services, Material Goods or services.

Finalized Date: 9/1/22

Funds utilized for:

- Payroll
- Becker's (shelving)
- Carpet Cleaning
- Covid Tests
- Halo
- Fence
- Shrub Removal
- Halo Cleaner
- Washer and Dryer
- Painting
- Masks
- Computers for classrooms and office
- IPads for classrooms
- Ipad cases
- Computer Accessories
- Choke Tubes
- Trash cans
- Step stools
- Refrigerator
- Pack n plays
- Changing Table
- Safety Locks
- Door Bells
- Door Jams
- Laundry Bags
- Teaching Seating
- Child Seating
- Trampoline
- Janitorial supplies
- Shredder
- Exersaucer