


The Children's Garden  
Director Report  
September 2022

- Six new parent meetings took place during the month of September. Three classroom tours took place in September.
- Key fob panels were installed on the youth lounge and the administrative office. We are slowly adding the additions to our building. We will be changing our security plan when all additions have been added.
- I have been implementing specific meetings with classroom teams to check in with the classrooms. This provides teachers an opportunity to brainstorm and discuss classroom management, communication, and the resources for children's needs based on their developmental level. My goal is to meet with two classroom teams. I meet with the PS1 team in the month of September.
- The Department Mentor meeting took place on September 6, 2022. I have attached the agenda to this meeting. The topics of discussion were security topics, COVID health and safety plan, Job description (Department Mentor), Chaperones and field trips, Director feedback and building cleanliness.
- The staff meeting agenda reflects our Continuous Quality Improvement goals from last year. We will be writing our new goals for 2022-2023 in the month of October. We are preparing in the next year for our designation for STARS. We have not received an official evaluation of our classrooms since 2019. This was due to COVID. I am anticipating this evaluation to take place September 2023. It is important to have staff's input in our goals. We include staff into this discussion during our staff meetings.
- I implemented a new employee staff meeting to review specific policies and protocols. In my experience, new teachers become lost in the hustle and bustle of the center. My goal is to build intentional connections with each one of them. This provides new teachers with the opportunity to ask questions and building relationships.
- One on one meetings were conducted with all staff. This meeting focused on individual professional goals and wrapping up the previous year.

Respectfully submitted,

  
Tracy Baxter

## The Children's Garden - Financial Update

### Current Liabilities for October 2022

<u>Vendor</u>		<u>Balance Due</u>
St. John's		13,222.88
<b>Payroll 10/7/2022</b>		45,000.00
<b>Payroll 10/21/2022</b>		45,000.00
Federal, State, Local Taxes		30,000.00
AFLAC		1,068.00
Credit Card		10,000.00
Food Service		10,000.00
Various Vendors		5,000.00
Health Insurance	paid 10/3/22	12,025.18
<b>Totals</b>		<b>\$171,316.06</b>

<b>Savings Account</b>	09/30/22	661,286.76
<b>Checking Balance</b>	<b>09/30/22</b>	<b>181,283.76</b>

**Regular Tuition income estimated for October :** **157,000.00**

The profit and loss for September shows an overage in tuition, this is due to receiving a grant to help 7 children with tuition assistance from the united Way. We will receive a check every 3 months to support 6 families with their tuition, The families need to have been denied CCIS and are still having financial struggles. We are extremely grateful and blessed to have been able to help these families with the help rom United Way, The Payroll is over due to receiving a 99,911.66 Workforce grant from Pa Keys. This was to be used for staff retention. This went through payroll for the month of September. Storage rental looks like a double payment this is due to when payment is charged to crredit card. Repairs and maintenance is over due to HB McClure maintenece for various items that needed repaired. Choice security for installing new items as well as Hershocks for changing out door handles. Regular supplies are over due to purchasing items needed for the classrooms as well as the building. Supplies other are for items neede for the program First aid, kitchen items, and various items for the program. Copier was over due to quarterly copy charges. Advertising is over due to purchase of t-shirts and sweatshirts,. Administration is over due to reimbursing a family for overpaid summer tuition. September was a busy month with getting back into the groove of the Fall session. We are currently working with Remodel Health for the upcoming Health Insurance renewal. We will be meeting with Thrivent to discuss a teacher pension plan or 401 plan. October is always a busy month as we gear for a busy Fall season.

Respectfully Submitted  
Crissy Switzer

# The Children's Garden

## Profit and Loss Budget vs. Actual

### September 2022

	Sep '22	Budget	\$ Over Budget
<b>Income</b>			
4000-00 — Regular			
4000-01 — Regular Tuition	179,223.76	162,716.00	16,507.76
4000-02 — Regular Registration	1,322.00	90.00	1,232.00
4000-03 — Regular Activity Fees	2,298.55	0.00	2,298.55
4000-00 — Regular - Other	235.00	0.00	235.00
<b>Total 4000-00 — Regular</b>	<b>183,079.31</b>	<b>162,806.00</b>	<b>20,273.31</b>
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
<b>Total 4005-00 — Summer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
4015-00 — Field Trip Income			
4020-00 — Fund Raiser Income	277.00	7,500.00	-7,223.00
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	275.00	0.00	275.00
<b>Total 4020-00 — Fund Raiser Income</b>	<b>275.00</b>	<b>0.00</b>	<b>275.00</b>
4025-00 — Return Check Fees	0.00	30.00	-30.00
4999-00 — Uncategorized Income	99,911.66	200.00	99,711.66
<b>Total Income</b>	<b>283,542.97</b>	<b>170,536.00</b>	<b>113,006.97</b>
<b>Expense</b>			
5000-00 — Wages Expense	161,325.43	92,500.00	68,825.43

# The Children's Garden

## Profit and Loss Budget vs. Actual

### September 2022

	Sep '22	Budget	\$ Over Budget
5005-00 — Employer Payroll Tax Expense	56,867.29	32,500.00	24,367.29
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company P...	13,718.76	7,500.00	6,218.76
5010-02 — Optical Insurance-Company ...	126.36	160.00	-33.64
5010-03 — Dental Insurance-Company P...	72.22	0.00	72.22
5010-04 — AFLAC Insurances-Employee...	439.73	0.00	439.73
5010-05 — Thrivent Retirement Expense	1,320.00	0.00	1,320.00
<b>Total 5010-00 — Employee Benefits</b>	<b>15,677.07</b>	<b>7,660.00</b>	<b>8,017.07</b>
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	432.28	300.00	132.28
5015-02 — Legal Fees	0.00	250.00	-250.00
5015-03 — Accounting/Auditing Fees	0.00	3,500.00	-3,500.00
<b>Total 5015-00 — Professional Fees</b>	<b>432.28</b>	<b>4,050.00</b>	<b>-3,617.72</b>
5025-00 — Utilities Expense			
5025-02 — St. John's Utilities Expense	13,222.88	13,222.88	0.00
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
<b>Total 5025-00 — Utilities Expense</b>	<b>13,222.88</b>	<b>13,222.88</b>	<b>0.00</b>
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	514.00	250.00	264.00
5030-02 — Durable Goods Expense	346.87	1,000.00	-653.13
5030-03 — Repairs & Maintenance Expe...	3,353.28	1,000.00	2,353.28
5030-04 — Other Property Expenses	0.00	0.00	0.00
<b>Total 5030-00 — Property Expenses</b>	<b>4,214.15</b>	<b>2,250.00</b>	<b>1,964.15</b>
5035 — Food & Dairy Expense	11,142.48	9,000.00	2,142.48
5040-00 — Supplies Expense			
5040-01 — Christian Education Expense	0.00	1,000.00	-1,000.00

# The Children's Garden

## Profit and Loss Budget vs. Actual

### September 2022

	Sep '22	Budget	\$ Over Budget
5040-02 — Batteries Expense	0.00	50.00	-50.00
5040-03 — Regular Supplies Expense	2,136.81	1,000.00	1,136.81
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	1,749.88	0.00	1,749.88
<b>Total 5040-00 — Supplies Expense</b>	<b>3,886.69</b>	<b>2,650.00</b>	<b>1,236.69</b>
5045-00 — Janitorial Supplies Expense	3,088.60	3,000.00	88.60
5050-00 — Field Trips Expense	3,244.80	7,500.00	-4,255.20
5051-00 — Summer Expenses-School Ag...	0.00	0.00	0.00
5055-00 — Staff Expenses			
5055-02 — Staff Appreciation Expenses	157.41	1,000.00	-842.59
5055-03 — Staff Training Expenses	610.00	600.00	10.00
5055-00 — Staff Expenses - Other	0.00	0.00	0.00
<b>Total 5055-00 — Staff Expenses</b>	<b>767.41</b>	<b>1,600.00</b>	<b>-832.59</b>
5060-00 — Administration Expense			
5060-01 — Copier Expense	961.88	300.00	661.88
5060-02 — Miscellaneous Expense	314.80	500.00	-185.20
5060-03 — Advertising Expense	2,772.70	100.00	2,672.70
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	49.95	100.00	-50.05
5060-00 — Administration Expense - Ot...	1,471.00	0.00	1,471.00
<b>Total 5060-00 — Administration Expense</b>	<b>5,570.33</b>	<b>1,550.00</b>	<b>4,020.33</b>
5065-00 — Special Occasion Expenses			
5065-06 — Halloween Expenses	0.00	0.00	0.00
5065-07 — Christmas Expenses	0.00	0.00	0.00

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

	Sep '22	Budget	\$ Over Budget
Total 5065-00 — Special Occasion Expen...	0.00	0.00	0.00
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
<b>Total 5070-00 — Fund Raiser Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>279,439.41</b>	<b>177,482.88</b>	<b>101,956.53</b>
<b>Net Income</b>	<b>4,103.56</b>	<b>-6,946.88</b>	<b>11,050.44</b>

Staff Meeting  
Devotion  
Punctual Attendance  
Perfect Attendance  
September 7, 2022

“Leaders understand that the highest position of leadership is not a place to be served by others but to serve others. It is not a place to receive, but a place to give.”

- John C. Maxwell

#### I. STARS/CQI-

- Continuous Quality Improvement Plan Goals for 2021-2022  
WHAT IS A CQI PLAN? – IT IS AN ORGANIZATION’S ROADMAP FOR IMPROVING ITS SERVICES, PROCESSES, CAPACITY AND OUTCOMES- PLEASE VIEW TEMPLATE

##### CQI Goals- 2021-2022

1. We are improving our Parent Care starting in Fall 2021. We will be using the Conscious Discipline Model to incorporate more diversity and embracing our families. This will include making parent care more in our physical space. We will implement specific gratitude practices within the context of our program and individual classroom. -Did not meet this goal
  2. Teachers will pursue education using the PDO or TEACH. This will be based on the career pathway placement. -Met goal
  3. TCG will continue implementing toy cleaning stations within the classroom settings. We purchased water tables with lids to be secured by child lock. The centers are available throughout the day to ensure toys are being cleaned. Health and Safety components are discussed weekly with the leadership team. -Did not meet this goal- Discussion on cleaning stations in the classrooms
  4. The center will be organizing and creating two separate rooms to dedicate to children receiving additional learning or behavioral support. -Met goal
- The leadership team will be evaluating and creating new goals for the upcoming STARS designation year. Your input is encouraged. If you have any suggestions, please reach out and connect with the leadership team.
  - It is that time of year to pull all the STARS documentation from the large binder and bring it to the office. We are required to keep this information for seven years. Please remember to hand in STAR binders tomorrow (September 8<sup>th</sup>). Your large binders should be empty. Hand in documentation with current STAR binders tomorrow.
  - Individual classroom environmental rating scale resources should be every classroom. Please look over this scale. This is the scale in which your classroom will be evaluated. Please begin looking over the scale. Training is available to learn about the tool. –  
handout ERS scale to team leaders

#### II. Topics

- Department Mentor role- SUPPORT- I am sharing the agenda from the department mentor meetings. Please contribute any ideas you may have based on the agenda which is provided.
- Field trips- Please be prepared!!! Additional support when needed. We are evaluating chaperones on a trip-by-trip basis. Department Mentors will attend if needed. Any questions about clearances direct to the office.
- Security updates- Door at the top of the stairs- Key fob must be used all day. – Discussion
- Classroom team meetings- What is the purpose of these meetings? Discussion
- Buddy Committee- Hailey Garman
- Holiday parties- Fall parade (October), Literacy/Parent partnership (November), and Christmas (December)
- PD day- President's Day-February 20<sup>th</sup>- mandatory training day



## Department Mentor Meeting

September 6, 2022

Time: 1:00-2:00

Devotion

### I. Priorities

- Security topics – Eberly entrance way- red tape and alarm, therapy room door, play yard key, door by playground, playground door eternal, walkie talkie communication
- COVID health and safety plan
- Review job description-Discuss how the transition is going currently.
- Chaperones and field trips
- Director feedback about observations
- Cleanliness of the entire building

### II. Results

- Action plans associated with the topics. Communication with parents regarding the door by playground and chaperones clearances.
- Review current plan-Discuss questions staff might have with protocol.
- Checklist for department mentors (daily, weekly, monthly)/newsletter for families in your departments.
- Discussion on concerns with limited chaperones. Discuss alternatives if a classroom has limited chaperones. What is the plan going to be?
- Open conversation of my view on the department mentor role with the staff and administration.
- Discuss writing a building maintenance standard to be clear with the expectations for the entire building. Our school theme is to be better and consistent. Discussion of all mentors' observations on the building cleanliness and ways we can support our busy teachers.

### III. Participants

- Ilene Foxx- DM- Infants and YT
- Jules Boardman- TOT and OT
- Katie Galitsky- PS1, PS2, and PS3
- Carly Hertz- PK1, PK2 and lead teacher SA
- LA Courtney- Kindergarten Coordinator
- Crissy Switzer- Assistant Director
- Tracy Baxter- Director
- Pastor Sarah- Lead Pastor

### IV. Sequence

- Cover topics with time allotted.

### V. Timing

- Covering topics with open discussion. If discussion tends to go over allotted time, we will continue specific topics for a late scheduled meeting.

### VI. Date and Time

- September 6<sup>th</sup> 1:00-2:00

**Lead from  
the back**

— and let others  
believe they are  
in front.

-- Nelson Mandela

-New Staff Meeting  
Devotion  
Punctual Attendance  
Perfect Attendance  
September 8, 2022

"Being successful requires being proactive and not waiting for life to come to you. It means you're on offense, not defense. You're active, not passive."  
BENJAMIN P. HARDY

#### I. Health and Safety

- Supervision- Review policies and specific protocol- Review classroom procedures
- Health and Safety Classroom Protocol- Review Health and Safety check sheet for binder.
- Active Supervision sheet- SHAD- See, Hear, Assess, Direct

#### II. Teacher/Child Interaction

- Positive Connections with Children
- Being proactive in the classroom environment- What is the expectation as a new staff member?

#### III. Classroom checks

- I will be conducting room checks to evaluate classroom environment and DHS regulations. Please remember it is vital all classrooms are following through with classroom close down procedures. All staff should support each other in accomplishing this task. Please understand this job requires flexibility and follow through. If you have questions, please ask.
- Topics on room check sheet- DHS (Department of Human Services) regulations, classroom environment. Book area, and organization, grows and glows.

#### IV. Professionalism

- Qualities of ECE childcare professionals- Brainstorm qualities with the teachers.

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](mailto:info@tcgpa.org)

Website: [tcgpa.org](http://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 LABOR DAY: SEPTEMBER 5TH**



The first week of the Fall Program is off to a great start! Some students have moved to their new classrooms and are adjusting well! Other students remained in their classrooms and had new students join them. They too are getting along smoothly. We are excited about our new school year and are expecting great things this year.

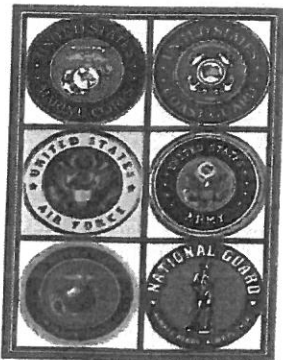
Just a quick reminder: If you have not returned your child's paperwork that was in the packet you received, please do so as soon as possible.

We are excited to announce a new Christian Education Curriculum: FROLICK—Christian Education taught in the classrooms as part of the planned curriculum. This is based on our Mission to give every child the love, support, guidance, and knowledge in a Christian environment that they will need to become successful individuals. This mission starts with love and we believe that the love of Jesus needs to be taught and demonstrated here at our school.

**\*\*GET CONNECTED\*\*** Each of our classrooms have an APP to keep our parents connected and informed of what's happening! Infant through PreSchool & School Age have CLASS DOJO! Pre-K & Kindergarten have SeeSaw!

The office APP is SMARTCARE. This APP keeps you informed of news in the building: closings, COVID news, newsletters, menu, and your payment account.

**IF YOU HAVE ANY QUESTIONS ABOUT GETTING CONNECTED PLEASE ASK!!!!** We want our parents to be "in the know"!



We have been in contact with a program that helps families who are currently enlisted in the Military or in the Reserves.

Child Care Aware is a program that will help military families with the cost of child care.

The link for Child Care Aware is: <https://www.childcareaware.org/feeassistancerespite/Lisa> Our Provider number is 9085801.

Thank you for your service!

## LABOR DAY

Beginning in the late 19th century, as the trade union and labor movements grew, diverse groups of trade unionists chose a variety of days on which to celebrate labor. In the United States, a September holiday called Labor Day was first proposed in the early 1880s. According to one early history of Labor Day, the event originated in connection with a General Assembly of the Knights of Labor convened in New York City in September 1882. In connection with this clandestine Knights assembly, a public parade of various labor organizations was held on September 5 under the auspices of the Central Labor Union of New York. Secretary of the CLU Matthew Maguire is credited for first proposing that a national Labor Day holiday subsequently be held on the first Monday of each September in the aftermath of this successful public demonstration.

## ST. JOHN'S NEWS

### Worship Opportunities



Sunday School: 9:15 a.m. (begins September 11<sup>th</sup>)

Saturday Evening: 6:00 p.m. (indoors)

Sunday Morning Worship: 8:00 a.m. (inside)

10:45 a.m. ( outside)

Word of Life Wednesday: 5:00 p.m. (begins September 14<sup>th</sup>)

Little Food Pantry: Our Little Food Pantry is being used every day by many in our community and we want to be able to keep it stocked!

For September/Back to School Items Needed: Mac & Cheese, Cup O Noodles, Ramen, whatever you can share!



We need old crayons!! Please bring any old crayons you have lying around to the school.

The church will use them to make new crayons! What a "colorful" idea!!

FREE FLU CLINIC @ ST. JOHN'S -SEPTEMBER 25<sup>TH</sup> 9:00 A.M.-12:00 P.M.

## *JESUS CALLING*

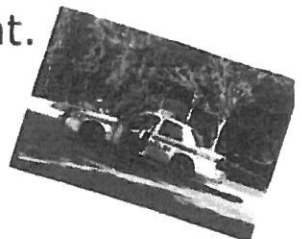
## SEARCH FOR ME

From there you will seek the Lord your God, and you will find Him if you search for Him with all your heart and all your soul. Deuteronomy 4:29

I want you to search for Me-not just once in a while, not just on Sundays, and not just when you need My help. I want you to look for Me at all times. And I want you to search with all your heart and soul—not just because you think you should, or because someone told you to. Look for Me with everything that is in you because you want to find Me. When you search for Me with all your heart and all your soul, you will find Me—and you will enjoy Love, Joy, and Peace in My Presence. I promise. Seek Me in good times; seek Me in hard times. And you will find Me watching over you all the time. Hebrews 10:23; Psalm 145:20

## FAMILY ACTIVITY

This month's Family Activity is to make cookies and take them to a local fire/police department. Show your appreciation to our local heroes.



# FAMILY PARTNERSHIPS



IS THERE A MONSTER IN YOUR HOME?  
WE CAN ALL ANSWER YES!



## The Monster In Your Home

There may be a monster in your home and it's right in front of your eyes! It's your television or tablet!

Spending time watching TV or using a tablet means your child may not be engaged in creative or learning activities, like reading, playing or just being a kid.

Many homes have one or more TVs or tablets. Too often, a child's free time may center around what's playing on TV or on the tablet. Watching excessive, or inappropriate shows or games can lead to:

- Violent and aggressive behavior,
- Obesity,
- Poor body concept and self-image, and later,
- Substance abuse and early sexual activity.

Get tips to help your family tame the monster in your home and take control of your family's TV or tablet habits.

## ARE YOU READY?

*Is Your Family Ready For An Emergency?*

September is National Emergency Preparedness Month. Use this month to help your family prepare for an emergency like floods, fires, winter storms and more.

Check out these resources to help your family prepare for emergencies.

- *Pennsylvania Emergency Preparedness Guide: This guide will help you become better prepared by learning about different kinds of emergencies, how to create emergency plans and kits for your home, your vehicle, and your workplace, and how to plan ahead if you have a special need.*
- *Family Communication Plan for Parents and Kids: Guidelines to help your family determine who would be your out-of-state point of contact, and where you would meet away from your home.*
- *Emergency Supply Kit Checklists for Parents and Kids: Checklists designed to help families and kids prepare for emergencies.*
- *Helping Children Cope: Tips to help children recognize their reactions during and after emergencies, and also help children cope with their emotions.*
- *Ready Kids: Ready Kids has tools and information to help before, during and after disasters. Play games, learn about disasters, and get tips to prepare before a disaster strikes.*

## EXCITING EVENTS

- September 5 CENTER CLOSED-LABOR DAY  
September 6 Lil' Angels Pictures (Siblings/Infants)  
September 7 Lil' Angels Pictures (YT, TOT, OT)  
September 8 Lil' Angels Pictures (PS1, PS2, PS3)  
September 9 Lil' Angels Pictures (PK1, PK2, K)  
September 15 Zoo America (PS-K) in-house  
(PAWS, CLAWS, SCALES & TAILS)  
September 19 Thomas the Tank Strasburg Railroad (PS-K)  
(leave at 9:00 return at 2:00)  
ALL CHAPERONES MUST HAVE CLEARANCES TO ATTEND FIELD TRIPS



AZELLA 9/20 ARWEN 9/19 JAMESON 9/5  
ELSIE 9/20 HARPER 9/26 OLIVIA 9/24  
ELIJAH 9/20 OPHELIA 9/8 JOSEPHINE 9/19  
CAMPBELL 9/4 ETHAN 9/15 REMINGTON 9/11  
REMY 9/19 BRADLEY 9/27 NINA 9/19  
AZELLA 9/20 ARWEN 9/19 JAMESON 9/5  
ELSIE 9/20 HARPER 9/26 OLIVIA 9/24  
ELIJAH 9/20 OPHELIA 9/8 JOSEPHINE 9/19  
CAMPBELL 9/4 ETHAN 9/15 REMINGTON 9/11  
REMY 9/19 BRADLEY 9/27 NINA 9/19

## **September is Childhood Obesity Month**

One in 5 children in the United States are obese. Childhood obesity puts kids at risk for health problems that were once seen only in adults, like type 2 diabetes, high blood pressure, and heart disease.

The good news is that childhood obesity can be prevented. In honor of National Childhood Obesity Awareness Month, Adventist Health encourages your family to make healthy changes together.

- Get active outside: Walk around the neighborhood, go on a bike ride, or play basketball at the park.
- Limit screen time: Keep screen time (time spent on the computer, watching TV, or playing video games) to 2 hours or less a day.
- Make healthy meals: Buy and serve more vegetables, fruits, and whole-grain foods.

Taking small steps as a family can help your child stay at a healthy weight!

[www.adventisthealth.org](http://www.adventisthealth.org)