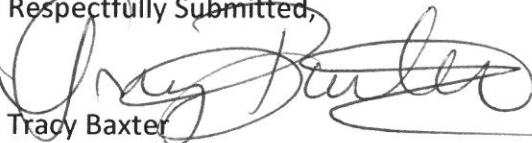


The Children's Garden
Director Report
August 2022

- Twelve new parent meetings took place during the month of August. The new parent meetings are mandatory. This is an opportunity for the administration to have an informal meeting to discuss specific components of the program. This includes the partnership between the center and the church.
- During the month of August, the center prepares for the fall program. This includes many different opportunities for the children to prepare for their new classrooms. In our infant and toddler departments, the teachers strive to provide the children with the opportunity to build relationships with their new teachers. The program intentionally sets up specific times for teachers to visit the children in their classroom environment prior to the transition for the fall session. The PS department provides children several opportunities to visit their new classrooms to meet the teachers and become familiar with their new classroom. Parents are provided a transition observation sheet after each visit.
- All fall packets were distributed to the families on August 17th.
- The building was open for teachers to prepare their classrooms for the beginning of the fall session on August 29th. Our dedicated staff take pride in our classrooms. All classrooms were ready for the first day of the fall program.
- Pastor Sarah supported the program by researching a new Christian education for our classrooms. The curriculum included classrooms from infant through School Age. The teachers were very excited to view the resources and are ready to get started in presenting the curriculum to the children.
- Our department mentor meeting took place on August 8th. The focal point of this meeting was the current COVID plan and fall staff placement.
- August staff meeting agenda included in my report.

Respectfully Submitted,



Tracy Baxter

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

hello,
august
2022

Mission Statements:

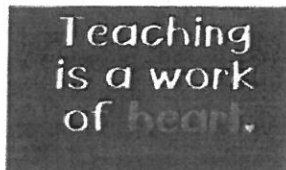
Grow in Faith, Share God's Love, Serve Others
To give every child the love, support, guidance,
and knowledge in a Christian environment that
they will need to become successful individuals.

August already! It's hard to believe that the Summer program is almost over! August will be a busy month for our families. The children are still growing strong with the activities planned for the month. Families are getting in those last vacations before school starts. We are gearing up for the Fall program which starts August 29th.

*If your child is not attending the Fall program, please remember to send a written notice of withdrawal date for your child. If your child is not returning for the Fall program, please turn in all key fobs and make sure your account is up to date.

If your child is attending the Fall program, you will receive a packet of paperwork on August 19th. Please remember to complete all paperwork enclosed. The paperwork to be completed will be as follows: Emergency Contact Form, Tuition Agreement, Allergy & Medication Form, Picture Release Form, Field Trip Form (PS-K), and field trip waivers if applicable. This is the perfect time to make sure your child's Health Assessment is up to date!!

Also included in the packet is a school calendar, a Center-wide information packet that gives Information regarding policies, guidelines, and procedures. The classroom informational packet is also included. This gives you specific information about your child's classroom. There will be a "Getting to Know Me" form at the end of the packet for you to complete for your child's teacher. We look forward to a great Fall Program!

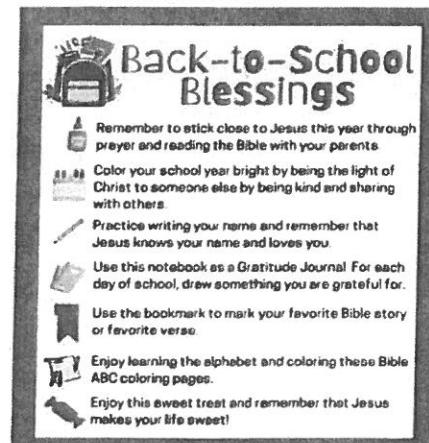


WORSHIP AT ST. JOHN'S LUTHERAN CHURCH
SATURDAY—6:00 P.M. (INSIDE)
SUNDAY—10:00 A.M. (OUTSIDE)



ST. JOHN'S LUTHERAN CHURCH
44 WEST MAIN STREET
SHIREMANSTOWN, PA 17011
717-761-5121
church@stjohns1787.org
PASTOR SARAH KEILHOLTZ
ASSOCIATE PASTOR ELIZABETH ECKMAN

AUGUST 14TH: BACKPACK BLESSING SERVICE 10:00 A.M.
THIS IS AN OUTSIDE SERVICE WITH FREE LUNCH TO FOLLOW!
ALL FAMILIES & STAFF ARE WELCOME!



A LOOK AHEAD

August 15-26 Infant/Toddler Teacher Switch

August 15-26 PS-K Transition Week (M, W, F) 10:00-11:00

***Included in the Fall Packets: **Updated COVID Plan: PLEASE READ**

Questions: please contact office

Updated Field Trip Protocol:

Chaperone Clearances/Behavioral Matters

ON THE CALENDAR!

AUGUST 2—WATERSLIDE—PSI & PS2
AUGUST 3—POOL DAY—S/A
AUGUST 4—WATERSLIDE—PS3 & PK1
AUGUST 5—DUTCH APPLE THEATER—PSI-S/A
“HOW I BECAME A PIRATE”
AUGUST 9—WATERSLIDE—PK2 & PK3
AUGUST 9—KONA ICE
AUGUST 10—POOL DAY—S/A
AUGUST 11—WATERSLIDE—KINDERGARTEN
AUGUST 12—LITTLE BUFFALO STATE PARK—K & S/A
AUGUST 15—WATERSLIDE—S/A
AUGUST 16—WATERSLIDE—OT
AUGUST 17—POOL DAY—S/A
AUGUST 19—SUMMER PROGRAM ENDS
AUGUST 29—FALL PROGRAM BEGINS
(AUGUST 22—EXTRA WEEK IF CARE IS NEEDED)

happy
birthday

JENNIFER—8/10
RUBY—8/11
BLAIRE—8/26
COLTON—8/9
CELESTE—8/10
LYLA—8/17
KIERA—8/9
CORINNE—8/1
CHRISTIAN—8/19
JULIAN—8/16
NATALIE—8/22
VARIAN—8/25
AMELIA—8/30

AUGUST: CHILDREN'S EYE HEALTH & SAFETY MONTH

It is reported that 1 in 4 children experience vision problems. Here's a link to the American Optometric Academy's important vision milestones and sign of eye and vision problems.

Infant Vision: Healthy eyes and good vision play a critical role in how infants and children learn to see. Babies learn to see over a period, much like they learn to walk and talk. They are not born with all the visual abilities they need in life. Eye and vision problems in infants can cause developmental delays. It is important to detect any problems early to ensure babies have the opportunity to develop the visual abilities they need to grow and learn.

BABIES FIRST EYE EXAM: Even if no eye or vision problems are apparent, at about age 6 months, you should take your baby to a Doctor of Optometry for his or her first thorough eye exam. Eye health problems are not common, but if present early detection and treatment offer the best option.

STEPS IN INFANT VISION DEVELOPMENT: At birth, babies can't see as well as older children or adults. Their eyes and visual system aren't fully developed. The following are milestones to watch for in vision and child development.

BIRTH TO 4 MONTHS: At birth, babies' vision is abuzz with all kinds of visual stimulation. Their primary focus is on objects 8 to 10 inches from their face or the distance to the parent's face. During the first months of life, the eyes start working together and vision rapidly improves. By eight weeks, babies begin to focus their eyes more easily on the faces of a parent or other person near them. For the first two months of life, an infant's eyes are not well coordinated and may appear to wander or to be crossed. This is usually normal. However, if an eye appears to turn in or out constantly, an evaluation is warranted. Babies should begin to follow moving objects with their eyes and reach for things at around three months of age.

5 to 8 MONTHS: During these months, control of eye movements and eye-body coordination skills continue to improve. Depth perception is not present at birth. It is not until around the fifth month that the eyes can work together to form a three-dimensional view of the world and begin to see in-depth. It is generally believed that babies have good color vision by 5 months of age. Most babies start crawling at about 8 months old, which help further develop eye-hand-foot-body coordination. Early walkers who did minimal crawling may not learn to use their eyes together as well as babies who crawl a lot.



9 to 12 MONTHS: At around 9 months, babies begin to pull themselves up to a standing position. By 10 months, a baby should be able to grasp objects with thumb and forefinger. By 12 months of age, most babies will be crawling and trying to walk. Parents should encourage crawling rather than early walking to help the child develop better eye-hand coordination. Babies can now judge distances well and throw things with precision.

1 to 2 YEARS: By 2 years of age, a child's eye-hand coordination and depth perception should be well developed. Children this age are highly interested in exploring their environment and in looking and listening. They recognize familiar objects and pictures in books and can scribble with crayons or pencils.

SIGNS OF EYE AND VISION PROBLEMS: The presence of and vision problems in infants is rare. Most babies begin life with healthy eyes and start to develop the visual abilities they will need throughout life without difficulty. But occasionally, eye health and vision problems can develop. Parents need to look for the following signs that may be indicators of eye and vision problems:

- *Excessive tearing may indicate blocked tear ducts.
- *Red or encrusted eyelids could be a sign of an eye infection.
- *Constant eye turning may signal a problem with eye muscle control.
- *Extreme sensitivity to light may indicate an elevated pressure in the eye.
- *The appearance of a white pupil may indicate the presence of eye cancer.

The appearance of any of these signs should require immediate attention by a Doctor of Optometry.

WHAT PARENTS CAN DO TO HELP WITH VISUAL DEVELOPMENT

Parents can help their baby's vision develop properly by providing age-appropriate activities that can assist an infant's visual development. The following are some examples:

BIRTH TO 4 MONTHS:

- *Use a nightlight in the baby's room.
- *Change the crib's position frequently.
- *Keep reach & touch toys with the baby's focus.
- *Talk to the baby while walking around the room.
- *Alternate right and left side with each feeding.

5 TO 8 MONTHS:

- *Hang a mobile, crib gym for the baby to grab, pull, and kick.
- *Give baby plenty of floor play and exploration.
- *Provide age-appropriate blocks that can be held in the hands.
- *Play patty-cake or other games, moving the baby's hand through the motions.

9 to 12 MONTHS:

- *Play hide & seek games with toys to help the baby develop visual memory.
- *Name objects when talking to encourage the baby's word association and vocabulary development skills.
- *Encourage crawling and creeping.

1 to 2 YEARS:

- *Roll a ball back and forth to help the child track objects with the eyes visually.
- *Give the child building blocks and balls of all shapes and sizes to play with to boost fine motor skills and small muscle development.
- * Read or tell stories to stimulate the child's ability to visualize and pave the way for learning and reading skills.



Family Fun

STARTING IN THIS MONTH (AUGUST) WE ARE ENCOURAGING FAMILIES TO HAVE A TIME TO GET TOGETHER AND DO SOMETHING FUN AND SHOW US HOW MUCH FUN YOU HAD. WE WILL SUGGEST A FAMILY ACTIVITY EACH MONTH FOR YOU TO ENJOY!

AUGUST FAMILY PROJECT

PAINTED ROCKS



PICK UP ROCKS OR FIND SOME WHILE AWAY ON VACATION. WASH THEM AND PAINT THEM ANY WAY YOU WISH. YOU CAN MAKE FUN ROCKS, ROCKS WITH ENCOURAGING WORDS, OR JUST PAINTED ROCKS. TAKE PICTURES OF YOUR FAMILY PARTICIPATING IN THIS ACTIVITY AND EMAIL THEM TO INFO@TCGPA.ORG THEN BRING THOSE ROCKS IN IF YOU CHOOSE AND WE WILL SHARE THEM WITH OUR NEIGHBORS. HAVE FUN AS A FAMILY AND PROVIDE A SMILE FOR OTHERS!



Department Mentor Meeting

August 8, 2022

Time: 1:00-2:30

Devotion

I. Priorities

- a.) Review and make corrections on the current COVID plan- We made revisions but are seeking the leadership team's input.
- b.) Decide on Fall classroom staffing- We made suggestions but are seeking the leadership team's input.

II. Results

- a.) Reviewed revised COVID plan. Make corrections if needed. Suspension date to send to parents- August 12th via SMARTCARE and classroom communication APPs.
- b.) Decide on classroom teams- Crissy and I will write out summer work schedules. Staff will sign at the staff meeting on August 10th.

III. Participants

- Ilene Foxx- Infants, YT
- Jules Boardman- OT, TOT
- Katie Galitsky- PS1, PS2, PS3
- Carly Hertz- PK1, PK2
- LA Courtney- absent due to vacation
- Crissy Switzer- Assistant Director
- Tracy Baxter- Director
- Pastor Sarah- Pastor

IV. Sequence

- Following the topics of discussion

V. Timing

- Follow through topics in a timely manner.

VI. Date and time

- August 3, 2022 @ 1:00-2:30- Youth Lounge

Staff Meeting
Devotion-Pastor Sarah.
Punctual Attendance
Perfect Attendance
August 10, 2022

“You can’t stop the waves, but you can learn to surf”- Jon Kabat-Zinn

I. STARS/CQI- Continuous Quality Improvement

- During work time with teams, Crissy and I will be touching base with teachers who are missing documentation from their DHS/STARS folders. If you need anything in your folder (references, health assessments, training etc.) please bring documentation to this meeting. Michele sends out reminders. Please refer to these reminders if you are unsure.
- Mandatory in-service day-October 10th, 2022- I am trying to provide babysitting. This is not a guarantee. Please plan on having alternative care for this day as a backup.

II. Topics

- Dress code/code of conduct-policy and discussion-handout
- We must change some of the dates for transitions. Please refer to the calendar to modify the transition times. The reason being was due to COVID and staffing.
- Briefly review changes in COVID plan- Write down questions about plan. We want to keep this meeting moving due to time constraints.
- 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!!
- Classroom team distributions- Announce teachers and teams. Teacher schedules will be handed out during this meeting.
- Classroom teams schedule breakdown- Teams will break down schedules and write tasks each of the team members will be completing during specific times of the day. This is a set standard for our center. I will be collecting the schedules AFTER the staff meeting. This is a very important aspect of making a solid communication practice. Please take this seriously. This will set the foundation this school year for your classroom. Discussion on items to discuss

Words to reflect on: Bibs or Aprons?

The Children's Garden - Financial Update

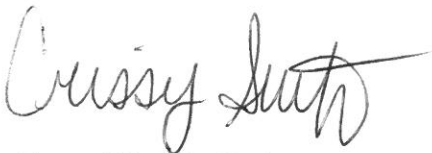
Current Liabilities for September 2022

<u>Vendor</u>		<u>Balance Due</u>
St. John's		13,222.88
Payroll 9/9/2022		45,000.00
Payroll 9/23/2022		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 9/1/22	13,321.00
Totals		\$172,611.88

Savings Account	09/01/22	661,286.76
Checking Balance	09/01/22	177,310.28

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

The profit and loss for August shows a shortage in tuition that is due to vacations, children leaving program for the summer, and pre-payment. Payroll was over due to overtime to cover the needs of the building, we lost several summer staff so the rooms required more coverage. We did start the Script fundraiser again and we raised \$691.00 with the order. We are full in the classrooms and have an extensive waiting list and are turning calls away daily. We are truly blessed. We did receive a Workforce Grant and will see this in the September Profit and Loss. We are up and running for the Fall and are looking forward to a great school year.



Respectfully Submitted
Crissy Switzer

The Children's Garden

Profit and Loss Budget vs. Actual

August 2022

Income	Aug '22	Budget	\$ Over Budget
4000-00 — Regular			
4000-01 — Regular Tuition	151,652.77	185,645.00	-33,992.23
4000-02 — Regular Registration	630.00	90.00	540.00
4000-03 — Regular Activity Fees	9,740.00	0.00	9,740.00
4000-00 — Regular - Other	0.00	0.00	0.00
Total 4000-00 — Regular	162,022.77	185,735.00	-23,712.23
4005-00 — Summer			
4005-01 — Summer Tuition	9,321.00	15,975.00	-6,654.00
4005-02 — Summer Registration	0.00	0.00	0.00
4005-03 — Summer Activity Fees	119.00	0.00	119.00
Total 4005-00 — Summer	9,440.00	15,975.00	-6,535.00
4010-00 — Keystone Stars Grant	0.00	0.00	0.00
4015-00 — Field Trip Income	240.25	0.00	240.25
4020-00 — Fund Raiser Income			
4020-02 — Scrip Center	1,605.00	0.00	1,605.00
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
4020-13 — Sub Sale	99.50	0.00	99.50
4020-00 — Fund Raiser Income - Other	439.00	0.00	439.00
Total 4020-00 — Fund Raiser Income	2,143.50	0.00	2,143.50
4025-00 — Return Check Fees	0.00	30.00	-30.00

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

	Aug '22	Budget	\$ Over Budget
4999-00 — Uncategorized Income	5,233.55	200.00	5,033.55
Total Income	179,080.07	201,940.00	-22,859.93
Expense			
5000-00 — Wages Expense	98,615.52	90,000.00	8,615.52
5005-00 — Employer Payroll Tax Expense	31,843.17	30,000.00	1,843.17
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	0.00	7,450.00	-7,450.00
5010-02 — Optical Insurance-Company P...	137.90	160.00	-22.10
5010-03 — Dental Insurance-Company Pa...	72.22	0.00	72.22
5010-04 — AFLAC Insurances-Employee ...	-85.24	0.00	-85.24
5010-05 — Thrivent Retirement Expense	560.00	0.00	560.00
5010-00 — Employee Benefits - Other	0.00	0.00	0.00
Total 5010-00 — Employee Benefits	684.88	7,610.00	-6,925.12
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	145.89	300.00	-154.11
5015-02 — Legal Fees	0.00	250.00	-250.00
5015-00 — Professional Fees - Other	0.00	0.00	0.00
Total 5015-00 — Professional Fees	145.89	550.00	-404.11
5020-00 — Keystone Stars Expenses			
5025-00 — Utilities Expense	0.00	0.00	0.00
5025-01 — Phone Expense	0.00	0.00	0.00
5025-02 — St. John's Utilities Expense	13,222.88	13,195.00	27.88
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
Total 5025-00 — Utilities Expense	13,222.88	13,195.00	27.88
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	257.00	220.00	37.00

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

	Aug '22	Budget	\$ Over Budget
5030-02 — Durable Goods Expense	1,616.01	1,000.00	616.01
5030-03 — Repairs & Maintenance Expen...	0.00	1,000.00	-1,000.00
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	1,873.01	2,220.00	-346.99
5035 — Food & Dairy Expense	8,145.89	7,000.00	1,145.89
5040-00 — Supplies Expense			
5040-01 — Christian Education Expense	823.94		
5040-02 — Batteries Expense	0.00	50.00	-50.00
5040-03 — Regular Supplies Expense	0.00	665.00	-665.00
5040-04 — Summer Supplies Expense	0.00	0.00	0.00
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	3,704.60	0.00	3,704.60
Total 5040-00 — Supplies Expense	4,528.54	1,315.00	3,213.54
5045-00 — Janitorial Supplies Expense	2,183.22	2,300.00	-116.78
5050-00 — Field Trips Expense	4,012.39	0.00	4,012.39
5051-00 — Summer Expenses-School Agers	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	0.00	200.00	-200.00
5055-03 — Staff Training Expenses	470.00	600.00	-130.00
5055-00 — Staff Expenses - Other	0.00	0.00	0.00
Total 5055-00 — Staff Expenses	470.00	800.00	-330.00
5060-00 — Administration Expense			
5060-01 — Copier Expense	223.39	300.00	-76.61
5060-02 — Miscellaneous Expense	34.35	500.00	-465.65
5060-03 — Advertising Expense	0.00	100.00	-100.00

The Children's Garden

Profit and Loss Budget vs. Actual

August 2022

	Aug '22	Budget	\$ Over Budget
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	24.10	100.00	-75.90
5060-08 — NSF fees	0.00	0.00	0.00
5060-00 — Administration Expense - Other	375.00	0.00	375.00
Total 5060-00 — Administration Expense	656.84	1,550.00	-893.16
5065-00 — Special Occasion Expenses			
5065-01 — 100th Day Celebration Expenses...	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	2,632.70	0.00	2,632.70
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	2,632.70	0.00	2,632.70
Total Expense	169,201.83	156,540.00	12,661.83

8:24 AM

09/07/22

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

	Aug '22	Budget	\$ Over Budget
Net Income	9,878.24	45,400.00	-35,521.76
