



# ATONEMENT CHRISTIAN PRESCHOOL

Established 1976

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## Parent Handbook 2024-25

Dear Preschool Parents,

Welcome to Atonement Christian Preschool where our mission is to provide a developmentally appropriate early childhood educational experience in a loving and nurturing environment. My staff and I are excited that you chose our preschool, and we look forward to working with your child as they learn and grow during their time with us. We promote the spiritual, social-emotional, cognitive, and physical development of each child to help them be successful in all aspects of their future. This handbook is a reference to our program's mission, goals, and policies. We appreciate your support of our program and the community we foster within and outside our building. Cheers to a successful school year!

Sincerely,

Jen Dauber, Director

## **Developmental Goals**

**SPIRITUAL DEVELOPMENT** - We will provide a learning experience in a Christian setting. Each day will begin with a simple prayer. An awareness of God's love and an appreciation of God's world will be fostered.

**SOCIAL-EMOTIONAL GROWTH** - We strive to develop the children's sensitivities to themselves, their classmates, and their family. We will help each child grow as a unique individual while learning to interact among peers. Helping parents to develop a positive self-image for each child is a prime concern.

**COGNITIVE DEVELOPMENT** – We will encourage each child's inquisitive nature and help develop reasoning and critical thinking skills. We will constantly explore our environment to help the child understand his or her world. Through various planned activities, we will make discoveries in the areas of science, math, social studies, and language.

**LANGUAGE SKILLS** – Each child will be given an opportunity each day to express an idea, talk about an experience, or just talk about him or herself. Speech will be developed through books, music, finger plays, storytelling, and puppetry. Language and literacy begin through alphabet recognition, phonics, and rhyming.

**GROSS MOTOR SKILLS** – Games and activities that include running, jumping, throwing, climbing, and balancing will be included each day. We will go outside or have time in our gym daily. Developing large muscles is a necessary step in refining fine motor skills.

**FINE MOTOR SKILLS** - Puzzles, games, beads, blocks, Legos, etc. will be made available during discovery time to give the children a chance to exercise the smaller muscles and improve their hand-eye coordination. Art projects will be created to help increase these skills. Children will learn to print letters when they can hold a pencil.

## **Themes**

**TODDLERS** - Our church school, friends, colors, our community and community helpers, seasons and holidays, senses, family, shapes, transportation, numbers 1-5, ocean.

**THREES** - Our church school, getting acquainted, sharing and friends, colors, letters, numbers 1-10, shapes, seasons and holidays, dental care, nutrition, safety, nursery rhymes, senses, feelings, opposites, animals (farm, pets, zoo), transportation, community helpers, family, weather, flowers, insects, sea.

**FOURS & PREK** - Our church school, getting acquainted, sharing and friends, family, colors, shapes, seasons and holidays, alphabet (pre-literary skills), numbers 1-30, opposites, senses, feelings, plants, animals, nutrition, our bodies, space, fairy tales, our country and presidents, rhyming, dinosaurs, ecology, weather, insects, sea.

## **Our Daily Activities**

**GATHERING CIRCLE** – Welcome children and explain the day's theme and activities.

**DISCOVERY TIME** – Free play, learning centers, peer interaction, manipulatives.

**CIRCLE TIME** – Stories, calendar, finger plays, poetry, rhymes, songs, show & tell, prayer.

**ART EXPLORATION** – Stories, calendar, finger plays, poetry, rhymes, songs, show & tell, prayer.

**PUZZLES & BOOKS** – Theme based

**SNACK** - Healthy snack and water provided by PS. Includes prayer and encouragement of good table manners.

**MUSIC & MOVEMENT** – Songs, Kimbo cd's, rhythm band, bean bags, and rhythm sticks.

**PHYSICAL ACTIVITY (PLAYGROUND & GYM)** - Climbing equipment, trikes, obstacle course, balls, hula hoops, etc.

**CLOSING** - Goodbye song and dismissal.

**In God's House** - Principles of Christian love, kindness and acceptance are demonstrated by our loving teachers. Daily prayer complements classroom routine. Chapel services are held monthly in our sanctuary led by Director of Music, Deacon Tom Yenser, and Atonement's Pastoral staff. Service projects reinforce Christian empathy.

**Monthly Specials** – All classes will take part in monthly physical education class and chapel. Additionally, 4's & PreK classes will have monthly music and fine art instruction.

## IMPORTANT PRESCHOOL INFORMATION

**TUITION:** Tuition is based on the cost to maintain the child in the program for the school year. It is broken down into nine equal payments following the **payment schedule** listed below.

### **First Semester**

Payment #1 due May 1, 2024  
Payment #2 due Sept. 1, 2024  
Payment #3 due Oct. 1, 2024  
Payment #4 due Nov. 1, 2024

### **Second Semester**

Payment #5 due Dec. 1, 2024  
Payment #6 due Jan. 1, 2025  
Payment #7 due Feb. 1, 2025  
Payment #8 due March 1, 2025  
Payment #9 due April 1, 2025

PreK: 5-days \$350  
Fours: 3-days AM \$220, PM \$200  
Threes: 3-day \$220, 2-day \$180  
Toddlers: 3-day \$210, 2-day \$170  
Together Time: \$55  
STEAM \$190, Naturalist \$190  
Stay n Play: Mon \$80. Wed \$90, Fri \$90

Late Payments: If a payment is more than 7 days overdue, a reminder will be emailed. If tuition is not paid by the 15<sup>th</sup> of the month, a \$25.00 late fee will be charged unless arrangements have been made with the Director. No refunds or credits are given for vacations or withdrawal.

### **PAYMENT METHODS:**

- Online payment on our website [www.atonementwyo.org](http://www.atonementwyo.org). You can have your payment withdrawn from your bank account or you can use a debit or credit card. **Please note that there is a convenience fee for using your debit or credit card to pay tuition online.**
- Check payable to Atonement Christian Preschool, please include your child's name in the MEMO line. Check payments can be given to the teacher who will submit it to the preschool office.
- For billing questions, contact Regina Doyle at [Rdoyle@atonementwyo.org](mailto:Rdoyle@atonementwyo.org)

**JOVIAL:** We use Jovial, a preschool management system to manage enrollment, tuition billing, and forms and requirements. Parents can access the family portal to review their child's enrollment and tuition. Online payments CANNOT be made on Jovial.

**CLASS HOURS:** Please arrive on time for drop-off and please pick-up your child promptly at dismissal. Please contact the preschool by phone, Bloomz app, or email if you are running late.

Class hours are:

Threes/Fours/PreK 9:00-12:00    STEAM/Naturalist 12:30-3:00 (includes Lunch Bunch 12:00-12:30)  
Toddlers 9:15-11:30                      Stay n Play 12:00-3:00  
Together Time: 9:00-10:15, 10:30-11:45

**DROP-OFF & PICK-UP:** Drop-off and pick-up will occur at designated outdoor locations. See page 7 for location photos. If you are late, please use the door at the Preschool entrance and ring the doorbell to gain access.

**PARKING:** Parking is available in the church parking lot or along Wyomissing Blvd. Please adhere to the "No parking" and "Handicap parking" signs and road markings. Accompany your child to and from the car and the building. **DO NOT** leave children unattended in a parked car.

**SECURITY:** A security system is installed at the doors to our main church entrance and the preschool entrance. All who are not preschool, or church staff members must be authorized to enter the building by the Preschool Director or Church Office Manager.

**BABYSITTERS/DRIVERS:** We must be notified of anyone new to staff picking up a child. Photo ID is required.

**SCHOOL CLOSINGS:** We will follow the decision of the **Wyomissing Area School District** concerning all snow delays and closings. If Wyomissing has a **delayed start**, our morning classes will meet **10:00am to 12:00pm**, and afternoon classes will meet as scheduled. If Wyomissing has an **early dismissal**, our afternoon classes will be canceled, and parents will be called to pick-up their child. Delay and closure notification will be emailed by the director as well as posted on Atonement Christian Preschool's social media pages and the Bloomz app.

**SNOW MAKE-UP:** Make-up days will be offered after the fifth cancellation for PreK, after the third cancellation for MWF classes, and after the second cancellation for TTh classes. Make-up days will be scheduled at the discretion of the director.

**SICK POLICY:**

- A student must stay home if they exhibit any of the following symptoms:
  - Fever of 100.4 degrees or higher
  - Cough
  - Shortness of breath
  - Sore throat
  - Chills, muscle aches or headache
  - Nausea, vomiting, or diarrhea
- A student must be fever-free (without the use of medication) for 24 hours and symptoms decreased before returning to preschool.
- If a child becomes ill during school, a parent or emergency contact will be called to come and pick up the child.
- Contact your child's teacher about their absence due to illness via Bloomz.

**MEDICAL FORMS:** All students must have a physician signed health form including updated immunization records on file by Meet the Teacher Day in September.

**ACCIDENTS & MINOR INJURIES:** One staff member in each classroom and the director are First Aid/CPR certified. Minor bumps and bruises are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to the parents/guardians on an "Ouch" report. We will call a parent immediately in case of serious or questionable injury. Reminder: keep your child's emergency card and medical form updated.

**ALLERGIES:** When a doctor diagnoses a child as having a food, medical or environmental allergy that requires treatment (Benadryl, EpiPen, etc.), an Allergy Action Plan form must be completed and kept on file with the preschool.

**PEANUT FREE FACILITY:** We are peanut free to ensure the safety of those children with peanut allergies, please pack peanut/peanut butter free lunches for Stay n Play and Lunch Bunch.

**SNACKS:** Daily snack will include one of our allergy safe snacks and water. **Parents will be asked to donate snacks to the preschool pantry throughout the school year.** Safe snack items include Honey Maid Graham Crackers, Unique pretzel shells, Wheat Thins, Triscuits, Multi-Grain Cheerios, Cheddar Goldfish, and Skinny Pop Popcorn.

**HOLIDAY IN-CLASS CELEBRATIONS:** Parents will be asked to donate special snack items and paper products for our holiday celebration days. If your child has an allergy or dietary restriction, please provide your child with a safe snack for our holiday celebration days. Please do not send in treat/goody bags for celebrations.

**BIRTHDAYS:** We will recognize birthdays with a crown and serenade. Please do not bring birthday treats, food, or non-food.

**THINGS FROM HOME:** No toys or other items from home are allowed in the preschool. No food from home or chewing gum in the preschool.

**DISCIPLINE:**

- Positive verbal rewards are given for acceptable age-appropriate behavior. (Reinforces self-esteem)
- Non-acceptable behavior
  - The child will be asked to stop and think about inappropriate behavior (ex: temper tantrum, refusal to cooperate, hitting, not following rules, etc.)
    - The teacher will redirect the child to another activity.
    - The teacher will allow the child to work out their own solutions. (Encourages the child to stand up for their rights and verbalization of thoughts and feelings)
  - If the child is disruptive in a group situation, the child will sit with a staff member with a gentle reminder about appropriate behavior. (Child becomes responsible for consequences of behavior)
  - The child will be removed from the group for a period of “calm down” in the classroom. A sensory item (fidget, tacky, playdough, etc.) will be provided to give the child the opportunity to calm down, to remember the acceptable behavior and to decide when they are ready to rejoin the group.
  - We do not tolerate physical or inappropriate verbal discipline at any time for any reason or circumstance.
  - If a behavior problem persists, we will work together with the parents to help the child develop appropriate behavior. (This provides consistency with the parent and teacher to redirect child’s behavior)
  - If the child cannot develop appropriate behavior, unfortunately the child will be dismissed from school.

**COMMUNICATION:** We strive to communicate information to parents in a timely fashion.

Methods of communication we use include:

- BLOOMZ APP: Teachers will use the Bloomz app to communicate with parents including whole class and individual messages as well as sharing photos. The Director will use the Bloomz app for quick communications with parents.  
**Handouts on how to join Bloomz will be given on Meet the Teacher Day.**
- EMAIL: The Director will email weekly newsletters to parents on Friday afternoons via MailChimp. Please ensure we have updated email addresses. Check spam and Gmail promotion folders for MailChimp emails if not found in your inbox.
- STUDENT MAILBOXES: Each child has a mailbox for communications/papers/artwork to go home. You may use the mailboxes for party invitations provided everyone in the class is invited.

**PLAYGROUND:** Our playground is a favorite spot! Many times, it is used after dismissal to give children and parents an opportunity to make connections with other preschool families. We are happy to see the community develop outside the preschool walls. When classes are using the playground, we ask that you do not use the playground.

When children are using the playground during non-school hours, we ask parents to help children follow playground rules as they are taught in preschool. Safety is our #1 concern. In the event the playground rules are not being followed, we will have to limit playground use to school hours only.

**PLAYGROUND RULES:**

- Closely supervise children at all times.
- No pushing or roughhousing.
- Stairs are for climbing/slides are for sliding.
- Feet first down the slides.
- Mulch is for walking or playing on. No throwing mulch.
- Keep off the top of the slide tube and playhouses.
- Children should stay within the fenced playground and not in the parking lot.
- Be respectful and kind to playground equipment, church grounds and landscaping.

**CLOTHING:**

- Wash & wear clothing are best for preschool learning experiences. The school provides smocks for painting, but sometimes spots still get on clothing. The tempera paint should come out with immediate soaking.
- Always keep an extra set of clothes in the child's backpack.
- Sneakers are required for our playground and gym.

**POTTY TRAINING POLICY:** Children enrolled in our preschool classes (3's, 4's & PreK) must be potty trained before attending school. We realize accidents happen but should happen infrequently. It is not uncommon for a child who is fully toilet trained to have a setback when they are in a new environment. Staff members are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if a child has an accident.

Potty-trained children can:

- Communicate to the teachers they need to go to the restroom.
- Use the restroom with little or no assistance from an adult.
- Wear cloth underwear not Pull-ups.

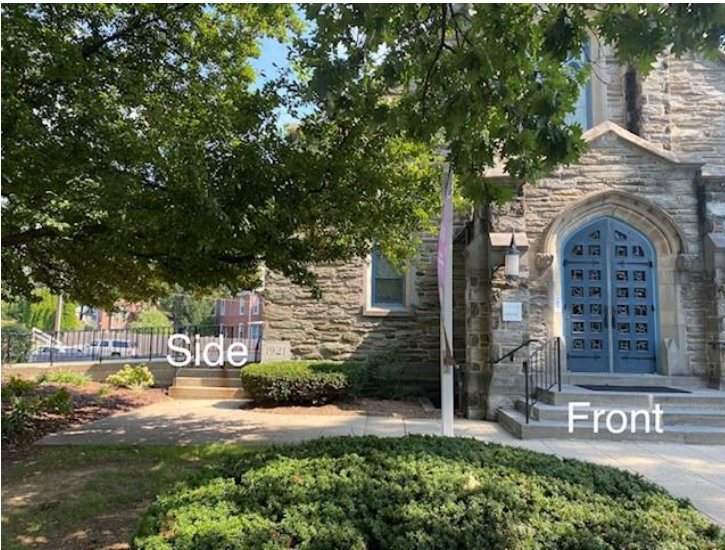
If a child is not completely potty trained as described and has frequent accidents when school starts, the preschool director will recommend the child take 2-4 weeks off from school to focus on potty training. Upon return to preschool, the child must be trained as described without frequent accidents to continue attending preschool.

**SCHOOL BAG:** A standard size book bag or backpack (approximately 14"x16") is recommended. Bags that are smaller tend to be difficult to pack and send artwork home. We ask parents to look at the items brought home at the end of the day to help with the connection between school and home. Please label it with your child's name.

**PRESCHOOL HOME & SCHOOL ASSOCIATION:** Our HSA builds family school connections within the preschool by planning and hosting family friendly events throughout the school year. More info. about the HSA and its events will be shared during the school year.



## Outdoor Drop-off & Pick-up Locations



### Lundin Hall

Front Doors – Mrs. Williams  
Side Door – Mrs. Fallon



### Church Doors

Left Side – Mrs. Walley  
Middle – Mrs. Mazzerle  
Right Side – Mrs. Hoffman



### Mezzanine Doors

(across the lawn from the preschool office)  
Mrs. Pflomm 4's & STEAM  
Toddlers - Mrs. Busack & Mrs. Fotis



### Preschool Door

Mrs. Fotis 4's  
Naturalist  
All Stay n Play classes

## **GENERAL PRESCHOOL CALENDAR 2024-25**

September 3 – Meet the Teacher for TTh Toddlers & 3's and PreK  
September 4 – Meet the Teacher for MWF Toddlers, 3's & 4's  
September 5 – First Day of TTh Toddlers & 3's and PreK  
September 6 – First Day of MWF Toddlers, 3's & 4's  
September 9 – First Day of STEAM and Monday Stay n Play  
September 10 – First Day of Naturalist  
September 11 – First Day of Together Time and Wednesday Stay n Play  
September 13 – First Day of Friday Stay n Play  
Week of September 23 – Picture Week  
Saturday, October 5 – Fall Open House  
October 14 – Preschool Closed – Indigenous Peoples' Day  
Saturday, October 26 – Community Trick or Treating Event  
October 30 & 31 – Halloween Parades at drop-off and in-class Celebrations  
November 1 – Preschool Closed – Teacher In-Service  
November 25 & 26 – Thanksgiving Feasts in class  
November 28 – December 2 – Preschool Closed – Thanksgiving Break  
December 18 – Family Christmas Chapel for MWF 3's & 4's  
December 19 – Family Christmas Chapel for TTh 3's & PreK  
December 20 – January 1 – Preschool Closed for Christmas Break  
January 20 – Preschool Closed – MLK Day  
January 30 – Parent/Teacher Conferences for TTh 3's & PreK  
January 31 – Parent/Teacher Conferences for MWF 3's & 4's  
February 3 – 2025-26 Registration opens to Current Preschool Families  
February 17 – Preschool Closed – President's Day  
February 18 – 2025-26 Registration opens to the Community  
Sunday, March 2 – Preschool Sunday  
March 13 – Dad's Day (first hour of class) for TTh 3's  
March 14 – Dad's Day (first hour of class) for MWF 3's & 4's and PreK  
March 17 & 18 – Preschool Closed – Spring Break 1  
Saturday, April 5 – Spring Open House  
April 14 & 15 – Easter Egg Hunts in class  
April 16 – 21 – Preschool Closed – Spring Break 2  
May 7 – Mother's Day Celebration for PreK  
May 8 – Mother's Day Celebration for TTh 3's  
May 9 – Mother's Day Celebration for MWF 3's & 4's  
May 12, 14 & 16 – Last Days of Stay n Play  
May 14 – Last Day of STEAM  
May 15 – Last Day of Naturalist  
May 21 – Last Day of Together Time and MWF classes  
May 22 – Last Day of TTh and Mon-Fri classes  
Friday, May 23 – Preschool Graduation for all 4's & PreK students, 9:00am