



**ATONEMENT
CHRISTIAN
PRESCHOOL**

Established 1976

5 Wyomissing Blvd. • Wyomissing, PA 19610 • 610-375-8049
Jen Dauber, Director • jdauber@atonementwyo.org

Parent Handbook 2025-26

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

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	Second Semester	Monthly Tuition Fees by Class
Payment #1 due May 1, 2025	Payment #5 due Dec. 1, 2025	PreK: 5-days \$370
Payment #2 due Sept. 1, 2025	Payment #6 due Jan. 1, 2026	Fours: 3-days \$235
Payment #3 due Oct. 1, 2025	Payment #7 due Feb. 1, 2026	Threes: 3-day \$235, 2-day \$190
Payment #4 due Nov. 1, 2025	Payment #8 due March 1, 2026	Toddlers: 3-day \$220, 2-day \$1870
	Payment #9 due April 1, 2026	Together Time: \$60
		STEAM: \$200, Naturalist: \$200
		Stay n Play: Mon \$85, Wed \$95, Fri \$95

Late Payments: If the payment is more than 7 days overdue, a reminder will be emailed. If tuition is not paid by the 15th 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. You can have your payment withdrawn from your bank account or you can use a debit or credit card.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 and CC Jen Dauber jdauber@atonementwyo.org

JOVIAL: Jovial is our management system to manage enrollment, tuition, and requirements. Parents can access the family portal to review their child's enrollment and tuition. **Online payments CANNOT be made via 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, Class Dojo app, or email if you are running late.

Class hours are:

Threes/Fours/PreK: 9:00-12:00

Toddlers: 9:15-11:30

Together Time: 9:00-10:15, 10:30-11:45

STEAM: 12:30-3:00 (Lunch Bunch 12:00-12:30)

Naturalist: 12:30-3:00 (Lunch Bunch 12:00-12:30)

Stay n Play: 12:00-3:00

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 September 15.

ACCIDENTS & MINOR INJURIES: All staff members 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 Incident Report form. We will call a parent immediately in case of serious or questionable injury. Reminder: keep your child's emergency contact and medical forms 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 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 collaborate 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:

- CLASS DOJO APP: Teachers will use the app to communicate with parents including whole class and individual messages as well as sharing photos. The Director will use the app for quick communication with parents.
Instructions on how to join Class Dojo 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 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 rough housing.
- 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 common 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 Parent Planning meetings will be shared during the school year.

Mark Your Calendars for 2025-26 HSA Events
Sat. Oct. 25, 2025 – Community Trick or Treating, 10am-noon, Atonement lawn
Sat. March 21, 2026 – Easter Bunny Breakfast, Time to be Announced, Lundin Hall

Admissions, the provisions of services, and referrals of families and students shall be made without regard to race, color, religious creed, disability, ancestry national origin, age, or sex. Program services shall be made accessible to eligible with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aides, and the use of alternative service delivery locations.

Outdoor Locations for Drop-Off and Pick-Up



Main Church Doors

Right side – Mrs. Tavenner
Left side – Mrs. Walley
Middle – Mrs. Mazzerle



Mezzanine Door

Mrs. Pflomm
Mrs. Fotis
Mrs. Busack
STEAM



Preschool Entrance

Mrs. Fallon
Mrs. Williams
Together Time
Stay n Play
Naturalist

General Preschool Calendar 2025-26

Tues. Sept. 2 – Meet the Teacher for TTh Toddlers & 3's, PreK, STEAM and Naturalist
Wed. Sept. 3 – Meet the Teacher for MWF Toddlers, 3's & 4's and STEAM
Thurs. Sept. 4 – First Day for TTh Toddlers & 3's and PreK
Fri. Sept. 5 – First Day for MWF Toddlers, 3's & 4's
Mon. Sept. 8 – First Day for STEAM and Mon Stay n Play
Tues. Sept. 9 – First Day for Naturalist
Wed. Sept. 10 – First Day for Together Time and Wed Stay n Play
Fri. Sept. 12 – First Day for Fri Stay n Play
Week of Sept. 22 – Picture Week
Sat. Oct. 4 – Fall Open House, 9:00-10:30
Mon. Oct. 13 – No School – Indigenous Peoples' Day
Sat. Oct. 25 – Community Trick or Treating Event
Thurs. Oct. 30 & Fri. Oct. 31 – Halloween Parades at drop-off and in-class Celebrations
Mon. Nov. 24 & Tues. Nov. 25 – Thanksgiving Feasts in class
Wed. Nov. 26 – Mon. Dec. 1 – No School – Thanksgiving Break
Wed. Dec. 17 – Family Christmas Chapel for MWF 3's & 4's, 11:30 in the church
Thurs. Dec. 18 – Family Christmas Chapel for TTh 3's & PreK, 11:30 in the church
Mon. Dec. 22 – Fri. Jan. 2 – No School – Christmas Break
Mon. Jan. 19 – No School – Martin Luther King Day
Thurs. Jan. 29 – Parent-Teacher Conferences TTh 3's & PreK (school is in session)
Fri. Jan. 30 – Parent-Teacher Conferences MWF 3's & 4's (school is in session)
Mon. Feb. 2 – 2026-27 Registration Opens to current church & preschool families
Thurs. Feb. 13 & Fri. Feb. 14 – Valentine's Day Celebrations in class
Mon. Feb. 16 – No School – President's Day
Wed. March 4 – Dad's Day for MWF 3's & 4's and PreK, 9-10am
Thurs. March 5 – Dad's Day for TTh 3's, 9-10am
Sat. March 21 – Family Easter Bunny Breakfast (tentative)
Thurs. March 26 & Fri. March 27 – Easter Egg Hunts in class
Mon. March 30 – Mon. April 6 – No School – Easter Break
Sun. April 12 – Preschool Sunday & Spring Open House, 10am-noon
Thurs. May 7 – Mother's Day for TTh 3's & PreK (last 30-45 minutes of class)
Fri. May 8 – Mother's Day for MWF 3's & 4's (last 30-45 minutes of class)
Mon. May 11, Wed. May 13, Fri. May 15 – Last Days of Stay n Play
Wed. May 13 – Last Day of STEAM
Thurs. May 14 – Last Day of Naturalist
Wed. May 20 – Last Day of Together Time and MWF classes
Thurs. May 21 – Last Day of TTh and Mon-Fri classes
Fri. May 22 – Preschool Graduation for all 4's & PreK students, 9:00 in the church



To the Preschool Families:

This letter is to assure you of our concern for the safety and welfare of children attending Atonement Christian Preschool. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Bausman United Church of Christ located at 1064 Penn Ave. Wyomissing.
If it ever becomes necessary to relocate, a sign will be posted on the door.
- Modified Operation: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please check our school app and your email for announcements relating any of the emergency actions listed above.

We ask you not to call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. The facility director may provide an alternate phone number: **Church phone number 610-375-3512** to call in an emergency event.

The Emergency Contact/Parental Consent form designating persons to pick up your child will be completed and returned to the preschool during Meet the Teacher sessions the first week of September. Please ensure that only those people you list on the form attempt to pick up your child. I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. To ensure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact Jen Dauber at 610-375-8049.

Sincerely,

Jen Dauber

Preschool Director