



April 1, 2019

Dear Parents:

Thank you for choosing Atonement Christian Preschool for your child's early childhood education. We are very happy that your family will be joining us next fall! We look forward to including your child in our fine program.

**Here is important information for the upcoming school year:**

**TUITION:** Tuition is based on the cost to maintain the child in the program for the school year. It is broken down into nine (9) payments. **Your first payment is due on May 1.** This will guarantee the placement you requested for your child. If for some reason your child will not be joining us, please let me know by May 8<sup>th</sup> as we have waiting lists of registrants and I would like to notify these families as soon as possible. Once the initial payment has been established, regular installments will continue from **September 1<sup>st</sup> through April 1<sup>st</sup>.** If there is a problem making payments, or if there is a need to set up a different schedule, please contact me.

**PAYMENT OPTIONS:** There are two tuition payment options:

1. Check payable to Atonement Christian Preschool, please include your child's name in the MEMO line and deposit it in the mail slot at my office door **OR**
2. Online payment on our website at <http://atonementwyo.org/connect/education/preschool/online-tuition-payment> or scan the QR code at the bottom of this letter. You can have your payment withdrawn from your bank account or you can use a credit card. Please note that there is a convenience fee for using your credit card to pay tuition.

**HEALTH FORM:** Please have your doctor complete the enclosed health form. You may mail it to us or bring it with you to orientation in September. **A current health form must be on file for your child to attend the first day of class.**

**PARENT VOLUNTEERS:** Parents who volunteer in the classroom are required to have background checks on file with the Preschool Director. Information and steps to obtain the necessary clearances for volunteering are on the reverse side of this letter. If you previously submitted clearances to the office, then they are still valid for volunteering.

**ORIENTATION & CLASS INFORMATION:** Class placement and specific orientation information will be mailed in August. We will host orientation lasting approximately one hour on: **Tuesday, September 3** for T/Th Toddlers and 3's and **Wednesday, September 4** for W/F Toddlers, M/W/F Toddlers and 3's, 4's and PreK.

**Classes begin on the following days:**

**Thursday, September 5** for T/Th Toddlers and 3's, PreK, AM Naturalist, and PM Explorers

**Friday, September 6** for W/F Toddlers, M/W/F Toddlers, 3's, 4's, PM Naturalist

**Week of September 9** Stay n Play begins

**CLASS TIMES:** Toddler classes are 9:00-11:00. 3's, 4's and PreK classes are 9:00-noon. AM Naturalist is 9:00-11:30 and PM Naturalist and Explorer are 12:30-3:00. Stay n Play is noon-3:00. Lunch Bunch is offered for those enrolled in an AM preschool class and PM enrichment class.

My summer office hours will be Tuesday & Thursday 9:00-12:00. Have a happy and healthy summer.

Sincerely,

Jen Dauber  
Preschool Director



Scan QR code to access online tuition payment program

5 Wyomissing Boulevard • Wyomissing, PA 19610  
610-375-8049 • [www.atonementwyo.org](http://www.atonementwyo.org) • [jdauber@atonementwyo.org](mailto:jdauber@atonementwyo.org)