



August 1, 2024

Dear Parents/Guardians,

As we start our 73<sup>rd</sup> year here at St. Thomas' Preschool we want to welcome all of our new families and welcome back to all of our returning families.

**For all students**, in January you registered your child and paid for September 2024. Some of you chose the extended day at that time and were already billed. In August, Anita Totten will send a Tuition Express Contract for September.

**If you did not already choose to extend your child's day past 12:00 p.m., you can at that time.** We will bill you the difference or make any adjustments, the first week of school.

Moving forward, please make sure you complete the Tuition Express Contract each month. We will send those the beginning of every month. We will bill you automatically the 1<sup>st</sup> week of the month for the program you choose.

You will have the option to choose 9-12, 9-1, 9-2 or 9-3 each month for **ALL** the days your child attends school. You will also be able to choose early bird for the days of the month you need an 8:00 a.m. drop off.

This is a monthly commitment not a daily flexible option.

There are 3 required student forms (student information sheet, health form & emergency contact form) on our website at [www.stthomaspreschoolpa.com](http://www.stthomaspreschoolpa.com) under families/forms and documents to download. Please print & complete the forms and return them on the first day of school. **We must have an emergency contact form before your child may attend classes on Sept. 9<sup>th</sup>**

If your child has an allergy, they must fill out the allergy protocol form, found on line, and we MUST have an updated Epi pen with your child by the first day of school. Please see your teacher if you have any questions.

Each child will need a school bag (one the child can easily open and close) to bring home their special creations as well as newsletters. In addition, we ask you to please bring the following items at the time of your child's small group meeting.

- \$55.00 activity fee per child. This fee covers all supplies. This will be automatically deducted from your Tuition Express in September.
- an individual picture of your child & a picture of your family
- four rolls of paper towels - 1 box of kleenex
- two containers of unscented baby wipes (**Not Anti-bacterial wipes we are not permitted to have with preschool aged children**).
- a full package of diapers/Velcro pull-ups & wipes (**Two year olds only**)
- a change of clothing in a plastic bag labeled with your child's name

Classes will begin on September 9<sup>th</sup> at 9:00 and **please remember**, a certain amount of separation anxiety is normal and to be expected especially as your children have been out of the routine of coming to school. We will be here to help them along the way!

**You will be receiving an email in August of your child's small group meetings on Sept. 5<sup>th</sup> and 6<sup>th</sup>.**

**Two year old's classrooms only:** Easing into preschool has been a successful practice for many years in our two year old classrooms. We suggest the below schedule to help with transition into preschool. If you need the full days due to work needs we can still accommodate your children. This is a suggestion that we have seen success with over the last several years!

\*MWF class: 9/9/24 pick up is at 10:30 a.m., 9/11/24 pick up is at 11:00 a.m. 9/13/24 pick up is at 11:30 a.m., 9/16/24 is a regular 9-12 day and your child is able to stay for extended day, if you signed up in advance.

\*T/Th class: 9/10/24 pick up is at 10:30 a.m., 9/12/24 pick up is at 11:00 a.m., 9/17/24 pick up is at 11:30 a.m. and 9/19/24 is a regular 9-12 day and your child is able to stay for extended day, if you signed up in advance.

The teachers and I look forward to seeing each of you! Please feel free to call me if you have any questions or concerns (215-233-2923).

Sincerely, Shari Petrakis - Director

