



July 1, 2026

Dear Parents/Guardians,

As we start our 75th 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 9:00-12:00 September 2026. In May we sent our September Tuition Contract. For those who did not complete but would like to extend your child's day, on August 15th you will receive the final September Tuition Contract. If you do not complete by due date (**August 31st**) your child cannot stay for afternoon hours in September. 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 1st 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.

Your child's tuition is based on the number of days they are scheduled to attend over the full school year. We divide this total into equal monthly payments for convenience. All school holidays (Christmas and Spring Break) and days off are already built into the tuition, so you are not being charged for those days individually.

There are 4 required student forms (student information sheet, child health form, emergency contact form, & emergency medical action plan) are attached and they are also on our website at www.stthomaspreschoolpa.com under families/forms and documents to download. Please print & complete the forms and return them at the small group meeting or on the first day of school. **We must have an emergency contact form before your child may attend classes on Sept. 14th.**

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. In addition, we ask you to please bring the following items at the time of your child's small group meeting.

- \$65.00 activity fee per child. This will be automatically deducted from your Tuition Express in September. This fee covers all supplies and daily snack provided in morning and afternoon.
- 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
- if your child is a napper provide a knapsack/blanket

Classes will begin on September 14th 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!

Your child's small group meetings will be on Thursday, September 10th. Please see in email for your child's time.

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