



## COVID-19 Interim Policies & Procedures

Last Reviewed on August 2, 2022

Last Updated on August 2, 2022

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After two very long years, families were welcomed back into the building March 21, 2022. Many of our Covid-19 policies were inactivated at that time, but some, including quarantine time for Covid-19 positive cases, are still relevant.

Covid-19 is still very much a part of our lives, but we are trying to return to normal as much as we can. In order to do this we ask you to stay home when you are sick. As always, our communication lines are open if you have any concerns.

All policies are subject to change at the discretion of *Jolly Toddlers*.

### Drop Off *Inactive as of 3-21-22.*

Jolly Toddlers will have *Curbside, Contact-Free Drop Off*. The Drop Off line will begin forming at 8am and continue until 10am. Families will pull up in the line with their passenger-side doors facing the building. *Please see our video on Facebook or Instagram: <https://fb.watch/v/12w7chDEg/>*. Families arriving after 10am will need to call the office at 215-355-3628 and wait for a staff member to come complete the check-in process. If, for any reason, a staff member is not outside to greet you during the drop off line times, please call the office immediately.

Our staff assigned to check you and your child/ren in will ask you to make daily health acknowledgements—that everyone in your household is  feeling OK and  NOT experiencing any symptoms and  hasn't been exposed to anyone suspected of/with COVID-19—*see page 6, 10, 13, and 14 for definitions of “exposed” and what symptoms we mean.*

Our escorting staff will sanitize hands between each escort.

Adults may exit their vehicle to take their child/ren out of their car seat(s) and hand them to the Escorting Staff. All car seats must remain in cars. No car seat holding at this time.

Children will sanitize or wash their hands before being escorted to their classroom.

*At Drop offs Always ensure you have—(1) Driver's License; (2) Mask for your child if they are 2+; (3) lunch (reusable containers are OK again).*

### Pick Up *Inactive as of 3-21-22.*

Same process as the Drop Off. Jolly Toddlers will have *Curbside, Contact-Free Pick Up*. The Pick Up line will begin forming at 3pm and continue until 5pm. Families will pull up in the line with their passenger-side doors facing the building. *Please see our video on Facebook or Instagram.* Families arriving before 3pm will need to call the office at 215-355-3628 and wait for a staff member to bring their child/ren to their vehicle. If, for any reason, a staff member is not outside to greet you during the pick up line times, please call the office immediately.

Please ensure the family members/individuals picking up are on your pick up list with updated contact names/numbers—*see the Acknowledgement Form*. Always bring an ID just in case.

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## Arrival of Staff **Inactive as of 3-21-22.**

Any not-fully vaccinated staff member reporting for work will need to: (1) be **wearing a mask that covers their entire nose and mouth at all times**; (2) agree to weekly Covid-19 testing; (3) make daily health acknowledgements; and (4) sign a month liability waiver.

## Aggressively Implement Sick Policy for Children & Staff **Inactive as of 3-21-22.**

*See Sick = Any Symptom Policy. Generally we mean two symptoms, but each case is different and all require a case-by-case analysis of the facts.* All sick children are required to stay home. Sick is defined as any symptom for pandemic purposes. Children who come sick will be turned away. Children who become sick throughout the day must be picked up within 30 minutes of family notification.

\*\*This is incredibly important\*\*

Any child with a temperature over 100.4F/38C will be excluded.

Any child with a temperature of 100.4F/38C or above will be dismissed until they are 72 hours symptom free (without any fever reducing medicines), or until they receive a negative COVID-19 test.

Any staff member with a temperature over 100.4F/38C will be dismissed.

Following a dismissal, staff may return to work when they are 72 hours symptom free (without any fever reducing medicines), or when they receive a negative COVID-19 test.

## Art Boxes **Inactive as of 3-21-22.**

All 3, 4, and 5 year olds should have their own personal art boxes supplied by their families with: crayons, markers, scissors, glue, pencils, etc. Only your child will use his/her Art Box. Teachers will send out more info via HI MAMA.

## Anonymous Communication Line

Please use our established anonymous communication line if you have something you want to tell us! This line is completely anonymous. Please come to us with your needs and allow us the opportunity to sort it out. You are free to leave your name if you have a specific issue you'd like to discuss, but otherwise this is totally anonymous! In short, if you have an urgent issue that you need resolved, we are always available to you in person, via e-mail or hi Mama! <https://freesuggestionbox.com/pub/mpxberw>

## Avoid Face Touching

Raise awareness of the practice of not touching one's face, eyes, ears, mouth, and nose. These are the most susceptible to harbor the Covid-19 virus and therefore more easily spread upon contact.

## Bottles & Infant Bags **Inactive as of 3-21-22.**

Families of Infants should send a [Center Only Bags](#) EACH DAY to be collected at *Pick Up*. Each bag should contain the following: (1) Bottles, which will be returned at *Pick Up* each night; (2) Formula; (3) and Baby Food. All baby food can be in reusable containers again. **\*\*Infants may bring binky to leave at center.**

Any staff member who handles bottles will wash their hands before and after handling. Bottle equipment such as nipples and caps should be thoroughly cleaned after each use by washing in the dishwasher. Bottle equipment is washed and returned to families during pick up time.

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## Center-Only Bags *Inactive as of 3-21-22.*

Children will need to have [Center Only Bags](#). These small, plastic backpacks can be bought on Amazon for less than \$15.00. These bags are meant to stay at Jolly Toddlers during the week, unless infant or young toddlers (those bags will be sent home daily).

The contents of the backpack should include: (1) Center-Only Sippy Cups for children 3 and under, which will be dishwasher cleaned at least daily or as needed. Please send a separate Sippy Cup with Milk; this will be sent home daily. Children 3 and older will their reusable water bottles. *For Infants, See Bottles & Infant Bags above*; (2) Center-Only Change of Clothes, which will be laundered at the facility as needed; (3) Naptime Sheets, which will be sent home for washing every Friday in the Center Only Bags to be returned on Monday.

Put your child/ren's name on EVERYTHING. All bags must be small, clear, and plastic. Feel free to send extra diapers or extra changes of clothes for your child. Label everything.

Items in bag will be cleaned or sanitized in accordance with CDC guidelines & PA Dept. of Health.

## Cover coughs and sneezes with a tissue or your elbow when you are not wearing a mask

Always model best practices for your child/ren. Always wash your hands following use of any tissue. See *Healthy Hand Hygiene Policy*.

## Cover your mouth and nose with a cloth face covering when you go out in public Cover your mouth and nose with PPE when your are at or on the facility property

### *Inactive as of 3-21-22.*

Always model best practices for your classroom. ALL STAFF REGARDLESS OF VACCINATION STATUS are required to wear masks throughout the day except for eating, drinking, or fresh air breaks. **Staff will practice 6ft social distancing when they are not wearing a mask for one of the aforementioned reasons. Cover your mouth and nose with a cloth face covering when you go out in public.** *Per the CDC*, do not put a cloth covering on babies under 2 years old.

Following an order on August 31, 2021, Each teacher, child/student, staff, or visitor working, attending, or visiting a School Entity shall wear a face covering indoors, regardless of vaccination status, except as set forth in Section 3 of the [Order of the Acting Secretary of the Pennsylvania Department of Health Directing Face Coverings in School Entities](#)—*namely*:

- A. If wearing a face covering while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines.
- B. If wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition or a disability.
- C. When necessary to confirm the individual's identity.
- D. When working alone and isolated from interaction with other people with little or no expectation of in-person interaction.
- E. If an individual is communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.
- F. When the individual is under two (2) years of age.

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- G. When an individual is:
  - a. Engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking, or playing an instrument that would be obstructed by the face covering; or
  - b. Participating in high intensity aerobic or aerobic activities, including during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals.
- H. When a child/student is participating in a sports practice activity or event, whether indoors or outdoors.

## **Car Seats *Inactive as of 3-21-22.***

Car seats remain in Family cars at all times. There will be no car seat holding at this time.

## **Clothing and Masks for Staff *Inactive as of 3-21-22.***

ALL STAFF REGARDLESS OF VACCINATION STATUS will wear masks for shift. When you take your mask off, fold it in half so the inside is facing each other. Staff can use our disposable masks or bring their own. Reusable masks must be washed each night.

## **Children with Disabilities**

Previously enrolled Families should contact us via HI MAMA if they have any disability or IEP concerns. New Families enrolling should contact us via [kidslovejollytoddlers@gmail.com](mailto:kidslovejollytoddlers@gmail.com) to discuss availability.

## **Disinfecting**

All cleaning material will be used daily and kept secure in a locked cabinet—out of children's reach. For surfaces such as tables we will—first clean to remove dirt and then disinfect to kill germs. Cleaning products will not be used near children and staff will ensure that there is adequate ventilation when using these products.

Staff will clean, sanitize, and disinfect frequently touched surfaces routinely and before closing each night: light switch, door knob, handles, part of door where people grab to open, countertops, games, toys, nap pads, toilets, desk chairs, cubbies, and playground structures, etc. Staff will disinfect outdoor equipment and let it dry before next group arrives. Our goal is to use EPA products.

## **Disinfecting after someone is sick**

We will follow all CDC recommendations.

After isolation and dismissal of someone who is sick, Cleaning Staff will clean and disinfect all surfaces and items in the isolation area.

*Hard, Non-porous Surfaces—If dirty should be cleaned using detergent or soap and water prior to disinfection. For disinfection, most common EPA registered household disinfectants should be effective. Additionally, diluted household bleach solutions can be used if appropriate for the surface. Ensure contact time of at least 1 minute and allow proper ventilation. Check expiration date.*

*Soft, Porous Surfaces—For carpets, rugs, or curtains, remove visible contamination if present and clean with appropriate cleaners indicated for the surface. After cleaning, launder the items with warm water if possible. Otherwise, use EPA registered products for use against the virus.*

*Electronics—Remove contamination if present and use alcohol based wipes with 70% alcohol to disinfect surfaces.*

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*Linens, Clothing, and other items that go in the Laundry—Do not shake laundry. Launder with warmest water possible. Clean and disinfect hampers.*

## Disinfecting after someone is sick with COVID-19

If someone becomes sick at our facility with COVID-19, we will close off all areas used by sick person or child. Our Cleaning Staff will open all doors and windows to increase air circulation in the area. They will wait 24 hours before they clean and disinfect so as to ensure respiratory droplets settle before cleaning. Our Cleaning Staff will clean and disinfect any areas used by the sick person or child (e.g. office, bathrooms, shared equipment like touch screens, keyboards, etc.).

Per the CDC if more than 7 days have passed since the person or child who is sick with COVID-19 visited or used the facility, additional cleaning and disinfecting is not necessary. We will be in constant contact with local officials and OCDEL at the first sign of any COVID-19 case and follow all necessary reporting regulations.

Continue routine cleaning and disinfecting.

## Diapering

Enhanced diapering practices. Staff washes their hands and child's hands before beginning and puts on gloves: (1) Put on gloves; (2) Clean child; (3) Remove diaper; (4) Replace diaper; (5) Wash child's hands; (6) Clean up diapering station; (7) Wash hands—even if you were wearing gloves; (8) Disinfect the diapering areas with fragrance free bleach that is EPA registered as a sanitizing or disinfecting solution.

## Disclaimer

All policies and procedures are subject to change. We are constantly monitoring the situation and adhering to all CDC, State and Local Health and Government Official announcements, licensing organizations and more. Thank you so much for your partnership, patience, and promise model good practices.

Jolly Toddlers reserves the right to amend any policy at any time as well as make COVID-19 determinations on a case-by-case basis where extenuating circumstances have been noted by administration. We are living in the immediate aftermath of a novel health and safety emergency, pandemic, and crisis; best practices are still recommended.

Any changes will be announced.

## Daily Deep Cleaned Classrooms

Every classroom used will be disinfected nightly. Deep clean each room once per week.

## **\*\*EXPOSURE DEFINED**

Exposure is defined by OCDEL as "*being within 6ft of the individual who tests positive for COVID-19 for a period of 15 minutes or more.*" It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).

If you, your child/ren, or household member(s) are exposed to a person who tests positive for COVID-19, you must \*quarantine for 10 days or receive a negative COVID-19 test before returning. Staff will return after 7-day quarantine if their test on Day 5 since exposure is negative.

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If you have symptoms up to 14 days after exposure, immediately self-isolate and contact your local public health authority. Wear a mask, stay 6ft away from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

**As of May 20, 2022** \*Fully Vaccinated Individuals—If you've had close contact with someone who has COVID-19 and you previously had Covid-19 in the last 90 days, you can return to work and maintain 6 ft. distance. Next, get tested 3-5 days after your exposure, even if you don't have symptoms. You should isolate for 10 days if your test result is positive.

## Greeting and Escorting Staff *Inactive as of 3-21-22.*

ALL STAFF REGARDLESS OF VACCINATION STATUS are required to wear masks indoors. Escorting staff will use hand sanitizer between each escort.

## Hi MAMA Communications

Staff should continue to communicate daily positive news, as well as any negative news. Keep the communication lines open. Families will be anxious.

## Healthy Hand Hygiene

All children, staff, and families should engage in the following hand washing routines:

- Arrival to the facility and after breaks
- Before and after eating or handling food, or feeding children
- Before and after prepping food or drinks
- Before and after administering medication/medical ointment
- Before and after diapering
- After using the toilet or helping a child use the toilet
- After coming into contact with bodily fluid
- After playing outdoors
- After handling garbage

## Hand Washing

Always model best practices for your child/ren. All staff, children, and families should engage in washing hands often—with soap and water. If soap and water are not readily available, use alcohol based hand sanitizer with at least 60% alcohol.

Follow CDC recommendation to wash hands using warm water and rubbing soap for at least 20 seconds while singing the HAPPY BIRTHDAY song.

Infants with head control will wash hands at the sink assisted by staff.

As a rule of thumb, always wash your hands if they are visibly dirty.

With frequent hand washing scheduled, please remember to put lotion on your child/ren's hands at night to keep their hands from getting raw, cracked, or dry.

## Hand Sanitizer and Children

Always supervise children using sanitizer to ensure they do not swallow. Children should sanitize when soap and water are not available—i.e. playground. Please ensure you bring sanitizer to the playground. Ask management for supplies.



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## Isolation of Sick Staff or Children

See Sick = Any Symptom Policy. Generally we mean two symptoms, but each case is different and all require a case-by-case analysis of the facts.

\*Guidance for **Staff, Household members, or child exposed to individuals who tests positive for COVID-19**: self-isolate for 10 days with no testing, or 7 days with a negative COVID-19 test taken on day 5 from exposure. Symptom monitoring is required for up to 14 days from exposure.

\*Guidance for **Non-fully vaccinated people, including children**: People are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janseen vaccine.

Sick staff will be dismissed immediately. Sick children will be placed in the designated corner of the room while the family is notified. Children must be picked up within 30 minutes of family notification.

Children 2 and older may be asked to wear a mask if they are showing COVID-19 symptoms. Staff staying with sick child until they are picked up will wear shield, mask, and gloves

Presumed sick and dismissed staff and children must be symptom free (without fever reducing medicine) for at least 72 hours before returning or receive a negative COVID-19 test. Anyone dismissed must follow-up with a doctor, CVS, or hospital to rule out COVID-19. Any staff or child diagnosed with COVID-19 must contact us immediately so we can link up with the Bucks County Department of Health and OCDEL to receive step-by-step instructions. **As a rule of thumb, an individual who tests positive for COVID-19 must quarantine for 10 days from the date of exposure, but every case is different and requires a discussion with our administration team**, the Bucks County Department of Health, OCDEL, and consultation of the most current CDC guidelines.

\*Guidance for fully vaccinated individuals with no COVID-19-like symptoms: **As of May 20, 2022** \*Fully Vaccinated Individuals—If you've had close contact with someone who has COVID-19 and you previously had Covid-19 in the last 90 days, you can return to work and maintain 6 ft. distance. Next, get tested 3-5 days after your exposure, even if you don't have symptoms. You should isolate for 10 days if your test result is positive.

## Lunches

Lunches are \$3 per day. To purchase lunch, please pay on Monday for the entire week. Put your money in an envelope with your child's name and the days s/he will be getting lunches from JT. Want a say in what kind of food we offer? Take our Lunch Survey and make suggestions: [https://forms.gle/Zx8rq67WYDx9v8kK9!](https://forms.gle/Zx8rq67WYDx9v8kK9)

*Food prep is never done by same person diapering. Food prep sink only used for Food Prep. Always.*

Children may send in lunch boxes again.

Reusable containers can be used again. Plastic bags will be discarded.

*During lunches—please ensure children are using their own utensils that there is space between children when eating, as space permits, and to wash child's hands and yours before and after helping them eat.*

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### **Mandatory 10-Day Social Distance Observation before Returning to Jolly Toddlers from Vacation break, Mandated Closing, Emergency Closing, etc. *Inactive as of 3-21-22.***

All not-fully vaccinated staff and families agree to practice and seriously follow social distancing strategies for at least 10 days prior to coming back to Jolly Toddlers *from vacation, break, mandated closing, etc.* Staff and families will be asked monthly to sign a liability waiver and attest daily that they're feeling OK.

As of September 7, 2021 ALL STAFF REGARDLESS OF VACCINATION STATUS WILL WEAR MASKS INSIDE.

### **Naptime *Inactive as of 3-21-22.***

Children will be placed 3 ft. apart for naptime, as space permits. Children will sleep head to toe. Children have their own designated mat. Sheets stay at center and are washed weekly, or as needed.

### **Naptime Sheets *Inactive as of 3-21-22.***

We will send sheets home every Friday to be washed and returned to us on Monday. We are still asking for clear backpacks— [Center Only Bags](#).

Children have their own designated mat.

Please ensure your child has a sheet and thin blanket at the center for naptime. If not, please include one in the Center Only Bag.

### **No Visitors or Delivery Persons *Inactive as of 3-21-22.***

No visitors, services, activities, or indoor in-person events will be permitted at the facility or on the facility's property until further notice. We will only allow children, staff, and maintenance/cleaning inside the building if they are licensed, fully vaccinated, AND wearing a proper PPE AND have material reason to be on property, such as an IEP or therapy meeting.

Delivery persons ring bell if necessary or just leave the package.

We use in-house cleaning staff that is fully vaccinated and wears proper PPE as an extra safeguard.

### **Outdoor Play**

Permitted and encouraged. Staff will bring disinfectant spray outside to spray equipment when their group leaves. Teachers have their own designated, private water jugs and disposable plastic cups for children at all times, or children may use their reusable water bottles.

### **Personal Protective Equipment (PPE) for Children *Inactive as of 3-21-22.***

AS OF SEPTEMBER 7, 2021 ALL CHILDREN 2+ AND STAFF, REGARDLESS OF VACCINATION STATUS, WILL WEAR MASKS INDOORS. SEE THE ORDER HERE: [AUG 31, 2021 ORDER EFFECTIVE SEPT 7, 2021](#).

### **Personal Protective Equipment (PPE) for Staff *Inactive as of 3-21-22.***

Masks or face shields must be worn by ALL staff REGARDLESS OF VACCINATION STATUS at all times while in facility or on facility premise.

Every hour teachers are afforded a 5 min breath of fresh air by their classroom window or door while maintaining ratio and 6ft from their students (unless infant).



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## Reduced Hours **Inactive as of 3-21-22.**

Hours: 8am-5pm Monday through Friday. We will keep these times for the foreseeable future. If you need time accommodations, simply reach out. We will take care of you.

## Social Media/Broadcasts

Jolly Toddlers uses Facebook, Instagram, and Twitter to regularly connect with families and communicate any important announcements. We share free digital resources, info graphics, and suggest interesting follows for families to educate themselves further. We just began using stories to post information about Oral Health, Social Emotional Learning (SEL), Nutrition, Safety, and so much more. Give us a follow @jollytoddlers on Instagram!

## Static Groups **Inactive as of 3-21-22.**

Jolly Toddlers maintain static grouping even when COVID-19 is not prevalent. We keep the same group of children with the same teacher all day long. Groups will not mix. Any shared activity room will be disinfected accordingly and teachers will bring their own toys back and forth to the room, leaving it exactly as they found it. Toys will be kept in clear plastic bins with lid to be disinfected at the end of the day.

## Staggered Outdoor Playtimes **Inactive as of 3-21-22.**

We have multiple playgrounds and ample backyard space so staggered outdoor time is not necessary, but we will create a schedule and disinfect after every group playground use.

## Sick = Any Symptom

*Generally we mean two symptoms or more, but each case is different and all require a case-by-case analysis of the facts.*

- Fever of 100.4 degrees Fahrenheit (38C) or higher**
- Dry Cough
- Shortness of breath or difficulty breathing
- Chills
- Loss of taste or smell**
- Sore throat
- Muscle Aches
- Rash
- Diarrhea
- Fatigue
- Headache
- Nausea or vomiting
- Congestion or runny nose

Any Child/ren or Staff who develop any of these symptoms will immediately be sent home.

**Symptoms:** *Symptoms* can appear 2-14 days after exposure to the virus. People with 2 or more of these symptoms may have COVID-19. Please be monitoring and stay vigilant.

## Suspected COVID-19 Cases **Inactive as of 3-21-22.**

Jolly Toddlers will inform families and staff of any suspected COVID-19 outbreaks and immediately report any positive cases to DHS via their reporting hotline for step-by-step instructions. Jolly Toddlers is required to report when a staff member, child, or household member is exposed to a positive case.

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## Signed Family Acknowledgment

*Annual legal acknowledgment will be sent via HI MAMA.* All families must complete before returning and renew this acknowledgement on a monthly basis.

## Signed Staff Acknowledgment

*Annual legal acknowledgment will be sent via HI MAMA.* All staff must complete before returning and renew this acknowledgement on a monthly basis.

## Sign in

Families with the *HI MAMA* App can now sign their children in or mark them absent each morning. Families without the app—Our teachers will sign your child in each morning via *Hi MAMA*. Families can also request pickup their child each afternoon via our *HI MAMA* app. Families without the app—Our teachers will also sign your child out when you arrives for pick up. If you'd like to get HI MAMA info, email:

[nancy.a.thompson@gmail.com](mailto:nancy.a.thompson@gmail.com) for flyers.

## Soiled Clothing

Any soiled clothing will be handled by a Glove-Responding Staff member who will put the soiled clothes in a plastic bag to be sent home with child for laundering.

## Sunscreen

As a good rule of thumb, make sure you and your children sunscreen up everyday before starting your day—even in the Winter!

## Teaching Children

Focus on children's social and emotional needs. Children will need time to acclimate to their new schedules. Always model best practices for your child/ren. Teach children to cough or sneeze into elbow and avoid touching their eyes, nose, mouth, or face.

Tell children why people are wearing masks. Teach and reinforce the use of face coverings for students who continue to wear masks.

## Toys from Home **Inactive as of 3-21-22.**

Absolutely NO Toys from home. No Backpacks or stuffed animals.

## Toy Sanitation **Inactive as of 3-21-22.**

Toys that cannot be cleaned will not be used. We will be limiting the toys put out to play with, but will rotate (and make sure they're disinfected) toys often.

For now, we are putting away the majority of dress ups, cloth toys, stuffed animals, cardboard blocks, play dough, sand, finger-paint, and foam dough for now. Children 3, 4, and 5 will have their own Art Boxes.

Mouthed toys will be cleaned after each use.

All toys are laundered/sanitized before being given to another group.

Any computer/keyboard cleaned frequently if used.

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Toys Often Mouthed = play food, dishes, utensils are put in Yuck Buckets and Clean with water, detergent, rinse, and sanitize with EPA registered disinfectant rinse again and then air-dry by gloved staff member.

### Tuition-How to Pay

A bill will be sent to you via e-mail. We've sent an updated credit card authorization form via HI MAMA. Please return your form to authorize payment by Friday 6-12-20 for care Monday 6-15-20 through 6-19-20. As of January 12, 2021 this process remains the same. Please e-mail us for a form:

[kidslovejollytoddlers@gmail.com](mailto:kidslovejollytoddlers@gmail.com) or [j9figiel@gmail.com](mailto:j9figiel@gmail.com).

Families can pay by credit card, check, or cash. If you pay by check or cash please bring payment in an envelope with your child's name to Drop off or Pick up during the first week. During all other weeks payment is due the Friday before care on Monday.

Late fees will be charged.

### Tuition

\$100 enrollment fee is due for admission.

Tuition for one week is due on the Friday before care on Monday.

A security deposit or escrow fee, equivalent to one week of tuition, is due at the time of enrollment, re-enrollment, or for Families who do not currently have a security deposit on file.

Families may withdraw their child from the program/camp at any time. A WRITTEN 2 WEEK NOTICE IS REQUIRED. Two weeks of tuition will be charged without proper notification. The security deposit or escrow, collected at the time of enrollment, can be used towards the final payment. Such written notice must be given only to the Assistant Director or Director at Jolly Toddlers.

Withdraw and subsequent re-enrollment will entail submitting a new registration form and fee as well as being placed at the bottom of the waiting list within the registration category.

### Tuition Policy during Temporary Closing

If Jolly Toddlers is forced to shut down for a time period exceeding two or more weeks per government order, such as the mandatory Red Phase stay-at-home order issued by Gov. Wolf from March-June 2020, tuition will be appropriately cancelled going forward.

If Jolly Toddlers is operating—whether it be regular operation, semi-regular operation, Yellow Phase operation, etc.—and needs to temporarily shut down for any issue (COVID-19 exposure, snow, Act of God, flood, hurricane, water pipe bursting, etc.) full tuition will be due.

As above, for families who wish to terminate services, A WRITTEN 2 WEEK NOTICE IS REQUIRED. Again, two weeks of tuition will be charged without proper notification. The security deposit or escrow, collected at the time of enrollment, can be used towards the final tuition, if proper 2 weeks written notice is provided. Such written notice must be, as written above, given only to the Assistant Director or Director at Jolly Toddlers; otherwise you are subject to the full fees for the 2 week notice period and any additional time that may have accrued.

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Families who do not provide proper notice prior to disenrolling forfeit the escrow fee. Families who do not give notice and still do not have an escrow on file, for whatever reason, will be required to pay tuition in full. Please contact [j9figiel@gmail.com](mailto:j9figiel@gmail.com) to check on your escrow status.

Withdraw and subsequent re-enrollment will entail submitting a new registration form and fee as well as being placed at the bottom of the waiting list within the registration category.

Please apply for a hardship waiver by emailing [j9figiel@gmail.com](mailto:j9figiel@gmail.com).

### Temperature Check in AM **Inactive as of 3-21-22.**

*We would appreciate it if families would take their child's temperature each morning before coming to school. One thing to remember though—our body's temperature naturally rise as the day goes on, so sometimes even if you take your child's temperature in the morning, they could still have a fever by noon. This is nothing that you did wrong. This is just science! Thank you for understanding.*

### Vacation Policy / Traveling Out Of State **Inactive as of 3-21-22.**

See pages 13-14 for domestic and international travel guidelines. Visit this page frequently for up to the minute guidance as the information is always changing: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

### Ventilation Traveling Out **Inactive as of 3-21-22.**

A brand new state-of-the-art HVAC **is in place**. This system increases ventilation from outdoors and dilutes any potential chemicals. In addition to this, JT took several precautions, such as opening windows and putting an emphasis on outdoor playtime.

### Waiting for COVID-19 Test Results

If anyone in your household is waiting for COVID-19 Test results, please do not bring your children into school until you have negative test results.

### Waiver of Liability

Staff and families assume risk of exposure to COVID-19 by working at and attending Jolly Toddlers. Staff and families must sign waiver before returning to Jolly Toddlers and renew on a annual basis. All families have been given notice and sent waivers. Those who did not sign or return, accept our waiver of liability by bringing your child/ren to our school, camp, program, etc.

### Zero Tolerance for Suspected Sickness **Inactive as of 3-21-22.**

We will aggressively be enforcing our sick policy. This is for everyone's safety. We are fighting a pandemic and we appreciate your partnership and patience. Reach out to us if you have any concerns. We care about you!

### Yuck Bucket

Any toys, play food, games, items, or widgets, etc. that are mouthed or otherwise contaminated by bodily secretions or excretions must be placed in the Yuck Bucket. Employee washes items with gloves in detergent and water and then loads them into dishwasher.

## SIGN BELOW & MAKE ACKNOWLEDGMENTS

I, \_\_\_\_\_ certify that I have read, understand, and intend to fully and completely comply with the policies, procedures, and/or provisions listed herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CORONAVIRUS DISEASE 2019 (COVID-19)

### Domestic Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before travel



Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.



Self-monitor for symptoms



Wear a mask and take other precautions during travel



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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<b>International Travel</b> RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

**ALL INDIVIDUALS**

**CONFIRM YOU HAVE NOT BEEN EXPOSED TO ANYONE SUSPECTED OF/WITH COVID**

*\*Exposed means "being within 6ft of the individual who tests positive for COVID-19 for a period of 15 minutes or more."*

I, \_\_\_\_\_ certify that I have read, understand, and intend to fully and completely comply with the policies, procedures, and/or provisions listed herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date