



Dear Families,

We are so excited to welcome you to the new school year! We wanted to send home a few reminders about our online document hub, Five Star, our illness policy for Flu season, our preschool arrival policy, and introduce some administrative faces and housekeeping items.

Five Star

Six (6) months from when you sign your first enrollment document and every six (6) months thereafter, you are required to update: (1) Emergency Contact form; (2) Two Agreements—one Jolly Toddlers, one State; (3) and review your child's upcoming physical examination due date & immunization due dates (if you have not opted out of immunization tracking—*more on this later*). New packets are available on Five Star beginning a month before your previous packet expires (e.g. if you sign in January, your packet will be due in July and available to sign by June).

What is Five Star? Five Star helps us stay compliant with state forms that have gotten more and more punitive on providers—e.g. emergency contact forms cannot have a single blank line, meaning you'd have to fill in n/a for every line that didn't apply to you. Five Star saves you this headache of filling in every single line, us the headache of making sure nothing was missed, etc. Five Star will automatically apply n/a to lines you don't fill in AND it will save your information and apply it to the upcoming forms in future packets. All you need to do from packet to packet is sign your name and date 6 months from your last packet signature. Please note: you must provide your insurance information on the Emergency Contact form. These are PA state requirements.

If you don't have a computer- Let us know! It won't take you more than 5 minutes to sign in and complete your packets. If you insist, we can print out your forms, but this is a burden on our office staff who is already wearing plenty of hats, so you must agree to fill them out on the spot. We appreciate your understanding, especially as we transition office managers.

Physical due dates: If your child is less than 2 years old at enrollment, physicals are due every 6 months from your initial physical submission until your child is 2 years old, when physicals will become due annually. Your due date is always available on Five Star under 'notices' (the icon looks like a little clock). Your next immunization date will also be available here if it is upcoming in the next year and you have not opted out of tracking.

Initial Physicals can be accepted from past (see timeline below), or due within 30 days of enrollment:

- Under 12 months old @ enrollment: No more than 3 months prior to enrollment.
- 12-48 months old @ enrollment: No more than 6 months prior to enrollment.
- 48 months/2y old @ enrollment: No more than 1 year prior to enrollment.

Immunization Tracking: In the past few years, the state has made it mandatory for childcare centers to track immunizations unless the guardian has *handwritten* a waiver. Jolly Toddlers

requires all children to be immunized, make no mistake, however, we also believe this is a private decision between doctor and guardian as to the timing of these vaccines. If your doctor uses a 2 vax Roto or 3 vax Hib dose, or some other variation from what the state requires at very specific times, we will be required to get evidence from your doctor. Due to this burden on all parties involved, we do encourage guardians to opt out of tracking. This doesn't mean you don't care, love, or vaccinate your child; it means we won't track you. You will still need to get physicals completed on time.

Illness Policy

Please review every inch of this attached policy.

The big takeaway is this: **Please do not bring your child to school if they are sick.** If they become sick after you drop them off, please understand we do not want to disrupt you at work, but we must because we cannot have sick children at school. It is very uncomfortable for your child to be at school while they are sick; they need to be taken care of at home until they are feeling better.

Illness is inevitable, but we need to keep each other as healthy as possible. If too many teachers are sick at once and we can't find substitutes, we'll wish we paid more attention to this policy when we need to close a room for ratio. This is super serious stuff. Let's all be mindful this year and respectful to each other. Nobody wants to be sick!

Preschool Arrival Policy (Owl, Ladybug, Dr. Seuss Classrooms)

Our preschoolers day begins at 9 a.m. or 9:30 a.m., depending on your teacher's schedule. Please refer to your Welcome Letter for the exact time. If you did not receive one, please see us at the front desk so we can get you a copy.

All preschoolers are expected to arrive before 11 a.m., otherwise they should be kept home for the day as a late arrival is disruptive for the class schedule and isn't in the best interest of establishing a routine all children can predict and rely upon, which is tantamount to their developmental and academic success. Of course there will be circumstances where a late arrival is necessary, but please check with your teacher and get permission ahead of time.

Meet the Administration

Miss Nancy Sr. This is Miss Nancy's 41st year as Director of Jolly Toddlers! She opened her business September 4, 1984 when she was 7 months pregnant with her 4th child, Nancy Jr. She's been married to her high school sweetheart for 55 years, has 4 children, and 6 grandchildren. Miss Nancy is a Registered Nurse and holds dual degrees in Early Childhood Education and Elementary Ed. She also has a Master's degree in Counseling. But truly, her passion is helping children, staff, and families succeed.

Miss Kendall Miss Kendall is Miss Nancy's daughter-in-law and assistant. She is truly special, kind, hardworking, and eager to tackle any issue. Miss Kendall currently has her CDA and is working on her Associates in ECE. In her spare time, Miss Kendall is a proud mom to her big Rottweiler, Bear!

Mr. Joe Miss Nancy's firstborn is our Director of Maintenance and has a Master's degree in Special Education. He is a consultant for IEPs and behavioral issues. Mr. Joe is a true caregiver—he loved being a big brother, has two grown boys of his own, is super popular with kids of all ages, and loves animals of all kinds.

Miss Bev Miss Nancy's sister handles most of our paperwork and runs our website/socials during Nancy Jr's hiatus until May 2026.

Housekeeping

Please use Lillio to communicate all needs or concerns digitally. You can message teachers or administration from this platform 24/7.

Our email, kidslovejollytoddlers@gmail.com, is our intake and scheduling email and will not be monitored as regularly for communications from enrolled families as we transition our business office.

If you have questions or concerns, please email support@jollytoddlers.com. Please allow 48 hours for a response, but someone should get back to you sooner.

If you have an immediate need please contact Nancy Sr: 215-208-9027.