



hello@alphabetacademyllc.com

BURNS
 102 E 1st St.
 Burns, WY 82053
 (307) 547-2229

PINE
 309 Main St.
 Pine Bluffs, WY 82082
 (307) 245-9206

CHEYENNE IV
 1600 E 19th St.
 Cheyenne, WY 82001
 (307) 369-1897

CHEYENNE V
 2110 Grassland Pkwy.
 Cheyenne, WY 82001
 (307) 426-4058

WELCOME

Welcome to **Alphabet Academy, LLC!** We are committed to providing a **safe, nurturing, and engaging** environment where children can **learn, grow, and play** through age-appropriate activities. As a **licensed childcare facility**, we strictly comply with all applicable **state licensing regulations** to ensure a safe and high-quality environment for all children. **Enrollment** is based on **availability, the child’s needs, and age**, as determined at the Academy’s discretion:

- **Burns location:** Accepts children from **newborn to age 8**
- **Pine Bluffs location:** Accepts children from **newborn to age 12**
- **Cheyenne locations:** Accept children from **newborn to age 12**

Before care can be provided, parents/guardians must submit **all required enrollment forms**, including **immunization records and payment** (or a parent copay for those receiving childcare assistance). This contract is an agreement between **Alphabet Academy, LLC** and the **parent and/or guardian** of the enrolled child(ren).

ANTI-BIAS POLICY STATEMENT

At Alphabet Academy, LLC, we believe every child deserves high-quality early education in an environment that welcomes and respects diversity.

We embrace and celebrate each child’s unique identity, including their race, gender identity, sexual orientation, religion, ethnicity, abilities, and socio-economic background. Our goal is to provide a nurturing, inclusive, and equitable space where children develop self-awareness, confidence, and pride while learning to appreciate and respect diversity in their community and beyond. We are committed to open communication with children, families, and staff to ensure that everyone feels valued, respected, and included.

PAYMENT

Payment is due on the 1st of each month. A \$10 per day late fee begins on the 2nd, and unpaid balances by the 3rd may result in suspension of care until paid in full.

POLICY

Hours of operation:

- Burns & Pine Bluffs: 7:00 AM – 5:30 PM
- Cheyenne: 6:30 AM – 5:30 PM

Late pickup fee: \$1 per minute, per child after 5:30 PM.
Drop-off: Open – 9:00 AM. Late arrivals without notice may be turned away if space is unavailable.

Payment is required as agreed in the contract. **No deductions or prorations** for absences. If legal action is needed for unpaid balances, parents/guardians will cover **all attorney fees and court costs**. Rates are reviewed annually, and any changes will be communicated in advance.

Monthly rate: \$ _____ for _____

CLOSURES

The Academy may close for emergencies and up to **14 days per year** (see calendar for specific dates). Parents/guardians are responsible for childcare during closures. **No refunds or deductions** will be given for closure days.

SAFE RELEASE OF CHILD(REN)

Upon enrollment, you must provide a list of individuals authorized to pick up your child(ren) without prior notice. A **valid photo ID** is required for all pick-ups. If someone **not on the approved list** will be picking up your child(ren), you must notify us **in writing before pick-up**, and the individual must present a **valid photo ID**. No weapons are allowed on **Alphabet Academy, LLC** premises, including inside vehicles, unless carried by **on-duty law enforcement or military personnel** as part of their official duties.

MEALS AND SNACKS

Breakfast, lunch, and snacks are included in tuition. Meals are served at the following times:

- Breakfast: 7:00 - 8:00 AM
- Lunch: 11:00 AM - 12:00 PM
- Afternoon Snack: 3:00 - 4:00 PM

Children arriving after mealtime should eat before coming. Outside food, drinks, gum, or candy are not allowed. A monthly menu will be emailed and posted on the bulletin board. If your child requires a special diet, please speak with the director.

GUIDANCE

POLICY

We use **positive guidance** that is clear, consistent, and age-appropriate. Redirection and clear limits help children develop self-awareness, respect others, and take responsibility for their actions. Children may be removed from a group if needed but will never be isolated or ignored.

At no time will the following occur:

- Punishment related to food, rest, or toilet learning.
- Corporal punishment (hitting, spanking, shaking, pinching, or any action causing physical pain).
- Abusive or profane language.
- Any form of humiliation, threats, or emotional abuse, including rejection, terrorizing, isolating, or ignoring a child.

Alphabet Academy promotes **positive social and emotional growth** with age-appropriate behavior support. Our goal is to create a **proactive and supportive environment** for all children. However, if a child continues to struggle with behavior despite our efforts, we will follow these steps:

- **Document and share** behavioral concerns with parents, including the steps we have taken.
- **Schedule a conference** with parents/guardians to discuss strategies, available resources, and next steps.
- **If necessary, discuss suspension or expulsion**, including terms for the child's return and the length of suspension.

CHILDCARE

RESPONSIBILITIES

Alphabet Academy, LLC is a state-licensed facility that supports the emotional and physical needs of children in our care. This includes a rest period from **12:00 - 2:30 PM** for children **5 and under**, as well as supervised indoor and outdoor play as determined by the Academy.

Overnight care is **not** allowed, and staff **cannot** provide babysitting outside of Academy hours. Inspection reports, compliance history, and visit reports are available for public review as required by law. Our facility is covered by **general liability and property insurance**. We do **not** have swimming or wading pools on-site. Animals are

not allowed, except as required by law. Video and audio monitors are not used as a substitute for staff supervision.

STAFF QUALIFICATIONS

- **CPR & First Aid:** Staff must maintain current **infant/child/adult CPR** and **first aid certification**, renewed every **two** years.
- **Continuing Education:** **32 hours** of training required every **two** years.
- **Health Requirements:** TB risk assessment or test results (if applicable).
- **Background Checks:**
 - Annual **child abuse/neglect Central Registry** screening.
 - **Fingerprint-based national criminal history** check every **five** years.
 - **National sex offender registry** check.

Fire drills are conducted once a month, and disaster drills are held twice a year. Each facility is equipped with fire extinguishers and has an established evacuation plan. Child-to-staff ratios follow the Wyoming Child Care Licensing Rules. The Burns facility has a capacity limit of twenty-five children, Pine Bluffs can accommodate seventy-two children, and Cheyenne V has a maximum capacity of one hundred ninety-one children.

TOILET TRAINING

We will help toilet train your child starting at 24 months or when they are developmentally ready, as long as parents are consistently reinforcing training at home. Parents must provide pull-ups and wipes and should dress their child in clothing that is easy to pull up and down. During this time, children should not wear onesies, overalls, jeans, or tights. Parents must also ensure their child has several extra changes of clothing available.

GUARDIAN'S RESPONSIBILITIES AND RIGHTS

Each child must have the following information on file, updated annually:

- Completed Child Record
- Current Immunization Record (request a copy during doctor or public health visits)
- Health Care Plan (if needed)
- Written authorization from parent(s) or guardian(s) for:
 - Emergency medical care
 - Participation in field trips or excursions (walking or riding)
 - Child transportation

These responsibilities are in addition to those outlined elsewhere in this contract. Preschool begins at 8:20 a.m. Children must arrive before this time to participate in preschool activities and crafts. Parents must provide seasonally appropriate extra clothing to be kept at the Academy. If your child is not potty trained, you must supply disposable diapers and wipes. Alphabet Academy, LLC is not responsible for personal items brought to or left at the facility. Label all belongings with your child's name. Toys, dolls, stuffed animals, pillows, blankets, backpacks, diaper bags, cups, food, gum, and candy are not allowed. Children should arrive in clean clothing and maintain good hygiene. Sanitation concerns (e.g., lice) may result in a child being sent home or refused service. Shoes and socks are required. While shoes are not worn indoors, socks must be worn inside. Children must be dressed appropriately for the weather, including a coat, hat, and mittens in colder months. Halloween costumes and pajamas are permitted only on designated days, as communicated by the Academy.

Open communication between providers and families is essential for your child's success. We will regularly update you on your child's day and any concerns that arise. Your feedback helps us grow and improve as a child care facility. If you have questions or concerns:

- Speak with your child's teacher about classroom matters.
- If concerns remain unresolved, contact the Facility Director.
- For further concerns, you may contact the local child care licensor, Ariel Schmitzer, at 307-777-5175.

All staff are mandated reporters and must report suspected child abuse or neglect per Child Protective Services regulations. Licensed child care complaint and compliance history can be found at findchildcarewy.org or by contacting the local child care licensing official.

Parent/Guardian Rights (per Wyoming Child Care Licensing Regulations):

- Unrestricted and immediate access to their child(ren) and all areas of the facility where care is provided.
- The right to view inspection reports at findchildcarewy.org.
- The right to review weekly menus.
- Notification of any known or treated injuries that occur while their child is in care.
- Information on any incidents that may have impacted their child’s health or safety while in care.

EXCLUSION FROM CARE FOR ILLNESS CHILDREN & STAFF

Children who cannot fully participate in daily activities due to illness, discomfort, or injury may be refused care. Alphabet Academy, LLC does not admit children with the following symptoms or conditions:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of vomiting within 24 hours
- Difficulty or rapid breathing
- Yellowish eyes or skin
- Sore throat with fever over 101°F or severe coughing
- Untreated head lice or nits
- Untreated scabies
- Suspected contagious conditions (chickenpox, pertussis, measles, mumps, rubella, diphtheria)
- Purulent conjunctivitis (pink eye with discharge)

Children with the following conditions may return to care only with written approval from a physician:

- Skin rashes (excluding diaper rash) lasting more than one day
- Swollen joints or visibly enlarged lymph nodes
- Oral temperature of 101°F or higher
- Blood in urine
- Mouth sores with drooling
- Any communicable disease listed by the Wyoming Department of Health

Parents will be notified immediately if their child has symptoms requiring exclusion. The child will be kept separate from other children until pickup.

Staff members with a **communicable disease** listed on the **Wyoming Department of Health (WDH) Reportable Disease and Condition List** are not permitted to work in the facility unless:

- They have been declared non-infectious by a licensed physician, PA, or NP, or
- They have received approval from the local or State Department of Health.

Specific Conditions:

- Hepatitis B, Hepatitis C, or HIV: The staff member must complete bloodborne pathogen training and be determined to be at negligible risk to others by both a licensed physician and the facility director.
- Sexually Transmitted Diseases: The staff member must be deemed a negligible risk to others by a licensed physician, PA, or NP.
- Purulent Conjunctivitis (Pink Eye), Head Lice, and Scabies: Staff may not return until treatment has started or is complete.
- Jaundice, Skin Infections, or Rashes: Staff may not work unless the affected area is completely covered, drainage is contained, and adequate hand hygiene is maintained.

Household

Illness

Policy

If a household member has a contagious illness, we ask that you keep other enrolled child(ren) home to prevent exposure to other children.

Medication

&

Symptoms

Giving a child over-the-counter medication (such as Tylenol) to mask symptoms before bringing them to care is grounds for contract termination.

A child requiring medication for a contagious illness must stay home until they have been on the medication for at least 24 hours, though some illnesses may require a longer exclusion period. Cases of Hand, Foot, and Mouth Disease will require exclusion from care until blisters are completely dry. If a child exhibits any excludable symptoms, parents will be notified and must pick up their child within 45 minutes. A late fee of \$1 per minute will apply after this period, as caring for a sick child impacts our ability to care for others. Parents will be informed of certain communicable illnesses within the facility, though individual names will remain confidential whenever possible. For

further details on illness exclusion, please refer to Chapter 9 of the Child Care Licensing Rules at dfs.wyo.gov

ADMINISTRATION OF MEDICATION

As required, staff have received training on the administration of medication and will only administer medication under the following conditions. All children with special health care needs (ie. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

I give permission for the administration of following non-ingestible over the counter medications that I provide for my child. Mark all that apply, and note specific brand or note if you have no brand preference:

- Diaper Rash Cream/Ointments: _____
- Insect Repellent: _____
- Sunscreen: _____
- Medicated Lip Treatments: _____
- Other Non-Ingestible OTC's: (Please Specify) _____

TRANSPORTATION

For field trips, we often walk to nearby locations such as the library and playground. When transportation is required, a first aid kit, emergency medical release forms, a written supervision plan, and a current attendance record will always be available. We strictly follow Federal Motor Vehicle Safety Standards for child restraint systems and will not transport children without proper safety restraints. Direct staff supervision will be maintained at all times, and children will wear identifiable clothing or accessories for easy visual recognition. Physical boundaries will also be clearly identified. All vehicles used for transportation are covered by Progressive insurance with general liability and a commercial auto policy.

INFANT/TODDLER SPECIFIC CARE

Infants will be placed on a firm, flat surface for sleeping with no loose bedding, and swaddling is not permitted. Sleep sacks may be used, but pacifier attachments are not allowed. Feeding will follow each infant's individual schedule. Parents may provide formula or breast milk, with cooler bags accepted for breast milk storage, or the Academy will supply Member's Mark or Parent's Choice formula. Parents may also bring appropriate infant food, though we are happy to provide pureed fruits, vegetables, Gerber infant cereal, and snacks for infants aged 6 months to 1 year. Once a child turns 1 year old, they will transition to the regular menu.

TERMINATION

Parents must provide a 30-day advance notice before removing their child from care or changing tuition plans. If notice is not given, the parent or guardian agrees to pay the higher tuition rate for the full 30-day period before the change. Payment for childcare is required for the entire 30 days following the notice of withdrawal or plan change.

CHANGES TO POLICIES

Alphabet Academy, LLC reserves the right to modify its policies or procedures at any time, at its sole discretion. Parents will be notified of any changes, amendments, additions, or deletions as they occur.

NONDISCRIMINATION

STATEMENT

Alphabet Academy, LLC does not discriminate on any basis protected by law and complies with all applicable state and federal laws regarding discrimination and harassment. Any violations of this policy should be immediately reported in writing to management, and retaliation for good faith reports is not permitted. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) regulations, the USDA and institutions participating in USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income from public assistance programs, political beliefs, or retaliation for prior civil rights activity. Persons with disabilities who need alternative communication methods (Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or use the Federal Relay Service at (800) 877-8339. Program information may also be available in languages other than English. To file a discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at **How to File a Program Discrimination Complaint**, at any USDA office, or request a copy by calling (866) 632-9992. Submit the completed form or letter by: **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410

1. Fax: (202) 690-7442
2. Email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

CHILD INFORMATION

Child's Name: _____

Nickname: _____

Date of Birth: _____

Gender: _____

Child's Address: _____

Physician: _____

Phone No. _____

Physician No.: _____

Additional Ph. No. _____

Dentist: _____

Anticipate Academy Enrollment Date: _____

Dentist No.: _____

Insurance Company: _____

ID Number: _____

Name of Subscriber: _____

Subscriber's Date of Birth: _____

Emergency Contact: _____

Address: _____

Relationship to Child: _____

Phone No.: _____

Health Concerns: _____

Should a medical emergency arise, Alphabet Academy staff has permission to obtain emergency medical care to the extent such staff deems reasonable and necessary. PARENTS ARE RESPONSIBLE FOR ALL EMERGENCY MEDICAL TREATMENT EXPENSES, and PARENTS AGREE TO DEFEND, INDEMNIFY, AND HOLD THE ACADEMY HARMLESS FOR ALL EMERGENCY MEDICAL DECISIONS AND TREATMENT.

PARENT

SIGNATURE

HERE:

Does the Parent and/or Guardian have any of the following services scheduled with their individual providers AND anticipate such services being provided at the Academy location where your child attends (please circle any that apply):

- Therapeutic Services: Occupational Therapy; Physical Therapy; Speech Therapy; Behavioral Therapy
- Psychological/Counseling Services
- Other (please specify): _____

PARENT AND/OR GUARDIAN INFORMATION

Parent/Guardian's Name: _____

Parent/Guardian's Name: _____

Relationship to Child: _____

Relationship to Child: _____

Address: _____

Address: _____

Phone No.: _____

Phone No.: _____

Email Address: _____

Email Address: _____

Employer: _____

Employer: _____

Work Address: _____

Work Address: _____

Work Phone No.: _____

Work Phone No.: _____

Preferred method of communication for each:

AUTHORIZED ADULTS

Other than the above listed parent and/or guardians, the following person(s) are allowed to pick up my child from Alphabet Academy’s care without notification. PHOTO ID WILL BE REQUIRED UNLESS THE PERSON IS KNOWN TO STAFF.

NAME:	Address:	PHONE NO.:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONSENT FOR VIDEOGRAPHY AND PHOTOGRAPHY

For the safety of your child and the staff of Alphabet Academy, we may use photograph and video surveillance equipment as allowed by law. School photographs and picture crafts are also typically part of our program. We may use photographs and video footage in promotional, marketing, and other such materials, to the extent authorized by law.

____ I DO NOT AGREE TO ALLOW ALPHABET ACADEMY TO USE PHOTOGRAPHY AND/OR VIDEOGRAPHY OF MY CHILD(REN), AS NOTED ABOVE.

____ I AGREE TO ALLOW ALPHABET ACADEMY TO USE PHOTOGRAPHY AND/OR VIDEOGRAPHY OF MY CHILD(REN), AS NOTED ABOVE.

ACKNOWLEDGEMENT OF POLICIES

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO ABIDE BY THE TERMS OF THIS PARENT AND/OR GUARDIAN CONTRACT, AS WELL AS ADDITIONAL INFORMATION, POLICIES, AND PROCEDURES PROVIDED AND/OR POSTED BY ALPHABET ACADEMY, LLC. I FURTHER WARRANT THAT I AM THE PARENT AND/OR LEGAL GUARDIAN OF THE CHILD(REN) LISTED ABOVE THAT I AM ENROLLING IN ALPHABET ACADEMY, LLC.

Parent/Guardian’s Printed Name: _____

Parent/ Guardian’s Signature: _____

Date: _____

Parent/Guardian’s Printed Name: _____

Parent/ Guardian’s Signature: _____

Date: _____

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2025 Calendar

January 2025							February 2025							March 2025							April 2025						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
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26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
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May 2025							June 2025							July 2025							August 2025						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
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September 2025							October 2025							November 2025							December 2025						
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa
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28	29	30					26	27	28	29	30	31		23	24	25	25	27	28	20	28	29	30	31			
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Closures

January 1-New Years July 4-Independence Day November 27 & 28-Thanksgiving We may be closed an additional 4 days for professional development
 May 26-Memorial Day September 1-Labor Day December 22-26-Christmas Break Closed half day for Cheyenne Day