



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

**PINE**  
309 Main St.  
Pine Bluffs, WY 82082  
**(307) 426-4058**

**CHEYENNE**  
2110 Grassland Pkwy.  
Cheyenne, WY 82009  
**(307) 426-4058**

### **PARENT AND/OR GUARDIAN CONTRACT**

#### **WELCOME**

Welcome to our childcare and preschool program! At Alphabet Academy, LLC (the “Academy” or “we”), we provide a safe and loving environment for children to learn, grow, and play by working on age-appropriate concepts. As a child care facility, we understand the importance of maintaining strict compliance with regulations in order to ensure a safe environment for all children: therefore we comply with all applicable state licensing regulations and are licensed by the Department of Family Services. Enrollment is determined by space available, the needs of the child, and age of the child, as determined in the sole discretion of the Academy. The Burns location typically accepts newborns to age 8, Pine Bluffs typically accepts newborns to age 12, and the Cheyenne locations typically accept newborns to age 10. All enrollment forms must be submitted before care is provided, along with immunization records and payment (or parent copay, for those with childcare assistance). This contract is between the parent and/or guardian and Alphabet Academy, LLC.

#### **ANTI BIAS POLICY STATEMENT**

We believe all children have the right to high-quality early educational experiences that welcome and embrace all forms of diversity. In our community we acknowledge and respect everyone’s unique identity including their race, gender identity or expression, sexual orientation, religion, ethnicities, abilities, and socio-economic background. Our goal is to provide a nurturing, inclusive, equitable, and safe environment. We strive for children to gain self-awareness, confidence, and pride in their social identities as well as expressing comfort, joy, and compassion for human diversity in our classroom, our community, our country and our world. We are committed to open and on-going dialogue among children, families, and our team at Alphabet Academy.. This policy ensures all children, families, educators, and staff are welcome, valued, and treated with equity and respect.

#### **PAYMENT POLICY**

Payment for the upcoming month is due by the first of each month. There will be a \$10 per day late fee beginning on the 2<sup>nd</sup> of each month, and any unpaid balance may result in being unable to attend the Academy until payment is made in full. Services are provided from 7:00 a.m. to 5:30 p.m. at all locations other than Cheyenne V which is 6:30 a.m. to 5:30 p.m. After 5:30 p.m., a late pickup fee will be applied at \$1 per minute, per child. Payment is expected for services, as mutually agreed upon in each contract. There are no deductions or pro rations for absences. If, for any reason, we must utilize counsel and/or the court system to collect money, you agree that you will indemnify us for all attorneys’ fees and costs. Rates will typically be re-evaluated around the first of each year, and any rate changes will be communicated to parents and/or guardians. The rate of \$\_\_\_\_\_ for \_\_\_\_\_ will be charged monthly.

**CLOSURES**

We reserve the right to close in emergency situations, as determined in the sole discretion of the Academy, and up to 14 closure days during a calendar year (see calendar on the last page of this contract). You, the parent and/or guardian, are responsible for your child’s care during closures. There are no refunds or deductions for closures.

**SAFE RELEASE OF CHILD(REN)**

Upon enrollment you will be able to list individuals that can pick up your child(ren) without notification. ID will be required for these individuals. If individuals other than parent or guardian that are not on the pre approved list will be picking up your child(ren) we must be notified prior to pick up and an ID will be required. Notice must be in writing requesting any additional persons to pick your child up.

No weapons are allowed in the facility or on the Academy premises unless they are a function of employment such as law enforcement or military.

**MEALS AND SNACKS**

Breakfast, lunch, and snacks are included in the cost of care. The meal schedule we follow is listed below. If your child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. If your child will be arriving after mealtime, please feed them before they arrive. Please do not bring children into the Academy with outside food, drink, gum, or candy.

The monthly menu will be emailed and is posted on the bulletin board. Typically, we have:

BREAKFAST 7-8 AM • LUNCH 11-12 AM • AFTERNOON SNACK 3-4 PM

If your child requires a specialized diet, please discuss with the director.

**GUIDANCE POLICY**

Positive guidance shall be used and will be consistent, clear and understandable to the child. When guiding a child’s behavior, redirection and setting clear limits that enable a child to become self aware of actions will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Children can be removed for the group but not isolated. Behaviors of a child may be ignored, but not the child.

At no time will the following occur

- Punishment associated with food, rest or toilet learning;
- Corporal punishment, including hitting spanking, beating, shaking, pinching and other measures that produce physical pain;
- Abusive or profane language;
- Any form of humiliation including threats of physical punishment; and

Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child. Alphabet Academy promotes positive social and emotional

growth and includes age appropriate behavior supports. This practice enables us to offer the most proactive and supportive environment for children. However there may be a time when we have exhausted all efforts to help a child interact in a positive manner in our program. If this situation should arise with your child we will adhere to the following guidelines:

- Share with parents in writing behavioral concerns and what steps the facility has taken to change those behaviors.
- Schedule a conference with parent(s)/guardians to discuss steps implemented, local resources available and develop a plan for next steps.
- If expulsion or suspension is warranted, discuss with parents terms of child returning and length of suspension.

**CHILDCARE RESPONSIBILITIES**

**CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS -To be completed by a Health Care Provider**

			Today’s Date
Child’s Full Name			Date of Birth

Parent's/Guardian's Name	Telephone No. ( )
Primary Health Care Provider	Telephone No. ( )
Specialty Provider	Telephone No. ( )
Specialty Provider	Telephone No. ( )

Diagnosis(es)

Allergies

**ROUTINE CARE**

Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects

List medications given at home:

**NEEDED ACCOMMODATION(S)**

Describe any needed accommodation(s) the child needs in daily activities and why:

Diet or Feeding: \_\_\_\_\_

Classroom Activities: \_\_\_\_\_

Naptime/Sleeping: \_\_\_\_\_

Toileting: \_\_\_\_\_

Outdoor or Field Trips: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other: \_\_\_\_\_

Additional comments: \_\_\_\_\_

<b>SPECIAL EQUIPMENT / MEDICAL SUPPLIES</b>	
1. 2. 3.	
<b>EMERGENCY CARE</b>	
<b>CALL PARENTS/GUARDIANS</b> if the following symptoms are present:	
<b>CALL 911 (EMERGENCY MEDICAL SERVICES)</b> if the following symptoms are present, as well as contacting the parents/guardians:	
<b>TAKE THESE MEASURES</b> while waiting for parents or medical help to arrive:	
<b>SUGGESTED SPECIAL TRAINING FOR STAFF</b>	

<b>PARENT NOTES (OPTIONAL)</b>	
<hr/> <hr/> <hr/>	
I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.	
Parent/Guardian Signature	Date

**Important:** In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the specific actions to take regarding your child's special health needs. Wyoming adaptation 3/2022

Alphabet Academy, LLC is a state licensed facility that supports the emotional and physical needs of the children in care. This will include a rest period from 12-2:30 for all children age 5 and under, as well as supervised indoor and outdoor play, as appropriate under the circumstances at any given time and as determined solely by the Academy.

Overnight care is not allowed, nor are staff allowed to provide babysitting or other care of enrolled children outside of Academy hours.

Inspection and visit reports, as well as complaint and compliance history, are available for public inspection to the extent required by law.

Our facilities are covered by general liability and property coverage.

We do not keep swimming or wading pools on site.

We do not allow animals in the facilities other than as required by law.

Video and/or audio monitors are not used to fulfill staff supervision requirements.

#### STAFF QUALIFICATIONS

- First aid and infant/child/adult CPR certification must be completed biennially and kept current at all times
- 32 hours of continuing education biennially
- TB risk assessment or current TB test results if applicable
- A child abuse/neglect Central Registry screen done annually
- Full fingerprint based national criminal history record background check completed every 5 years
- National sex offender check results

Fire drills are typically conducted monthly. Disaster drills are usually conducted twice per year. Portable fire extinguishers are available in each facility, as well as an evacuation plan.

Child to staff ratios will comply with the Wyoming Child Care Licensing Rules. The Burns facility currently has a capacity limit of 25 children, 72 in Pine Bluffs, and 191 in Cheyenne V.

#### TOILET TRAINING

We will assist in toilet training your child at 24 months or when developmentally ready and when parents are consistently working at home. Parents agree to provide pull-ups and wipes, and we ask that you dress your child in pants or shorts that he/she can pull up and down easily while toilet training. You agree that children will not wear onesies, overalls, jeans, or tights during this time. Parents must keep their child supplied with several extra changes of clothing during this time.

#### GUARDIAN'S RESPONSIBILITIES AND RIGHTS

Each child in care shall have the following information on file and updated annually;

- Completed Child Record;
- Current Immunization record. Please request a current copy during Dr or Public Health visit;
- Health Care Plan if necessary;
- Written authorization from parent(s) or guardian(s) for the following
  - Emergency medical care;
  - Participation in field trips or excursions, whether walking or riding;
  - Child to be transported
  - Use of swimming or wading pool if one is used and
  - Over the Counter Medication form.

These responsibilities are in addition to those listed elsewhere in this contract. Preschool begins at 8:20 a.m. Please have your children present prior to this time if you choose for your child to participate in the preschool activities and crafts. Adequate clean changes of seasonally appropriate clothing should remain at the Academy at all times.

You must provide disposable diapers and wipes if your child is not potty trained.

Alphabet Academy, LLC is not responsible for any items brought to or left at the Academy. Please mark all items with your child's name in permanent marker. Toys, dolls, stuffed animals, pillows, blankets, backpacks, diaper bags, cups, food, gum, candy, etc. are typically not allowed. Please see that your child arrives in clean clothing and is bathed regularly. Any sanitation concerns could result in your child being sent home and/or refused service (e.g., lice).

Shoes and socks are required. Children do not wear shoes inside, so they must have socks to wear when inside.

Please dress your child appropriately for the weather, including coat, hat, and mittens during colder weather. Halloween costumes and pajamas will be allowed on specific dates, as communicated by the Academy.

Open communication between provider and families is crucial for your child(ren)s success. I/we will strive to communicate with you on a regular basis the events of your child's day as well as topics of concern that arise. We appreciate any and all feedback from families to help continue our growth and success as a child care. If at any time you have a question or concern please:

- Speak with your child's teacher regarding classroom concerns and objectives;
- If concerns cannot be resolved with child's teacher contact the facility Director;
- In addition, please feel free to contact the local child care licenser, Ariel Schmitzer at 307-777-5175 to report any concerns.

All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect. Licensed child care complaint and compliance history can be found at [findchildcarewy.org](http://findchildcarewy.org) or by contacting the local child care licensing official.

In accordance with Wyoming Child Care Licensing Regulations, we are obligated to provide you the following informational statements. Parent/Guardian(s) shall have:

- Unrestricted and immediate access to his/her child(ren) and any area of the facility where child care is located;
- The right to view inspection reports that can be found at [findchildcarewy.org](http://findchildcarewy.org)
- The right to view weekly menus;
- All known and/or treated injuries that occur to his/her child while in care and
- Any situation that occurred during child care that caused concerns for the child's health or safety.

#### EXCLUSION FROM CARE FOR ILLNESS CHILDREN & STAFF

Any child who cannot participate in a regular child care program due to discomfort, injury or other symptoms of illness may be refused care. A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours;
- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Sore throat with a fever over 101<sup>o</sup> F or severe coughing;
- Untreated head lice or nits;
- Untreated scabies;
- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria; or
- Purulent conjunctivitis

Children with the following symptoms should be excluded from child care unless they are under the care of a physician and the physician has approved in writing their return to child care:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes;
- Elevated oral temperature of 101<sup>o</sup> F or over;
- Blood in urine;
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately when a child has symptoms requiring exclusion from care. The child will be kept isolated from other children until the child is removed from the facility.

Exclusion of sick staff -

- No person with a communicable disease, or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List shall work in a childcare facility, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or nurse practitioner (NP) or they have been declared or approval has been given by the local or State Department of Health.
- In the case of Hepatitis B, Hepatitis C, or HIV the infected individual has received bloodborne pathogen training and has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician and the facility director.
- In the case of a sexually transmitted disease the infected individual has been determined to be of negligible risk to other persons during the routine care of children by a licensed physician, physician assistant, or nurse practitioner.
- No person shall work in a child care facility while they are experiencing purulent conjunctivitis, head lice (until after the first treatment) and scabies (until treatment is complete.)
- No person shall work in a child care facility while they are experiencing Jaundice, skin infection or rash unless the

lesion can be completely covered and drainage contained by an impervious dressing, all other persons are prevented from having contact with the lesion, and the affected person can practice adequate hand hygiene.

We also ask that if someone in your household is sick with a contagious illness, you keep your child(ren) home from the Academy to prevent exposing other children. If a child is sent home, other enrolled siblings will be asked to go home as well, as determined appropriate in the sole discretion of the Academy.

Masking your child's symptoms with over-the-counter medication (i.e., Tylenol) before care will be grounds for termination of contract.

A child requiring medication for a contagious illness must stay home until the child has been on the medication for a period of 24 hours. Some illnesses require the child to be out longer. Cases of Hand, Foot, and Mouth Disease will require that a child be excluded from care until blisters are dry. Your child will need to be picked up immediately if any excludable situation occurs. You will be notified to pick up your child and have 45 minutes after notification for sick pickup. After the 45 minutes, you will be charged the contract late fee of \$1 per minute, as it inhibits our ability to care for all children in care when there is a sick child that needs attention. Furthermore, you agree that all parents will be notified in cases of certain communicable illness, although the names of the children with such communicable illness will be protected to the extent reasonably possible. Please feel free to refer to Chapter 9 of the Child Care Licensing Rules at [dfs.wyo.gov](http://dfs.wyo.gov) for more details on exclusion from care that we may utilize as we deem appropriate.

#### ADMINISTRATION OF MEDICATION

As required, staff have received training on the administration of medication and will only administer medication under the following conditions. We prefer not to administer medications.

- Medications are prescribed by a licensed health professional. Commonly used non-prescription over the counter medications including, but not limited to ointments, repellents, lotions, creams, or powders for which, a medication consent form has been given to the child care facility by the parents or legal guardians. Any deviation from recommended dosage on the label must be accompanied by physician's written instructions,
- Medications bear their original prescription label or manufacturer's label and are in safety lock containers, transported and stored safely with regard to temperature, light and other physical storage requirements,
- A medication consent form must have been completed by the child's parent or legal guardian and include specific instructions for the date and time to be administered and dosage.

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

We often walk to field trips (library, playground, etc.)

When children are transported there will be a 1<sup>st</sup> Aid Kit, emergency medical release forms, a written plan for direct supervision and a current attendance record immediately available. I/we follow Federal Motor Vehicle Safety Standards for child restraint systems and cannot transport without proper safety restraints. Direct staff supervision will be maintained at all times and children will wear some type of identifiable clothing or accessory for easy visual recognition. Physical boundaries will be identified for children.

All vehicles will be covered by Progressive insurance with general liability and a commercial auto policy.

#### IMPORTANT NOTES

If any part of the Emergency Preparedness Plan has been activated during hours of operation, it shall be reported to the child care licenser within 24 hours or as otherwise required by law.

## **Emergency Procedures**

What are your plans in the event of a:

### **Blizzard**

Monitor the local radio station or television for closure information.  
Notify parents to pick up children in the event the facility will be closing.  
Ensure walkways are cleared of snow for parents leaving the facility.  
Follow the power outage plan if needed.

### **Bomb Threat**

Check caller ID if available.  
Signal to another staff member to call 9-1-1.  
**Before you hang up**, get as much information as you can and write it down  
Where is the bomb?  
When is it going to explode?  
What will cause the bomb to explode?  
What does the bomb look like?  
What kind of bomb is it?  
When did you place the bomb?

### **Note the following:**

Exact time of call  
Exact words of the caller  
Caller's voice characteristics (tone, male/female, young/old, etc.)  
Background noise  
Avoid touching any suspicious packages or objects. (pipes, propane tanks, etc.)  
Avoid running or anything that would cause vibrations in the building.  
Avoid use of cell phones and 2-way radios.  
Evacuate if necessary for the safety of staff, children, volunteers, and visitors.  
Calmly exit the building to the bank.

### **Chemical Spills/Hazardous Materials**

Contact Emergency Management or the Fire Department to find out what is already planned for the community.  
Listen to the radio or television for information.

### **In-place sheltering:**

To reduce air drawn in from outside, close the windows, vents, and fireplace dampers and turn off the A/C or heat and fans.  
Keep a radio with you at all times.  
Move to a sealed room. Close off all non-essential rooms such as storage areas, laundry rooms and unused rooms.  
Seal gaps under doorways and windows with wet towels or plastic and duct tape.  
Evacuate if told to do so.

### **Outdoors:**

Stay upwind and uphill from the disaster.  
Move at least a ½ a mile away or as far away as possible.

### **In a vehicle:**

Get away from the accident site.  
Close your windows and shut off vents.

### **Earthquake**

#### **In-place sheltering:**

Quickly move away from windows, unsecured tall furniture, and heavy appliances.  
Everyone DUCK, COVER, and HOLD.

#### **DUCK** to the floor

**COVER** your head and neck with arms and take cover under heavy furniture or against an internal wall.

**HOLD ON** to furniture if under it and hold position until shaking stops.

Keep talking to the children in a calm manner until it is safe to move.  
Do not attempt to run or attempt to leave the building while the shaking is occurring.

#### **Outdoors:**

Move to a clear area, far away from glass, brick and power lines.

#### **DUCK AND COVER.**

#### **After the earthquake**

Account for all children, staff, and visitors.  
Check for injuries and administer first aid as necessary.  
Call 9-1-1 for life-threatening emergencies.



Expect aftershocks.

Determine if an evacuation is necessary and if the outside areas are safe.

Escort the children to a designated meeting spot outside and account for all children, staff, and visitors.

If you smell gas or hear a hissing sound, shut off the main gas valve at the meter outside of the building. (This might require a tool like a wrench to shut the valve off.)

Monitor the radio for information and emergency instructions.

Do not use the phone except for emergency needs.

Remain outside of the building until it has been inspected for re-entry.

#### **Emergency Medical Conditions**

Below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a healthcare professional. Call an ambulance and then notify the child's parent immediately for any of the following:

Semi consciousness (able to arouse but extremely lethargic) or unusual confusion

Breathing difficulties including:

Rapid, noisy breathing (barking, gurgling or severe wheezing)

Labored breathing (takes so much effort that the child cannot talk, cry, drink, or play)

Severe bleeding (cannot be controlled with direct pressure)

Unequal pupils

First-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder

Injury that causes loss of consciousness

Neck or back injury

Continuous clear drainage from the nose or ears after a blow to the head

Non-injury related severe headache, stiff neck or neck pain when the head is moved

Hives that appear quickly and involves the face, lips, tongue, and/or neck

An ill child that continues to get worse quickly

An infant under the age of four months that has repeated forceful vomiting

Severe abdominal pain that causes the child to double up and scream

Abdominal pain without vomiting or diarrhea after a recent blow to the abdomen or hard fall

Possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or immobilized for transport by the parent.

#### **Evacuation**

Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.

Follow the routes recommended by the authorities- shortcuts may not be safe. Leave at once.

Move children to the safe location, taking:

Attendance sheets with emergency contact information

First Aid Kit

Emergency Medical release forms

Additional items:

Necessary medications

Cell phone

Food, water, diapers

If safe to do so, search all areas of the building to ensure that no one was left behind.

Conduct a head-count for all children, staff, volunteers, and visitors.

#### **Fire**

Staff should be alerted to the emergency.

Evacuate the building to the post office in Burns, the Commerce Building in Pine Bluffs, 1705 Albany Avenue in Cheyenne.

Take the attendance sheets and emergency contact information.

If caught in smoke, have everyone crawl to the exit.

Pull clothing over your nose and mouth to reduce the amount of smoke you may inhale.

If clothes catch fire, **STOP, DROP, AND ROLL.**

Account for all staff and children immediately.

Call 9-1-1 from outside the building.

Do Not re-enter the building until cleared by the Fire Department.

#### **Intruder/Dangerous Person**

If a suspicious person or vehicle is at or near the center, monitor the situation carefully, communicate to other staff, and be ready to take action.

Immediately notify staff of the potentially dangerous individual.

Initiate the **LOCKDOWN** procedure.

Call 9-1-1 from a safe location.

**If the person is in the building:**

Try to isolate the person from the children and staff or try to keep the individual in one area.  
Do not try to physically restrain or block the person.  
Remain calm and polite; avoid confrontation.

**If the children are outside:**

And the dangerous person is outside; quickly gather the children, return to the center and initiate lockdown procedures. If this is not possible, evacuate to the sheriff's office or fire station.  
And the dangerous person is in the center: Quickly gather children and evacuate.

**If the children are inside:**

Keep the children in the center and initiate the **LOCKDOWN** procedures.

**Lockdown**

Lock outside doors and windows.  
Close and secure interior doors.  
Close any curtains or blinds.  
Turn off lights.

Keep everyone away from doors and windows. Stay out of sight, preferably sitting on the floor.  
Account for all children, read books to the children or provide comforting items to keep them calm and as quiet as possible.  
Call 9-1-1.

Remain in lockdown until the situation has been resolved.  
Notify parents of the lockdown procedures and any drills that are performed.

**Missing or Abducted Child**

**Missing Child:**

Search the program site, including all places a child may hide and nearby bodies of water.  
Contact the parents to determine if the child is with the family.  
Have the parent bring a current photo of the child.

**Call 9-1-1 with:**

Child's name and age.  
Address of the program.  
Physical description of the child.  
Description of the child's clothing.  
Any medical condition the child may have.  
Time and location of when the child was last seen.  
Person whom the child was last seen with.  
Continue to search the site and surrounding area for the child.  
Contact Licensing.

**Abducted Child:**

**CALL 9-1-1 with:**

Child's name and age.  
Address of the program.  
Physical description of the child. (including a photo)  
Description of the child's clothing.  
Any medical condition the child may have.  
Time and location of when the child was last seen.  
Person whom the child was last seen with.  
Parent's contact information.  
Contact the parents.  
Contact Licensing.

**Preventing child abductions:**

Do not release a child to anyone without parental permission and photo ID.  
Call 9-1-1 and report any suspicious individual.  
Encourage parents to advise you of any custody disputes and provide you a copy of court documents stating restraining orders.  
Include the facility on the court order for additional protection.

**Power Outage**

**Determine why the power is out.**

If there is an electrical problem in the facility, take out the flashlights and prepare to contact parents if power does not return promptly.

**If severe weather caused the outage:**

Take out flashlights. (Avoid using candles or any light source that has a flame.) Account for all children and staff.

Report the power outage to the power company.  
DO NOT call 9-1-1 unless there is an emergency.  
Turn off or disconnect any appliances, electrical equipment, or electronics that were in use at the time of the outage.  
Leave one light on to indicate when the power returns.  
Keep the refrigerator and freezer doors closed.  
DO NOT use gas generators inside the facility or near open windows and doors.

**If the weather is cold:**

Ensure everyone is wearing several layers of warm clothing.  
Have everyone move around to generate some heat.  
NEVER use a heating source that requires a blower fan or exhaust fan to circulate heat.

**If the weather is hot:**

Move to the lower floors.  
Remove excess layers of clothes.  
Ensure everyone is receiving plenty of fluids.

**Severe Storm/Tornado/Shelter-in-Place**

Be aware of any watches or warnings:

**Storm watch:** when a severe storm is possible.

**Storm warning:** when a severe storm is occurring, expected to occur within a matter of minutes.

**Tornado watch:** means that conditions are favorable for severe thunderstorms that could produce a tornado.

**Tornado warning:** means a tornado has been sighted or is imminent based on radar indications.

**Shelter-in-place:** the vault in Burns, designated bathrooms in Pine Bluffs, and designated bathroom in Cheyenne.

Gather everyone inside, account for all children, staff and visitors.

Close doors and close and lock windows.

Gather all children and staff in room(s) with the fewest doors and windows towards the center of the building.

Bring attendance sheets, first aid kits, and emergency supplies to the room.

Close off all non-essential rooms.

Monitor the radio for information and emergency instructions.

**Windstorm/Microbursts/Strong Winds**

**Microburst:** means a strong downdraft which induces an outburst of damaging winds on or near the ground. Microburst winds can cause tornado-like damage without warning.

**Be aware of any Air Quality Alerts.**

**Air Quality Alerts advise** that young children and adults with respiratory concerns should have minimized outdoor activities and avoid prolonged exposure to the poor air quality conditions.

**In-place sheltering:**

Move away from windows. Cover windows with shades or blinds.

Consider moving to interior rooms, halls, or lower floors.

**Outdoors:**

Move indoors if possible.

Stay clear of power lines or trees.

Non mobile infants, toddlers, and preschoolers will be safely evacuated from the building, not to exclude children with special needs. Parents will be notified by text, email and or childcare management program.

We will stay at the evacuation site until parents/emergency contacts pick up the children.

If the building has been damaged and needs repairs we will offer services at one of our other locations.

**INFANT/TODDLER SPECIFIC CARE**

Infants shall be placed on a firm, flat surface for sleeping with no loose bedding. Sleep sacks may be offered to infants; however, swaddling is not permitted. No pacifier attachments are permitted. Infants will be fed according to their own schedule. Parents of infants are welcome to provide formula or breast milk, or the Academy will provide Parents Choice formula. Cooler bags are acceptable if you are bringing breast milk. Parents may also bring appropriate infant food; however, we are happy to provide pureed fruits and vegetables as well as Gerber infant cereal and snacks for infants 6 months to 1 year of age. At 1 year children will be served from the regular menu.

**TERMINATION**

Parents must provide 30 days advance notice prior to removing their child from care or changing tuition plans. If such notice is not provided, the parent and/or guardian agrees to pay the higher payment/tuition plan utilized for the entire 30 days prior to

changing plans. Parents and/or guardians agree to pay for child care for thirty days after such notice is provided.

**CHANGES TO POLICIES**

Alphabet Academy, LLC reserves the right to change, amend, edit, add, or delete any policy or procedure at any time, as it deems appropriate in its sole discretion. Should a policy or procedure be changed, amended, edited, added, or deleted, parents will be notified.

**NONDISCRIMINATION STATEMENT**

The Academy 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. Retaliation for good faith reports is not allowed.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering 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 derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., 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 contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto: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: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Health Concerns: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

**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: \_\_\_\_\_

*Remainder of page intentionally left blank.*



# 2024 Calendar

January 2024							February 2024							March 2024							April 2024						
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
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
													31														
May 2024							June 2024							July 2024							August 2024						
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
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				
September 2024							October 2024							November 2024							December 2024						
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
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

*Closures*

January 1-New Years  
May 27-Memorial Day

July 4 & 5-Independence Day  
September 2-Labor Day

November 28 & 29-Thanksgiving  
December 24-26-Christmas Break