

PROVIDER/DIRECTOR	FACILITY NAME	FACILITY TYPE: CCC	HOURS: Mon: 07:00AM - 05:30PM Tue: 07:00AM - 05:30PM Wed: 07:00AM - 05:30PM Thu: 07:00AM - 05:30PM Fri: 07:00AM - 05:30PM
Amanda Muench	Alphabet Academy II, LLC	DATE 12/02/2025	TIME 09:08 AM
STREET ADDRESS	CITY	TELEPHONE NUMBER	CAPACITY
309 Main St.	Pine Bluffs	307-245-9206	72
ASST. DIRECTOR'S NAME /INFANT DIRECTOR		NUMBER OF INFANTS ENROLLED	
		2	
CODES:			
C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable D - Discussed			
SUPERVISION			
V	1.	All staff are at least 16 years old and are actively supervising children. Supervision is maintained per Chapters 4 rule requirements.	
STAFF REQUIREMENTS			
C	2.	All staff ages 18 and older must have the required background checks. The facility staff summary shall be reviewed, including National Criminal Fingerprint Based background check, State Criminal Registry check for Wyoming and all states lived in in the past 5 years, Central Registry Abuse and Neglect check, National and State sex offender checks for Wyoming and all states lived in in the past 5 years and Tb risk assessment.	
STAFF TRAINING			
C	3.	All staff 16 years and older must have the required training (Pre-service/Orientation and Ongoing training) to include all federally required topics.	
RECOGNIZING AND REPORTING CHILD ABUSE AND NEGLECT			
C	4.	All persons are required to report suspect abuse or neglect. All staff 16 years and older must have the required Recognizing and Reporting Child Abuse and Neglect training.	
STAFF:CHILD RATIOS			
V	5.	Staff:Child ratios must be maintained during all hours of operation. Ratios are determined by Chapter 4, Section 2 of the Wy Licensing Rules.	
GUIDANCE AND DISCIPLINE			
C	6.	Children are disciplined in accordance with the written policy and the Child Care Licensing Rules. Written policy shall be followed by all staff and shall not include any discipline that is in violation of applicable laws, outline methods of guidance that are age appropriate and explicitly describe positive guidance.	
INFANT SAFE SLEEP			
C	7.	Providers must place newborn infants to twelve (12) months in a safe sleep environment. Safe sleep practices include on their backs, with nothing in or over the sleep space.	
PEDIATRIC AND ADULT CPR/PEDIATRIC AND ADULT FIRST AID			
C	8.	At least one adult staff in each area where children are located who has current certification on file. All staff must have current certification within 90 days of start date and prior to providing unsupervised, direct care.	
EXCLUSION OF SICK CHILDREN/STAFF			
C	9.	Written procedures are available that outline what will be done if a child becomes ill in care. Staff and children with communicable diseases must not attend the facility while the illness is contagious.	

IMMUNIZATION RECORDS		
C	10.	Each child over the age of 18 months needs immunization records or approved exemption on file, in accordance with W.S. 14-4-116.
EMERGENCY PREPAREDNESS		
C	11.	Written approved fire safety and evacuation plan are on file. Evacuation drills are conducted and recorded. An operable telephone is available at all times.
EMERGENCY EXITS, FIRE EXTINGUISHERS, SMOKE DETECTORS		
C	12.	Current, approved fire inspection is available and on file. There is at least one fire extinguisher that is inspected annually. Smoke detectors are placed in appropriate areas. Only approved areas of the facility are in use.
EVACUATION PLAN/POSTING		
N	13.	Evacuation plan is posted at all exit locations.
MEDICATION/HAZARDOUS SUBSTANCES		
C	14.	Bio-contaminants must be handled and disposed of properly. All chemicals and medications are stored out of reach of children or in a locked location. All chemicals are stored away from food and utensils and are used in a way that does not pose a hazard to children.
HANDWASHING FACILITIES AND PRACTICES		
C	15.	A handwashing sink is within 12 feet of the diaper changing area. The kitchen sink is not used for handwashing. There is hot and cold water, as well as soap and single service towels present.
DIAPER CHANGING FACILITIES AND PRACTICES		
C	16.	Soiled diapers must be changed promptly on a smooth, non-absorbent surface. Dirty diapers and soiled clothing are stored appropriately. Staff wash hands before and after each diaper change.
FIREARM STORAGE		
NA	17.	Firearms are stored in a locked container and are inaccessible to children. Ammunition is stored in a separate locked container.
WATER HAZARDS (I.E. POOLS, PONDS)		
NA	18.	Pools, hot tubs and other bodies of water are inaccessible to children. Wading and swimming pools are used according to the Licensing Rules and have written parent permission on file.
SMOKING/ALCOHOL CONSUMPTION		
C	19.	Use of alcohol is prohibited during operating hours. Tobacco products are not used in the facility or off premises when children are present and in care.
CLEANLINESS		
C	20.	Sleeping cots, blankets and mats are kept clean and sanitized regularly. Keep play areas clean. Toys, tables, and chairs are washable and sanitized frequently. Sanitizer is mixed properly and test strips are available.
HEAT, LIGHT AND VENTILATION		
C	21.	Adequate heat, light, and ventilation are required
OUTDOOR PLAY AREA		
C	22.	Maintain areas free from hazards. Play equipment must be safe, in good condition and resilient surfacing is available and at appropriate depths in the required use zones for equipment over 24 inches.
GENERAL SAFETY		

C	23.	Electric cords and outlets must be in good condition. Keep electric outlets covered/have tamper resistant outlets. Cords for blinds must be out of reach. Choking hazards may not be accessible to children. Building and physical premises must be safe, including protection from hazards that may cause bodily injury including but not limited to, electrical hazards and vehicular traffic.
FOOD AND ALLERGIC REACTIONS		
C	24.	All children who have a food or other allergy shall have an emergency care plan in place. All persons who come into contact with the child shall be fully aware of the plan and the plan shall be followed.
TRANSPORTATION SAFETY		
C	25.	Providers who transport children as part of their child care operations must operate safely, using child safety restraints and seat belts as required by state and local statute. Vehicle must be properly maintained and insured. Only adults may transport.
ANIMAL, PET HEALTH/VACCINATIONS		
NA	26.	Animals are in good health, vaccinated and do not have a history of biting.
FOOD SOURCES, FOOD THAWING		
C	27.	Only pasteurized milk and juice is served. No home canned or processed foods/meats. Food is thawed safely.
FOOD HANDLING/PERSONAL HYGIENE		
C	28.	Meat is cooked to proper temperatures. Proper handwashing and cross contamination control during food preparation.
FOOD TEMPERATURES/THERMOMETERS		
C	29.	Food storage temperatures are accurate. Thermometer is available.
FOOD STORAGE/CROSS CONTAMINATION		
C	30.	Cooked foods are stored above raw foods. Food is not stored on the floor or near chemicals. Food is properly covered for storage.
FOOD CONTACT SURFACES/SANITIZING		
C	31.	Food contact surfaces must be kept clean (counters, tables, high chairs, cutting boards) and sanitized. Cutting boards, knives, counters, pots and pans, plates, cups, forks, and spoons must be clean and sanitized, in good repair, smooth, and easy to clean. Refrigerators, cabinet shelves, sinks, dish machines, utensil handles, must be clean, in good repair, smooth and easy to clean. Wiping cloths, dishcloths used for tables, counters, high chairs, etc. are rinsed in a correctly measured sanitizing solution before and after use.
DISHWASHING/SANITIZING		
C	32.	Dishes, glasses/cups, utensils and silverware must be washed either in a dishwasher with a sanitizing cycle or by the 3 compartment sink method.
UTENSIL STORAGE		
C	33.	Protect clean utensils, glasses, dishes, pots and pans, from contamination. Drawers holding sharp utensils are secured.
GARBAGE COVERED/REMOVED		
C	34.	Food waste and disposable diapers are in covered containers or closed garbage bags. Garbage is removed regularly. Garbage is stored inaccessible to children.
PLUMBING/SEWAGE DISPOSAL		
C	35.	Plumbing must be in good condition and comply with local plumbing code. Sewage must be properly disposed of with no overflows or surfacing that may cause contamination.
WATER SUPPLY/WELL SAMPLED		

NA	36.	The water must be free of contamination. Well water shall have a bacterial test every six months. If infants are present, well water shall be tested for nitrates every 3 years.
Comments: Unannounced visit conducted on this date facility and outdoor space inspected for hazards. TA provided for-infant cribs need to be placed within the classroom when infants are in them not just within sight and sound. Licensor suggested keep a spare crib outside of the classroom for emergencies as the cribs do not fit nicely through the gate. Black weed barrier under the play structure on the playground should be cut to avoid a tripping hazard. Discussed supervision and routines with the director and how spaces could be used differently to ensure supervision and daily duties could be maintained and completed as needed. Ratios were observed and there was 9 three through 5 year olds with one staff, 2 infants 2 one year olds and 3 two year olds with 1 staff, and 3 one year olds, 2 two year olds, 2 three year olds, and 1 four year old with one staff.		

Licensor
Signature:

A handwritten signature in black ink, appearing to be 'ASW', written in a cursive style.

Date: 12/02/2025

Director
Signature:

A handwritten signature in black ink, appearing to be 'Amber Muehl', written in a cursive style.

Date: 12/02/2025