

**Notice of Findings**

**Notice To:** Jami L Kennah - Director  
**Facility Name:** Alphabet Academy II, LLC  
**Owner:** Jessica Loyd  
**Site Address:** 309 Main St.  
**City/State/Zip:** Pine Bluffs, WY 82082

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 12/30/2021, and investigated by Denise J Holte

A statement of childcare allegation, CPL-48406, was provided on 12/30/2021.

The finding is listed below for each individual alleged violation of the Wyoming Child Care Licensing Rules:

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1. Finding: Non-Compliant

Regulation: Chapter 7. Rules for Certification Of A Child Care Center (CCC)  
Section 2. Capacity/Supervision Requirements  
(b) Staff:child ratios and supervision as described in this chapter shall be maintained at all times.

Explanation of Findings: During the unannounced monitoring visit of 12/30/2021, it was found that on 12/29/2021 there were 17 children present with 2 staff. There were 5 infants, 3 1 yr olds, 4 two yr olds, 1 3 yr old , 3-4 yr olds and 1 school aged child. This occurred from approximately 8 am to 4 pm with the exception of lunch when a minor came in to assist.

Action Required: Ratios are to be in compliance at all times. Please correct upon this notice and maintain at all times. A corrective action plan is to be submitted on or before 1/14/2022. The plan is to explain how ratios will be maintained, staff scheduled, and a training on all ratios to the staff.

Corrective Action Plan Due Date: 01/14/2022  
Corrective Action Plan Achieved Date:  
Compliance Due Date:  
Compliance Achieved Date:

**The Department requests your cooperation in ensuring compliance is met. In the absence of cooperation, the Department may take whatever steps are necessary to ensure the safety of children.**

**The Department's information may be shared with authorized individuals or agencies, which include, but are not limited to, the Attorney General, County Attorney, and law enforcement.**

If you disagree with the Department's finding of a non-compliance violation, you may request an Administrative hearing within (10) days of your receipt of this letter (W.S. 14-4-108). Administrative hearing procedures are included in the Wyoming Department of Family Services Contested Case Hearing Rules, Chapter 2, Substitute Care and Child Care Licensing and based on the above statute. If you need a copy of the Rules, or assistance in requesting an Administrative hearing, you may contact the Department of Family Services Field Office in the county where you live.

Licenser: Denise J Holte  
Address: 1510 East Pershing Blvd  
City/State/Zip: Cheyenne WY 82001  
Phone: 307-777-5175  
Email: Denise.Holte@wyo.gov

Licenser Supervisor: Regien Hasperhoven  
Address: 877 N 8th Street W, Second Floor  
City/State/Zip: Riverton WY 82501  
Phone: 307-857-9281  
Email: Regien.Hasperhoven@wyo.gov

Signature:



Date: 12/30/2021

Denise J Holte

CC:

Jessica Loyd - Owner  
jloyd77@gmail.com