

**Notice of Findings**

**Notice To:** Nicole Aragon - Director  
**Facility Name:** Stepping Stones Day School and Nursery  
**Owner:**  
**Site Address:** 611 E. Carlson Suite 107  
**City/State/Zip:** Cheyenne, WY 82009

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 08/31/2020, and investigated by Michelle Tucker

A statement of childcare allegation, CPL-45991, was provided on 08/31/2020.

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 4. General Requirements  
Section 3. Provider, Director, and Staff Requirement  
(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or move into the Family Child Care Home or Family Child Care Center, the following shall be on file:

Explanation of Findings: It was found during an unannounced visit on August 31st, that two staff members of the facility were working supervised without the required background checks or an approved variance on file.

Action Required: Send employees home immediately. Request a variance once you have either central registry or fingerprint results back. Complete the enclosed Corrective Action Plan detailing how the facility will ensure that the proper background checks or approved variance is on file before allowing staff members in the facility around children.

Corrective Action Plan Due Date: 09/21/2020  
Corrective Action Plan Achieved Date:  
Compliance Due Date: 08/31/2020  
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: Michelle Tucker  
Address: 1510 East Pershing Blvd  
City/State/Zip: Cheyenne WY 82001  
Phone: 307-777-5151  
Email: michelle.tucker1@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:

A handwritten signature in black ink that reads "M Tucker". The "M" is large and stylized, and "Tucker" is written in a cursive script.

Date: 09/01/2020

Michelle Tucker

CC: