

**Notice of Findings**

**Notice To:** Kathy Packer - Director  
**Facility Name:** Star Valley Montessori  
**Owner:** Kathy Packer  
**Site Address:** 350 S. Washington Street  
**City/State/Zip:** Afton, WY 83110

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 08/26/2021, and investigated by Kelli Dunne

A statement of childcare allegation, CPL-47810, was provided on 08/26/2021.

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 4. General Requirements  
Section 10. Records

(b) Administrative records shall include:

(i) Attendance record for each child to include dates attended and arrival/departure times verified by staff;

Explanation of Findings: It was observed by Licensor during visit that attendance records did not match with children present at the facility.

Action Required: Attendance record must be kept for each child which includes dates attended and arrival/departure times verified by staff. A corrective action plan needs to be completed detailing how this will be maintained in the future. Copies of attendance for each child for the week of 8/30/21-9/3/2021 need to be sent to licensor by 9/5/2021.

Corrective Action Plan Due Date: 09/09/2021

Corrective Action Plan Achieved Date:

Compliance Due Date: 08/26/2021

Compliance Achieved Date: 08/26/2021

**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: Kelli Dunne  
Address: 631 Washington, PO BOX 336  
City/State/Zip: Afton WY 83110  
Phone: 307-249-5848  
Email: kelli.dunne@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, appearing to read 'K. Dunne', with a large, stylized 'K' and a series of connected loops for the surname.

Kelli Dunne

Date: 08/27/2021

CC:

Kathy Packer - Owner  
PO Box 513, Afton, WY, 83110