

**Notice of Findings**

**Notice To:** Jessica Fredrickson - Director  
**Facility Name:** OUR SAVIOR'S LUTHERAN PRESCHOOL/CHILDCARE  
**Owner:**  
**Site Address:** 531 SOUTH DURBIN  
**City/State/Zip:** Casper, WY 82601

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 07/20/2021, and investigated by Teddie Schrayner

A statement of childcare allegation, CPL-47607, was provided on 07/20/2021.

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

---

**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: During the 7/20/2021 Facility Visit, it was observed that there were several children not marked in on the attendance sheet.

Action Required: Attendance must be updated and accurate at all times. Please submit a corrective action plan to the Licensing Office showing how you will assure that attendance is updated and current at all times.

Corrective Action Plan Due Date: 07/30/2021

Corrective Action Plan Achieved Date:

Compliance Due Date: 07/20/2021

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: Teddie Schrayner  
Address: 851 Werner Ct Suite 200  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3964  
Email: Teddie.Schrayner@wyo.gov

Licenser Supervisor: Stoney Busch  
Address: 851 Werner Ct Suite 200  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3933  
Email: Stoney.Busch@wyo.gov

Signature:

A handwritten signature in black ink, appearing to read 'Teddie Schrayner', followed by a large, stylized flourish or scribble.

Teddie Schrayner

Date: 07/20/2021

CC:

Valerie Maiers - Board Representative  
vinella@caspercollege.edu