

Notice of Findings

Notice To: Angela Martinez - Director
Facility Name: Stepping Stones Learning Center
Owner:
Site Address: 626 E. 2nd St.
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 02/23/2022, and investigated by Joshua Seilaff

A statement of childcare allegation, CPL-48596, was provided on 02/23/2022.

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: It was observed at the time of the visit on 02/22/2022 that attendance records were not updated and current.

Action Required: Please submit a corrective action plan extending on how staff will maintain that their individual classroom attendance binders are current and up to date at all times including when you move children between rooms or have all of the children together in the lunch room.

Corrective Action Plan Due Date: 03/09/2022

Corrective Action Plan Achieved Date:

Compliance Due Date:

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements
Section 2. Capacity/Supervision Requirements

(c) Staff:child ratios and maximum group size shall be maintained as follows (Table 4-1) during all hours of operation when facilities care for only one (1) age group:

Explanation of Findings: It was observed at the time of the visit on 02/22/2022 that the infant classroom, according to the binder and the staff student accountability, was

out of ratio with 5 children and only the one staff person.

Action Required: Please submit a corrective action plan to child care licensing stating how each classroom plans to maintain updated, current, and compliant child to staff ratios according to ages of children in attendance at all times. On the corrective action plan please include who will be responsible for ensuring that child to staff ratios are current and maintained at all times. Future monitoring visits may occur.

Corrective Action Plan Due Date: 03/09/2022

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: Joshua Seilaff
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Licenser Supervisor: Stoney Busch
Address: 851 Werner Ct Suite 200
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Phone: 307-473-3933
Email: Stoney.Busch@wyo.gov

Signature:

A handwritten signature in black ink, appearing to read 'Joshua Seilaff', with a stylized, cursive script.

Joshua Seilaff

Date: 02/23/2022

CC: