

Notice of Findings

Notice To: Jennifer Wistisen - Director
Facility Name: Excel Academy Private School
Owner:
Site Address: 500 S. Jefferson
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 04/06/2022, and investigated by Teddie Schrayner

A statement of childcare allegation, CPL-48825, was provided on 04/06/2022.

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 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:

(iii) A child abuse/neglect Central Registry check which does not reveal any disqualifying information.

Explanation of Findings: During the 04/06/2022 Facility Visit it was observed that staff member Annette Crain was working in the facility without current central registry or sex offender on file.

Action Required: Expedited central registry and sex offender were ran allowing Annette to stay working. All information for all staff must be current and on file prior to staff working in the facility. Please submit a corrective action plan to the Licensing Office showing how you will assure all staff are qualified prior to working in the facility.

Corrective Action Plan Due Date: 04/16/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 04/06/2022

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements

Section 9. Training

(b) Within three (3) months of staff's start date and prior to assuming responsibility for unsupervised direct care of children, all staff shall receive the approved pre-service and facility staff orientation training.

(i) The facility staff orientation training shall include all staff policies, procedures, and child care licensing rules; and

Explanation of Findings: During the 04/06/2022 - Facility visit it was observed that staff member Ellen Parke has not completed staff orientation, or pre-service training within 90 days of hire and prior to being left unattended with children. Also, staff member Annette Crain has not completed #3- medication administration which is required as part or pre-service and must

be taken within 90 days or prior to being left unattended with children.

Action Required: Please have employees complete missing training and submit to STARS. Please submit a corrective action plan to the licensing office showing all training has been completed and how you will avoid future rule violations in this area.

Corrective Action Plan Due Date: 04/16/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 04/16/2022

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
Address: 444 W. Collins Ste. #2100
City/State/Zip: Casper WY 82601
Phone: 307-473-3900
Email: Stoney.busch@wyo.gov or Teddie.Schrayer@wyo.gov

Licenser Supervisor: Stoney Busch
Address: 444 W. Collins Ste. #2100
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 Schraye". The signature is written in a cursive, flowing style.

Date: 04/06/2022

Teddie Schraye for Joshua Seilaff

CC: