

**Notice of Findings**

**Notice To:** Leigh Ann Brite - Director  
**Facility Name:** Foundations Early Care & Education  
**Owner:** Stephanie Rino  
**Site Address:** 4200 Legion Ln.  
**City/State/Zip:** Casper, WY 82609

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 09/04/2024, and investigated by Teddie Schroyer.

A statement of childcare allegation, CPL-5771, was provided on 09/06/2024.

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 7. Child Care Center  
Section 2. Capacity/Supervision Requirements.

(f) There shall be at least one (1) adult staff directly supervising children in each area of the facility where children are located at all times.

Allegation: It was self reported that on or about 09/03/2024 a child got out of the facility without staff knowledge or supervision.

Explanation of Findings: Based on interviews and information collected during the investigation it was found that on or about 09/03/2024 a child got out of the building without staff knowledge and did not have supervision for a period of time.

Action Required: Please submit a corrective action plan to the licensing office showing how you will ensure all children are accounted for and supervised at all times.

Corrective Action Plan Due Date: 09/21/2024  
Corrective Action Plan Achieved Date:  
Compliance Due Date: 09/21/2024  
Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements  
Section 3. Owner, Director, and Staff Requirements.

(a) Before the owner, director, their staff, household member, employee, substitute or volunteer assume responsibility for children, provide 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:

Allegation: It was self reported that on one or more occasions during the month of September, 2024 two staff who are not fully qualified were working in a classroom together without fully qualified staff supervising them.

Explanation of Findings: Based on interviews, observations, and information collected during the investigation it was determined that staff HC and DB were working in a classroom together without being supervised by fully qualified staff.

Action Required: Please submit a corrective action plan detailing how fully qualified staff be alerted to new staff working on variances and who need direct supervision at all times. Please also include how you will ensure that all staff on variances are being supervised by fully qualified staff at all times.

Corrective Action Plan Due Date: 09/21/2024

Corrective Action Plan Achieved Date:  
Compliance Due Date: 09/21/2024  
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 the 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 non-compliance for a 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 Department of Family Services' **Wyoming Child Care Licensing Rules, Chapter 3, Section 5: Contested Case Hearing Rules**, and based upon the above statute. If you have questions, or need a copy of the Rules, you may contact the Department of Family Services Field office in the county where you live.

Licenser: Madison Johnson  
Address: 444 W. Collins Ste. #2100  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3985  
Email: Madison.Johnson@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', written over a horizontal line.

Date: 09/10/2024

Teddie Schraye for Madison Johnson

CC:

Shelby Jelly - Assistant Director  
ecevillage.shelby@gmail.com

Stephanie Rino - Owner  
FoundationsECE.director@gmail.com