

**Notice of Findings**

**Notice To:** Norma Montiel-Tzompa - Director  
**Facility Name:** Children's Learning Center - Mercill  
**Owner:**  
**Site Address:** 145 W Mercill ,PO Box 4100  
**City/State/Zip:** Jackson, WY 83001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 11/01/2023, and investigated by Kelli Dunne.

A statement of childcare allegation, CPL-5563, was provided on 11/08/2023.

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 2. Capacity/Supervision Requirements.

(I) There shall be at least one (1) adult staff supervising the care of children at all times. Video and/or audio monitors shall not be used to fulfill staff supervision requirements.

Allegation: It was self reported that on 10.27.23 a child was left on the playground without adult staff supervision.

Explanation of Findings: Finding of non-compliant based on self report, evidence reviewed and statements obtained from staff interviewed during the investigation. It was confirmed that on 10/27/2023, a child was left unattended on the playground after the rest of the children had come inside. The child was outside and unsupervised for approximately 4 minutes until the child was noticed by a staff member, who notified the classroom teacher and the child was brought in immediately.

Action Required: The facility has implemented a count system that is documented on paper every time children leave the classroom. A Corrective Action Plan (CAP) needs to be completed and include the following: 1). A signed statement from the Director and each staff member that works in the Sparklers classroom detailing what events led up to the child being left outside on the playground and what actions they will take individually to ensure that this doesn't happen again.

Corrective Action Plan Due Date: 11/27/2023  
Corrective Action Plan Achieved Date:  
Compliance Due Date: 11/27/2023  
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: Kelli Dunne  
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Signature:

A handwritten signature in black ink, appearing to read 'K. Dunne', written in a cursive style.

Kelli Dunne

Date: 11/13/2023

CC:

Lisa Lord Price - Board President  
Board Chair, PO Box 4100, Jackson, WY, 83001