

Notice of Findings

Notice To: Danielle J Godfrey - Director
Facility Name: Toddler Town Learning Center WY, LLC
Owner: Danielle Godfrey
Site Address: 2007 S. Douglas Hwy Suite D
City/State/Zip: Gillette, WY 82718

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 07/17/2025, and investigated by Irene Maurer.

A statement of childcare allegation, CPL-5971, was provided on 07/18/2025.

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 5. Policies and Procedures.

(a) The organization shall develop, adopt, follow and maintain policies and procedures to keep children safe and healthy. Parents shall be given a copy of written program policies, initially and when there are changes to the policy. Program policy shall include the following:

(xviii) All children with food and other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed; and

Allegation: It has been reported that on multiple occasions in the last 3 months a child with a known dairy allergy does not have an emergency care plan in place and/or the emergency care plan was not followed, allowing the child to be given dairy products including milk and cheese.

Explanation of Findings: During this investigation and through interviews conducted, it was established that in the last 3 months children with known allergies did not have a care plan/emergency care plan in place and a child with a known and documented dairy allergy was given dairy products including milk and cheese.

Action Required: Please provide a detailed corrective action plan describing how the director, assistant director, and all staff will ensure children are not served any food or liquid products they are known to be allergic to. In addition provide emergency care plans for all children enrolled with allergies to licenser by 9/29/25.

Corrective Action Plan Due Date: 08/14/2025

Corrective Action Plan Achieved Date:

Compliance Due Date: 09/29/2025

Compliance Achieved Date:

2. Finding: Compliant

Regulation: Chapter 4. General Requirements

Section 4. Parental Rights.

(c) Parents have a right to the following information:

(vi) Weekly menus;

Allegation: It has been reported that on multiple occasions in the last 3 months parents are not made aware of what their child is being served at the facility when the menu changes.

Explanation of Findings: There is not enough evidence to support a finding of non-compliance.

Corrective Action Plan Due Date:

Corrective Action Plan Achieved Date:

Compliance Due Date:

Compliance Achieved Date:

3. Finding: Compliant

Regulation: Chapter 7. Child Care Center

Section 2. Capacity/Supervision Requirements.

(b) Staff:child ratios and supervision as described in this chapter shall be maintained at all times.

Allegation: It has been reported that on multiple occasions in the last 3 months staff:child ratios are not maintained in the mornings in the infant/1 year old classroom, with 1 staff having up to 15 children.

Explanation of Findings: There is not enough evidence to support a finding of non-compliance.

Corrective Action Plan Due Date:

Corrective Action Plan Achieved Date:

Compliance Due Date:

Compliance Achieved Date:

4. Finding: 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 has been reported that on multiple occasions in the last 3 months there is not a staff supervising the children at all times in the infant/1yr classroom.

Explanation of Findings: There is not enough evidence to support a finding of non-compliance.

Corrective Action Plan Due Date:

Corrective Action Plan Achieved Date:

Compliance Due Date:

Compliance Achieved Date:

5. Finding: Compliant

Regulation: Chapter 4. General Requirements

Section 18. Food Service.

(a) Nutritionally balanced snacks, meals and appropriate portions for the needs and ages of children shall be provided;

(ii) Special dietary needs and/or food allergies shall be posted in food preparation areas and in the area the child eats.

Allegation: It has been reported that special dietary needs and food allergies are not posted in the food preparation area.

Explanation of Findings: Licenser observation supports a finding of compliance at this time.

Corrective Action Plan Due Date:

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 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.

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Signature: 
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Date: 7/31/25

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