

**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 04/04/2024, and investigated by Irene Maurer.

A statement of childcare allegation, CPL-5665, was provided on 04/12/2024.

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 4. General Requirements  
Section 10. Records.

(c) Owner, director, staff, substitute and volunteer records shall be current and maintained at all times either on the DFS-205, Facility Staff Record or other similar record, and shall include:

(v) Dates, hours worked and area of responsibility;

Allegation: Through records obtained for 04/01/2024 through 04/04/2024 it was discovered staff attendance has not included location and arrival/departure times.

Explanation of Findings: Evidence received during the investigation did not include staff location and arrival departure times.

Action Required: Submit a Corrective Action Plan detailing how the facility will keep staff attendance current at all times, noting all staff's location within the facility as well as all arrival and departures times.

Corrective Action Plan Due Date: 05/08/2024

Corrective Action Plan Achieved Date: 04/30/2024

Compliance Due Date: 05/08/2024

Compliance Achieved Date: 05/20/2024

2. Finding: Non-Compliant

Regulation: Chapter 7. Child Care Center

Section 2. Capacity/Supervision Requirements.

(e) Group size may not be exceeded for more than one (1) hour during opening and closing hours and special events. Building or room capacity shall not be exceeded and staff:child ratios shall be maintained.

Allegation: Through evidence obtained it was discovered outdoor play area capacity was exceeded on 04/04/2024.

Explanation of Findings: Evidence received during the investigation showed the outdoor play area capacity was exceeded on 04/04/2024.

Action Required: Please submit a schedule for use of the outdoor space that will allow each classroom to use the space for a minimum of 30 minutes per day, as well as a corrective action plan detailing how you will ensure the outdoor capacity will not be exceeded while still allowing use by all children in care each day.

Corrective Action Plan Due Date: 05/08/2024

Corrective Action Plan Achieved Date: 04/30/2024

Compliance Due Date: 05/08/2024

Compliance Achieved Date: 05/20/2024

**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: Irene Maurer  
Address: 551 Running W Drive  
City/State/Zip: Gillette WY 82718  
Phone: 307-687-5211  
Email: Irene.maurer@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: \_\_\_\_\_  
Irene Maurer

Date: \_\_\_\_\_

CC:  
Olivia Lara - Assistant Director  
toddlertownlearningcenterwy@gmail.com  
Danielle Godfrey - Owner  
Daniellegodfrey723@gmail.com