

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 04/08/2024, and investigated by Irene Maurer.

A statement of childcare allegation, CPL-5666, was provided on 04/12/2024.

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 6. Discipline and Guidance.
(b) When "time out" is used, it shall:

Allegation: Based on interviews & evidence collected it has been alleged in the last two months children are placed in time out for an undetermined amount of time.

Explanation of Findings: Based on interviews & evidence collected it has been determined that children are placed against a wall to "for a break", for undetermined periods of time when behavior is not able to be redirected.

Action Required: Facility shall update their Guidance and Discipline Policy to include language describing the process the staff will use when implementing timeouts/ "Breaks" for children. This policy should comply with WY Child Care Licensing Rules Chapter 4, Section 6 (b) and be provided to all staff and parents. Additionally, a staff training should be conducted to educate all staff on the new policy and discipline plan to ensure all staff are following the facility's plan for guidance and discipline, and WY Child Care Licensing Rules related to Guidance and Discipline at all times. Please submit a corrective action plan detailing how these steps will be taken and who will ensure that they are completed for all staff, as well as how Guidance and Discipline will be monitored in the future to ensure only current policies and procedures are being followed by all staff.

Corrective Action Plan Due Date: 05/06/2024
Corrective Action Plan Achieved Date: 04/30/2024

Compliance Due Date: 04/30/2024
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.

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Signature: _____
Irene Maurer

Date: _____

CC:
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