

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 04/10/2024, and investigated by Irene Maurer.

A statement of childcare allegation, CPL-5667, 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 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:

(i) Guidance and discipline policy and procedures (refer to Chapter 4, Section 6 of these rules);

Allegation: It has been reported that in the month of April children are put in time out without a written policy with guidance.

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 and no policy is written or available to parents re: this practice.

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: 05/08/2024

Corrective Action Plan Achieved Date: 04/30/2024

Compliance Due Date: 05/08/2024

Compliance Achieved Date: 05/20/2024

2. 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 in the month of April children are left unsupervised for long periods of time.

Explanation of Findings: Evidence, interviews, & 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:

3. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 2. Capacity/Supervision Requirements.

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

Allegation: It has been reported that in the month of April staff:child ratios are not maintained at all times.

Explanation of Findings: Evidence, interviews, & 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:

4. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 14. Health and Safety Requirements.

(bb) Children shall wash their hands:

(i) Before and after eating; and

Allegation: It has been reported that in the month of April children in care are not washing their hands before or after eating.

Explanation of Findings: Evidence, interviews, & 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:

5. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 14. Health and Safety Requirements.

(z) Toys, phones, doorknobs, door casings, handles and railings shall be cleaned and sanitized once a week or whenever visibly soiled. Table tops, high chairs or food serving surfaces be sanitized before and after each use.

Allegation: It has been reported that in the month of April tables are not sanitized after use.

Explanation of Findings: Evidence, interviews, & 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:

6. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 6. Discipline and Guidance.

(d) The following behavior shall be prohibited in all child care settings:
(iii) Inappropriate use of language, including but not limited to profanity, name-calling, derogatory or demeaning terminology or screaming related to disciplinary purposes;

Allegation: It has been reported that in the month of April staff yell at the children & use unkind words.

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

Corrective Action Plan Due Date:
Corrective Action Plan Achieved Date:
Compliance Due Date:
Compliance Achieved Date:

7. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 19. Infant and/or Toddler Care.

(b) Sleeping infants shall:
(vii) Be actively supervised by staff in an ongoing manner by checking on them for the above every five (5) minutes;

Allegation: It has been reported that in the month of April infants are not actively supervised every five minutes while sleeping.

Explanation of Findings: Evidence, interviews, & 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: _____
Irene Maurer

Date: _____

CC:
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