

Notice of Findings

Notice To: Imar Oosterhof - Director
Facility Name: THE SCHOOLHOUSE EEC - Preschool and Pre-K
Owner: Ashli Porter
Site Address: 5801 Yellowstone Rd
City/State/Zip: Cheyenne, WY 82001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 02/19/2025, and investigated by Ariel Schmitzer.

A statement of childcare allegation, CPL-5863, was provided on 02/19/2025.

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 10. Records.

(a) Child care facilities shall maintain complete and updated administrative, staff and children's records on-site. All records shall be retained for a minimum of three (3) years.

Allegation: It has been reported that the facility has not kept complete and accurate attendance records on site for a minimum of three years.

Explanation of Findings: It was found by licensing while attempting to review child attendance records that the facility has not kept child attendance records on site for the minimum 3 year timeframe required by licensing.

Action Required: Immediately begin saving and filing all attendance records and other administrative records on site at the facility. Please submit a corrective action Plan detailing how you will ensure that all administrative records will be kept when using digital tracking methods.

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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Licenser Supervisor: Michelle Lala
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Signature: _____
Ariel Schmitzer

Date: _____

CC:
Ashli Porter - Owner
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