

**Notice of Findings**

**Notice To:** Annie Johnson - Director  
**Facility Name:** Children's Learning Center Rafter J  
**Owner:**  
**Site Address:** 1300 Valley Springs Road  
**City/State/Zip:** Jackson, WY 83001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 08/01/2023, and investigated by Kelli Dunne.

A statement of childcare allegation, CPL-5521, was provided on 08/04/2023.

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 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 was reported by the facility that on 8.1.23 a child was left unattended on the playground.

Explanation of Findings: Finding of non-compliant based on self report, and statements obtained from staff interviewed during the investigation. It was confirmed that on 8/1/2023, a child was left unattended on the playground after the rest of the children had come inside. The child was outside and unsupervised for approximately 2 minutes until the child was noticed by a classroom teacher, who brought the child inside immediately upon seeing them.

Action Required: It is acknowledged by child care licensing that the facility took swift action and implemented a count system that shall be documented on paper for every time children leave the classroom. A Corrective Action Plan (CAP) and it's execution that includes the following: 1). A signed acknowledgement from each staff member that may work in the Otters classroom (both regular staff and potential substitutes) that they know and understand how to supervise during transitions. 2).The Director and any staff member that work in or could possibly sub in the Otters classroom must schedule and obtain at least 2 hours of training in the area of supervision. This training must be scheduled and completed by August 21, 2023 3). The overgrowth of foliage must be trimmed in the entrance of the willow tunnel eliminating any blind

spots where children can not be seen.

Corrective Action Plan Due Date: 08/21/2023

Corrective Action Plan Achieved Date:

Compliance Due Date: 08/21/2023

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:

  
Kelli Dunne

Date:



CC:

Marilee Gordon - Board President  
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