

Notice of Findings

Notice To: Melinda Baas - Director
Facility Name: YWCA Learning Center
Owner:
Site Address: 1035 Jackson
City/State/Zip: Rock Springs, WY 82901

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 02/17/2026, and investigated by Veronica Endecott.

A statement of childcare allegation, CPL-6064, was provided on 03/04/2026.

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 2. Capacity/Supervision Requirements.

(I) There shall be at least one (1) adult staff supervising the care of children at all times. Video and/or audio monitors shall not be used to fulfill staff supervision requirements.

Allegation: It has been reported that on multiple occasions in the last 7 months, staff members of the facility are not directly and adequately supervising children in care.

Explanation of Findings: Through interviews and evidence obtained during the course of this investigation, it has been determined that between February 16 and 17, 2026, incidents occurred where children did not receive adequate direct supervision.

Action Required: All staff members are required to complete two hours of STARS approved training focused on the area of supervision. Please submit a Corrective Action Plan to the licenser by May 13th, 2026. This plan should outline the specific steps necessary to revise and improve current policies regarding the direct supervision of children. The objective is to ensure effectiveness, safety, and full compliance with Wyoming Child Care Licensing Rules.

Corrective Action Plan Due Date: 05/13/2026

Corrective Action Plan Achieved Date:

Compliance Due Date: 05/20/2026

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements
Section 12. Confidentiality.

(e) Names and other personal information of children and their families shall not be shared without a parent or guardian's written permission.

Allegation: It has been reported that in February 2026, staff members working at the facility disclosed personal information about a child in care to a non-staff person.

Explanation of Findings: Through interviews and evidence obtained during this investigation, it has been determined that in February 2026, facility staff disclosed personal information regarding children in care to a non-staff person.

Action Required: All staff members are required to sign a new confidentiality statement for the facility. This shall be done no later than May 13th, 2026. Please send licenser copies of the newly signed agreements. Please submit a Corrective Action Plan to the licenser by May 13, 2026. This plan shall outline the facility's requirements regarding staff confidentiality, addressing protocols for both internal communication and interactions with non-staff members. The objective of this plan is to ensure effectiveness, safety, and full compliance with Wyoming Child Care Licensing Rules.

Corrective Action Plan Due Date: 05/13/2026

Corrective Action Plan Achieved Date:

Compliance Due Date: 05/13/2026

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.

Licenser: Veronica Endecott
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Licenser Supervisor: Michelle Lala
Address: 1510 East Pershing Blvd
City/State/Zip: Cheyenne WY 82001
Phone: 307-777-5151
Email: Michelle.Tucker1@wyo.gov

Signature:



Date: 05/06/2026

Veronica Endecott

CC:

YWCA - Board Representative
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