

Notice of Findings

Notice To: JACKIE AGUILAR - Director

Facility Name: JACKIE AGUILAR

Owner:

Site Address: 1733 Glacier

City/State/Zip: Laramie, WY 82070

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 12/16/2024, and investigated by Danielle Farino.

A statement of childcare allegation, CPL-5831, was provided on 12/20/2024.

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 10. Records.

(d) Individual child's records shall be in place before a child is left in care and shall include:

Allegation: It has been reported that during the months of November and/or December 2024, a child was receiving direct care at the facility without any enrollment records on file, including but not limited to the child's full name, date of birth, an address for the legal guardian, names or contact information for parents, or contact information for authorized emergency or pick up persons.

Explanation of Findings: Through interviews and evidence obtained throughout the duration of this investigation, it has been found that a child was in direct care at the facility on several occasions without any enrollment forms in place. This includes, but is not limited to, the child's full name, date of birth, address, address for parents, phone numbers for parents, authorized emergency contacts, authorized pick up persons, permissions for the child to participate in facility activities, and medical information for the child. This was discovered to be the case when there were concerns over the child's physical safety at home and the facility had no documentation available to refer to, in order to ensure that safety measures could be followed. The facility did provide as much information as they could and cooperated in assisting DFS to the best of their ability.

Action Required: The facility shall immediately discontinue the practice accepting children into care without all enrollment forms completed. Additionally, the facility

shall submit a corrective action plan outlining how they will ensure all forms are received and completed in their entirety, before any other children are able to attend the facility moving forward. This plan shall include what was done by the facility to ensure that all records for the child involved in this incident are complete and compliant.

Corrective Action Plan Due Date: 01/28/2025

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/28/2025

Compliance Achieved Date:

2. Finding: Compliant

Regulation: Chapter 4. General Requirements

Section 10. Records.

(d) Individual child's records shall be in place before a child is left in care and shall include:

(iii) Names, addresses and telephone numbers of persons authorized to take the child from the facility. Children may not be released to unauthorized persons without prior parent approval and proper identification;

Allegation: It has been reported that during the months of November and/or December, a child in care was repeatedly released to an individual when the facility knew this person was not the child's parent, and they did not have parental authorization on file.

Explanation of Findings: There is not enough evidence to support a finding of noncompliance.

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.

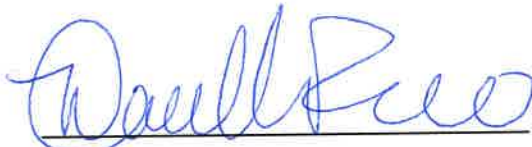
The Department's information may be shared with the authorized individuals or agencies, which include, but are not limited to, the Attorney General, County Attorney, and law enforcement.

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:



Danielle Farino

Date:

1/14/2025

CC: