

Notice of Findings

Notice To: Ashlee Lewis - Director
Facility Name: Miss Ashlee's Childcare
Owner: Ashlee Lewis
Site Address: 1536 S. Oakcrest
City/State/Zip: Casper, WY 82601

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 04/30/2024, and investigated by Teddie Schrayner.

A statement of childcare allegation, CPL-5689, was provided on 04/30/2024.

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 3. Owner, Director, and Staff Requirements.

(e) All staff, household members, substitutes, and volunteers shall complete child abuse/neglect Central Registry background checks and a National and state Sex Offender Registry check once a year, for Wyoming and each state the person has lived in the past five (5) years. These checks shall be kept current at all times, using the date the check was performed as the initial date, and repeated every year thereafter. An out-of-state abuse/neglect Central Registry background check for states lived in during the past five (5) years do not have to be repeated unless the person has lived in that state since the last check was performed. The Department may require a new child abuse/neglect Central Registry background check at any time for staff, household members, substitutes, and volunteers.

Allegation: While reviewing staff records for renewal it was discovered that there were 2 staff B.H. and C.W. who had expired central registry and sex offender screens.

Explanation of Findings: In speaking with the director, staff B.H. has been working with expired central registry and sex offender screens. The other staff who is expired is not working.

Action Required: Staff B.H. is not eligible to work until current central registry and sex offender results, or an approved variance are on file. Please submit a corrective action plan detailing how you will ensure all staff requirements are met and kept current at all times.

Corrective Action Plan Due Date: 05/10/2024

Corrective Action Plan Achieved Date:

Compliance Due Date: 04/30/2024

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements
Section 3. Owner, Director, and Staff Requirements.

(f) All staff, household members, substitutes, and volunteers shall complete a full fingerprint based national criminal history record background check and a state criminal registry check for Wyoming and for each state the person has lived in the past five (5) years, every five (5) years. These checks shall be kept current at all times, using the date the check was performed as the initial date, and repeated every five (5) years thereafter. The Department may require a new full fingerprint based national criminal history record background check or a state criminal registry check for Wyoming and/or each state the person has lived in the past five (5) years at any time for staff, household members, substitutes, and volunteers.

Allegation: While reviewing staff records for renewal it was discovered that there was 1 staff V.I. who had

expired DCI/FBI fingerprint results.

Explanation of Findings: In speaking with the director, staff V.I. has been working with expired DCI/FBI fingerprint results.

Action Required: Staff V.I. is not eligible to work until current DCI/FBI fingerprint results, or an approved variance are on file. Please submit a corrective action plan detailing how you will ensure all staff requirements are met and kept current at all times.

Corrective Action Plan Due Date: 05/10/2024

Corrective Action Plan Achieved Date:

Compliance Due Date: 04/30/2024

Compliance Achieved Date:

3. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements

Section 9. Training.

(b) Within three (3) months of a person's start date and prior to assuming responsibility for unsupervised direct care of children, all staff shall receive the approved pre-service training, facility staff orientation training and Wyoming Early Learning Standards (Early Learning Guidelines and Early Learning Foundations) training (8 credits).

Allegation: While reviewing staff records for renewal it was discovered that there were several staff who have not completed the required preservice training within the 90 day requirement.

Explanation of Findings: In reviewing staff records summary and STARS training summaries, it was discovered that several staff have not completed the required preservice training within the 90 day requirement.

Action Required: Staff who have not completed the required preservice training are not eligible to be unattended with children. Please ensure all staff complete the required preservice training. Please submit a detailed corrective action plan showing how you will ensure that in the future all staff will complete the preservice requirements within 90 days.

Corrective Action Plan Due Date: 05/10/2024

Corrective Action Plan Achieved Date:

Compliance Due Date: 05/10/2024

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: Teddie Schrayer
Address: 444 W. Collins Ste. #2100
City/State/Zip: Casper WY 82601
Phone: 307-473-3964
Email: Teddie.Schrayer@wyo.gov

Licenser Supervisor: Stoney Busch
Address: 444 W. Collins Ste. #2100
City/State/Zip: Casper WY 82601
Phone: 307-473-3933
Email: Stoney.Busch@wyo.gov

Signature:

A handwritten signature in black ink, appearing to read 'Teddie Schrayer', written in a cursive style.

Teddie Schrayer

Date: 04/30/2024

CC:

Ashlee Lewis - Owner
ashleelewis0724@yahoo.com