

Notice of Findings

Notice To: JAN E LAWRENCE - Director

Facility Name: BASIC BEGINNINGS

Owner:

Site Address: 1474 NORTH 19TH ST

City/State/Zip: Laramie, WY 82072

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 07/07/2025, and investigated by Danielle Farino.

A statement of childcare allegation, CPL-5966, was provided on 07/09/2025.

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 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 or around July 2, 2025, a child in care was not directly supervised and was left at the park during a field trip.

Explanation of Findings: It has been found that on July 2, 2025, a 7 year old child in care was not properly and directly supervised during a field trip, which is evidenced by the fact that the child was left unattended at a park for approximately 12 minutes when the rest of his class, including staff, left to return to the facility while the child was still on the playground.

Action Required: It is acknowledged by Child Care Licensing that the facility took swift and preemptive action to re-train the staff members involved in this incident, including both staff members completing "Supervision: Counting Children" in a timely manner. Please submit a Corrective Action Plan detailing how the facility will ensure that all children are supervised properly during field trips, including any actions already taken to reduce the risk of this incident occurring in the future.

Corrective Action Plan Due Date: 08/26/2025

Corrective Action Plan Achieved Date:

Compliance Due Date: 08/26/2025

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements
Section 8. Transportation and Field Trips.

(e) When children are taken off site, there shall be:

(iii) A current and updated attendance record (which documents periodic counts of children to include when getting on and off the mode of transportation);

Allegation: It has been reported that on or around July 2, 2025, the facility did not have or maintain an updated attendance record which adequately documented counts of children getting on and off the vehicle during a field trip.

Explanation of Findings: It has been found that on July 2, 2025, the facility did maintain attendance records which documented the count of children during a field trip, when the children were lined up to leave the park. These records were documented by a line on the attendance records. When it began raining and the weather conditions deteriorated, children were hastily put into the van and driven back to the facility and no count of the children was completed or documented to ensure all children were in the vehicle. This resulted in a 7 year old child in care being left alone at the park during a field trip while the other children were transported by staff back to the facility.

Action Required: The facility and all staff shall immediately begin documenting counts of children when they are loaded on to and off the van during transport to and from field trips. Please submit a Corrective Action Plan detailing how the facility will ensure that all children are counted periodically and when getting on and off the mode of transportation and that these counts are documented accurately.

Corrective Action Plan Due Date: 08/26/2025

Corrective Action Plan Achieved Date:

Compliance Due Date: 08/26/2025

Compliance Achieved Date:

3. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 8. Transportation and Field Trips.

(e) When children are taken off site, there shall be:

(iv) Direct staff supervision at all times, with a written plan for supervision maintenance at all times; and

Allegation: It has been reported that on or around July 2, 2025, staff members of the facility were not providing direct supervision for at least one child in care and/or there was not an adequate written plan for supervision of children, resulting in a child being left at the park.

Explanation of Findings: There is not enough evidence to support a finding of non-compliance.

Corrective Action Plan Due Date:

Corrective Action Plan Achieved Date:

Compliance Due Date:

Compliance Achieved Date:

4. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 8. Transportation and Field Trips.

(e) When children are taken off site, there shall be:
(v) Physical boundaries identified for children.

Allegation: It has been reported that on or around July 2, 2025, children in care were not provided appropriate physical boundaries and/or the physical boundaries were not properly identified for children, resulting in a 7 year old child being left in or on a slide at the park.

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:

5. Finding: Compliant

Regulation: Chapter 4. General Requirements
Section 11. Reports.

(c) All staff are required to report cases of suspected child abuse or neglect. An owner, director or their staff shall report immediately to the local Department office and/or local law enforcement any circumstances indicating that a child in care may have been subjected to abuse or neglect by a person inside or outside of a program.

Allegation: It has been reported that on or around July 2, 2025, a child in care was neglected by being left unsupervised and unattended at a public park for a minimum of 12 or more minutes and this incident was not reported to the local Department of Family Services or to Law Enforcement.

Explanation of Findings: There is not enough evidence to support a finding of non-compliance.

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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Phone: 307-777-5151
Email: Michelle.Tucker1@wyo.gov

Signature:

A handwritten signature in black ink that reads "MLala". The letters are cursive and somewhat stylized.

Michelle Lala for Danielle Farino

Date: 08/13/2025

CC: