

**Notice of Findings**

**Notice To:** Stephanie Fisher - Director  
**Facility Name:** Stacey Houk Family Enrichment Center, DBA Stacey Houk Learning Center  
**Owner:** Mary Ellen Sternitzke  
**Site Address:** 1765 West C St.  
**City/State/Zip:** Torrington, WY 82240

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 03/03/2021, and investigated by Kathy Geringer.

A statement of childcare allegation, CPL-5063, was provided on 03/03/2021.

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 4. General Requirements  
Section 10. Records

(c) Provider, director, staff, substitute and volunteer records shall include:

(iv) Documented proof of all required training credits received by staff to include the number of hours of training, dates and titles of training;

Allegation: During the Licensor's visit of 2/23, there was no documentation of CPR/FA certification for staff person T.R. who had been employed at the facility for more than three months.

Explanation of Findings: T.R.'s start date was 8/24/20. Documentation of current CPR/FA should have been on file by 11/24/20. Documentation of T.R.'s CPR/FA training was not received by the facility until 3/2/21.

Action Required: Please submit a Corrective Action Plan advising what corrections will be made to ensure documentation of required training is on file for all staff, within three months of their start date or prior to being unsupervised with children.

Corrective Action Plan Due Date: 03/17/2021

Corrective Action Plan Achieved Date:

Compliance Due Date: 02/24/2021

Compliance Achieved Date: 03/02/2021

**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: Kathy Geringer  
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City/State/Zip: Wheatland WY 82201  
Phone: 307-322-3790  
Email: Kathy.Geringer@wyo.gov

Licenser Supervisor: Regien Hasperhoven  
Address: 877 N 8th Street W, Second Floor  
City/State/Zip: Riverton WY 82501  
Phone: 307-857-9281  
Email: Regien.Hasperhoven@wyo.gov

Signature:



Kathy Geringer

Date: 03/03/2021

CC:

Stephanie Fisher - Owner  
sbfisherfam@gmail.com