

**Notice of Findings**

**Notice To:** DONNA HARRISON - Director  
**Facility Name:** Smart Start Montessori Academy  
**Owner:**  
**Site Address:** 1014 North 8th West  
**City/State/Zip:** Riverton, WY 82501

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 09/04/2019, and investigated by Regien Hasperhoven

A statement of childcare allegation, CPL-44235, was provided on 09/04/2019.

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 3. Provider, Director, and Staff Requirement  
(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or move into the Family Child Care Home or Family Child Care Center, the following shall be on file:  
(v) A full fingerprint based national criminal history record background check. Staff, household members, substitutes, and volunteers may not be employed or present in the facility if the background check indicates they have been convicted or have a pending deferred prosecution of a felony or misdemeanor or a substantiation involving:

Explanation of Findings: Although one staff member has her own child care facility, a Finger Print check was not on file at Smart Start. They have been sent in, but results are not back yet. Another staff member was observed working without FP check returned as well. These staff cannot work until they have at least a CR check done and a variance in place to work without fingerprints.

Action Required: Please send variance request form Please send Corrective Action Plan to ensure this won't happen again in the future.

Corrective Action Plan Due Date: 09/18/2019  
Corrective Action Plan Achieved Date: 09/16/2019  
Compliance Due Date:  
Compliance Achieved Date:

2. Finding: Non-Compliant

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

(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or move into the Family Child Care Home or Family Child Care Center, the following shall be on file:

(iii) A child abuse/neglect Central Registry check which does not reveal any disqualifying information.

Explanation of Findings: On 9/4/2019 a staff member was observed working with children without having Central Registry results completed and on file.

Action Required: Do not have staff work until CR results have been received. Please write a Corrective Action Plan to show how you will ensure this will not happen again. CAP is due 9/22/2019

Corrective Action Plan Due Date: 09/22/2019

Corrective Action Plan Achieved Date: 09/16/2019

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 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 a non-compliance 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 Wyoming Department of Family Services Contested Case Hearing Rules, Chapter 2, Substitute Care and Child Care Licensing and based on the above statute. If you need a copy of the Rules, or assistance in requesting an Administrative hearing, you may contact the Department of Family Services Field Office in the county where you live.

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Signature: \_\_\_\_\_  
Nichole Anderson for Tresa King

Date: \_\_\_\_\_

CC: