

**Notice of Findings**

**Notice To:** Norma Montiel-Tzompa - Director  
**Facility Name:** Children's Learning Center - Mercill  
**Owner:**  
**Site Address:** 145 W Mercill ,PO Box 4100  
**City/State/Zip:** Jackson, WY 83001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 11/16/2021, and investigated by Kelli Dunne.

A statement of childcare allegation, CPL-5183, was provided on 12/01/2021.

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 2. Capacity/Supervision Requirements

(m) There shall be at least one (1) adult staff supervising the care of children at all times.

Allegation: It was self reported that on 11.16.21 a child was in the classroom without adult staff supervision.

Explanation of Findings: Finding of non-compliant based on self report, and statements obtained from staff interviewed during the investigation. It was confirmed that on 11/16/2021, a child was left in the room unattended for a short period of time before other staff in the building found the child in the hall outside the classroom and re-united the child with group and classroom staff on the playground.

Action Required: A Corrective Action Plan needs to be developed outlining how this will not happen in the future.

Corrective Action Plan Due Date: 12/16/2021

Corrective Action Plan Achieved Date:

Compliance Due Date: 11/16/2021

Compliance Achieved Date: 11/16/2021

**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.

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Signature: \_\_\_\_\_  
Kelli Dunne

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

CC:  
Lisa Lord Price - Board President  
Board Chair, PO Box 4100, Jackson, WY, 83001