

**Notice of Findings**

**Notice To:** Maria Meraz Chavez - Director

**Facility Name:** Maria's Daycare

**Owner:** Maria Chavez

**Site Address:** 203 E. Jefferson Road

**City/State/Zip:** Cheyenne, WY 82007

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 01/12/2022, and investigated by Michelle Tucker.

A statement of childcare allegation, CPL-5209, was provided on 01/13/2022.

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

(b) Administrative records shall include:

(i) Attendance record for each child to include dates attended and arrival/departure times verified by staff;

Allegation: It has been reported that on an ongoing basis since December 2021, the facility has not kept attendance records with accurate arrival and departure times.

Explanation of Findings: Through interviews and evidence obtained over the course of this investigation, it has been found that on an ongoing basis since December of 2021, the facility has not kept attendance records with accurate arrival and departure times.

Action Required: Immediately implement an attendance recording system that accurately reflects all arrival and departure times, including for children that come and go throughout the day and school age children. Complete the corrective action plan detailing how the facility will ensure that accurate arrival and departure times are recorded and kept on file. Compliance monitoring will be conducted.

Corrective Action Plan Due Date: 01/27/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/14/2022

Compliance Achieved Date:

2. Finding: Compliant

Regulation: Chapter 4. General Requirements  
Section 2. Capacity/Supervision Requirements

(b) Staff:child ratios and supervision requirements as described in this chapter shall be maintained at all times.

Allegation: It has been reported that on January 11, 2022, the facility was out of compliance with staff:child ratio requirements.

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.

Licenser: Michelle Tucker  
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Signature:



Michelle Tucker

Date: 01/13/2022

CC:

Maria Chavez - Owner  
chavezmaria24@yahoo.com