

**Notice of Findings**

**Notice To:** Mallery Wilcox - Director  
**Facility Name:** Little Bear Childcare  
**Owner:** Mallery Wilcox  
**Site Address:** 1771 Snowy Range Road  
**City/State/Zip:** Laramie, WY 82070

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 03/05/2020, and investigated by Michelle Tucker

A statement of childcare allegation, CPL-45207, was provided on 03/05/2020.

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

Explanation of Findings: On March 5, 2020, at an unannounced visit, it was found that the Assistant Director, CS, did not have current central registry. The previous central registry expired on 10/16/2019 and was not re-run.

Action Required: Immediately request a variance and submit central registry for CB. Complete the enclosed Corrective Action Plan detailing how the facility will ensure compliance with the requirement of having current central registry on all employees. Please especially address existing staff members that need these updated annually.

Corrective Action Plan Due Date: 03/27/2020  
Corrective Action Plan Achieved Date:  
Compliance Due Date: 03/05/2020  
Compliance Achieved Date: 03/05/2020

**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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Phone: 307-857-9281  
Email: Regien.Hasperhoven@wyo.gov

Signature: \_\_\_\_\_  
Michelle Tucker

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

CC:  
Mallery Wilcox - Owner  
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