

Notice of Findings

Notice To: Kathy Packer - Director
Facility Name: Star Valley Montessori
Owner: Kathy Packer
Site Address: 350 S. Washington Street
City/State/Zip: Afton, WY 83110

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 01/11/2022, and investigated by Kelli Dunne

A statement of childcare allegation, CPL-48440, was provided on 01/11/2022.

The finding is listed below for each individual alleged violation of the Wyoming Child Care Licensing Rules:

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;

Explanation of Findings: It was observed by Licenser during visit on 1.11.22 that attendance records did not match with children present at the facility.

Action Required: Attendance record must be kept for each child which includes dates attended and arrival/departure times verified by staff. A corrective action plan needs to be completed detailing how this will be maintained in the future. Copies of attendance for each child for the week of 1/17/2022 - 1/21/22 need to be sent to licenser by 1/24/2022

Corrective Action Plan Due Date: 01/24/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/11/2022

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: It was discovered by Licensor at visit on 1.11.22 that (2) staff members have been hired and are working in the facility without completed WY central registry background checks and sex offender checks.

Action Required: Staff members may not work until staff requirements have been completed and returned or an approved variance request has been submitted and approved. A Corrective Action Plan needs to be completed detailing how this will not happen again in the future.

Corrective Action Plan Due Date: 01/24/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/11/2022

Compliance Achieved Date:

3. 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:

(iv) Completed National Sex Offender Registry check and state Sex Offender Registry checks for Wyoming and for each state the person has lived in for the past five (5) years for staff, household members, substitutes, and volunteers. A person shall not be employed or present in the facility if the Sex Offender Registry check(s) states the person is a registered sex offender.

Explanation of Findings: It was discovered by Licensor at visit on 1.11.22 that (1) staff member has been hired and is working in the facility without a completed out of state background check.

Action Required: Staff member may not work until out of state background check has been completed and returned or an approved variance request has been submitted and approved. A Corrective Action Plan needs to be completed detailing how this will not happen again in the future.

Corrective Action Plan Due Date: 01/24/2022

Corrective Action Plan Achieved Date:

Compliance Due Date: 01/11/2022

Compliance Achieved Date:

4. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements

Section 9. Training

(b) Within three (3) months of staff's start date and prior to assuming responsibility for unsupervised direct care of children, all staff shall receive the approved pre-service and facility staff orientation training.

Explanation of Findings: It was discovered by Licensor at visit on 1.11.22 that (2) staff members have been hired and working in the facility for more than (90) days without completion of the Pre Service training.

Action Required: Staff members must complete Pre Service training before working in the facility.

Corrective Action Plan Due Date: 01/24/2022
Corrective Action Plan Achieved Date:
Compliance Due Date: 01/11/2022
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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Licenser Supervisor: Regien Hasperhoven
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Email: Regien.Hasperhoven@wyo.gov

Signature: _____
Kelli Dunne

Date: _____

CC:
Kathy Packer - Owner
PO Box 513, Afton, WY, 83110