

**Notice of Findings**

**Notice To:** SHEILA CHRISTENSON - Director  
**Facility Name:** 3C'S DAYCARE CENTER  
**Owner:** Sheila Christenson  
**Site Address:** 1209 CHARLES AVE  
**City/State/Zip:** Worland, WY 82401

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 01/27/2020, and investigated by Amanda Jarrett

A statement of childcare allegation, CPL-45001, was provided on 01/27/2020.

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 10. Records

(d) Individual child's records shall be in place before a child is left in care and shall include:

(vii) Immunization records as required by W.S. 14-4-116 and the Department of Health, Immunization Program, except for school age children who are attending public school. In programs that are operated on a drop-in basis, immunization records for children are not required, but recommended to be on file. If attendance on a drop-in basis exceeds 30 calendar days, immunization records are required;

Explanation of Findings: Child file is missing identifying information for both parents, doctor and dentist information, emergency medical consent and immunization records.

Action Required: Please ensure all child records are on file at your facility.

Corrective Action Plan Due Date: 02/10/2020

Corrective Action Plan Achieved Date: 01/28/2020

Compliance Due Date: 02/10/2020

Compliance Achieved Date:

Action Met Comments: Received copy of missing Immunization record and confirmation by email that parent had corrected the forms that were not completely filled out.

**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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Email: amanda.jarrett1@wyo.gov

Licenser Supervisor: Stoney Busch  
Address: 444 W. Collins Ste. #2100  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3933  
Email: Stoney.Busch@wyo.gov

Signature: \_\_\_\_\_  
Stoney Busch for Amanda Jarrett

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

CC: