

**Notice of Findings**

**Notice To:** Angela Martinez - Director  
**Facility Name:** Stepping Stones Learning Center  
**Owner:**  
**Site Address:** 626 E. 2nd St.  
**City/State/Zip:** Casper, WY 82601

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 01/04/2022, and investigated by Teddie Schrayner.

A statement of childcare allegation, CPL-5200, 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: The reporter alleges that attendance sheets are not being kept current.

Explanation of Findings: Information and evidence gathered supports a finding of non-compliance.

Action Required: During the visit, a new system was discussed for the facility and Angela implemented a "binder for each room" concept that will be updated throughout the day as children transition from one class to the other and will be updated and verified throughout the day by each staff in the room. This information was also updated on the Corrective Action plan that was provided to Licensing by the Director and will be sent digitally. Additional monitoring visits will be conducted by Licensing.

Corrective Action Plan Due Date: 01/23/2022  
Corrective Action Plan Achieved Date: 01/18/2022  
Compliance Due Date: 01/13/2022  
Compliance Achieved Date: 01/13/2022

2. Finding: Compliant

Regulation: Chapter 7. Rules for Certification Of A Child Care Center (CCC)  
Section 2. Capacity/Supervision Requirements

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

Allegation: The reporter alleges that the facility is often out of ratio. There are often times teachers are with 9 or 10 children by themselves.

Explanation of Findings: Information and evidence gathered supports a finding of compliance.

Corrective Action Plan Due Date:  
Corrective Action Plan Achieved Date:  
Compliance Due Date:  
Compliance Achieved Date:

### 3. Finding: Compliant

Regulation: Chapter 4. General Requirements  
Section 6. Discipline and Guidance

(d) The following behavior shall be prohibited in all child care settings:  
(ii) Rough handling of children, including but not limited to hitting, spanking, beating, shaking, pinching, pushing or other measures that could produce physical pain;

Allegation: The reporter alleges that during naptime if children won't go to sleep, the director Angela will pick children up by the armpits and slam them down on the cot.

Explanation of Findings: Information and evidence gathered supports a finding of compliance.

Corrective Action Plan Due Date:  
Corrective Action Plan Achieved Date:  
Compliance Due Date:  
Compliance Achieved Date:

### 4. Finding: Compliant

Regulation: Chapter 4. General Requirements  
Section 6. Discipline and Guidance

(d) The following behavior shall be prohibited in all child care settings:  
(iii) Inappropriate use of language, including but not limited to profanity, name-calling, derogatory or demeaning terminology or screaming related to disciplinary purposes;

Allegation: The reporter alleges that the director scares the children by telling them she "will ship them to China if they don't behave."

Explanation of Findings: Information and evidence gathered supports a finding of 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: Joshua Seilaff  
Address: 851 Werner Ct Suite 200  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3985  
Email: Joshua.Seilaff@wyo.gov

Licenser Supervisor: Stoney Busch  
Address: 851 Werner Ct Suite 200  
City/State/Zip: Casper WY 82601  
Phone: 307-473-3933  
Email: Stoney.Busch@wyo.gov

Signature:

A handwritten signature in black ink that reads "Stoney Busch". The signature is written in a cursive, flowing style.

Date: 01/19/2022

Stoney Busch for Joshua Seilaff

CC: