

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 11/09/2021, and investigated by Joshua Seilaff

A statement of childcare allegation, CPL-48201, was provided on 11/09/2021.

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 at the time of the monitoring visit on 11/09/2021 that child and staff attendance records were not complete and up to date.

Action Required: Please submit a corrective action plan to child care licensing stating how the facility will maintain and ensure complete, up-to-date, and current staff and child attendance records at all times. Ensure that staff and child attendance records are complete, up-to-date, and current for each classroom and for the facility. Future monitoring visits may occur to ensure that compliance is being met with attendance records and the facility is following the corrective action plans in place.

Corrective Action Plan Due Date: 11/23/2021
Corrective Action Plan Achieved Date:
Compliance Due Date: 11/09/2021
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.

Licenser: Joshua Seilaff
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Licenser Supervisor: Stoney Busch
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Phone: 307-473-3933
Email: Stoney.Busch@wyo.gov

Signature: _____
Joshua Seilaff

Date: _____

CC: