

**Notice of Findings**

**Notice To:** Brandy Levengood - Director

**Facility Name:** Little Rompers Daycare

**Owner:** Brandy Lovengood

**Site Address:** 1907 Del Rio Drive

**City/State/Zip:** Kemmerer, WY 83101

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 12/03/2019, and investigated by Veronica Endecott

A statement of childcare allegation, CPL-44716, was provided on 12/03/2019.

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

(a) Child care facilities shall maintain complete and updated administrative, staff and children's records on-site. All records shall be retained for a minimum of three (3) years.

(i) All records for children actively participating in a program shall be reviewed and updated annually.

Explanation of Findings: Licensor observed several children's records had not been updated in the last year.

Action Required: Please update all children's records and let licensor know when this is complete. Please fill out a Corrective Action Plan that ensures all records are updated annually. Please have a detailed plan.

Corrective Action Plan Due Date: 12/17/2019

Corrective Action Plan Achieved Date: 12/13/2019

Compliance Due Date: 12/17/2019

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: Veronica Endecott  
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Email: veronica.endecott@wyo.gov

Licenser Supervisor: Michelle Tucker  
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Phone: 307-777-5151  
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Signature: \_\_\_\_\_  
Nichole Anderson for Veronica Endecott

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

CC:  
Brandy Lovengood - Owner  
1907 Del Rio Drive, Kemmerer, WY, 83101