

**Notice of Findings**

**Notice To:** Janice Rosales - Director  
**Facility Name:** Alpine Child Development Center  
**Owner:**  
**Site Address:** 247 Snake River  
**City/State/Zip:** Alpine, WY 83128

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 02/19/2020, and investigated by Veronica Endecott

A statement of childcare allegation, CPL-45104, was provided on 02/19/2020.

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 3. Provider, Director, and Staff Requirement  
(e) All staff, household members, substitutes, and volunteers shall complete a child abuse/neglect Central Registry background check once a year and a full fingerprint based national criminal history record background check every five (5) years.

Explanation of Findings: It was observed during the renewal visit that out of state central registry background checks were missing for (2) staff.

Action Required: A Variance request form must be completed and a corrective action plan needs to be developed stating how this will not happen in the future.

Corrective Action Plan Due Date: 03/04/2020

Corrective Action Plan Achieved Date: 02/25/2020

Compliance Due Date: 02/19/2020

Compliance Achieved Date: 02/24/2020

Action Met Comments: Variance received and Corrective Action Plan is completed.

**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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Signature: \_\_\_\_\_  
Nichole Anderson for Kelli Dunne

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

CC:  
Thayne Peterson - Board President  
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