

Notice of Findings

Notice To: Lindsey L Davis - Director
Facility Name: MONTESSORI SCHOOL OF CHEYENNE
Owner: Erin Barkley, Montessori School of Cheyenne Board
Site Address: 5926 Townsend Place
City/State/Zip: Cheyenne, WY 82009

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 08/14/2019, and investigated by Denise J Holte.

A statement of childcare allegation, CPL-4807, was provided on 09/10/2019.

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 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.

Allegation: During the renewal process, it was found on 8/14/2019, that two staff persons had not completed the out of state registry process and had been providing direct care at the facility. They were informed of the out of state process on 2/05/2019 by the state trainer following emails and information provided by the childcare licensing office.

Explanation of Findings: The findings support that out of state registry had not been completed on two staff who were working in the facility and providing direct child care between the dates of 2/5/2019 and 8/14/2019. A finding of noncompliant has been cited.

Action Required: Licensor Holte reviewed the process with Lindsey Davis and the assistant director, Madison. They are presently sending the out of state registry requests in a timely manner and prior to employment. Through this process, new employees who need to obtain out of state central registry approval prior to working are being submitted appropriately. Variance requests have also been completed expeditiously when needed to maintain the ratios required in the interim. Continued monitoring will be conducted by the licensor. No further action is required except to continue the practice of submitting the out of state requests prior to working at the

facility.

Corrective Action Plan Due Date:

Corrective Action Plan Achieved Date:

Compliance Due Date: 09/10/2019

Compliance Achieved Date: 09/10/2019

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.

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Signature: _____

Nichole Anderson for Denise J Holte

Date: _____

CC:

Erin Barkley, Montessori School of Cheyenne Board - Owner
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