

**Notice of Findings**

**Notice To:** JERA L MONROE - Director

**Facility Name:** JERA MONROE

**Owner:**

**Site Address:** 603 Circle Drive

**City/State/Zip:** Buffalo, WY 82834

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 03/04/2020, and investigated by Irene Maurer

A statement of childcare allegation, CPL-45199, was provided on 03/04/2020.

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 6. Rules for Certification Of A Family Child Care Center (FCCC)  
Section 2. Capacity/Supervision Requirements

(a) The licenser shall determine total capacity for the facility and the maximum capacity of 15 children shall never be exceeded.

Explanation of Findings: 16 total children observed, capacity is 15.

Action Required: One child sent home during visit. Please submit a corrective action plan stating how you will maintain compliance in the future. Compliance monitoring visits may be conducted.

Corrective Action Plan Due Date: 03/19/2020

Corrective Action Plan Achieved Date:

Compliance Due Date: 03/05/2020

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: Irene Maurer  
Address: 551 Running W Drive  
City/State/Zip: Gillette WY 82718  
Phone: 307-687-5211  
Email: Irene.maurer@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: \_\_\_\_\_  
Irene Maurer

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

CC: