

**Notice of Findings**

**Notice To:** Ashlee Lewis - Director

**Facility Name:** Miss Ashlee's Childcare

**Owner:**

**Site Address:** 1536 S. Oakcrest

**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 12/12/2019, and investigated by Ashley Dame

A statement of childcare allegation, CPL-44821, was provided on 12/12/2019.

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 3. Provider, Director, and Staff Requirement

(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or move into the Family Child Care Home or Family Child Care Center, the following shall be on file:

(iii) A child abuse/neglect Central Registry check which does not reveal any disqualifying information.

Explanation of Findings: Explanation of finding of non-compliance. At the 12/12/19 visit it was observed that two staff did not have central registry.

Action Required: Please submit a corrective action plan detailing how you will assure staff have current central registry on file at all times. Please submit a current copy of the staff record complete with all staff qualification dates and review all staff files.

Corrective Action Plan Due Date: 12/27/2019

Corrective Action Plan Received Date:

Compliance Due Date:

Compliance Achieved Date:

2. Finding: Non-Compliant

Regulation: Chapter 4. General Requirements

Section 3. Provider, Director, and Staff Requirement

(a) Before the provider, director, their staff, household member, substitute or volunteer assume responsibility for the direct care of children, work in the facility or

move into the Family Child Care Home or Family Child Care Center, the following shall be on file:

(v) A full fingerprint based national criminal history record background check. Staff, household members, substitutes, and volunteers may not be employed or present in the facility if the background check indicates they have been convicted or have a pending deferred prosecution of a felony or misdemeanor or a substantiation involving:

Explanation of Findings: Explanation of finding of non-compliance. At the 12/12/19 visit, it was observed that a staff member did not have DCI finger print results on file.

Action Required: Please submit a corrective action plan detailing how you will assure staff have current central registry on file at all times. Please submit a current copy of the staff record complete with all staff qualification dates and review all staff files.

Corrective Action Plan Due Date: 12/27/2019

Corrective Action Plan Received Date:

Compliance Due Date:

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: Ashley Dame  
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Email: ashley.dame@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: \_\_\_\_\_  
Ashley Dame

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

CC: