

**Notice of Findings**

**Notice To:** Emily M Calmes - Director  
**Facility Name:** Casper College Early Childhood Learning Center  
**Owner:**  
**Site Address:** 125 College Drive  
**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 11/19/2019, and investigated by Ashley Dame

A statement of childcare allegation, CPL-44663, was provided on 11/19/2019.

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  
(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: At the 11/19/19 visit, it was observed that staff R.W. did not have current central registry.

Action Required: Please submit a corrective action plan detailing how you will assure staff have current central registry at all times.

Corrective Action Plan Due Date: 12/04/2019  
Corrective Action Plan Achieved Date: 12/04/2019  
Compliance Due Date:  
Compliance Achieved Date:  
Action Met Comments: Received corrective action plan.

**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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Phone: 307-473-3933  
Email: Stoney.Busch@wyo.gov

Signature: \_\_\_\_\_  
Nichole Anderson for Robyn Harbison

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

CC:  
Kim Byrd - Board Representative  
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