

**Notice of Findings**

**Notice To:** Amanda Lack - Director  
**Facility Name:** Little Lambs at Presbyterian Church  
**Owner:** Presbyterian Church of Jackson Hole  
**Site Address:** 1251 South Park Loop Road  
**City/State/Zip:** Jackson, WY 83002

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 09/30/2021, and investigated by Kelli Dunne

A statement of childcare allegation, CPL-47979, was provided on 09/30/2021.

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 discovered by Licencer at visit that one staff member was working with an expired central registry and sex offender check. It has been expired for a period of 3 months.

Action Required: Staff member may not work until central registry and sex offender check has been completed. A corrective action plan needs to be completed detailing how this will not happen in the future.

Corrective Action Plan Due Date: 10/14/2021

Corrective Action Plan Achieved Date:

Compliance Due Date: 09/30/2021

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.

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Phone: 307-857-9281  
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Signature: \_\_\_\_\_  
Kelli Dunne

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

CC:  
Presbyterian Church of Jackson Hole - Owner  
1251 South Park Loop, Jackson, WY, 83001