

**Notice of Findings**

**Notice To:** Jennifer L Wolf - Director  
**Facility Name:** Sweet Spirits Child Care LLC  
**Owner:** Jennifer Wolf  
**Site Address:** 211 E. Kelly Ave.  
**City/State/Zip:** Jackson, WY 83001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 09/19/2018, and investigated by Pamela Konstant

A statement of childcare allegation, CPL-42388, was provided on .

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 10. Records

(b) Administrative records shall include:

(i) Attendance record for each child to include dates attended and arrival/departure times verified by staff;

Explanation of Findings: During an investigative visit of 9/18/18, Licenser observed that the sign in sheets did not reflect the children present at the facility at the time of the visit. There were 4 more children present in the facility who did not show on the attendance record.

Action Required: Facility must maintain accurate sign in sheets at all times for children in the facility. Children must be signed in and out of the facility and of classrooms if they change throughout the day. Staff will verify these sign in sheets regularly to make sure they accurately represent the number of children in their classroom at all times. If both electronic and manual sign in sheets are used, they both must be maintained, verified, and accurate at all times. Facility will provide a Corrective Action Plan on how they will accomplish maintaining accurate child attendance records. Each staff person will be trained in the importance of maintaining these records and the correct way to maintain and verify them.

Corrective Action Plan Due Date: 10/12/2018  
Corrective Action Plan Achieved Date: 11/02/2018  
Compliance Due Date:  
Compliance Achieved Date:  
Action Met Comments: Corrective Action Plan received. PDK

## 2. Finding: Non-Compliant

Regulation:

Chapter 4. General Requirements

Section 14. Health and Safety Requirements

(aa) Staff shall wash their hands:

(i) After using the toilet or helping a child use a toilet, diaper changing, handling bodily fluid, handling pets, cleaning or handling the garbage, or handling food (The kitchen sink shall not be used for hand washing after diaper changing); and

Explanation of Findings: During the investigation visit of 9/18/18, Licenser observed a staff member wipe the nose of a child and not wash their hands before going to wipe another child's nose.

Action Required: Facility will make certain that all sanitation requirements are met and adhered to by all staff. Director and all staff will take an additional 2 hours of education specifically relating to sanitation procedures in child care settings.

Corrective Action Plan Due Date: 10/12/2018

Corrective Action Plan Achieved Date: 11/02/2018

Compliance Due Date:

Compliance Achieved Date:

Action Met Comments: Sanitation training completed by all staff. Corrective Action Plan received. PDK

**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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Licenser Supervisor: Michelle Lala

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CC:

Jennifer L Wolf - Owner