

**Notice of Findings**

**Notice To:** Paulina M Pachello - Director  
**Facility Name:** Smiles 4 Miles  
**Owner:** Paulina Pachello  
**Site Address:** 3201 E. Pershing Blvd. Suite B  
**City/State/Zip:** Cheyenne, WY 82001

The Department of Family Services has completed the investigation regarding alleged violation(s) of the Wyoming Child Care Rules received on 03/18/2020, and investigated by Denise J Holte

A statement of childcare allegation, CPL-45291, was provided on 03/18/2020.

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 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: It was discovered at the visit of 3/18/2020 that ER was working without all of the background (fingerprints) on file. ER was sent home until documentation is on file. ER started on 3/10/2020.

Action Required: Complete the enclosed staff summary and maintain it at the facility at all times to avoid not having the requirements met and/or renewed. Complete the Corrective Action Plan with a specific plan to ensure that staff requirements are up to date at all times. The CAP shall be submitted to licensing for approval on or before 4/2/2020.

Corrective Action Plan Due Date: 04/02/2020  
Corrective Action Plan Achieved Date: 04/01/2020  
Compliance Due Date: 04/02/2020  
Compliance Achieved Date:

## 2. Finding: Non-Compliant

Regulation:

Chapter 4. General Requirements

Section 10. Records

(a) Child care facilities shall maintain complete and updated administrative, staff and children's records on-site. All records shall be retained for a minimum of three (3) years.

Explanation of Findings: During the visit of 3/18/2020 staff records were unavailable for review.

Action Required: Please complete the Corrective Action Plan with a specific plan to ensure that staff records are available for review on site at any time. The CAP shall be submitted to licensing for approval on or before 4/2/2020.

Corrective Action Plan Due Date: 04/02/2020  
Corrective Action Plan Achieved Date: 04/01/2020  
Compliance Due Date: 04/02/2020  
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.

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CC:  
Paulina Pachello - Owner