

<b>PROVIDER/DIRECTOR</b>	<b>FACILITY NAME</b>	<b>FACILITY TYPE:</b> FCCH	<b>HOURS:</b> Mon: 07:00AM - 05:30PM Tues: 07:00AM - 05:30PM Wed: 07:00AM - 05:30PM Thur: 07:00AM - 05:30PM Fri: 07:00AM - 05:30PM
Rebecca Hawke	Rebecca Hawke	<b>DATE</b> 11/22/2019	<b>TIME</b> 11:30 AM
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>TELEPHONE NUMBER</b>	<b>CAPACITY</b>
44 Vixen Circle	Pinedale	774-488-6549	10
<b>ASST. DIRECTOR'S NAME /INFANT DIRECTOR</b>		<b>NUMBER OF INFANTS ENROLLED</b>	
		1	
<b>Reason for visit:</b> <input checked="" type="checkbox"/> Facility Inspection <input type="checkbox"/> Compliance Monitoring			
<b>CODES:</b> C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable			
<b>POSTING</b>			
C	1.	License visibly posted.	
C	2.	Zoning Approval: (once, annual, none, other)	
C	3.	Emergency numbers posted.	
C	4.	Evacuation floor plans and procedures posted by all exits.	
<b>MEDICATION AND FIRST AID</b>			
C	5.	All medications safely stored. Medications are administered according to licensing requirements. (diaper bags)	
C	6.	First Aid kit is complete and available. (Also includes travel kits.)	
<b>SUPERVISION/NAPPING</b>			
C	7.	FCCH/FCCC: Awake infants and toddlers must be directly supervised by staff at all times.	
C	8.	FCCH/FCCC: Children in Kindergarten or under 6 years old are directly supervised outside.	
C	9.	FCCH/FCCC: Children 6 and over in adjacent fenced outdoor areas if direct access, staff can clearly hear what happens and is attentive, moving from one area to the other every couple of minutes.	
C	10.	FCCH/FCCC: Napping Children: Not within sight, must be within easy hearing distance and be checked on every few minutes. Once awake all requirements are to be met.	
C	11.	FCCH/FCCC: All children on the same level of staff at all times.	
C	12.	CCC: Children are directly supervised by staff in each approved area of the facility.	
C	13.	CCC: Napping children: At least one staff directly supervising napping children. Staff numbers maintained within facility to meet overall staff:child ratios.	
C	14.	Infants are placed on a firm flat surface, on their back to sleep, without anything over their head or face, nothing placed in the crib, bassinet, or playpen, no swaddling without a written statement and instructions, a sleeper or sack available with instructions. Infants are actively supervised every 5 minutes to see the infant's face and observe color and breathing.	
C	15.	Cots or pads are spaced at least 2 feet apart on all sides.	
C	16.	Cribs are spaced 3 feet apart on all sides and are compliant with CPSC standards.	
C	17.	Storage/Separate bedding is available for rest time.	
C	18.	Bedding is washed once a week or more often as needed.	
<b>HEALTH AND SAFETY</b>			
C	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.	
C	20.	Unapproved areas of the facility are inaccessible to children.	

<b>C</b>	21.	Play areas, equipment, and toys shall be maintained in a clean, uncluttered, safe condition and free of hazards.
<b>C</b>	22.	Toys shall be suitable for age and development.
<b>C</b>	23.	Porches, steps, stairs and walkways are in good repair and safe condition and free of clutter.
<b>C</b>	24.	Window wells are covered, but don't impede egress or allow for entrapment.
<b>C</b>	25.	Potentially dangerous items shall be inaccessible.
<b>C</b>	26.	Cords and ropes are inaccessible.
<b>C</b>	27.	Stairs, decks, and elevated porches shall have sturdy railings and child safety gates.
<b>C</b>	28.	Proper heating, ventilation, lighting.
<b>C</b>	29.	Unused electrical outlets shall be covered with safety caps or are tamper resistant.
<b>V</b>	30.	Receptacle(s) with tight fitting lids are available for garbage disposal.
<b>C</b>	31.	Hot appliances shall be inaccessible.
<b>C</b>	32.	Disinfectant/ test strips present and in use in food prep and dining area.
<b>C</b>	33.	Heating appliances and electric fans shall be screened or not used.
<b>C</b>	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
<b>C</b>	35.	Hot Tubs, Spas and Full Sized Trampolines.
<b>C</b>	36.	Storage of weapons, ammunition, gunpowder, and archery equipment.
<b>C</b>	37.	Tobacco, Drug, & Alcohol Policy.
<b>C</b>	38.	Operable telephone or cell phone is available.
<b>C</b>	39.	Awake infants and toddlers are not confined to cribs, playpens, car seats, swings, high chair, and carriers or in one position for excessive periods of time.
<b>C</b>	40.	Infants shall be provided with a designated and safe play area.
<b>NA</b>	41.	Overnight Care requirements shall be met if overnight care is provided.
<b>C</b>	42.	Floors, walls, and window coverings are kept clean.
<b>C</b>	43.	Wet or soiled clothing, including disposable undergarments are changed promptly and clean clothing for emergency is available.
<b>C</b>	44.	Diaper changing area is sanitary and within 12 feet of hand washing sink. Disinfectant is readably available.
<b>C</b>	45.	Children and staff wash their hands as required.
<b>C</b>	46.	Toys, phones, doorknobs, door casings, handles and railings must be cleaned and sanitized once a week or whenever visibly soiled. Food serving surfaces shall be sanitized before and after each use.
<b>C</b>	47.	Dirty laundry shall not be accessible to children.
<b>C</b>	48.	A sturdy stool, soap, and single service hand towels are available to children at hand-washing sink.
<b>C</b>	49.	Outdoor/Indoor play areas, equipment and surfacing are in safe condition.
<b>C</b>	50.	Outdoor/Indoor play areas, space used at least one (1) time per day for at least 30 minutes.
<b>C</b>	51.	Vehicle used to transport children shall be maintained in safe condition and comply with all applicable motor vehicle laws.
<b>C</b>	52.	Media, including movies and internet sites that are rated higher than PG shall be inaccessible to children.

<b>C</b>	53.	Fire exits are clear and exit doors remain unlocked or have locks allowing all parties to safely exit.
<b>RECORD KEEPING</b>		
<b>C</b>	54.	Attendance records are maintained/verified by staff (sign in/sign out sheets available).
<b>C</b>	55.	Current Fire Inspection Report.
<b>C</b>	56.	Current Sanitation Report. <b>Completed:</b> 11/25/2020 <b>Expires:</b> 11/25/2021
<b>C</b>	57.	Current Well-water Test Results. <b>Completed:</b> 12/29/2020 <b>Expires:</b> 12/29/2021
<b>C</b>	58.	Policy statements and Emergency Preparedness plan is on file and given to parents. If changes in policy, new copies are received.
<b>C</b>	59.	Injury/Illness/Incidents are reported and kept on file.
<b>C</b>	60.	Explain the role of your board of directors and has the chairperson changed.
<b>C</b>	61.	Infant documentation for diapering and feeding is made available to parents.
<b>C</b>	62.	Menus are current and available for parental review.
<b>NA</b>	63.	Name of food program provider belongs to:
<b>C</b>	64.	Written record(s) of emergency preparedness drills are complete and available.
<b>C</b>	65.	Confidentiality.
<b>C</b>	66.	Children's names, pictures and any other information shall have parental permission for use.
<b>C</b>	67.	All equipment and products used in child care facilities shall be used per manufacturer instructions. Manufacturer instructions/guidelines, including but not limited to Indoor/Outdoor equipment, Cribs, Sleepers/Sleep Sacks shall be on file.
<b>Comments:</b>		
Rooms were compliant, supervised, and staff as required.		

**69. Child Records Notes**

7 children are enrolled and 7 records checked and are compliant.

**70. Staff/Volunteer Record Notes**

All 2 staff and household records were checked and compliant.

**71. Staff Child Ratios and Supervision**

There was 1 staff and 3 children present with 1 of the children being under the age of 2. Ratios and Supervision was compliant.

Licensor Signature: \_\_\_\_\_

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

Director Signature: \_\_\_\_\_

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

**STATE OF WYOMING  
Department of Family Services**

**CCL-301**

**STATEMENT OF CHILDCARE ALLEGATIONS**

Notice To: Rebecca Hawke  
Facility Name: Rebecca Hawke  
Site Address: 44 Vixen Circle  
City/State/Zip: Pinedale, WY 82941

CPL-44678

The Department of Family Services has received a complaint alleging violations of the Wyoming Child Care Rules or Certification Law. The Department is legally mandated to investigate all child care complaints. This complaint was received on: 11/22/2019.

The Department requests your cooperation. In the absence of such cooperation, the Department may take whatever steps necessary to assure the safety of the 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.**

**The Department is not permitted to reveal the name of the person who made the original complaint(s).**

Information is listed below for each individual alleged violation of the Wyoming Child Care Licensing Rules:

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Reported Allegation:

1. Regulation: Chapter 8. Health and Sanitation

Section 4. Sanitation Requirements for Child Care Facilities

(b) All Family Child Care Homes (FCCH) and Family Child Care Centers (FCCC) shall comply with the following standards. The principles and requirements of the Wyoming Food Safety Rule may be required, over and above these rules, in cases where potentially hazardous foods are prepared.

(xviii) Solid waste (garbage)

(B) All containers used for garbage shall be kept covered with tight fitting lids and shall be available in sufficient numbers to accommodate all garbage and refuse. Outside containers shall be made inaccessible to dogs, cats, and wild animals.

Explanation: Upon inspection of the bathroom licenser observed that the trash can had no lid. Lid was located in the laundry room.

**If you have any questions regarding the matter, contact the Facility Licensor for your county at the address listed below:**

Licensor: Kelli Dunne  
Address: 115 West Snowking Ave PO Box 547  
City/State/Zip: Jackson WY 83001  
Phone: 307-249-5848  
Email: kelli.dunne@wyo.gov

Licensor Signature: \_\_\_\_\_

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

Director Signature: \_\_\_\_\_

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

cc: Licensor  
Director/Provider