Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: YSS Gilbert Elementary Kids Club

Provider No.: 17925

Address: 109 Rothmoor DR, Gilbert, IA, 50105

County: Story

Director's Name: Katie Highland

On-Site Supervisor:

Phone Number: 5152911048

E-Mail: khighland@yss.org

HHS Visit Date: 09/15/2026

Licensing Period: 07/01/2026 to 07/01/2028

Fire Inspection:

Date Inspected: 02/15/2024

Comments: A fire marshal inspection is due at least every three years/FIRE INSPECTION FOR NEW BUILDING

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

- [ ] Accrediation

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	6:30 AM to 6:00 PM		
Tuesday	6:30 AM to 6:00 PM		
Wednesday	6:30 AM to 6:00 PM		
Thursday	6:30 AM to 6:00 PM		
Friday	6:30 AM to 6:00 PM		
Saturday			

Program Population Served:

- [ ] Infant(0-<24 Months)
- [ ] Toddler
- [ ] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General				110	110
Summer					0

1. Basic Overview

An unannounced annual visit was conducted 9/15/26. The director was present throughout the visit. The annual visit was postponed until the new construction had been completed.

Youth and Shelter Services-Gilbert Elementary Kids Club began to be licensed by DHS in 2015; previously having been governed by the Dept of Education until law changes. This year (2026), a new Elementary School was constructed and opened in Aug/2026 with the same physical address and new program spaces. The program uses two classrooms, "the neighborhood" and the gym in the ELEM school. The capacity for the the preschool classroom is 30 and for room C116 is 31. The neighborhood is multipurpose room located adjacent to room C116 and has a capacity for 59. The gym has a capacity for 93.

During the summer, the program provides care from 6:30 AM until 6:00 PM, Monday through Friday. During the school year; the program provides after school care from 3:00 PM to 6:00 PM. On non-school days during the school year--the program also provides all-day care (6:30 AM to 6:00 PM)

Katie Highland is the kids club director for all kids clubs sites. Katie has a Bachelor's degree in child and family services and several years of child care and programing experience. She meets all the qualifications as director. Each site also had an on-site supervisor.

Observation of Rooms/Activities: This program is in the Gilbert ELEM school building which was new construction and opened in 8/2026. The program has the use of several classrooms, the gym, the neighborhood (multipurpose room) and

restrooms. There is a secured entry. The children are content and involved in a staff lead activity during this visit.. Kids club runs year round, hours change in the summer and school year. The program often has field trips during the summer programming.

Nutrition Practices:
The program provides two snacks daily during the summer and an afternoon snack during the school year. The children bring lunches during the summer program. The snacks provided are compliant with CACFP guidelines. The program has "back-up" supplies for lunch if a child needs additional nutrition to keep in line with CACFP guidelines.

Health and Safety:
The program has a set protocol for medication management that includes having staff that are certified medication passers; the medications are in locked backpack packs. There are at least two backpacks filled with first aide supplies and emergency contact information for the children. Staff have a designated cell phone to use in emergencies.

Playground:
The playground is owned/maintained by the school district, located adjacent to gym and classroom where the program operates. The playground was still being constructed at the time of the visit, but there is a lot of green space for outdoor play.

Transportation:
The program contracts a school bus and school bus driver from the school for their transportation needs. Field trips are reserved for summer.

2. Identify Observed Strengths of the program

The program offers a needed service in the community and enrollment in the past years has increased.

The program staff work well together.

The center participates in the Library Summer Reading program.

The center has a strong relationship and partnership with the school.

The center offers many activities and field trips for the children.

3. Identify the aspects that fall below the standard

109.7(2): Center directors and all staff have the required contact hours of training.

109.9(1)c: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.

4. Any corrective action plans, provisional license, and safety plans-steps to get into compliance

109.7(2): Center directors and all staff have the required contact hours of training.
--A staff filed reviewed did not contact completion certificates for required annual trainings
--The director will assist staff in completing and documenting the completion of annual trainings

109.9(1)c: All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training.
--A staff file reviewed did not have CPR/First aid on file
--The director later provided the updated CPR/First Aid certification.

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5. Special Notes/Recommendations

A full license is recommended.

There have been recent updates to Iowa Law that require schools to complete radon testing by 2027 .

The HVAC inspection will be acquired from the school and placed on file with licensing.

A two year license is recommended to continue.

Date: 09/20/2026

HHS Licensing Consultant: Maggie Gibson, SWIV

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Care License. Please take steps necessary to completely address each of the violations noted above.

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at **https://iowaccrr.org**.