Iowa Department of Human Services
CHILD CARE CENTER EVALUATION AND RECOMMENDATION FOR LICENSE

Name of Center: YSS Gilbert Elementary Kids Club **Enrollment:** 37 **License ID No. (Reapplications)** 17925

Street: 109 Rothmoor DR **City:** Gilbert Iowa **Zip** 50105 **County:** Story

Mailing Address: 420 Kellogg AVE, Ames, IA, 50010

Director's Name: Jennifer Schmit **Phone Number:** 515-291-1048

On-Site Supervisor(s): Julianna Battles **E-Mail:** NSchroer@yss.org

Date(s) of Visit: 07-19-2023

Licensing Visit X **Unannounced Visit** X **Off Year Visit** **Administrative Change**

LICENSING VISITS

New Application X **Re-Application** **NA**

Signed Application (470-0722) Received X **Yes** **No** **NA** **Date Signed:** 06-02-2022

FIRE INSPECTION X **State** **Local** **NA** **Is Fire Inspection Approved?** X **Yes** **No** **NA**

Date Inspected: 01-20-2021

Comments : A fire marshal inspection is due at least every three years.

LICENSE TYPE: X **Child Care** **Preschool (ages 3-5 meets three hours or less per day)**

Financial Type: Profit X Non-Profit NA

Accredition: Accredited NAEYC NSACA Other X NA

Program Serves: Infants (0-23 mo.) 2 Years Preschool-Age X School-Age

Get-Well Evening Care Special Needs

SCHEDULE: X Year-round School-Year Summer Only

HOURS:	*Year-round*	*School-Year*	*Summer Only*

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Age	Capacity
General				80	80
Summer					0

QRS Rating: N/A

RECOMMENDATION FOR LICENSE:	
X	**FULL** license from 07-01-2022 to 07-01-2024
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SW4 **Date:** 08-18-2023

I. IF CURRENT LICENSE IS PROVISIONAL, IDENTIFY THE CORRECTIVE ACTIONS

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An announced visit was completed on 7/19/23. Several staff and two on-site supervisors were present through the visit.

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 program operates from the Gilbert Intermediate School; atop a staging area in the gymnasium for children grades kindergarten to second grade. 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)

All areas of the program were observed. These areas observed consisted of classroom observations and activities, nutritional practices, health and safety practices, playground observation, field trip and transportation practices, and administrative review.

Nichole Schroer is the Program Coordinator for all the Kids Club sites. Jennifer Schmit is the director for this program, as well as the other YSS programs in the area. Jennifer has a Bachelor of Science degree in Child, Adult and Family Services, as well as several years experience in the child care field. Jennifer meets qualifications to be the director. Grace Nelson is the on-site supervisor for this site. Grace has a Bachelor's degree in Child, Adult, and Family Services. Grace meets qualifications for this position.

Observation of Rooms:
This program works in cooperation with Gilbert Intermediate School; that provides access to the building, specifically operating from a large stage area; adjacent to the gymnasium with access to restrooms adjacent to the gym. s. The staff was observed to be interactive and responsive to the children who were making a transition from the gymnasium to an activity requiring tables and chairs. Tables and chairs were set up for the children's use with special attention and caution emphasized on the side of the stage that drops off to the gym. This area was clean. The staff were observed to be interacting with the children and the children appeared to respond positively to the structure provided in the program.

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.

Health and Safety:
The program has a set protocol for medication management. Including staff certified to pass medications, locked containers for medications and a checklist sheet to keep track of medications for children requiring them. 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.

Emergency plans are posted and drill check sheets indicated that drills were completed monthly. The heating and cooling in this program space is operated and maintained by the Gilbert Intermediate School.

Spaces occupied by this program, daily schedule/snack schedule were posted conspicuously. Licensing consultant information did need updated.

Playground:
The playground is owned/maintained by the school district, located adjacent to gym and classroom where the program operates.

Transportation:
The program contracts a school bus and school bus driver from the school for their transportation needs.

Administrative records:
The program had mandatory reporter, license, emergency plans, non-smoking signage, daily schedule and snack menu conspicuously posted. Licensing consultant information did need updated.

This program stores staff records with the human resources department and were later emailed to licensing consultant. Child files are located on site and were reviewed the day of the visit. Eight Child files were reviewed; one missing health statement or physical exam.

YSS-Kids club operates at Gilbert School and several other community schools. The program has a working policy in place.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

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

The center partners with other agencies, such as America Reads/America Counts and Scouts of America.

The center participates in the Library Summer Reading program.

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

The center uses an application to help communicate with families and also sends out a weekly email update to families. The center also uses an app called Class Do Jo which helps children earn points for rewards and also posts pictures of the children that the parents can see.

The staff wear uniforms making them easily identified as staff.

The center offers many activities and field trips for the children. They take the children to the pool twice a week and take a field trip every Wednesday. during the summer.

The program has some longevity of staff, with staff working for this program from 3-6 years.

The portable building is receiving updates and fixes this summer.

Parents are very supportive of the program and generous with bringing in items on the Amazon wish list.

IV. IDENTIFY THE ASPECTS OF OPERATION THAT FALL BELOW THE STANDARDS REVIEWED:

109.9(2)b: All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care.
Number not in compliance for dental: 1
Information lacking: One child file reviewed did not contain any information regarding a preferred dentist.

109.10(3)b: For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.

109.10(3)c: For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of

prescription.

V. SPECIAL NOTES/RECOMMENDATIONS:

The on-site supervisor will obtain the medication authorization form to have the parent/guardian sign and will start documenting when the medication was administered. The on-site supervisor will also obtain a current prescription medication for the medication that was expired.

This program will more than likely start providing before school care this next school year at this site. Both the elementary and intermediate school age children will be able to receive before school care at this building and the intermediate age children will be bused to their building.

A new, full, two-year license is recommended.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact your DHS Licensing Consultant to discuss the issue. The child care director may also send a response which will be placed in the licensing file.

*Note: If you are a member of the general public, there may be additional information contained in the public file. You may contact the DHS Licensing Consultant to inquire.