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

Name of Center: YSS Gilbert Elementary Kids Club **Enrollment:** 46 **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: 06-17-2024

X **Licensing Visit** **Unannounced Visit** **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: 02-15-2024

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 07-01-2024 to 07-01-2026
	PROVISIONAL license from
	DENIAL of initial application
	SUSPENSION of license
	REVOCATION of license

Licensing Consultant: Maggie Gibson, SWIV **Date:** 06-27-2024

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

A full licensing visit was completed 6-17-24. 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. There is a qualified On-Site Supervisor at every site.

Observation of Rooms/Activities: Staff are in Ratio. The children were working at centers as the the program offers a good variety of age/developmentally appropriate centers/activities. The rooms are clean and organized. Staff are responsive to the children in a nurturing manner while maintaining structure. Handwashing signs are posted. Tornado/Fire diagrams were missing from this room, this is a temporary room as the main site is being renovated.

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.

Required postings for mandatory reporting, consultant contact, license, menu and schedule were posted.

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. Five child files were reviewed; containing all required information. Two staff files were reviewed; two missing physical forms and one missing essentials; however this could be due to moving records to electronic means that could not be accessed right away during the visit.

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 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 center offers many activities and field trips for the children.

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:

109.10(15)b: Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year.
*emergency exit diagram was missing; staff were working to obtain and post this information while the visit was taking place.

V. SPECIAL NOTES/RECOMMENDATIONS:

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.