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

Name of Center: YSS-Gilbert Intermediate Kids Club **Enrollment:** 45 **License ID No. (Reapplications)** 44976

Street: 103 Mathews DR **City:** Gilbert Iowa **Zip** 50105 **County:** Story

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

Director's Name: Katie Highland **Phone Number:** 515-233-3141

On-Site Supervisor(s): Joseclyn Spray **E-Mail:** khighland@yss.org

Date(s) of Visit: 07-18-2025

Licensing Visit X **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:** 05-06-2024

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

Date Inspected: 02-15-2024

Comments : Fire marshal inspections are 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:** 07-21-2025

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

N/A.

II. IDENTIFY THE AREAS OBSERVED ON THE VISIT:

An unannounced annual visit was completed 7-18-25. The director was present throughout the visit.

Youth and Shelter Services-Gilbert Intermediate Kids Club began to be licensed by DHS in 2015; previously having been governed by the Dept of Education until law changes. 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.

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 meets in the Gilbert Intermediate School, with use of several classrooms, the east gym and restrooms. There is a secured entry. The staff are engaged in activities with the child and in ratio. The children were content. 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.

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 backback 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. There was a missing emergency evacuation diagram from the program area; the director was working to have this replaced as soon as possible.

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, licensing consultant contact, non-smoking signage, daily schedule and snack menu conspicuously posted.

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.

III. IDENTIFY THE OBSERVED STRENGTHS OF THE CENTER:

This center enjoys support of the school district and is able to operate utilizing a classroom and other areas of the school (gym, restrooms)

There are several staff working at this program that have medication management certifications and additional medical training to accommodate special medical conditions (requiring daily medications).

The parents are very supportive and appreciative of the program.

This program adapts between the school year and summer programming offering care year-round.

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

109.10(13)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.
-The director was actively working to replace the emergency exit diagram

V. SPECIAL NOTES/RECOMMENDATIONS:

The children were observed to be content and staff were observed to be either leading a group activity or assisting the children in independent crafts.

*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.