Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Metro Kids - Windsor

Provider No.: 36580

Address: 5912 University Ave, Des Moines, IA, 50311

County: Polk

Director's Name: Linda Phillips

On-Site Supervisor: Jessica Grier

Phone Number: 5152427951

E-Mail: linda.phillips@dmschools.org

HHS Visit Date: 12/11/2025

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

**Fire Inspection:**

Date Inspected: 09/21/2023

Comments:

**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 | 2:30 PM to 5:30 PM | | |
| Tuesday | 2:30 PM to 5:30 PM | | |
| Wednesday | 2:30 PM to 5:30 PM | | |
| Thursday | 2:30 PM to 5:30 PM | | |
| Friday | 2:30 PM to 5:30 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 | | | | 120 | 120 |
| Summer | | | | | 0 |

**1. Basic Overview**

Metro Kids - Windsor has been in operation for many years. The program was licensed under the Department of Education until 2014, when they became licensed under HHS. This center offers after school programming for children from Windsor and Hillis Elementary. The center uses the cafeteria, auditorium, library and gym for programming space. The school's playground is also used. Linda Phillips is the director of the center. Jessica Grier is the on site supervisor.

An unannounced visit was completed on today's date. All areas subject to HHS licensing rules were reviewed. The center was missing Mandatory Reporter posting today. The center has a schedule posted. A current lesson plan is posted. The center keeps their toys, supplies and furnishings in a closet in the cafeteria. Children's coats and backpacks are kept on hooks in the cafeteria.

Jessica assisted with today's visit. Five staff were working today. There were twenty eight children in attendance. Children were observed in the cafeteria. The center was closing early today due to inclement weather. A holiday movie, The Santa Claus, was being shown in the cafeteria. Staff were interacting and assisting the children as needed.

Metro Kids provides snacks. Menus reflect CACFP requirements are being met.

The school's playground has a some large climbing structures. There is tile surfacing. There are grass areas, concrete and basketball hoops. The school maintains the playground. Metro Kids staff complete monthly playground checklists.

Metro Kids uses school bus buses for off site field trips.

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## CHILD CARE CENTER ANNUAL EVALUATION

**2. Identify Observed Strengths of the program**

This center is well supplied with age appropriate supplies and furnishings. Children are offered large motor play activities daily through the use of the school's gym and playground.

**3. Identify the aspects that fall below the standard**

109.4(2)
Postings are required for
Mandatory reporting requirements.

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

NA

**5. Special Notes/Recommendations**

This center has a full license.

*Note: If you are the Child Care Center Director and you feel something is unclear or unjustly cited, please contact me (phone 515-362-7823; email melinda.larson@hhs.iowa.gov) so that we may discuss the issue. If necessary, I can make a notation in your record. You may also send a letter that will be included in your licensing file noting any disagreement you may have with this report. If you have the need for any additional information discussed during my visit, please contact me and I will forward the information to you. Thank you.

*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.

Date: 12/17/2025

HHS Licensing Consultant: Melinda Larson, Child Care Licensing Consultant

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**.