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: Katie Highland **Phone Number:** 515-291-1048

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

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

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: 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:** 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 Elementary 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 at this point as there is construction at Gilbert ELEM. The program has the 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.

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:

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 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:

There were not aspects of operation that fall below the standards reviewed.

V. SPECIAL NOTES/RECOMMENDATIONS:

The children attending the program were content and staff were engaged with leading activities or helping the children with independent crafts. The program offers good structure and staff with nurturing responses.

*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.