Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NCJC-Pheasant Ridge

Provider No.: 20953

Address: 2651 Roberts RD, Iowa City, IA, 52246

County: Johnson

Director's Name: Jana Garrelts

On-Site Supervisor: Heather Simms

Phone Number: 3193542886

E-Mail: jana-garrelts@ncjc.org

HHS Visit Date: 10/10/2025

Licensing Period: 07/01/2025 to 07/01/2027

Fire Inspection:

Date Inspected: 07/15/2024

Comments: Does Comply.

Report Visit Type:

- [ ] PTO
- [X] Licensing Visit
- [ ] Drop In
- [ ] Administrative Change

License Type:

- [X] Full
- [ ] Provisional

Quality initiative:

Quality Rating: 5

- [X] Accrediation

Comments: The center has National Association of Young Children Accreditation until 2030.

Program Duration:

- [X] Year-Round
- [ ] School Year
- [ ] Summer Only

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HOURS:	*Year-round*	*School-Year*	*Summer Only*
Sunday			
Monday	7:30 AM to 5:30 PM		
Tuesday	7:30 AM to 5:30 PM		
Wednesday	7:30 AM to 5:30 PM		
Thursday	7:30 AM to 5:30 PM		
Friday	7:30 AM to 5:30 PM		
Saturday			

Program Population Served:

- [X] Infant(0-<24 Months)
- [X] Toddler
- [X] PreSchool
- [X] School Age
- [ ] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	10	12	37	19	78
Summer					0

1. Basic Overview

This worker arrived at NCJC-Pheasant Ridge - 20953 on 10/9/2025 for the child care center's annual visit. The center is located inside of a commercial building. The center has 5 classrooms, kitchen, staff break room, offices and storage spaces. The center is open year around. The center's hours of operation are 7:30am to 5:30pm.
The center provides care for: infants, toddlers, preschool, and school aged children. The center's current enrollment is 70 children.

The director is Jana Garrelts. Jana has been employed with the center since 1998. She has a Bachelor's Degree in Health Promotion and Early Childhood Education.

The on-site supervisor is Heather Simms. Heather started in 2008. She has a Bachelor's Degree in Elementary Education with an Early Education Endorsement.

This worker observed all programming space in the center and outdoor area to ensure that the environment was safe, sanitary and hazard free. The center was safe, sanitary and hazard free.

The center staff provided careful supervision during the visit. The center was in ratio during the visit.

The center ensures that:
-medication is stored and documented appropriately.
-handwashing procedures are followed.
-staff know how to use the cleaning, sanitizing and disinfecting products.

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-diaper changing procedures were followed.
-infant safe sleep procedures were followed.

The center provides: breakfast, lunch and afternoon snack. The center ensures that each child is served a full, nutritionally balanced meal/snack as defined by CACFP guidelines. Staff provided careful supervision at the table during snacks and meals. Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage were followed. Menus were posted.

The center curriculum is teacher created using the following curriculum: Creative Curriculum, Read it Again and Second Step.

The center provides transportation for field trips via their vans or the City Bus. Field trip examples include: Iowa City Public Library, Johnson County Conservation Education Center, pumpkin patch, etc.

Paperwork:
-All required postings were displayed on the date visit.
-Child files were in full compliance.
-Staff files were in full compliance.

The licensing notebook was in full compliance including:
-floor plans
-drills
-first aid checklist
-playground inspections
-fuel burning inspection
-radon testing
-staff handbook/parent handbook
-emergency preparedness The

2. Identify Observed Strengths of the program

The center has National Association of Young Children Accreditation until 2030.
-The center has Iowa Quality for Kids Level 5. This is the highest rating level.
-The center does not limit the amount of Child Care Assistance that they take at the center.
-The center does an excellent job of maintaining employees.
-The center is a part of the Statewide PBIS cohort in Year 2 of implementation.
-The lead Teachers have degrees in Early Childhood Education an several Assistant Teachers have their CDA's.
-They serve a diverse group of children and families. They have staff that speak a variety of languages including: Spanish, Arabic, French, Swahili, Lingala, and Portuguese.

3. Identify the aspects that fall below the standard

The center was in full compliance on the date of my visit.

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

N/A

5. Special Notes/Recommendations

Based upon the annual visit, it is recommended that this center remain in full licensing status. If citations were issued please ensure that they are corrected as soon as possible. It is important that the director and all staff review the updated Iowa Code 109 https://ccmis.dhs.state.ia.us/providerportal/DocumentViewer.aspx?ID=19 and Comm. 204: https://hhs.iowa.gov/media/6489/download?inline

This worker encourages all centers to work with Child Care Resource and Referral Consultant and their Child Care Nurse

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Consultant.

Care Resource & Referral (CCR&R) Agencies play a vital role in supporting the quality of child care across Iowa by offering both on-site and virtual consultation services to licensed preschools, Child Care Centers, nonregistered Child Care Home providers and registered Child Development Home (CDH) providers. CCR&R agencies assist providers in complying with state regulations by offering expert consultation, training, and professional development opportunities to enhance the quality of care they provide. A key focus is supporting providers in achieving high performance within the Iowa Quality for Kids (IQ4K®) system https://hhs.iowa.gov/programs/programs-and-services/child-care/iq4k, which aims to improve child care quality across the state. In addition to supporting providers, CCR&R agencies also offer parent referral services and consumer education, helping families navigate the child care system and find quality care options.

Child Care Nurse Consultants (CCNCs) are registered nurses who have early childhood training and are experts in child health, child care, and child safety. CCNC services are available statewide and are part of the Healthy Child Care Iowa program. ECE providers may call or email questions to their local CCNC about health and safety policies, health records, health resources, and specific child health or safety concerns. To contact your local CCNC go to https://hhs.iowa.gov/programs/programs-and-services/child-care/hcci and click on the “CCNC Local Services Map”

Date: 11/02/2025

HHS Licensing Consultant: Heidi Brown

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**.