Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: Mary Jo Small Child Care Center at Brookland Woods

Provider No.: 25153

Address: 309 Melrose AVE, Iowa City, IA, 52246

County: Johnson

Director's Name: Jill Strunk

On-Site Supervisor: N/A

Phone Number: 3193378980

E-Mail: maryjochildcare@gmail.com

HHS Visit Date: 12/15/2025

Licensing Period: 08/01/2024 to 08/01/2026

Fire Inspection:

Date Inspected: 07/08/2025

Comments: Does Comply.

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	7:00 AM to 6:00 PM		
Tuesday	7:00 AM to 6:00 PM		
Wednesday	7:00 AM to 6:00 PM		
Thursday	7:00 AM to 6:00 PM		
Friday	7:00 AM to 6:00 PM		
Saturday			

Program Population Served:

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

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General		9	19		28
Summer					0

1. Basic Overview

This worker arrived at Mary Jo Small Child Care Center at Brookland Woods - 25153 on 12/15/2025. The center is in a commercial building. There are six classrooms, a kitchen, an office, storage space and a basement. The center's fire inspection was completed on 7/8/2025. The center is open year around Monday-Friday from 7:00am to 6:00pm. They provide care for children 2 years old to 5 years old.

The director is Jill Struck. Jill started in 1988. She has a Bachelor’s Degree in English, a Secondary Education Certificate and a Coaching Authorization.

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 and diaper changing 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.

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The center's curriculum is teacher created.

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 and emergency preparedness.

2. Identify Observed Strengths of the program

-Jill has been the director since 1988. She has done an excellent job of training new hires/college students when they start to ensure that staff provide quality care.
-The center has well established staff: Jill 1988, Cathy 2013, Lauren 2020, Maddie 2020 and Karissa 2021.
-The center offers part time slots for families wanting more flexibility.
-The center sends home monthly newsletters for the families.
-The center spends a lot of time in their outdoor area.
-At pick up and drop off they have the director or lead teachers present for the open communication.

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

The center is encouraged to purchase walkie talkies to ensure open communication between staff occurs when they are on different levels/classrooms of the center.

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 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."

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Date: 01/16/2026

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**.