Health and Human Services

# Iowa Department of Health And Human Services

## CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NCJC-Broadway

Provider No.: 25136

Address: 2105 Broadway ST, Iowa City, IA, 52240

County: Johnson

Director's Name: Jana Garrelts

On-Site Supervisor: Colleen Baldrich

Phone Number: 3193547989

E-Mail: jana-garrelts@ncjc.org

HHS Visit Date: 05/21/2026

Licensing Period: 05/01/2026 to 05/01/2028

**Fire Inspection:**

Date Inspected: 09/03/2025

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 IQ4K Level 5. There are only 12 of these in the State of Iowa.
The center has National Association for the Young Children until 6/1/2030.

**Program Duration:**

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

## CHILD CARE CENTER ANNUAL EVALUATION

| 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:**

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

| LICENSE CAPACITY | Infants | 2 Years | Preschool | School-Aged | Capacity |
|---|---|---|---|---|---|
| Summer | | | | | 0 |
| General | | 16 | 31 | | 47 |

**1. Basic Overview**

This worker arrived at NCJC-BROADWAY SITE - 25136 on 5/21/2026 for the center's annual visit. The center is located inside of a commercial building. The center has three classrooms. They also have access to two kitchens, offices, community food pantry, a parent support area and a storage space. The center is open year around. The center's hours of operation are 7:30am to 5:30pm. The center provides care for: toddlers and preschool aged children. The center's current enrollment is 47 children.

The director is Jana Garrelts. She started on 9/1997. She has the following degree bachelor's in Early Childhood Education.

The onsite supervisor is Colleen Baldrich. She started on 4/2007. She has the following degree: a bachelor's degree in Elementary Education with an Endorsement in Early Childhood Education with a Teaching License.

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.

The center's curriculum is teacher created using the following curriculum: Positive Behaviors Interventions and Supports, Creative Curriculum, Read it Again Pre-K, and Second Step. The center provides transportation for field trips using their vans or the City Bus. Field trip examples include splash pad, library, Kent Park, and downtown Iowa City. The center uses vans to go to Kent Park once a year. They will then use the City Bus or walking.

This worker observed the following activities and interactions: children taking naps, children waking up from their nap and washing hands for afternoon snack.

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**

-The center has IQ4K Level 5. There are only 12 of these in the State of Iowa.
-The center has National Association for the Young Children until 6/1/2030.
-The center accepts Child Care Assistance.
-The center is on the Child and Adult Care Food Program.
-The center has a lot of diversity with their staff and children. Many staff are also multi-lingual.
-Child files, staff file and the licensing notebook were in full compliance.

**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 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."

## CHILD CARE CENTER ANNUAL EVALUATION

Date: 05/26/2026

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**.