Health and Human Services

Iowa Department of Health And Human Services

CHILD CARE CENTER ANNUAL EVALUATION

Name of Center: NCJC - Towncrest

Provider No.: 53178

Address: 1041 Arthur St, Iowa City, IA, 52240

County: Johnson

Director's Name: Jana Garrelts

On-Site Supervisor: Heather Simms

Phone Number: 3193547989

E-Mail: jana-garrelts@ncjc.org

HHS Visit Date: 09/29/2026

Licensing Period: 10/01/2026 to 10/01/2028

Fire Inspection:

Date Inspected: 03/25/2026

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	7:30 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
- [X] All Ages

LICENSE CAPACITY	Infants	2 Years	Preschool	School-Aged	Capacity
General	24	16	40	35	115
Summer					0

1. Basic Overview

This worker arrived at NCJC - Towncrest - 53178 on 9/29/2026 for an annual visit. The center is located inside of a commercial building. They have 5 classrooms, large motor room, library, computer lab, conference room, offices, staff lounge and a kitchen. The center's fire inspection was completed on 3//25/2026. The center is open Monday-Friday from 7:30am to 5:30pm. The center provides care for infants-school aged children. The center's current enrollment is 40.

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 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. Infant safe sleep procedures were also 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: Creative Curriculum, Positive Behavioral Interventions and Supports (PBIS), Al's Pals, Read It Again, Second Step, Get Ready 4 School and Iowa Early Learning Standards.

The center does offer walking field trips to the park and public transportation to the library.

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 is a locked facility with cameras in the entryway.
-The center has developed photo toy labels with three different languages on them.
-The center has consistent guests visit the center including Johnson County Conservation and the Book Mobile.
-The agency opened a new center to provide children with quality childcare.
-The center is clean, nicely decorated and welcoming to those who enter.
--The center does accept child care assistance

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 are 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 Iowa Administrative Code and Comm. 204: Comm. 204, Child Care Centers and Preschools Licensing Standards and Procedures

This worker encourages all centers to work with Child Care Resource and Referral Consultant Child Care Resource & Referral - Iowa CCR&R and their Child Care Nurse Consultant Healthy Child Care Iowa | Health & Human Services. Care Resource & Referral Consultants assists centers through training/professional development, licensing/regulatory support, developing policies/procedures and achieving best practice standards (Iowa Quality for Kids (IQ4K®). Child Care Nurse Consultants assists centers through on-site consultation, training, technical assistance, information and referrals and care planning for children with special health needs.

866-324-3236

319-371-7266 or heidi.brown@hhs.iowa.gov

***COMPLAINT STATEMENT: The following is based upon a face

Date: 10/05/2026

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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**.