



# MILPITAS PLANNING COMMISSION AGENDA REPORT

**PUBLIC HEARING**

Meeting Date: February 22, 2012

**APPLICATION:** **CONDITIONAL USE PERMIT NO. UP11-0041 AND SITE DEVELOPMENT PERMIT AMENDMENT NO. SA11-0007, MAIN STREET MONTESSORI**

**APPLICATION SUMMARY:** A request to locate a 4,541 square foot child care center and to install minor site modifications to allow for a 2,730 square foot outdoor play yard. The applicant is also request to a conditional use permit to allow for shared parking.

**LOCATION:** 630 S. Main Street (APN 86-25-027)  
**APPLICANT:** Collen Noll, Main Street Montessori School, Inc. 630 S. Main Street, Milpitas, CA 95035  
**OWNER:** DJP Enterprises, LLC, 1996 Tarob Court, Milpitas, CA 95035

**RECOMMENDATION:** **Staff recommends that the Planning Commission: Adopt Resolution No. 12-010 approving the project subject to conditions of approval.**

**PROJECT DATA:**  
General Plan/  
**Zoning Designation:** Mixed Use (MXD)/Mixed Use (MXD)

**Overlay District:** Site and Architectural Overlay (-S)  
**Specific Plan:** Midtown Specific Plan Area

**CEQA Determination:** Categorically exempt from further environmental review pursuant to Class 1, Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA).

**PLANNER:** Cindy Hom, Assistant Planner

**PJ:** 2790

**ATTACHMENTS:**  
A. Resolution No. 012-010/Conditions of Approval  
B. Project Plans  
C. Project Description

# LOCATION MAP



No scale

## **BACKGROUND**

On December 14, 2011, Colleen Noll with Main Street Montessori, Inc. submitted an application for a Conditional Use Permit and Site Development Permit Amendment permit to locate a 6,413 square foot child care facility within an existing two story commercial building and to permit various site improvements including a 2,730 square foot outdoor play area that will include play structures, seating areas, and new fence enclosure. The application is submitted pursuant to the Milpitas Municipal Codes (MMC) XI-10-5.02-1 (Child Care Center), XI-10-57.03 (Site Development Permit), and XI-57-04 (Conditional Use Permit) which requires Planning Commission review and approval.

## **PROJECT DESCRIPTION**

The project site is situated on a 1.65 acre site located at 630 S. Main Street. The site is bounded by a vacant lot to the north, commercial building to the west, a religious facility to the south, and industrial use to the east. The project site is located within the Mixed Use zone and the Midtown Specific Plan, which allows for a mix of commercial and residential uses.

The project site is improved with a 25,000 square foot building that is currently occupied by an indoor recreational facility and other professional offices. The project proposes to convert existing vacant commercial space into a 6,413 square foot child care center that will accommodate up to 72 children. The proposed child care center will operate from 7:00 AM to 6:00 PM Monday through Friday. The project would propose various site improvements that include restriping of parking spaces and construction of a 2,730 square foot outdoor play area that is enclosed with a new six-foot tall decorative wooden fence.

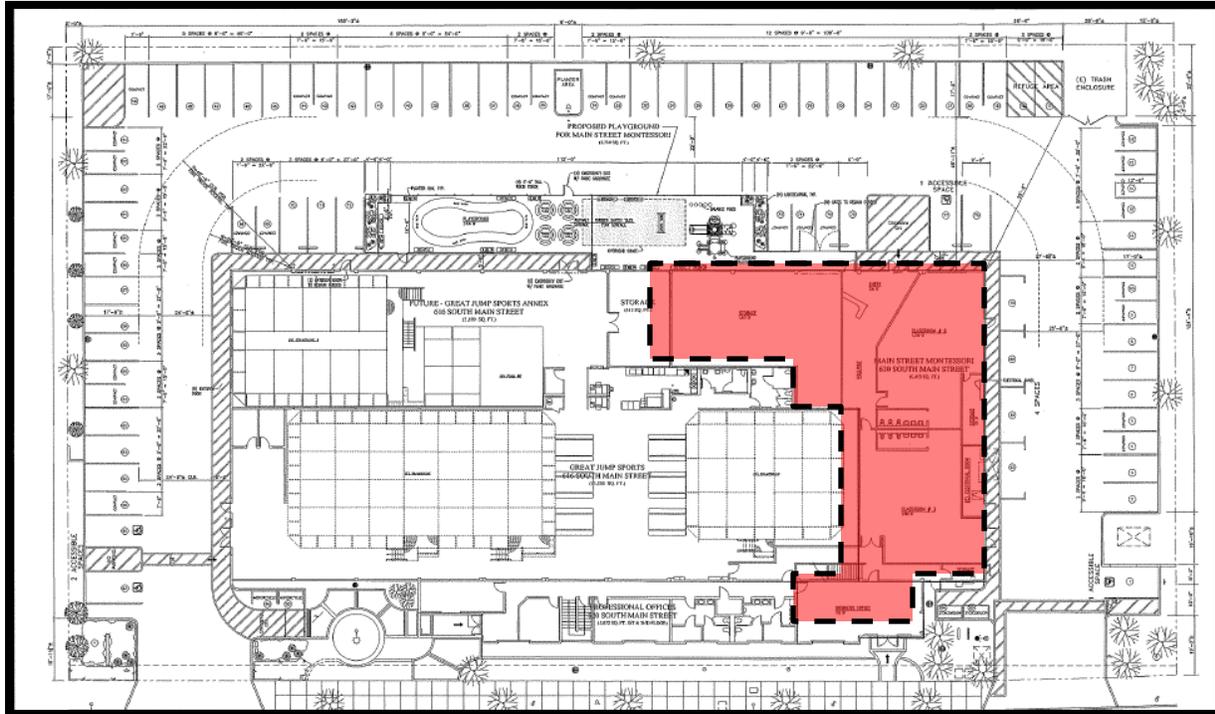
### ***Development Standards***

The project proposes no exterior changes to the building and would maintain existing building setbacks, height, and floor area ratio. The proposed outdoor play area is located at the rear of the building and maintains the 10-foot minimum rear setback and 25-foot drive aisle.

### ***Access, Circulation, and Parking***

Access to the project site is provided by two driveways that are located along South Main Street that provides right turn-in and left turn-out movements at each driveway entrance. Internal circulation is provided by 25-foot wide drive aisles that loops around the back of the building and connects the north and south drive way as depicted in the site plan (Figure 1) below. Pedestrian access is provided by a public sidewalk located along the South Main Street frontage and striped pedestrian walkways along the perimeter of the building. Drop off and pick up operations are designated at the main entrance which is located at the rear of the building. As depicted on the site plan, there are a total of ten (10) parking spaces adjacent to the front entrance that would be used primarily for drop off and pick up parking.

**Figure 1: Site Plan**



**Parking**

The parking lot area provides eighty-five (84) 90-degree parking spaces. The project site was originally parked at a ratio of one space per 369 square feet of use. Based on the previous ratio, the proposed child care center is allotted seventeen (17) parking spaces. The project proposes restriping to add a total of seven new parking spaces. The outdoor play area would be replacing an existing car wash pad and would relocate a total of four parking spaces. The proposed child care use requires nineteen (19) parking spaces. Therefore the proposed use requires two (2) additional parking spaces. As such a shared parking agreement would be required to satisfy the city’s parking requirements. Shared parking is proposed with Great Jump Sports which is located on the same site. Great Jump Sports is open during the late afternoon and evening hours during the weekday and all day on the weekends. The peak parking demand for Great Jump Sports are typical during the evening and weekend hours and therefore would not conflict with the peak drop off (7:00AM-9:00AM) and pick up (4:30PM -6:00PM) times that are anticipated for the child care center. Staff recommends as a condition of approval that the applicant shall secure a shared parking agreement prior to building permit issuance. Required parking for the project is summarized in Table 1:

**Table 1  
Parking Summary**

Uses	Parking Ratio	Square footage/Persons	Required Parking
------	---------------	------------------------	------------------

Uses	Parking Ratio	Square footage/Persons	Required Parking
<i>Child Care Center</i>			
<i>Classroom</i>	1/500 GFA	2,563 s. f.	5
<i>Office and Lobby</i>	1/200 GFA	961 s. f.	4
<i>Storage</i>	1/1500 GFA	2,114 s. f.	1
<i>Loading and Unloading</i>	1 per 6 children; up to 5 spaces and thereafter 1 per 10 children	72 students	9
	<b>Total</b>	<b>6,413 s. f.</b>	<b>19</b>
Total Number of Spaces Required			<b>19</b>
Total Number of Spaces Allotted			<b>17</b>
Total Number of Shared Parking Spaces			<b>2</b>
Total Number Provided			<b>19</b>

### ***Loading and Unloading Operations***

Based on the parking requirements for the proposed child care center, the use requires nine parking spaces for loading and unloading. *Staff recommends the following conditions approval:*

- 1. Prior to building permit issuance, the applicant shall designated required load/unloading parking spaces.*
- 2. The applicant shall prepare and distribute to each parent instructions on dropping off and picking up procedures.*

### ***Outdoor Play Area***

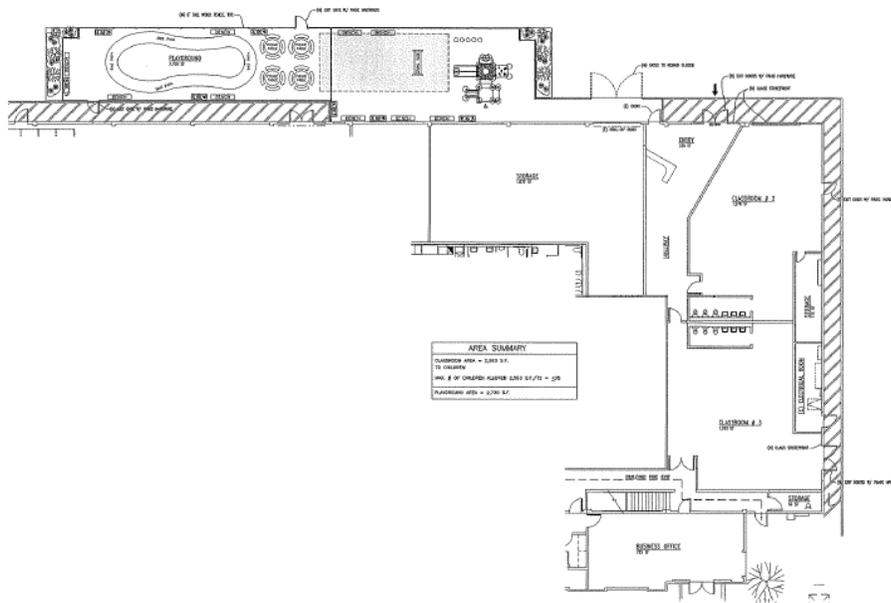
State Law requires 75 square feet of outdoor play area per child for child care facilities. The outdoor play area is proposed at the rear of the building and improved with a new rubberized play surface with overhead shade structure, bench and picnic seating, balance pods, bike ride path, and playground structure. The outdoor play area will be enclosed with a 6-foot tall wooden fence enclosure. As such, *staff recommends as the following conditions:*

- 1. The applicant shall submit details and elevations of the 6-foot wood fence material that shall be decorative and/or include some type of ornamentation such as but not limited to decorative end caps or lattice work.*
- 2. The applicant shall submit manufacture specifications, details, and elevation of proposed play equipment. All equipment shall be appropriate for the intended age group of the child center.*
- 3. Prior to building permit issuance the applicant shall submit a landscaping and irrigation plans that denote plant name, plant type, size, and quantities. Proposed plant material shall consist of non-toxic plant material. All landscaping and irrigation shall be installed prior to building permit final.*

### ***Floor Plan***

The proposed child care center proposes two classrooms that provide a total square footage of 2,563 square foot, a 236 square foot front lobby area, 725 square feet administration office, and approximately 2,114 square feet of storage space. Although the administration office is separated by a corridor, it is accessed by employees only with a security key or punch code access. The designated entrance and exit for parents and children would be the front lobby entrance doors which are located at the rear of the building. The proposed floor plan is shown below:

**Figure 2: Floor Plan**



**ADOPTED PLANS AND ORDINANCES CONSISTENCY**

**General Plan**

The table below outlines the project’s consistency with applicable General Plan Guiding Principles and Implementing Policies:

**Table 2  
General Plan Consistency**

<b>Policy</b>	<b>Consistency Finding</b>
<p>2.a-I-6 <i>Publicize the position of Milpitas as a place to carry on compatible Industrial and Commercial activities with special emphasis directed the advantages of the City’s location to both industrial and commercial use.</i></p>	<p><b>Consistent.</b> The project would serve local residents as well as support employment centers in the nearby commercial and industrial areas by providing quality child care.</p>
<p>2.aI-7 <i>Provide opportunities to expand employment opportunities in partnerships with local businesses to facilitate communication, and promote business retention</i></p>	<p><b>Consistent.</b> The project would provide employment opportunities and revitalization of the commercial center by replacing a vacancy with a use that would be complementary to existing restaurant, office, and recreational uses within the center.</p>

***Milpitas Child Care Master Plan***

The table below outlines the project's consistency with the goals and implementation policies of the Milpitas Child Care Master Plan dated April 2, 2002.

**Table 3**  
**Milpitas Child Care Master Plan Consistency**

<b>Policy</b>	<b>Consistency Finding</b>
<i>Long Range Goal: Every child and family has access to affordable, safe, quality child care</i>	<b>Consistent.</b> The project proposal is a 6,413 square foot child care facility that accommodates 71 children that serves surrounding high density residential development in the Midtown Area.
<i>Accessibility Policy 2.2-G-I: The City of Milpitas promotes the retention of existing facilities and the development of new child care facilities within the city limits.</i>	<b>Consistent.</b> The project proposes a new child care facility within the city limits.

***Midtown Specific Plan***

The table below outlines the project's consistency with the goals and implementation policies of the Milpitas Midtown Specific Plan. Since the project will not require 50% more additional parking for the proposed child care use or propose modifications that increase the floor area or new building construction, the application is not subject to site and architectural upgrades as required by the Midtown Specific Plan.

**Table 4**  
**Milpitas Midtown Specific Plan Consistency**

<b>Policy</b>	<b>Consistency Finding</b>
<i>Childcare Policy No. 3.22: Encourage the provision of childcare services to support demand generated by Employees and residents in the Midtown Area.</i>	<b>Consistent.</b> The proposed child care center would accommodate 71 children and would serves surrounding high density residential development in the Midtown Area and employment centers along I-880.
<i>Midtown Design Guidelines: All material used should be of high quality and should convey a sense of durability and permanence.</i>	<b>Consistent.</b> The proposed decorative wooden fencing and new landscaping at the rear of the building.

***Zoning Ordinance***

The proposed child care center conforms to the Milpitas Zoning Ordinance in that the use conditionally permitted use in the Mixed Use Development Zoning district and complies with the development standards and parking requirements. The project would provide for an aesthetic and harmonious development in that utilizes quality materials for the proposed fencing. The outdoor play area would not detract from the development in that it will be buffered with landscape.

As conditioned, the proposed use will not be detrimental or injurious to property, improvements, public health, safety and general welfare in that the use will not create a negative impact in terms of parking and site circulation. The applicant shall be required to secure a shared parking agreement in perpetuity and shall incorporate loading and unloading operations in the parent handbooks and school operating procedures.

### **ENVIRONMENTAL REVIEW**

The Planning Division conducted an initial environmental assessment of the project in accordance with the California Environmental Quality Act (CEQA). Staff determined that the project is categorically exempt from further environmental review pursuant to Class 1, Section 15301 (Existing Facilities), Class 3, Section 15303 (New Construction and Location of Small Appurtenant Structures and Facilities), Class 4, Section 15304 (Minor Alterations to Land), and Class 11, Section 15311 (Accessory Structures) in that the project proposes to operate a child care center within an existing commercial building and entails minor installation of small structures in the outdoor play area consisting of fencing, artificial play surfaces, sand box, and landscaping.

### **PUBLIC COMMENT/OUTREACH**

Staff publicly noticed the application in accordance with City and State law. As of the time of writing this report, there have been no inquiries from the public.

### **CONCLUSION**

The project is consistent with the Milpitas General Plan and Zoning Ordinance and will provide a service that would benefit the existing and future residential development and nearby employment centers.

### **RECOMMENDATION**

**STAFF RECOMMENDS THAT** the Planning Commission adopt Resolution No. 12-010 approving Conditional Use Permit No. UP11-0041 and Site Development Permit Amendment No. SA11-0007, Main Street Montessori, subject to the attached Conditions of Approval.

#### *Attachments:*

- A. Resolution No. 12-010
- B. Project Plans
- C. Project Description



## RESOLUTION NO. 12-010

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MILPITAS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. UP11-0041 AND SITE DEVELOPMENT PERMIT AMENDMENT NO. SA11-0007, MAIN STREET MONTESSORI TO ALLOW FOR 6,413 SQUARE FOOT CHILDCARE CENTER AND ASSOCIATED SITE IMPROVEMENTS LOCATED AT 630 S. MAIN STREET.

**WHEREAS**, on, December 14, 2011, an application was submitted by Colleen Noll with Main Street Montessori, Inc. to allow for the operations of a 6,413 square foot child care facility in an existing commercial tenant space and to permit various site improvements including a 2,730 square foot outdoor play area consisting of a rubberized play surface, play equipment, seating areas, and new fencing at 301 S. Abbott Avenue (APN 86-06-013). The property is located within the General Commercial Zoning District ; and

**WHEREAS**, the Planning Division completed an environmental assessment for the project in accordance with the California Environmental Quality Act (CEQA), and recommends that the Planning Commission determine this project is categorically exempt from further environmental review pursuant to Class 1, Section 15301 (Operation or Minor Alteration of Existing Facilities), Class 3, Section 15303 (New Construction and Location of Small Appurtenant Structures and Facilities), Class 4, Section 15304 (Minor Alterations to Land), and Class 11, Section 15311 (Accessory Structures).

**WHEREAS**, on February 22, 2012, the Planning Commission held a duly noticed public hearing on the subject application, and considered evidence presented by City staff, the applicant, and other interested parties.

**NOW THEREFORE**, the Planning Commission of the City of Milpitas hereby finds, determines and resolves as follows:

**Section 1:** The recitals set forth above are true and correct and incorporated herein by reference.

**Section 2:** The project is categorically exempt from further environmental review pursuant to Class 1, Section 15301 (Operation or Minor Alteration of Existing Facilities), Class 3, Section 15303 (New Construction and Location of Small Appurtenant Structures and Facilities), Class 4, Section 15304 (Minor Alterations to Land), and Class 11, Section 15311 (Accessory Structures) in that the project consists of the operation of a child care center in an existing building that will require only limited remodeling and the construction of minor facilities and structures such as a small outdoor play area and fence enclosure.

**Section 3:** The project is consistent with the Milpitas General Plan in that it would serve local residents and nearby job centers. The project would also provide new employment opportunities and revitalize the commercial center by replacing a vacancy with a use that would be complementary to existing office and recreational uses within the center.

**Section 4:** The project is consistent with the policies of the Milpitas Midtown Specific Plan in that it provides child care services that would serve surrounding high density residential development within the Midtown Area.

**Section 5:** The project is consistent with the Milpitas Childcare Master Plan in that the project enables the development of new child care facility within the city limits and helps close the gap between the supply of quality care facilities in Milpitas and demand for services.

**Section 6:** The project conforms to the Milpitas Zoning in that the proposed child care center is conditionally permitted in the Mixed Use Development Zoning District. The project complies with the development standards in terms of setbacks, height, and is able to satisfy parking requirements with a shared parking agreement.

**Section 7:** The project will not be injurious or detrimental to property, improvements or to public health and safety in that the project will be conditioned to establish operating procedures for safe and orderly pick up and drop off of children and to secure a shared parking agreement to ensure parking requirements are met.

**Section 8:** The Planning Commission of the City of Milpitas hereby approves Conditional Use Permit No. UP11-0041 and Site Development Permit Amendment No. SA11-0007, Main Street Montessori, subject to the above Findings, and Conditions of Approval attached hereto as Exhibit 1.

**PASSED AND ADOPTED** at a regular meeting of the Planning Commission of the City of Milpitas on February 22, 2012.

\_\_\_\_\_  
Chair

**TO WIT:**

**I HEREBY CERTIFY** that the following resolution was duly adopted at a regular meeting of the Planning Commission of the City of Milpitas on February 22, 2012, and carried by the following roll call vote:

<b>COMMISSIONER</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lawrence Ciardella				
John Luk				
Rajeev Madnawat				
Sudhir Mandal				

<b>COMMISSIONER</b>	<b>AYES</b>	<b>NOES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Zeya Mohsin				
Gurdev Sandhu				
Steve Tao				
Garry Barbadillo				

**EXHIBIT 1**

**CONDITIONS OF APPROVAL  
CONDITIONAL USE PERMIT NO UP11-0041 AND SITE DEVELOPMENT PERMIT  
NO SA11-0007, MAIN STREET MONTESSORI  
630 S. MAIN STREET**

**General**

1. The owner or designee shall develop the approved project in conformance with the approved plans and color and materials sample boards approved by the Planning Commission on February 22, 2012, in accordance with these Conditions of Approval.

Any deviation from the approved site plan, floor plans, elevations, materials, colors, landscape plan, or other approved submittal shall require that, prior to the issuance of building permits, the owner or designee shall submit modified plans and any other applicable materials as required by the City for review and obtain the approval of the Planning Director or Designee. If the Planning Director or designee determines that the deviation is significant, the owner or designee shall be required to apply for review and obtain approval of the Planning Commission, in accordance with the Zoning Ordinance.

2. Conditional Use Permit No. UP11-0041 and Site Development Permit Amendment No. SA11-0007 shall become null and void if the project is not commenced within 18 months from the date of approval. Pursuant to Section 64.06(2) of the Zoning Ordinance of the City of Milpitas. If the project requires the issuance of a building permit, the project shall be deemed to have commenced when the date of the building permit is issued and/or a foundation is completed, if a foundation is a part of the project. If the project does not require the issuance of a building permit, the project shall be deemed to have commenced when dedication of any land or easement is required or complies with all legal requirements necessary to commence the use, or obtains an occupancy permit, whichever is sooner.

Pursuant to Section 64.06(1), the owner or designee shall have the right to request an extension of UP11-0041 and SA11-0007 if said request is made, filed and approved by the Planning Commission prior to expiration dates set forth herein.

3. The project shall be operated in accordance with all local, state and federal regulations.
4. Private Job Account - If at the time of application for building permit there is a project job account balance due to the City for recovery of review fees, the review of permits will not be initiated until the balance is paid in full and there is at least 25% of the initial account balance maintained.

**Conditional Use Permit**

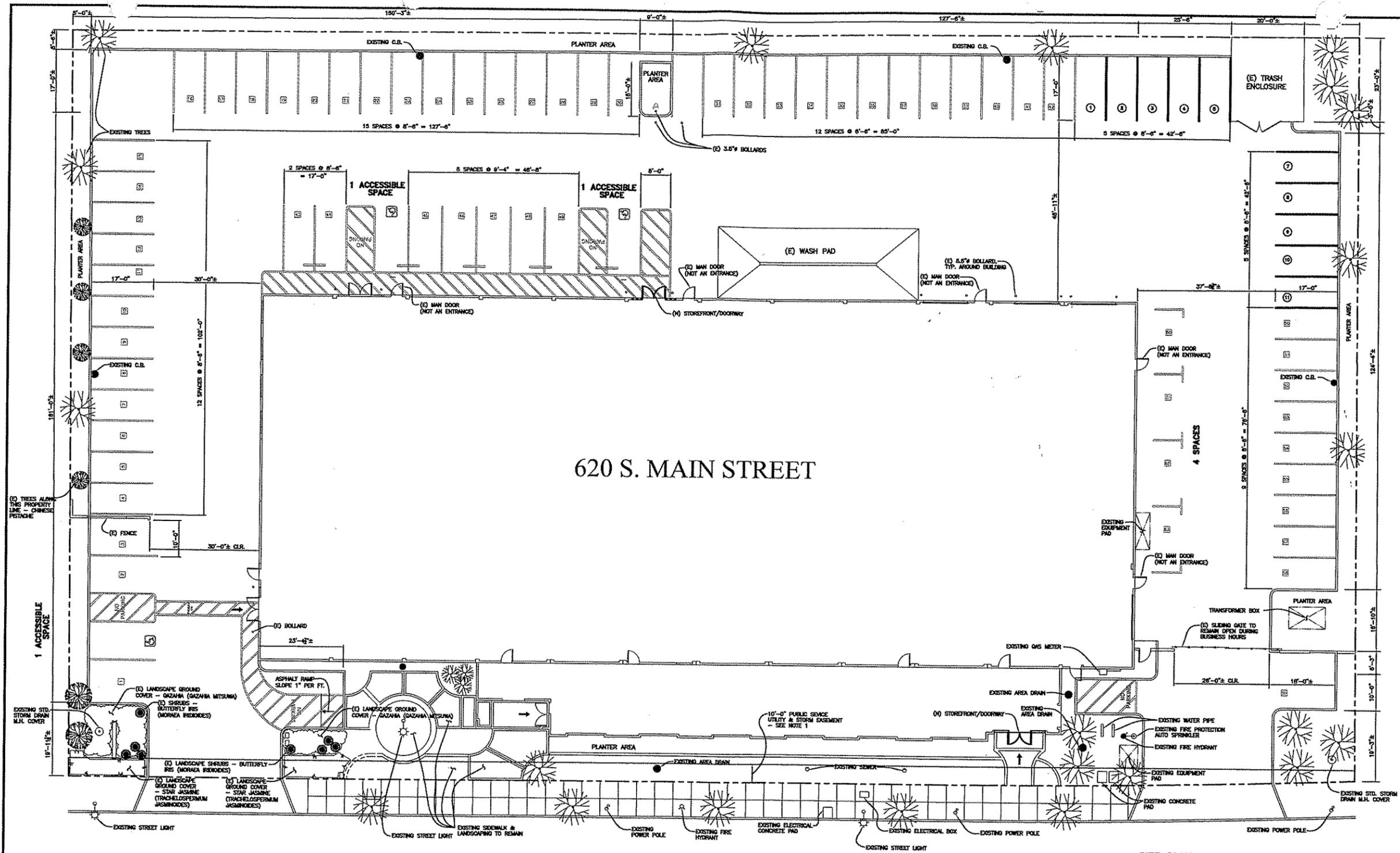
5. Prior to building permit issuance, the owner or designee shall revise plans to show loading and unloading operations and provide detailed operating procedures for the safe and orderly

pick up and drop off of small children for city staff review and approval to ensure that child pick up and drop off does not create any unsafe traffic queuing or congestion.

**Site Development Permit**

6. Prior to building permit issuance, the owner or designee shall submit details and elevations of the 6-foot wood fence material that shall include a decorative element such as but not limited to decorative end caps or lattice work .
7. The owner or designee shall submit manufacture specifications, details, and elevation of proposed play equipment prior to building permit issuance to ensure all equipment shall be appropriate for the intended age group of the child center.
8. Prior to building permit issuance the owner or designee shall submit a landscaping and irrigation plans that denote plant name, plant type, size, and quantities. Proposed plant material shall consist of non-toxic plant material. All landscaping and irrigation shall be installed prior to building permit final.





620 S. MAIN STREET

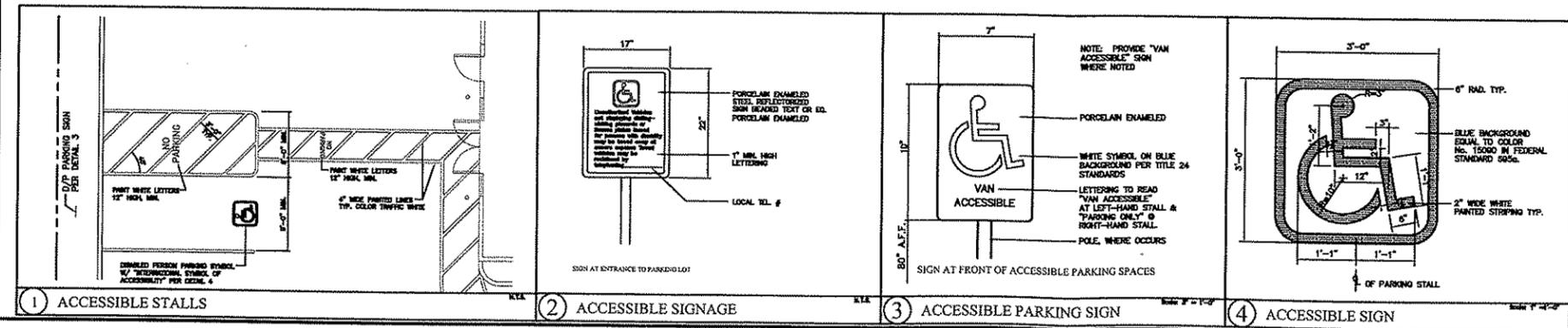
SITE PLAN  
1"=10'-0"

**GENERAL NOTES**

- CONTRACTOR SHALL OBTAIN AN ENCHANCEMENT PERMIT FROM LAND DEVELOPMENT SECTION (CITY OF MILPITAS) FOR ANY WORK WITHIN THE CITY RIGHT OF WAY AND EXEMPTIONS. CONTRACTOR SHALL SUBMIT 3 SETS OF APPROVED SITE PLAN (SHEET A0.1 ONLY) WITH COMPLETED/SIGNED ENCHANCEMENT PERMIT APPLICATION INCLUDING INSURANCE LICENSE (CITY BUSINESS CONTRACTOR INFORMATION AND \$461.25 IN PERMIT FEE TO LAND DEVELOPMENT SECTION FOR PROCESSING).

**PARKING SUMMARY**

ACCESSIBLE STALLS	8
STANDARD STALLS	74
SUB-TOTAL	84
TOTAL STALLS PROVIDED	77 SPACES (ON SITE)



**PEOPLES ASSOCIATES**  
STRUCTURAL ENGINEERS  
1828 North Court  
Milpitas, CA 95035  
408-337-9220  
Fax: 408-337-9222

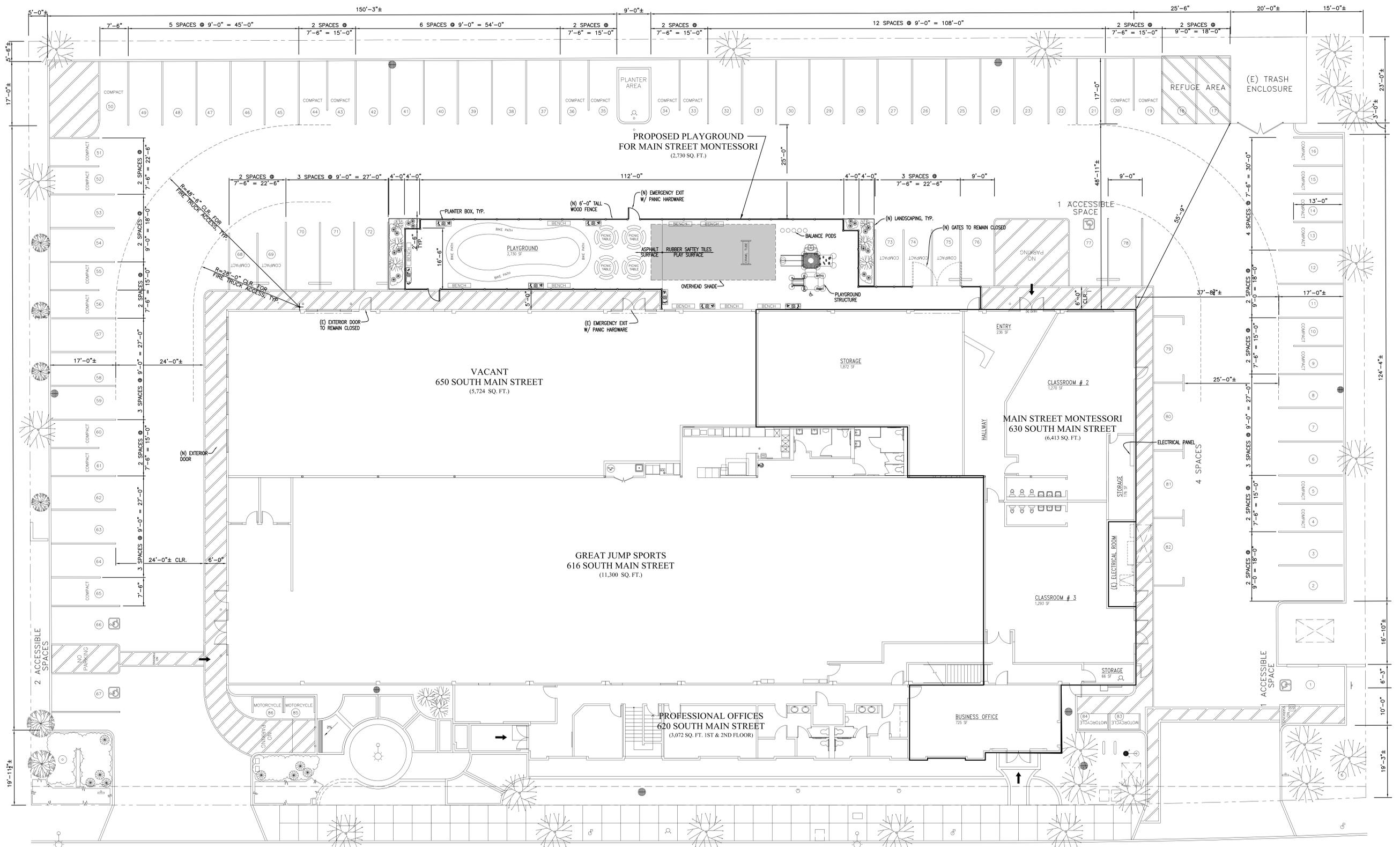
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DRAWN BY: [Signature]  
CHECKED BY: [Signature]  
SCALE: AS SHOWN

REVISIONS:

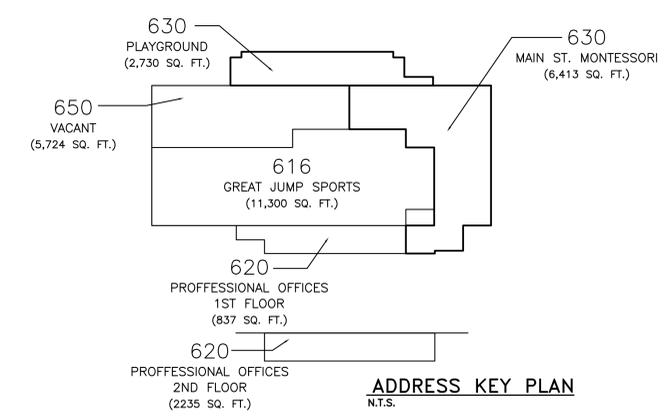
NO.	DATE	DESCRIPTION
1	7-10-08	ISSUED FOR PERMITTING

SHEET NUMBER  
**A01**  
OF 13 SHEETS  
DRAWING FILE  
A0.1.DWG

11102779



**SITE PLAN**  
1"=10'-0"



Uses	Parking Ratio	Square footage per Persons	Required Parking
<b>Child Care Center</b>			
Classroom	1/500 GFA	2,564 SF.	5
Office and Lobby	1/200 GFA	961 SF.	4
Storage	1/500 GFA	2,114 SF.	1
Loading and Unloading	1 per 6 Children; up to 5 Spaces and thereafter 1 per 10 Children	72 Students	9
<b>Total</b>		<b>6,413 SF.</b>	<b>19</b>
<b>Total Number of Spaces Required</b>			<b>19</b>
Total Number of Spaces Allotted			17
Total Number of Shared Parking Spaces			2
<b>Total Parking Stalls Provided</b>			<b>19</b>

Uses	Square Footage	Classification	Parking Load Factor	Required Parking
<b>Total Building (except for Main St. Montessori)</b>				
620 Professional Offices (7am-6pm Monday-Friday)				
Office, first floor	837 (Net Office)	Office	200	4
Office, second floor	2235 (Net Office)	Office	200	11
<b>616 Great Jump Sports</b>	11,300	Amusement	200	57
<b>650 - Vacant</b>	5,724			0
<b>Total Parking Stalls Required (except for Main St. Montessori)</b>				<b>72</b>
Standard				47
Compact				4
Accessible				1
Motorcycle (4 Spaces total 2 Motorcycle spaces counts as 1 car space)				2
<b>Total Parking Stalls Provided</b>				<b>84</b>

**PEOPLES ASSOCIATES**  
STRUCTURAL ENGINEERS  
1996 Torrey Court  
MILPITAS, CA 95035  
408-957-9220

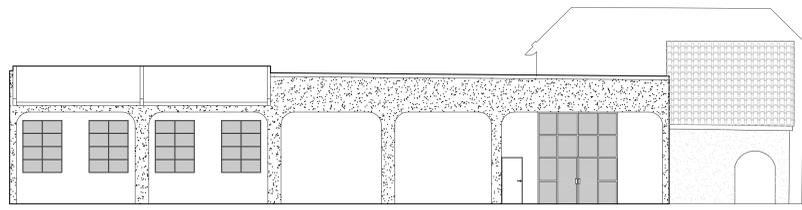
**SITE PLAN AND PARKING DEMANDS**  
MAIN STREET MONTESSORI  
630 S. MAIN STREET  
MILPITAS, CALIFORNIA

REVISION	DATE	BY	DESCRIPTION
0	1-19-12	DRP	RELEASED FOR APPROVAL

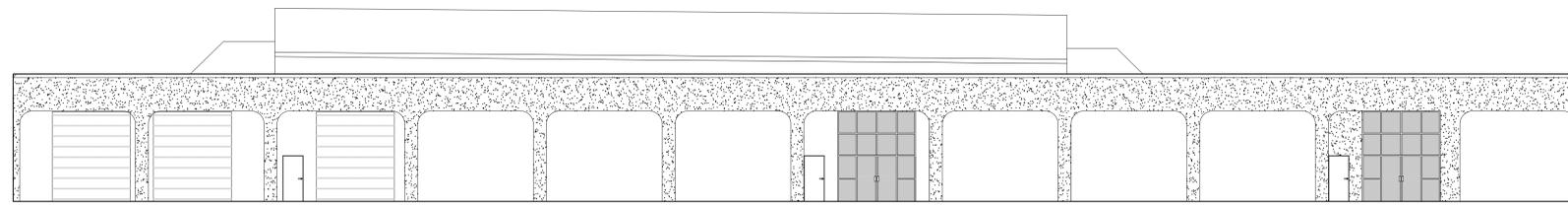
DESIGNED BY: DRP  
DRAWN BY: VCM  
CHECKED BY: VCM  
SCALE: AS SHOWN

SHEET NUMBER  
**A01**  
OF 4 SHEETS  
DRAWING FILE  
A01.DWG

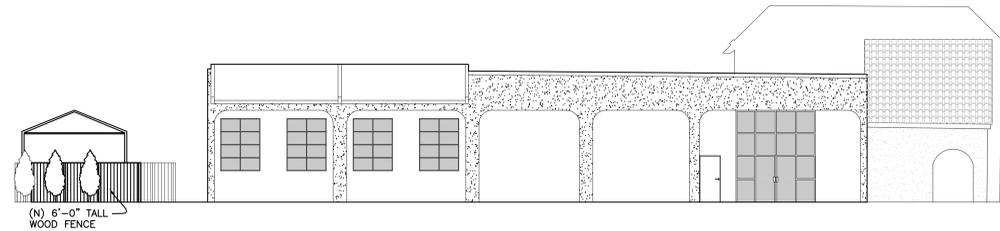




**EXISTING NORTH ELEVATION**  
3/32"=1'-0"

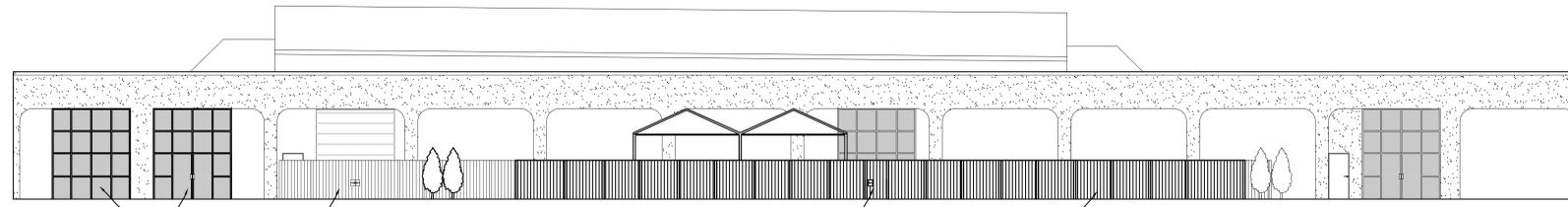


**EXISTING EAST ELEVATION**  
3/32"=1'-0"



(N) 6'-0" TALL  
WOOD FENCE

**PROPOSED NORTH ELEVATION**  
3/32"=1'-0"



(N) STOREFRONT  
IN (E) ROLL-UP  
DOOR OPENING

(N) GATE TO  
REMAIN CLOSED

(N) EMERGENCY GATE  
IN FENCE

(N) 6'-0" TALL  
WOOD FENCE

**PROPOSED EAST ELEVATION**  
3/32"=1'-0"

NO.	DATE	REVISION	BY
0	1-19-12	RELEASED FOR APPROVAL	DRP

DESIGNED BY: DRP  
 DRAWN BY: VCM  
 CHECKED BY: DRP  
 SCALE: AS SHOWN

EXISTING AND PROPOSED EXTERIOR ELEVATIONS  
**PEOPLES ASSOCIATES**  
 STRUCTURAL ENGINEERS  
 1996 Torrey Court  
 Milpitas, CA 95035  
 408-957-9220  
 Fax 408-957-9221

MAIN STREET MONTESSORI  
 630 S. MAIN STREET  
 MILPITAS CALIFORNIA

SHEET NUMBER  
**A31**  
 OF 4 SHEETS  
 DRAWING FILE  
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My name is Colleen Noll. I have been operating Montessori Child Care Centers since 1992. I have been in business for myself running Montessori Centers for 12 years here in Milpitas. I began my career in Milpitas in 2000, taking over a failing Montessori school, which I turned around in a short time and later sold. I started Calaveras Montessori in 2002 and Main Street Montessori in 2009. Both schools are at full enrollment and we feel that it is time to once again, expand. Calaveras and Main Street both have full time Directors, thus allowing me the time to work on a third school. I believe that the secret to my success is to always put the children first. I only hire dedicated staff who are committed to working with children not only academically, but socially emotionally and physically. This takes a certain type of person. My core teaching staff has worked with me for an average of 7 or more years. I believe that this testament to me as an employer as well as the quality of staff I have working with children every day. It is my intention to continue the same quality of employment and program as I add a third school. I have spent the past 12 years developing my program, policies and procedures. I have included my parent handbook and enrollment information for the schools. We will open the new school with the same policies and schedules. I feel that we have a formula that works very well and would like to continue that.

With the growth in Milpitas, I can see that more quality preschool will be necessary. The proposed location of 630 S. Main Street, I feel will greatly serve the community of Milpitas. It is easy to get to from the major freeways and will be very convenient for families of young children. We are confident that we will be able to take this space and make it into a beautiful inviting school where children will love to attend every day.

It is our plan to have 72 children, separated into two classrooms, with a multiage grouping of ages 2 ½ to 6 years old. We will build a beautiful playground that will include a play structure, bike path for tricycles, basketball, balance beams and garden.

RECEIVED

DEC 14 2011

CITY OF MILPITAS  
PLANNING DIVISION

Letter of Explanation for Proposal

for Main Street Montessori School

630 S. Main Street, Milpitas Ca 95035

**Main Street Montessori School Inc is a for-profit child care center currently operating one child care center in Milpitas. Colleen Noll also operates Calaveras Montessori School as a for profit child care center. The proposed property will serve as a third location, offering an identical program for children ages 2-6 in Milpitas, using the Montessori Philosophy as it's education model.**

**PREMISES:**

The premises shall contain approximately 9341 rentable square feet of space located at 630 Main Street, Milpitas CA 95035

**INTENTIONS FOR USE:**

Convert current warehouse space to pre-school classrooms (~ 6380 sq ft)

Convert current outdoor spaces to a fenced playground area commiserate with state licensing requirements (~ 2961 sq ft)

MSM (Main Street Montessori School) will apply for a child care license through the State of California for up to 72 children.

**HOURS OF OPERATION:**

MSM will operate Monday through Friday from 7 am to 6 pm. MSM is closed on weekends, all major holidays as well as 2 weeks in December and 1 week in April for Winter and Spring Breaks. MSM follows the Milpitas Unified School District Calendar for all breaks.

**EMPLOYEES:**

MSM will phase-in staff hiring as enrollment increases. MSM will start business with 3 full time staff members and increase to 9 full time employees, 1 site director and 1 part time employee for at total of 11 employees.

**SHARED PARKING:**

MSM has confidence that the hours and drop off/pick up methods of adjoining business (Great Jumps) along with MSM's drop off/pick up methods work together to work very well as both business's traffic is largely in 5-10 minute increments and is offset by each business's hours.

**Main Street Montessori School offers parents the security of knowing that their children are receiving the best care and developmental guidance available. Our goal is to nurture a healthy child: independent, self confident, social and motivated.**

### **Philosophy**

- Main Street Montessori School is an enriched environment in which children can grow to fulfill their individual potential.
- Our School believes in the "whole child" approach to development. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation for young children.

The primary preschool program is a Montessori curriculum incorporating art and music into the traditional emphasis on practical life, sensorial, language, mathematics, science, and cultural activities.

### **Montessori Method**

The Montessori Method is based on years of patient observation of child nature and has proved itself of universal application. Race, color, nationality or social rank makes no difference to its successful application. The method is based on the child's imperious need to learn by doing and has a profound respect for the child's personality. It enables the teacher to deal with each child individually in each subject, each child works at his or her own pace and the child has the freedom of movement in the classroom. Children pursue their own self-paced curriculum and learning takes place individually or in small groups. The critical cognitive skills are developed before age six and a multi-sensorial more flexible writing and reading program is available in the Montessori classroom. The Montessori Method develops the whole personality of the child, not merely his intellectual faculties but also to become a self-directed, self-disciplined person.

#### **Language**

The child learns the oral language naturally; he automatically takes it from his environment. The work of the teacher is to expose him to the equivalent forms of written language, which he learns through the same general pattern of development.

The Montessori child begins reading when he is ready and proceeds at his own pace. His experiences in practical life and sensorial education serve as a preparation for this. The sandpaper letters provide a phonetic basis for reading. The child's desire and sensitivity to touch are utilized by these letters that are cut out of sandpaper and

mounted for tracing. With cut out letters, the child builds his own words on a mat. The material frees him from the fatigue of his still developing writing skills, and yet gives him the opportunity to pursue his interest in words. These activities serve as a preparation for the time when the child assimilates what he knows and explodes into writing.

### **Sensorial Exercises**

One part of the Montessori Method taught here and at all Montessori schools is the Sensorial exercises. Sensorial Materials in the Montessori classroom are designed to sharpen the senses of the young child and enable the child to understand the many impressions he receives through them. Each of the Sensorial Materials isolates one defining quality such as color, weight, shape, texture, size, sound or smell. Sound boxes for example, are all the same size, shape, color and texture; they differ only in the sounds which are made when the child shakes them. The Montessori Sensorial Materials help the child to distinguish, to categorize, and to relate new information to what he already knows. His intellect is trained to make order out of a multitude of experiences and to increase his perception of the world around him which is the learning process.

### **Mathematics**

The materials for mathematics introduce the concept of quantity and its symbols; the numbers 0 through 9. The quantity is introduced by a series of rods which the child can count and compare. He matches sets of symbol cards with the rods. Using a variety of beads and symbol cards, the child becomes familiar with the numbers as a decimal system including concrete experiences with the operations of addition, subtraction, multiplication and division. These exercises not only teach the child to calculate, but they provide a deep understanding of how numbers function.

### **Practical Life**

The child is attracted to activities that give him/her independence and control of his/her own life. A most important need of the young child is to develop his muscles and coordinate his movement through such practical life exercises as sweeping, polishing, carrying water, pouring and washing a table. Special Montessori materials enable him to tie, button, snap and use many other fastening devices. The purpose of these exercises is to develop concentration, to pay attention to details as the child follows a regular sequence of actions and to learn good working habits. These activities provide the very foundation on which the child approaches more intricate academic exercises.

**Children are free to work at their own pace. They share what they have learned while reinforce their own knowledge.**

**General Policy**

Main Street Montessori accepts children from 2 through Kindergarten. It offers a range of programs for Primary age as well as kindergarten children. All fees and policies regarding these programs may be changed with a 30 day written notice.

**Schedule**

Main Street Montessori School operates a full time program Monday through Friday from 7:00 A.M. to 6:30 P.M.

An annual calendar is provided to parents showing the schools holidays including the Winter Break and Spring Break. In some cases, child care will be available for selected holidays for an additional fee. Since all operation costs such as salary, insurance, and so forth continue during these times, the school does not reduce tuition as a result of planned or unplanned absences.

**Withdraws**

Parents may withdraw their children by notifying the Director in writing at least 30 days prior to the date of withdraw. Under no circumstance will this requirement be waived.

**Optional Services**

Music, foreign language and gardening lessons are provided by the school for full-time students at no extra charge. Movement, art and some foreign Language classes are offered for an additional fee. A hot lunch program is offered at an additional charge. Snacks are provided for all children.

**Field Trips and Transportation**

All field trips offered by Main Street Montessori will be conducted by privately hired transportation or within walking distance. Parents will be notified of all trips off campus and permission slips will be required. Alternate care will be provided on campus for all students who do not attend such activities. Parents are encouraged to volunteer for field trips. The school will maintain at least a 1:3 ratio for all field trips.

**Food Service**

Main Street Montessori Preschool provides an optional hot lunch program supplied by an outside catering source. The monthly menu and order form is located on the parent board of each room. Lunch may be purchased for 3.95 per lunch.

If you bring lunch from home, please label all containers etc, with your child's name. A microwave is available to heat food. Please do not send uncooked food or frozen food. All food to be heated must be in a microwavable container and be ready to heat. We do not allow candy at school. If your child brings candy, it will be held by the teacher and returned to you when you pick your child from school. We do have special events sometimes that include candy, but all candy is sent home.

Main Street Montessori School will provide morning and afternoon snack. All snacks meet or exceed state food requirements.

**Part-Time Morning Children** - If your child started Main Street Montessori School on or before March 1, 2010, we allow your child to stay for lunch. Your pick up time is 12:30 All other part time morning children are to be picked up by noon.

Lunch begins at noon. If your child is having lunch with us, please pick up at 12:30. If you are early, please wait in the lobby until 12:30. At 12:30, when the teacher sees you at the door, she will have your child get ready to leave. We do not allow parents in the room while the children are eating lunch. It is distracting for the other children and it is a very busy time for us. We strive to have a calm eating environment for the children and work to have them eat independently. If you come before 12:30, we will assume that you need to leave early and will have your child clean up their lunch place and get ready to leave. The uneaten lunch will be packed and sent home with you.

### **Birthday Celebrations**

Unless otherwise notified, a birthday celebration will be held for each student at Main Street Montessori School. Two to three days prior to your child's birthday, please speak with your child's teacher about the celebration. You will be asked to prepare a "Birthday Poster" for your child. Please include photos for each year of your child's life. Also, please include a short story for each year of your child. Example: "During Dillon's first year, he traveled to his grandma's house in Arizona. Dillon got to ride on an airplane" and/or "Dillon learned to walk when he was 11 months. Then when Dillon turned 2, he got a baby sister. He was a good helper, he helped to bathe the baby and fold the laundry" etc. etc.

Although we try to maintain a healthy snack environment for the children, we would like to allow you to offer a special treat for the birthday celebration. Some suggestions are:

AM Celebrations – Fresh Fruit  
Muffins – please do not send any muffins with nuts – many children are allergic  
Jello

PM Celebrations - Fresh Fruit  
Muffins – please do not send any muffins with nuts – many children are allergic  
Jello

If you would like to add a drink, please only 100% juice.

**WE DO NOT ALLOW:** Cupcakes, Birthday Cakes or Cookies and all snacks **must be store bought.**

If you would **not** like your child to participate in the special birthday snack, please sign our “Food Restriction/Allergy Form” in your child’s classroom. We will offer the snack you provide instead.

We do discourage goodie bags. Please be courteous of this request. If you would like to bring something for all of the children here are some suggestions:

1. Bring a special “Birthday Plant” for the classroom.
2. Bring a special book for the library.
3. Bring an art project for the children to have fun with.

### **Restricted Diets or Allergies**

If your child has a restricted diet that prohibits them from sharing in our regular daily snack, you are welcome to bring the following:

#### **A small serving of fruit or crackers**

Please send the snack to school in a plastic baggie, with your child’s name written on the baggie with a sharpie marker. Please leave the snack(s) with the Classroom Teacher. We will be sure to offer the snack to your child during our regular snack hours. Since we do not have refrigeration available, please only send fruit that is to stay cold for the morning snack time. Otherwise send crackers for the afternoon snack.

The snack must be signed in each day. If you do not sign in your snack, we will assume that it is ok for your child to have the snack that is offered that day. We have a variety of snack options. We serve Saltine Crackers, Nilla Wafers, Graham Crackers, Cheezit’s, Goldfish, Pretzels and Ritz Crackers. We also serve fresh fruit two times per

week in the morning and two times in the afternoon. We try to buy seasonal fruit. Some of the fruit we serve includes:

strawberries, apples, oranges, grapes, bananas, watermelon and cantaloupe.

We have a list of the ingredients found in our snack crackers/cookies. Please let us know if you would like a copy.

We **never** serve any snack that includes peanuts.

### **What to Bring From Home**

Children are encouraged to wear comfortable clothing

Each child should be provided with a complete labeled set of extra clothing, to be left in the child's cubby.

Parents are discouraged from having their children bring in toys, books, and other items to the center, except "share" days. Main Street Montessori can't be responsible for any lost items.

Shoes must be worn at all times during school.

### **Rest Linens**

All Rest Linens and Rest Mat are provided by the school. All napping equipment is washed and sanitized weekly or as needed.

### **Rest Option**

Children in the primary program have the option to rest from 12:30 pm to 2:30 pm. If you feel your child can participate in the non-rest work period, please discuss with the classroom teacher. The school has the right to suggest children under 4 years old participate in the rest period.

### **Sign in and Sign out Procedure**

Parents are required by law to bring their children into the center, to sign them in upon arrival, and to again come into the center to sign them out prior to departure. A 4-digit code is assigned to each individual who is authorized to take children from the facility. This code acts as a signature and is kept on file for 5 years.

The 4-digit code is just like your signature. You are not allowed to let others use your code or let your child sign themselves in or out at any time.

You must sign in upon entering the school to drop your child off as well as pick up. If you sign your child out before entering the classroom to pick up your child and you stay later than your contracted hours, you will be charged the late pick-up fee. You must sign your child in at entrance of the school as well, if you arrive before your contracted hours, you must wait to enter the classroom or you will be charged extra attendance.

**PARKING LOT** – Please keep your child with you at all times while in the parking lot. Please hold their hand and do not allow them to run through the parking lot. It is not safe.

**IN THE SCHOOL** – It is your responsibility to keep your child with you before you leave your child with his/her teacher as well as when you pick up at the end of school. You are not allowed to let your child be in the school unsupervised at any time. Please help the children respect our rules by: walking through the school and hallway, keep feet and bodies on the floor, not up on tables and chairs.

**Security Entrance**

Please use the code given to you to enter the building. If there is someone waiting to enter or following you in and you do not recognize them as a parent already enrolled in the school, please ask them to use the “call” button and we will let them in. It is very important that we know when unauthorized people are in our school.

**Emergency**

All emergency situations will be handled on an individual basis. Each family will be immediately notified and appropriate measures will be taken up to and including the calling of 911.

In some instances your child's doctor and/or dentist may be contacted for emergency. Please update your child's physician, dentist and insurance information as well as emergency contact numbers whenever a change occurs.

**Medication**

Main Street Montessori School will only administer prescription medications with a Doctors note while they are under our care. Your child's prescription medicine must be kept in its original container with your child's name labeled from the pharmacy. Medicine must be in its original container.

Parents must sign the medicine log every day (the medicine log is on the refrigerator in the school kitchen) that your child is required to take their medication. If a medication is not signed in each day, it will not be administered to the child. It is the responsibility of the parent to see that this form is signed.

**Illness**

A child must be well to attend school. Should he/she become ill during the day, the parent will be notified immediately. Arrangements must be made to pick up the child from school within one hour.

**Required Forms**

To register your child/children, parents must submit the following:

1. Children rights
2. Parent rights
3. Pre-admission appraisal plan
4. Emergency information
5. Consent for medical treatment form
6. Immunization report
7. Physical exam requirement
8. Admission agreement
9. Application fee

Emergency Card – Please notify us with a new Emergency Card if any of your contact information changes

**Termination Policy**

Main Street Montessori School reserves the right to ask a parent to withdraw their child for reason of non-compliance with any of our policies. This includes but is not limited to policies with regard to safety, health and welfare of any persons connected with our operation, any of our financial policies regarding tuition and any actions endangering the ability of the school to function. Services may be terminated at any time without notice.

**Discipline and Behavior Management Policy**

Positive reinforcement is the main form of discipline in our program. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Limits, both inside and out, are clearly established and when necessary, redirection will be initiated. If negative behavior continues, a parent conference will be requested.

Main Street Montessori School will not use corporal punishment for any reason.

In general, rules are made by the staff and children. Discipline is designed to promote the development of self direction, self control, and socially acceptable behavior. This is accomplished through consistency, firmness, fairness and follow through.

The following behaviors are NOT acceptable:

1. Excessive disruption to the program
2. Endangering the health or safety of children or staff
3. Continuous refusal to follow acceptable rules of behavior
4. Leaving the premises without permission

Main Street Montessori has the right to ask the parents to pick up any child who has the above unacceptable behavior or is a danger to themselves or others.

## Communication

**Children's File** – Each child has a file in the classroom which holds any work they have completed, are currently working on or would like to take home. Please check your child's file daily

**Office File** – Next to the sign-in computer, your file can be found in your child's classroom file box. Please check this file daily. You will find notes from our office, upcoming events, your monthly statement etc.

**Facebook** – Please search for Main Street Montessori School on Facebook. Send a Friend Request to us. Once we accept you, we will hide your personal information, so only school information shows up on our page. We post upcoming events, reminders and tons of photos taken in the school. This is a great way of communication for us!

### Personal Policies

It is common for families of the school to request babysitting services from individuals from our teaching staff. Although we understand families desire to utilize a trusted, respected, reliable, known person in this manner. We must request that enrolled families in the school do not use any of our schools' staff in this capacity. This policy is not unique to this school. If you were to think about your own business or businesses you deal with in the community, you will understand the principles of client/professional relationships. Our schools are no less a professional entity than other businesses and to maintain that professionalism, policies are necessary and essential. Please note: if the school management learns that this policy has been violated, either the violating staff member may be dismissed and/or the violating parent will be asked to leave the school.

### Staff Communication

If you have a need to communicate with any staff individual, do so by using the school's phone:

(408)263-8170, or fax (408)263-8536. The Director and each Lead Teacher has a school email address, please check your child's classroom for email. School messages and emails are checked frequently. Staff may not exchange personal email, phone or any type of social media in which the child of the school is posted, discussed or photographed. Please note: if the school management learns that this policy has been violated, either the violating staff member may be dismissed and/or the violating parent will be asked to leave the school.

### Assessments

In the first few days your child is in the classroom, the Montessori Classroom Lead Teacher will gently offer different activities to your child. Children vary; some children will instantly gravitate towards a certain area of the classroom, some children need a bit of guidance. During this time, the Teacher will spend time observing your child, and make an assessment of them academically, socially and emotionally.

After 5 complete days of school, you will receive a brief assessment of your child. If you wish to meet with the Classroom teacher at this time, please let her know and a time will be scheduled. The classroom teachers are available between 4 and 5 pm.

A copy of the assessment is attached here, as well as a copy of our Comprehensive Conference Form, which is completed twice per year. (February and June)

### Licensing Rights

State Licensing has the rights to visit the facility any time. Licensing has the right to interview children and staff and review all files.

### Consultant and Community Resources

Main Street Montessori keeps a current list of community recourses and specialists in the area to assist the parents as needed.

**Our Goals and Objectives**

Our main objective is to provide a carefully planned, stimulating environment which will help the child develop within himself the foundational habits, attitudes, skills and ideas which are essential for a lifetime of creative thinking and learning.

Our goals for the child are:

- To develop a positive attitude toward school and learning.
- To develop a sense of high self-esteem.
- To establish a habit of concentration for lifelong study skills.
- To develop and foster curiosity.
- To acquire the basic skills necessary for a lifetime of learning.
- To develop habits of initiative and persistence.
- To foster inner discipline and a sense of order.
- To develop socially acceptable behavior.
- To develop the child's innate, ultimate potential through high self-expectation.

## Main Street Montessori School Admission Agreement

<b>Enrollment Procedures:</b>	All registration forms are to be completed prior to the child's first day.
<b>Registration:</b>	A non-refundable registration fee of \$100.00 per child is payable at the time this agreement is signed and returned. An annual Materials Fee of \$250.00 will be due annually as noted on Tuition Rate Schedule.
<b>Tuition:</b>	Tuition is payable in advance, on the first day of each month. In case your child starts during the month, tuition will be pro-rated. In case of involuntary withdrawal, the tuition owed will be calculated up to the last day of attendance and any monies paid in excess will be refunded. A deposit of \$200.00 is required by April 1 <sup>st</sup> of each year to secure space the following academic year. This deposit is non-refundable and is used toward the December tuition. Tuition fees are not refundable and/or no credit is given for scheduled holiday's, staff development day, workshop days, Winter Break or Spring Break.
<b>Late Payment:</b>	Parents are given a grace period for payment until the 4 <sup>th</sup> of each month. After the 4 <sup>th</sup> of each month, a late payment fee of 10% of the account balance will be charged.
<b>Late Pick-up:</b>	If your child is picked up after the contracted hours, a charge of \$10.00 per quarter hour will be assessed. If you are late three times in one month, the late pick-up fee is tripled (\$30.00 per quarter hour). If you are late more than three times in one month, your admission may be reviewed by the administration.
<b>Sibling Discount:</b>	The discount policy for multiple children of one family is 10% off the highest single tuition if all children are attending full time.
<b>Illness/Vacation:</b>	Since enrollment in each class is limited and expenses for the school continues regardless of attendance, no deductions, credits or refunds can be made for absences, vacations, holidays or scheduled closed days. If a long absence is anticipated, please contact the administrative office. With the exception of the month of December and Spring Break, families enrolled continuously for at least one year at Main Street Montessori are eligible for a two week vacation credit per calendar year. Please give the administrative office plenty of notice because tuition will be pro-rated at the beginning of each month. Vacation credit can be used up to ten consecutive school days and not less than five school days at a time. Main Street Montessori School will not rollover or cash out any unused vacation credit not taken each year.
<b>Withdrawal:</b>	Families may withdraw their child for any reason after giving a 30-day notice to the office. Families are responsible for the tuition up through the 30-day notice. Outstanding balances must be paid prior to a child's last day.
<b>Extra Attendance:</b>	Pre-approval from the administrative office is required and necessary before attendance can occur. For attendance in excess of contracted time, i.e. extra hours or extra days, a commensurate fee will be charged.
<b>Returned checks:</b>	There will be a \$20.00 fee for each returned check. If 2 checks are returned from the bank, tuition will only be accepted in the form of cash or money order.
<b>Basic/Optional Services:</b>	Dance, Foreign Language and Music lessons may be provided by staff or contract organizations for students have an extra fee. Some Music classes and foreign language classes do not have additional cost. See schedule

<b>Change in Terms:</b>	If there is any change in school policies or tuition, a thirty-day notice will be given. Families should expect an annual tuition increase in June of each year.
<b>Termination of Services:</b>	We reserve the right to ask parents to withdraw their child for any reason if Main Street Montessori School feels that the needs of the child cannot be met. This includes but is not limited to issues with regard to safety, health and welfare of any persons connected with our operation, any of our financial policies regarding tuition and any actions endangering the ability of the school to function. Services may be terminated at any time without notice.
<b>Publicity:</b>	I agree, as a participant of any event, class, activity or program, to grant full permission to Main Street Montessori School to use my name and any photographs, video, or other recordings of my child for any publicity and promotion purposes without obligation or liability to me.
<b>Inspection Authority:</b>	The Department of Social Services shall have the authority to interview clients, including children, or any staff, and to inspect and audit client or facility records without prior consent.

**I have read and understand the Admissions Agreement and payment policy of Main Street Montessori.**

I enroll my child \_\_\_\_\_

to attend \_\_\_\_\_ days per week, from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm in the \_\_\_\_\_ classroom.

I hereby acknowledge and understand the policies above and tuition rate for the above defined schedule is \$\_\_\_\_\_ per month.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

**Main Street Montessori School Fees**

**Registration Fee** - A \$100.00 registration fee is charged at the time of enrollment. This fee is used to process the required paperwork. This fee is non-refundable and is only charged at the time of enrollment. If a student is absent for more than one month without paying tuition, and wishes to return to the school, a re-registration fee is due to hold the space in the school. Please see vacation and illness policies in the Main Street Montessori Admissions Agreement.

**Tuition** – Tuition is payable in advance, on the first day of each month. In case your child starts during the month, tuition will be pro-rated. In case of involuntary withdrawal, the tuition owed will be calculated up to the last day of attendance and any monies paid in excess will be refunded

**Materials Fee** – **The Materials Fee is \$250.00 per year. Due each year by September 1<sup>st</sup>.** This fee is used to purchase Montessori Equipment and consumable materials for the year. Some of these consumables include the Practical Life, food preparation projects, workbooks, paper and art supplies. Main Street Montessori School also offers an extensive Cultural Curriculum which new materials are

purchased each year. The fees are also used to enhance the extra curricular activities which include yoga, music, foreign language and gardening.

Prorated Materials Fee for children who start mid-year:

After Feb 1<sup>st</sup> = \$150

After June 1<sup>st</sup> = \$50

All fees are due and are non-refundable if the child attends through the following month the Materials Fee is due. For example, if a child gives a 30 day notice to leave in February, the Materials Fee is not due. If the child attends in March, the Materials Fee is due and will not be prorated.

**Lunch Fee** – Hot Lunch is available daily. The fee for the hot lunch program is approximately \$85.00 per month. You may sign up on line and choose your hot lunch days and menu.

**Returned Check Fee** - There will be a \$20.00 fee for each returned check. If two checks are returned from the bank, tuition will only be accepted in the form of cash or money order.

**Late Payment Fee** - Parents are given a grace period for payment until the 4<sup>th</sup> of each month. After the 4<sup>th</sup> of each month, a late payment fee of 10% of the account balance will be charged.

**Late Pick-Up Fee** - If your child is picked up after the contracted hours, a charge of \$10.00 per quarter hour will be assessed. If you are late three times in one month, the late pick-up fee is tripled (\$30.00 per quarter hour). If you are late more than three times in one month, your admission may be reviewed by the administration.



