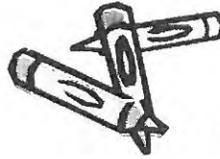


Furthermore, based on our observations, we are confident that a modest increase to 24 students will not cause a negative impact to the community. Instead, an increase in capacity will further support the community by providing affordable, quality childcare to current and future residents of Sunnyvale.

Given Sunnyvale's commitment to family, community, and economic growth, we anticipate favorable consideration in granting this use permit.



DESCRIPTION DOCUMENT for PROJECT # 2013 - 7202

1. Students and Teachers

- Current capacity is 18 students
- Requested capacity is 24 students
- Student age ranges from 2 years to entry into 1st grade
- Current teacher count is 2, enough for up to 24 students

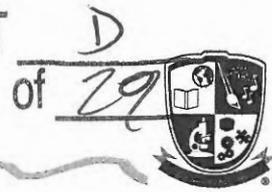
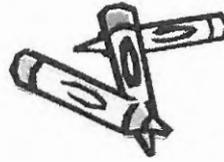
2. Building Information

All Building measurements listed here are based on actual measurements made by William Maston Architects & Associates:

- Lot Size: 7217 sq ft
- Building Size: 2217 gross sq ft
- Outdoor Play Area: 2853 sq ft
- Parking:
 - Driveway 2 (two) including van accessible ADA
 - Garage 2 (two)

3. Legal Enrollment Requirements

- **Indoor Space Requirement:** State Title 22 Regulation for Child Care Center requires 35 sq ft/ child, after excluding the kitchen, hallway, bathrooms, office and fixed fixtures area.
 - Current capacity requires 35 sq ft x 18 = **630 sq ft.**
 - Increased capacity requires 35 sq ft x 24 = **840 sq ft.**
 - Actual indoor space is **1,025 sq ft.**
- **Outdoor Space Requirement:** State Title 22 Regulation for Child Care Center requires 75 sq ft/ child outside play area.
 - Current capacity requires 75 sq ft x 18 = **1,350 sq ft.**
 - Increased capacity requires 75 sq ft x 24 = **1,800 sq ft.**
 - Actual outdoor space is = **2,853 sq ft.**
- Maximum legal enrollment is **29 children.**



4. Space Utilization

- Indoor usage:
 - The space will be kept mainly open to allow flow from room to room.
 - Furniture will be strategically placed to divide the rooms into learning, dramatic play, science, library, art, crafts, blocks, kitchen, and other creative play centers.
 - Front entrance area will be used for cubbies and “welcome” area.

- Outdoor usage:
 - Medium sized age-appropriate play structures.
 - Small sand and water play area is setup.
 - Bench and chairs are setup for picnics.
 - Canopies are setup for sun protection.
 - Small garden/grass area is setup for hands-on gardening activities.

- Front of Building Usage:
 - Parking, drop off, pick up
 - Handicap Parking





4. Facility Modifications and Remodeling

The building has been previously upgraded to current code with City permission. The building has been upgraded to current code for structural, fire & safety, plumbing, and electrical. As a result, a Certificate of Occupancy was issued on March 24, 2011 by City inspection officials.

(Certification of Occupancy attached with application)

5. Program Hours

Operation Hours (year round):

Monday - Friday:	8:00 AM – 6:00 PM
Drop Off Time:	8:00 AM – 11:00 AM
Pick Up Time:	11:00 AM – 6:00 PM



6. Schedule of Daily Activities

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00am	Arrival & Open Activities (individual choice)				
9:00-9:30am	Large group: Morning Meeting				
9:30-9:45am	AM snack				
9:45-10:30am	Small group: Math & Literacy Activities & Learning Centers	Small group: Math & Literacy Activities & Learning Centers	Small group: Math & Literacy Activities & Learning Centers	Small group: Math & Literacy Activities & Learning Centers	Small group: Math & Literacy Activities & Learning Centers
10:30-11:30am	Outdoor play/Nature exploration time (in small groups)				
11:30-12:00pm	Small group: Creative Activities & Story				
12:00-12:30pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-12:45pm	Prepare for Nap				
12:45-2:30pm	Nap	Nap	Nap	Nap	Nap
2:30-3:00pm	Wake-up, PM snack				
3:00-3:30pm	Learning Centers				
3:30-4:00pm	Small Group: Science, Foreign Lang	Small Group: Science, Foreign Language, etc			
4:30-5:00pm	Outdoor play/Nature exploration time (in small groups)				
5:00-5:30pm	Large group: Review Day & Music/Mvmt.				
5:30-6:00pm	Departure & Independent Activities				

COMMUNITY INCLUSIVENESS

Diverse communities that include among their residents a mix of races, ages, wealth, ideas and beliefs have the raw material for the most vibrant and creative society. However, the presence of these features alone does not ensure a high quality or desirable space. Surveyed residents were asked about the success of the mix: the sense of community, the openness of residents to people of diverse backgrounds and the attractiveness of the City of Sunnyvale as a place to raise children or to retire. A community that succeeds in creating an inclusive environment for a variety of residents is a community that offers more to many.

A high percentage of residents rated the City of Sunnyvale as an "excellent" or "good" place to raise kids and about half of respondents rated it as an excellent or good place to retire. A majority of residents felt that the local sense of community was "excellent" or "good." Most survey respondents felt the City of Sunnyvale was open and accepting towards people of diverse backgrounds. The availability of affordable quality child care was rated the lowest by residents and was similar to the benchmark. The ratings for sense of community and the availability of affordable quality child care had increased compared to 2009.

FIGURE 45: RATINGS OF COMMUNITY QUALITY AND INCLUSIVENESS BY YEAR

	2011	2009	2008	2007	2005	2003	2002
Sense of community	67%	58%	62%	65%	59%	NA	NA
Openness and acceptance of the community towards people of diverse backgrounds	83%	80%	82%	85%	NA	NA	NA
Availability of affordable quality child care	40%	31%	32%	31%	59%	56%	NA
Sunnyvale as a place to raise children	82%	81%	77%	81%	NA	NA	NA
Sunnyvale as a place to retire	53%	55%	61%	49%	NA	NA	NA

Percent "excellent" or "good"

FIGURE 46: COMMUNITY QUALITY AND INCLUSIVENESS BENCHMARKS

	Comparison to benchmark
Sense of community	Similar
Openness and acceptance of the community toward people of diverse backgrounds	Much above
Availability of affordable quality child care	Similar
Sunnyvale as a place to raise kids	Above
Sunnyvale as a place to retire	Below



Out n' About Incentive Chart

As part of the health and wellness focus in our curriculum, we encourage physical activity at Windsor. We're already talking in the classroom about all the different ways we can be active, but now we will also be keeping records of our personal activity at school and home!

The teachers are going to set up an "Out n' About" chart where the children can record their "active" lifestyle. Every time the children do something active, they will receive credit for it on the "Out n' About" chart. Once children earn a certain number of these, they will get a prize from the treasure box!

This "Out n' About" chart will also be wonderful for math (1-to-1 correspondence, counting, addition/subtraction when figuring out how many more stickers needed, etc.) and literacy (initials, beginning sounds, etc.).

All physical activity counts - and YOU can help your children earn points on the chart! Kids can earn points for:

- Walking or biking to/from school
- Having kids share what they did during the weekend (played in the park, went to a kiddie gym, went biking, hiking etc). We'll give weekend bonus stickers out at circle time on Mondays.
- Anything else active that you do, anytime. Do it, share it, earn it!

A healthy body means your child will be able to achieve a healthier mind. Walking and biking provide fresh air and exercise, and will improve the ability of your child to learn. It will also mean that they'll be healthy later in life; getting into a pattern of walking to school can help prevent diabetes, childhood obesity, and other diseases.

PERSONNEL POLICIES

You must provide verification
Accredited school Transcripts
In-service training
Positive Guidance of Young Children
Nurturing Emotional and Social Development in Young Children
Partnering with Parents
Music and Movement for Young Children

EMPLOYEE RIGHTS

- The Windsor Academy, LLC shall provide each employee with a **Notice of Employee Rights** (LIC 9052).
- Each employee shall be asked to sign and date the LIC 9052 to acknowledge receipt of the form.
- A copy of the signed LIC 9052 (11/94) shall be kept in the employee's personnel record.
- If the employee refuses to sign the LIC 9052 (11/94), a dated notation to that effect shall be kept in the employee's personnel record.

STAFF PARKING

Windsor Academy provides convenient on-site parking for its employees in the garage, which has an automatic garage door. If you choose to drive to work, you will be provided with a garage door opener from the Director. This opener can stay in your car for the duration of your employment at the school.

To park in the garage, pull slowly into the Windsor driveway and push the white button on the garage door opener to open the door. Once you have safely parked your car inside the garage, press the same button on the opener to close the door behind you.

Upon termination of employment at the school, staff is required to return garage door openers to the Director.

HIRING PRACTICE

Windsor Academy, LLC promotes the hiring of qualified individuals without regard to race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a Vietnam Era Veteran or disability, provided they meet the position requirements established by the center.



260 S. Mary: Parking Management Plan

Shanam Saini <shanamsaini@gmail.com>

Mon, Mar 25, 2013 at 1:01 PM

To: Ryan Kuchenig <RKuchenig@ci.sunnyvale.ca.us>

Cc: Harmesh Saini <hsaini@aquametrologysystems.com>, Bill Maston Architect <BillM@mastonarchitect.com>

Dear Ryan,

Thank you so much for your continued guidance and support, this morning and for the past couple years.

The new parking ordinance came as a surprise to us. Still, since parking is being underutilized at 260 S. Mary, we feel the impact will be minimal with a modest increase of 6 students. Many of these new students would actually be siblings and would add no additional cars. Moreover, since there is a school policy giving siblings preference on the waitlist, this will continue to be the case for future families.

We have come up with the following management plan to ensure continued efficient parking and circulation.

1. Drive-Through Convenience:

Our arrival and departure routine allows parents to drop off and pick up their child without leaving their vehicle. It's faster than parking and walking into the school. Windsor staff, wearing safety vests, will guide families and will assist children to and from their vehicle.

2. Required Staggered Dropoff and Pickup:

Program	Days	Hours
Full Five	M-F	8:00 am - 6:00 pm
Early Bird	M-F	8:30 am - 12:30 pm
Afternoon	M-F	2:00 pm - 6:00 pm

Core Day	M-Th	9:00 am - 3:00 pm
School-age	M-F	3:00 pm - 6:00 pm

ATTACHMENT D
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The schedules offered to parents inherently require staggered dropoff and pickup times. Some children must arrive at 8:00am, some at 8:30am, some at 9:00am, with full-time students typically arriving 9:30am-11:15am. This means that not all families are arriving at the same time.

Pickup is inherently staggered as well, with some families required to pickup at 12:30pm, some at 3pm, others at 6pm, with full-time students typically picked up 3:30-6pm. Children are assigned to different schedules, so that drop-offs and pick-ups do not occur in any one time slot.

3. Analysis of Transportation:

Our analysis shows that much of the student population is walking and biking to school year-round. Given that this is a mixed residential-commercial location, the school is conveniently walkable for many families.

4. Incentive Program for Walking/Biking to School:

As part of our green program at the school, families—even those that live further away—are encouraged and incentivized to walk and bike school. Through parent education as well as curriculum in the classroom, both parents and children are motivated to walk or bike; consequently, many do. For details, please see the “Out ‘n About Program,” attached to the submitted justification. Looking forward, as the population increases in Sunnyvale, this model of a walkable school will likely become the standard.

5. Carpool Lists:

The school will keep a current carpool list and encourage and incentivize families who choose to carpool.

Over the past year, we have shown the City of Sunnyvale that we are operating smoothly. Given how underutilized the current parking spots are, we are confident that adding 6 students will have minimal impact. We know the City is supportive of local small businesses, especially ones showing a history of smooth, responsible operations. We know that we fall cleanly into that classification, and hope Sunnyvale agrees.

As you know, at this point, we have invested a great deal of effort, time, and money into this project. We are really looking forward to a positive resolution to this.

Thank you again,

Shanam

ATTACHMENT D
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260 S. Mary: Administrative Control - Off-site Enrichment

Shanam Saini <shanamsaini@gmail.com>

Tue, Mar 26, 2013 at 11:08 AM

To: Ryan Kuchenig <rkuchenig@ci.sunnyvale.ca.us>

Cc: Harmesh Saini <hsaini@aquametrologysystems.com>, Bill Maston Architect <BillM@mastonarchitect.com>

Dear Ryan,

I realized I should mention a major administrative control we have used at the school. We strategically schedule children's enrichment classes off-site during peak pick-up time.

On both Tuesdays and Thursdays, if you drive by our facility, you will see that children are walked by staff for biweekly karate lessons across the street at 5pm. The class ends at 6pm and children are picked up directly from the karate studio across the street. Nearly 70% of the student population is enrolled - this number has remained consistent over the past couple years (and is growing due to the major convenience for parents). On Tuesdays and Thursdays, the school parking lot remains empty for hours: close to no cars come to pick up children.

On Wednesdays, the children are walked to nearby Washington Park by the soccer coach, at around 4:30pm. They are picked up directly from the park at 5:45pm by their parents. Nearly 75% of the student population is consistently enrolled.

On Friday mornings, the school has an outdoor day where no child is dropped at school in the morning. All families drop off at Washington Park and all the students spend the entire morning playing in the park, then walk back to school in time for lunch. This includes 100% of the student population.

We go year-round, rain or shine. If it rains, it's California - children wear a light raincoat - and have much more fun.

Out of 5 days in a week, 3 days have significantly reduced # of cars during pickup. At least one morning a week, the parking lot is not being used at all by families.

Given that 260 S. Mary is in a mixed residential commercial neighborhood, there are walkable resources nearby that we are using to, not only enrich children's development, but also greatly reduce the cars coming to the school.

We plan to add activities on the other days as well.

Shanam

ATTACHMENT D
Page 27 of 29

260 S. Mary: Administrative Control - Curriculum

Shanam Saini <shanamsaini@gmail.com>

Tue, Mar 26, 2013 at 12:58 PM

To: Ryan Kuchenig <rkuchenig@ci.sunnyvale.ca.us>

Cc: Harmesh Saini <hsaini@aquametrologysystems.com>, Bill Maston Architect <BillM@mastonarchitect.com>

Dear Ryan,

One last administrative control I wanted to highlight, that reduces the numbers of cars to our school, is our Out n' About program. As part of our health and "green" curriculum, teachers talk constantly to children about being physically active and keep records of when they bike/walk to school.

Attached you will find what our present "Out n' About" incentive chart looks like. Children receive credits for walking and biking. Credits eventually earn them something fun.

Getting into a pattern of walking/biking to school improves children's (and parents'!) health, and also reduces traffic congestion not only at the school, but also in Sunnyvale as a whole.

As you can see, there is quite a bit that we are doing as a school to manage parking. There is tremendous effort to have multiple administrative controls in place, whether it's through curriculum, required staggered children's schedules, scheduling weekly off-site events, the willingness to have drive-thru parking, carpool lists, and so on.

Thanks so much for reading this.

Shanam

2 attachments



IMG_0712.JPG
2441K



Fwd: 260 S. Mary School: Neighborhood Preservation Observations & City Unannounced Inspection

5/13/2013 11:23 AM

Shanam Saini <shanamsaini@gmail.com>
To: Ryan Kuchenig <rkuchenig@ci.sunnyvale.ca.us>
Cc: Harmesh Saini <hsaini@aquametrologysystems.com>

Wed, Jun 5, 2013 at 11:23 AM

Dear Ryan,

The neighbor who appealed the May 15 approval recently made a complaint to Neighborhood Preservation about garage usage by employees. To follow-up, yesterday morning a City inspector was physically sent out unannounced to inspect our garage. She confirmed that we are in compliance.

Would it be possible to append the following email from Mr. Frias to our justification? Mr. Frias made some interesting observations about the timings of these complaints - they are only being made around the time of public hearings, by the same person.

Also, are there any supporting documents or paperwork we can submit to the City for our July 8 meeting?

Thank you so much for your time and continued guidance; it is greatly appreciated.

Shanam

----- Forwarded message -----

From: **Steve Frias** <sfrias@sunnyvale.ca.gov>
Date: Tue, Jun 4, 2013 at 4:11 PM
Subject: Re: 260 S. Mary School: Neighborhood Preservation Observations & City Unannounced Inspection
To: Shanam Saini <shanamsaini@gmail.com>

Mrs. Saini,

I acknowledge receipt of your email and appreciate your effort and cooperation in resolving the issues and assurance of continued compliance.

For information, you are part of the Sunnyvale West Neighborhood Association which is fairly large. You may want to contact Nathan Truitt, Community Services Administrator at 408-730-7472 to discuss organizing a smaller neighborhood association.

Again thank you,

Steve Frias

On Tue, Jun 4, 2013 at 2:43 PM, Shanam Saini <shanamsaini@gmail.com> wrote:
Dear Mr. Frias,

Thank you for speaking with me yesterday morning over the phone. Over the phone, we discussed the

following:

- You explained there have been complaints made about the garage not being used for parking.
- These types of complaints are being made right around the time of public hearing.
- The last complaint from the same person was 2 years ago, and around the time of a public hearing as well.
- The source of the complaints is one person.
- You mentioned that the City has limited staff to go around making unannounced inspections of garage use all the time.

This morning around 8:30am:

- Kristy, a representative from the City, made an unannounced inspection of the garage at our school at 260 S. Mary.
- She found that our 2-car garage had a teacher's car parked there, and confirmed this with the teacher.
- There was also an open spot for another car in the garage, accessible to the second teacher.

We will continue to comply with all conditions of approval set forth by the City of Sunnyvale. Please see attached photos of our garage. Beyond the the city requirements, as a neighborhood school, it is our priority to be good neighbors.

As a school, we would like to be proactive about resolving issues directly, rather than getting the City involved. We understand the City has limited staff to conduct inspections. To this end, we're setting up a Windsor Neighborhood mailing list to maintain and strengthen the positive relationships we have already built with the surrounding neighborhood. We hope this one neighbor will take advantage of our willingness to be communicative, cooperative, and respectful of all nearby residents.

Would you please acknowledge having received this email? I hope it is okay to share this matter and our conversation with the City.

Really appreciate your time. Thank you so much.

Sincerely,
Shanam Saini

--
Steve Frias
Neighborhood Preservation Specialist
Neighborhood Preservation Unit
City of Sunnyvale, Department of Public Safety
sfrias@sunnyvale.ca.gov
408-730-7613

2 attachments