



**AGENDA**  
**NEWMAN PLANNING COMMISSION**  
**REGULAR MEETING OF JULY 18, 2013**  
**CITY COUNCIL CHAMBERS, 7:00 P.M., 938 FRESNO STREET**

1. Call To Order.
2. Pledge Of Allegiance.
3. Roll Call.
4. Approval Of The Agenda.
5. Approval Of Minutes From The January 17, 2013 Meeting. ([View Minutes](#))
6. Items From The Public.
7. New Business
  - a. Public Hearing ([View Report](#))
    - Use Permit No. 2013-01
    - Variance No. 2013-01
    - Applicant:** Ana Corona
    - Description:** The Operation Of A Child Care Center/Preschool In The P-O Professional Office District And Approval Of Parking That Is Inconsistent With Adopted Off-Street Parking Standards.
    - Location:** The Subject Property Is Located At 1017 "N" Street, Approximately 75 Feet South Of Yolo Street.
8. Items From Commissioners.
9. Items From Director And Staff.
10. Adjournment.



**MINUTES**  
**NEWMAN PLANNING COMMISSION**  
**REGULAR MEETING OF JANUARY 17, 2013**  
**CITY COUNCIL CHAMBERS, 7:00 P.M., 938 FRESNO STREET**

1. **Call To Order** - 7:03 P.M.
2. **Pledge Of Allegiance**
3. **Roll Call PRESENT:** Sloan, Coleman, Lucas, Maurer And Allan.  
**ABSENT:** None.
4. **Approval Of The Agenda.**

**ACTION:** On Motion By Maurer Seconded By Coleman And Unanimously Carried, The Agenda Was Approved.

5. **Approval Of Minutes From The December 20, 2012 Meeting.**

**ACTION:** On Motion By Lucas Seconded By Coleman And Unanimously Carried, The Minutes From The December 20, 2012 Meeting Were Approved.

6. **Items From The Public** - None.

7. **New Business**

- a. **Non-Motorized Transportation Plan**

**Applicant:** City of Newman

**Description:** Review And Recommendation Of The Draft Non-Motorized Transportation Plan To The City Council

**Location:** Various Sites Within The City Limits

City Planner Ocasio Reviewed And Presented The Non-Motorized Transportation Plan.

Commissioner Coleman Asked For Clarification On The Difference Between Class II And Class III Bike Lanes.

City Planner Ocasio Replied That The Difference Is Tied To The Amount Of Separation Between Bikes And Automobiles.

Commissioner Maurer Mentioned That She Was Curious As To How The County's Plan Would Work In Relation To This Plan By The City.

Maurer, Allan And Sloan Praised The Thoroughness Of The Non-Motorized Transportation Plan For Its Completeness.

**ACTION:** On Motion By Sloan Seconded By Coleman And Unanimously Carried, The Planning Commission Recommended That The Non-Motorized Transportation Plan Be Adopted By The City Council.

## **8. Items From Commissioners.**

Commissioner Sloan Reminded Everyone About The Upcoming Ag Land Preservation Conference From 8:00 AM To Noon On Saturday, January 26<sup>th</sup>.

## **9. Items From Director And Staff.**

City Planner Ocasio Mentioned That The Planning Department Was Currently Working On SCM Homes' Rezoning Application And A Complete Streets Project Which She Estimated Would Be Before The Commission In Late Spring/Early Summer. Ocasio Reported That The 125<sup>th</sup> Anniversary Meatloaf Fundraiser Was A Success. She Reminded Commissioners That The Term For The Planning Commission's Architectural Review Representative And One Planning Commissioner Were Expiring Next Month.

## **10. Adjournment.**

**ACTION:** On Motion By Lucas Seconded By Coleman And Unanimously Carried, The Meeting Was Adjourned At 7:31 P.M.

**CITY OF NEWMAN  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**PLANNING COMMISSION MEETING DATE:** July 18, 2013

**AGENDA ITEM:** 7.a.

<b>UP</b>	<b>#13-01</b>	<b>Operate a child care center/preschool in the P-O Professional Office District</b>
<b>VA</b>	<b>#13-01</b>	<b>Approve day care/preschool parking that is inconsistent with adopted Off-Street Parking standards in the Newman Municipal Code</b>
<b>APN</b>	<b>128-011-002</b>	<b>Applicant/Owner: Ana Corona</b>
<b>CEQA</b>	<b>Exempt</b>	

**REQUESTS:**

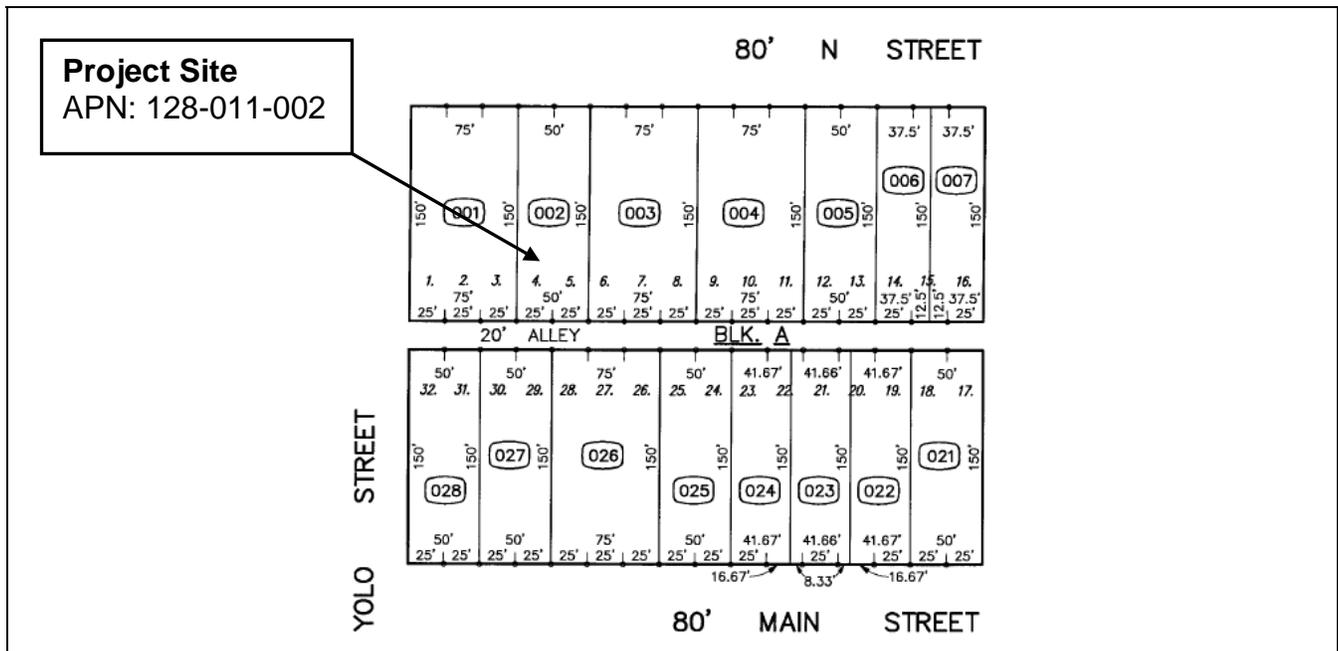
1. The operation of a child care center/preschool in the P-O Professional Office District.
2. Approval of day care/preschool parking that is inconsistent with adopted Off-Street Parking standards.

**LOCATION:**

The subject property is located at 1017 "N" Street, approximately 75 feet south of Yolo Street.

**ENVIRONMENTAL ASSESSMENT:**

Pursuant to the California Environmental Quality Act (CEQA) and the City of Newman Environmental Quality Guidelines, it has been determined that this project is categorically exempt from the provisions of CEQA.



**LAND USE:**

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<b>Property</b>	<b>Land Use</b>	<b>Zone</b>	<b>General Plan</b>
Subject site	Vacant	P-O	DC
North	Residential	P-O	DC
South	Residential	P-O	DC
East	Commercial	C-2	DC
West	Residential	R-3	CR

P-O = Professional Office District  
R-3 = Multiple Residential  
CR = Central Residential

C-2 = General Service Commercial  
DC = Downtown Commercial

**SIZE OF PROPERTY:** Parcel – 7,500 square feet  
Site – Approximately 4,500 square feet  
Building – Approximately 1,100 square feet of which 814 will be used for the proposed use.

**ACCESS:** N Street

**ORDINANCES:**

NMC 5.01.070: General Zoning Definitions

NMC 5.17.030: Off-street parking requirements

NMC 5.25.020: Conditional use permits

NMC 5.25.030: Variances

NMC 5.28: “P-O” Professional Office District

**PROJECT DESCRIPTION:**

The site plan identifies a former residence being converted into a day care/preschool facility. The building is approximately 1,100 square feet of which 814 square feet will be utilized for the proposed use. This area includes classrooms, restrooms and open space. The applicant is proposing to operate year-round Monday through Friday from 7:30am to 6:00pm. The facility will be closed on weekends and 31 additional days (2013/2014 school year) in observance of various holidays and winter/summer breaks. Activities at the site will include the daily drop off and pick up of children, day care/preschool activities as well as three special events per year (Christmas, Dia del Niño and Graduation). All activities will take place inside the facility and rear yard area, not visible to the public.

**BACKGROUND:**

The applicant contacted the City of Newman in late winter of 2013 in regards to establishing a day care/preschool at 1017 N Street. Upon obtaining confirmation that the zoning of said parcel was commercial in nature, the applicant proceeded with the state licensing process. Unfortunately, due to an administrative error, the applicant was not notified of the Conditional Use Permit (CUP) requirement by frontline staff. The Community Development Department was made aware of the proposed use in early June and notified the applicant of the CUP requirement. Upon meeting with the applicant, staff determined that both a CUP and Variance would be necessary for the proposal.

Staff received the use permit application on June 14, 2013. The applicant is requesting the use permit in order to operate a day care/preschool within the City of Newman. The applicant desires to provide all-day child care and a dual language preschool program in the area. Her goal is to provide educational services to the community that will not only compliment but prepare students for the Newman Crows

Landing Unified School District's dual immersion program currently in place at Von Renner Elementary School.

In addition to providing a necessary service in the area, the applicant will also be creating three full-time employment opportunities. The proposed use is commercial/service in nature as is the "P-O" District. The applicant states that their proposed use will be beneficial to the community and not constitute a nuisance or be detrimental to the general welfare of the public.

**ANALYSIS:**

*Land Use:* The subject site is zoned "P-O" (Professional Office District), as are surrounding properties to the north and south. Neighboring properties to the west and east are R-3 (Multiple Residential) and C-2 (General Service Commercial), respectively. The zoning code identifies the proposed use as a permitted use with a conditional use permit. Per municipal code requirements, the applicants have applied for said use permit.

*Development Standards:* NMC 5.24.020.C States "Nonconforming buildings and uses shall be brought into conformity or eliminated as quickly as possible, consistent with the rights of the owners and users thereof, for the purpose of promoting the public health, safety, comfort, convenience, prosperity, and general welfare." The proposed use will bring both the building and use into conformity with the Municipal Code and General Plan land use designations; meeting code requirements.

Newman 2030 General Plan:

*"[In Central Residential designated areas] Parking for adjacent commercial uses shall be permitted as a discretionary use" (GP LU-15).*

The proposed use is adjacent to a General Plan designated Central Residential area, therefore parking in said area(s) may be permissible with the Planning Commission's concurrence.

*"Development within areas designated Downtown Commercial shall be consistent with the goals of and the design guidelines within the City of Newman, Downtown Revitalization Plan" (GP LU-18).*

Please refer to analysis under the Downtown Revitalization Plan subsection below.

*Policy LU-1.1 The City shall encourage development of a scale and type that is compatible with the existing scale and character of Newman.*

The proposed use will be utilizing an existing structure and converting it from a residential to a commercial/service use; eliminating the existence of a legal nonconforming use. The proposal will not only be compatible with the immediate area through the use of an existing building but will initiate the implementation of land use conversion on that block (as per the zoning district).

*Action LU-2.4 seeks to "...Ensure consistency with the General Plan in terms of the permitted uses and development standards."*

The subject site was designated as Downtown Commercial as a part of the 2030 General Plan update; the proposed use is consistent with this designation.

*Policy LU-7.3 states "The City shall promote the clustering of public and quasipublic uses such as schools, parks, child care facilities and community activity centers. Joint-use of public facilities shall be promoted, and agreements for sharing costs and operational responsibilities among public service providers shall be encouraged."*

The location of the proposed use is within both the Downtown Revitalization Plan and Highway 33 Specific Plan Areas. It is within close proximity to downtown and easily accessible by the public; consistent with this policy.

*Policy LU-7.6 The City shall encourage the development and operation of childcare facilities.*

The proposed use will allow the City to implement its own General Plan policy as well as provide a necessary service to the community.

Highway 33 Specific Plan

The Plan requires that “...development along the Highway Corridor complements the Downtown core and is consistent with Newman's small town character.”

Given that the proposed use will be within an existing structure, it will complement the downtown core and small town character. Additionally, the conversion from legal nonconforming use to conforming use will initiate the conversion of uses on this block to be consistent with both the zoning district and General Plan designation.

Additional Specific Plan Principles include:

1. *Establish a unifying theme and vision for the Highway Corridor.*

This project serves as an additional step towards the Highway Corridor vision and may initiate commercial activity near the City's northern entrance.

2. *Strengthen and enhance Downtown as the Central Business District.*

The project site is designated as Downtown Commercial in the General Plan and is keeping with the plan's goal of stimulating the economic growth of the Highway 33 corridor to create a commercial corridor centered around downtown.

*Implementation Policy A.5 “Encourage the transition and/or relocation of non-conforming uses to more appropriate sites within the City boundaries.”*

Through the approval of the proposed use, the City will be complying with this policy. The end goal for the subject block will to convert all residential uses to commercial/service uses. As with all land use conversions, the first is often the catalyst to spur future development.

*Guideline 7 [Site Design and Parking]: “Ensure all parking areas are located away from the Highway...”*

The project applicant will require her staff to park on adjacent side streets; consistent with this guideline and GP LU-15 above. Additionally, parents/guardians will be advised that the street frontage will be utilized for drop off and pick up only.

Downtown Revitalization Plan (DRP)

The Plan is intended to promote the development of businesses in Newman, among other things. The DRP Vision Statement states “*Downtown Newman will continue as the focal expression of commerce and civic ideals for the community and will serve as a model for new development in the area and for future expansion... The essential functions necessary for the conduct of business will be ensured.*”

The proposed use would be a new business/service in the area, consistent with identified General Plan, Zoning District, DRP and Highway 33 Specific Plan land uses.

According to DRP §IV.C “*Off-street parking areas in downtown that are located between the street and the adjacent building can create several negative visual impacts and are not conducive to pedestrian use. To avoid the possibility of creating a detrimental environment for pedestrian users of the downtown, existing and new "infill" buildings should not attempt to meet parking requirements strictly with off-street parking.*”

Through the approval of the requested Variance, the Planning Commission would be consistent with the DRP. Given the project site's location, adequate on street parking (on side streets) for staff and on street loading for parents/students is expected to be adequate.

DRP §IV.E.1 states “*The overall mass of a building in downtown Newman should be compatible which surrounding buildings. This includes new infill buildings or existing buildings.*”

The proposed use will utilize an existing building; meeting this requirement.

*Landscaping/Open Space:* NMC §5.28.060.G. requires that a minimum 10% of the total lot area be landscaped. The submitted landscaping plan identifies approximately 2,280 square feet (or about 51% of the site) of landscaping; meeting code requirements.

*Parking:* NMC §5.17.030.E requires “1 space per 6 students, with a minimum of 5 spaces”. With this formula; the proposed project would require four (4) off-street spaces however the minimum requirement increases it to five (5). Given the existing layout of the site and its location on “N” Street (Highway 33) the off-street parking requirement is neither feasible nor desired (staff does not recommend backing into “N” Street; classified as an arterial in the General Plan). With the existence of GP LU-15, Specific Plan Guideline 7 and DRP §IV.C staff is supportive of the applicant’s alternative parking plan utilizing side streets.

#### Use Permit

NMC §5.25.020.A states that “the purpose of requiring a conditional use permit is to ensure the proper integration of uses which, because of their special nature, may be suitable only in certain locations and to provide that such uses are arranged or operated in a particular manner... [and] allows a particular use or activity not allowed as a matter of right within a zoning district.”

Nursery, preschool and day care facilities are categorized as a conditional use in the “P-O” district and must be approved through the use permit process. The Planning Commission may deny any use permit application that is “...found to be objectionable or incompatible with the character of the City and its environs due to noise, dust, odors, traffic, lack of off-street parking, or other undesirable characteristics.” The proposed use will be completely contained within the site and shall be out of view from the public. No objectionable noise, dust, odors or lack of necessary parking is anticipated.

#### Variance

NMC 5.25.030 (F) states “Neither personal, family, or financial difficulties; the loss of perspective profits; or the existing of neighboring violations shall constitute justification for a variance.” However, according to the California Governor’s Office of Planning and Research, the following issues must be considered in order to approve a variance: special circumstances applicable to the proposal site (such as size, shape, topography, location and surroundings) exist, an "unnecessary hardship" depriving the applicant of privileges enjoyed by nearby properties is present, the use for the proposed variance is already allowed in that zone, the determination that the variance will not be a grant of special privilege and the existence of supportive findings for approval.

Upon staff’s review, the proposal site does have special circumstances, a hardship does exist, the proposed use is conditionally allowed in the zoning district and that variance approval should not be a granting of special interest.

*Environmental Review:* Pursuant to applicable standards, the California Environmental Quality Act (CEQA) and the City of Newman Environmental Quality Guidelines, it has been determined that this project is categorically exempt under Article 19, Class 32 (In-Fill Development).

*Findings:* The Planning Commission may approve, or conditionally approve, a use permit application only if the following findings can be made:

1. The proposed conditional use permit is substantially consistent with the General Plan and this title.

Pro: The General Plan identifies the project site as Downtown Commercial, this designation “... provides for retail and service uses...public and quasi-public uses, and similar and compatible uses” (GP LU-18). Given that the zoning code identifies nursery, preschool and day care

facilities as a compatible use (with an approved use permit) it can also be identified as a compatible use per the General Plan.

Con: The General Plan does not directly identify the proposed use for the Downtown Commercial designation.

2. The proposed use will not constitute a nuisance or be detrimental to the public health, safety, and general welfare, and will be in the best interest of public convenience and necessity.

Pro: The proposed use will be entirely contained within a building and rear yard area, away from public view. In addition, the applicant will be providing a necessary service in a convenient location for the community as well as providing employment opportunities for local residents. Staff does not anticipate any detrimental effect to public health, safety and general welfare.

Con: The proposed use will cause a modest traffic/parking increase in the surrounding area during drop off and pick up times (7:30-9:15am and 5:00-6:00pm, approximately).

3. The site is adequate in size and shape to accommodate the proposed use, building(s) and all related activities.

Pro: Located on "N" Street, the project site was initially a residence; at approximately 814 square feet of usable space, the location provides adequate space and access for the applicant's business needs and meets California State Licensing requirements for commercial day care centers.

Con: None

4. The site relates to streets and highways in such a manner that the type and quantity of traffic generated by the subject use will not have an adverse impact on the surrounding area.

Pro: The applicant is proposing the primary use of the building's front doors. They anticipate an average of 4 employee and up to 46 customer vehicular trips per day. The current level of service (LOS) for "N" Street is "A", with an approximate daily volume of 8,200 vehicles (GP EIR 4.13-7); the addition of 50 vehicles will not adversely affect the LOS for "N" Street.

Con: Given the parcel's location and orientation on "N" Street, the proposed use may cause increased traffic/parking during peak drop off and pick up times (7:30-9:15am and 5:00-6:00pm, approximately).

5. The proposed use will be compatible with the surrounding neighborhood.

Pro: The proposed use will be entirely contained within the site and should not cause any detrimental effects on the surrounding neighborhood.

Con: The proposed use may increase noise levels in the immediate areas during recess; however with its location on "N" Street (Highway 33), the increase is expected to be negligible.

The planning commission may approve/conditionally approve a variance application only if the following findings can be made:

1. The variance does not form a grant of special privilege inconsistent with the limitations on other properties in the same zoning district and the vicinity.

Pro: Given that the subject property is located in an established former residential area where lack of off-street parking is common and the existence of GP LU-15, Specific Plan Guideline 7 and DRP §IV.C, approval of the proposed alternative parking plan does not form a grant of special privilege.

Con: Given that other properties within the general area abide by parking standards, approval of this request may constitute a granting of special privilege.

2. The variance will not be detrimental to the public health, safety and general welfare.

Pro: The proposed use will be entirely contained within a building and rear yard area, away from public view. It is expected that four (4) vehicles will require parking during business hours and 23 vehicles will utilize the site's frontage for drop off and pick up. Additionally, a search performed by staff found that at least 115 licensed commercial day care centers exist on California highways such as State Route 33. Given that the applicant's staff will utilize side streets for parking, that the day care/preschool has adopted a Parking Safety Policy for parents/guardians and that the State Division of Community Care Licensing does not have objections to the proposed location of the day care/preschool facility, staff does not anticipate any detrimental effect to public health, safety and general welfare.

Con: The proposed use will cause a modest traffic increase in the surrounding area during drop off and pick up times (7:30-9:15am and 5:00-6:00pm, approximately) and the utilization of approximately four (4) on-street parking spaces during business hours.

3. The variance will not substantially impair the purposes of this title or the General Plan.

Pro: Given that the proposed use is conditionally permitted within the zone district and approval of the request does not authorize a use that is inconsistent with the General Plan, approval of the variance will not substantially impair the purposes of this Title or the General Plan. In fact, GP LU-15 permits commercial parking in adjacent Central Residential areas with Planning Commission concurrence.

Con: None.

4. The subject property has special circumstances or conditions whereby the strict application of the zoning ordinance standards would deprive the property of privileges enjoyed by other properties in the same zoning district and the vicinity.

Pro: Given that the existing subject property does not have off-street parking and that direct ingress/egress from "N" Street (Highway 33) is discouraged, the off-street parking requirement imposes limitations on conforming to the requirements in the code. Coupled with the existence of other neighboring properties without off-street parking and GP LU-15, Specific Plan Guideline 7 and DRP §IV.C policies; the strict application of the zoning ordinance may deprive the applicant of privileges that could be enjoyed by other properties in the same zoning district and the vicinity and therefore depriving her of rights available to others within the same zone

Con: Given that other properties within the vicinity and same zone district comply with the development standards identified within the municipal code, the subject property is not deprived of privileges enjoyed by other properties in the same zoning district and the vicinity.

5. The variance will be compatible with the neighborhood.

Pro: Given that other parcels lack off-street parking within the general area and that the City has adopted policies encouraging alternative parking plans in the downtown area; the variance will be compatible with the current neighborhood.

Con: Given that the proposed use would not provide any off-street parking and potentially increase traffic and decrease available parking, the variance may not be compatible with the neighborhood.

Public Comment

Public Notices were mailed out to surrounding property owners within a 300' radius on July 1, 2013 and published in the West Side Index on Thursday June 27 and July 4, 2013. As of this date (7-12-13), no comments have been received.

**CONCLUSION:**

The proposed project is a permitted conditional use within the zoning district. A conditional use is defined as a "use which is listed as a conditional use in any given district... [which] may be required to meet certain requirements as a condition precedent to the granting of [said] use permit." (NMC §5.01.070) NMC §5.25.020 states that "The Planning Commission shall be responsible for determining the merits of a conditional use permit application." With approval of a use permit, the proposed use will be consistent with the General Plan and Zoning Code. In addition, the proposed use will provide a necessary service to the community, provide early educational opportunities and increase economic activities within the City. Per the municipal code, staff has provided the Commission findings supporting both approval and denial. Given the potentially positive effects and supportive findings, staff recommends approval of the conditional use permit.

Each area of land is, to some degree, unique as to its suitability for and constraints on development. Development standards (such as parking) imposed under the zoning code cannot foresee all conceivable situations peculiar to the development of every property at every moment, but are designed as general standards applicable to most situations. Variances, if appropriately administered, are intended to provide flexibility, adaptability, and reasonableness in the application and administration of the zoning code where special or extraordinary conditions exist; given that minimum criteria (i.e. findings) justifying the deviation are met and that the extent and impact of said deviation will be that which is reasonably necessary to meet said conditions.

Newman Municipal Code section 5.25.030 states that "The purpose of granting a variance is to allow, in certain cases, deviation from the strict application of the setback, building height, lot coverage, usable floor area, usable open space, floor area ratio, off-street parking or landscaped area requirements of the title, when appropriate. A variance may be granted only where the literal enforcement of the requirements of the title would involve practical difficulties or cause undue hardship that would necessarily deprive the property owner of reasonable use of the land or buildings involved by reason of the exceptional narrowness, shallowness or unusual shape of a parcel of property [and the] exceptional topographic conditions, natural features, existing improvements or other extraordinary situation or physical conditions." The proposed use is conditionally permitted use within the zoning district; however NMC §5.17.030.E requires five (5) parking spaces for said use.

Staff finds that, given the project site's location on "N" Street (Highway 33) and existing improvements, an extraordinary situation does exist on the subject property. Per the municipal code, the Planning Commission may grant the variance on the basis of "extraordinary situation". This situation coupled with the policies outlined in GP LU-15, Specific Plan Guideline 7 and DRP §IV.C justifies the granting of a variance. Staff has provided the commission findings supporting both approval and denial. Given the existence of supportive findings and supporting City policy, staff recommends approval of the variance.

**CONDITIONS OF APPROVAL:**

Should the Planning Commission grant the applicant's request for a Conditional Use Permit and Variance; staff recommends the following conditions of approval:

1. Applicant shall ensure that all parents/guardians comply with the School's adopted Parking Safety Plan.
2. All staff shall utilize side streets (Yolo/Mariposa Streets) for parking.
3. Site frontage shall solely be utilized for loading/unloading during business hours.
4. A maximum of three (3) special events shall be permitted at the site on an annual basis. Number of events is subject to annual review by staff and/or the Planning Commission.

Standard Conditions

5. All plans shall be consistent with the site plan, reflecting amendments as approved.
6. Any proposed modifications of a significant and/or permanent nature to the approved use, site plan or elevations, involving building exteriors or square footage, fence/walls, or major landscaping modifications, may require approval of a new use permit application.
7. It shall be the responsibility of the applicants to convey copies of the conditions of approval to all contractors and sub-contractors.
8. All contractors performing work relative to this project shall obtain City of Newman Business Licenses, prior to start of work on the project. All work performed on the project shall comply with the requirements of the State Business and Professions Code.

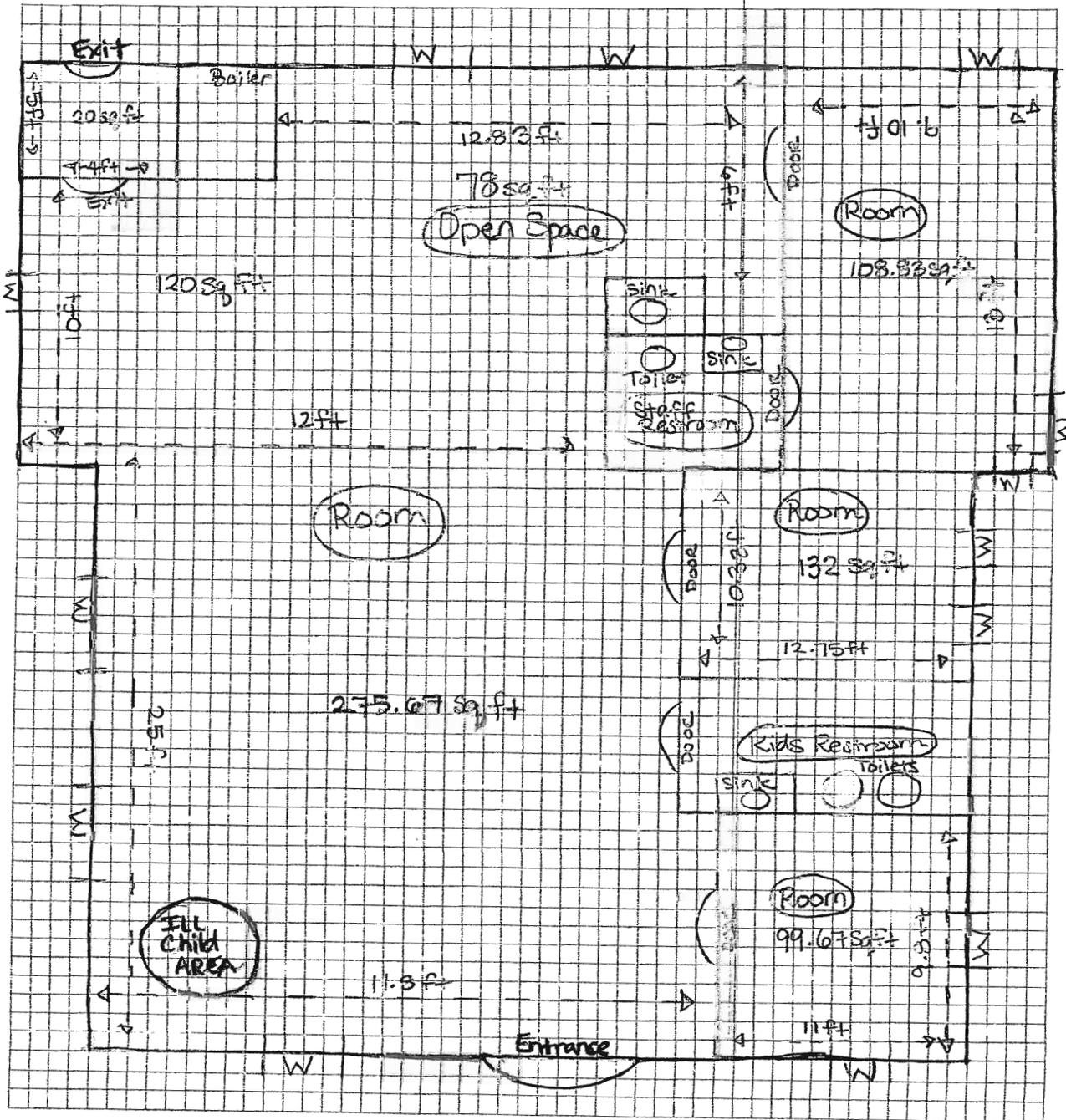
**ATTACHMENTS:**

1. Exhibit A, Submitted Floor & Yard Plan
2. Exhibit B, Aerial Photo
3. Exhibit C, Operational/Environmental Statement
4. Exhibit D, Findings of Fact
5. Exhibit E, Site Photographs
6. Exhibit F, Preschool Parent Handbook
7. Exhibit G, Letters of Support

# FACILITY SKETCH (Floor Plan)

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Circle the names of the rooms that will be used by staff/residents/clients/children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME: Primeros Pasos ADDRESS: 1017 N St. Newman, CA 95360

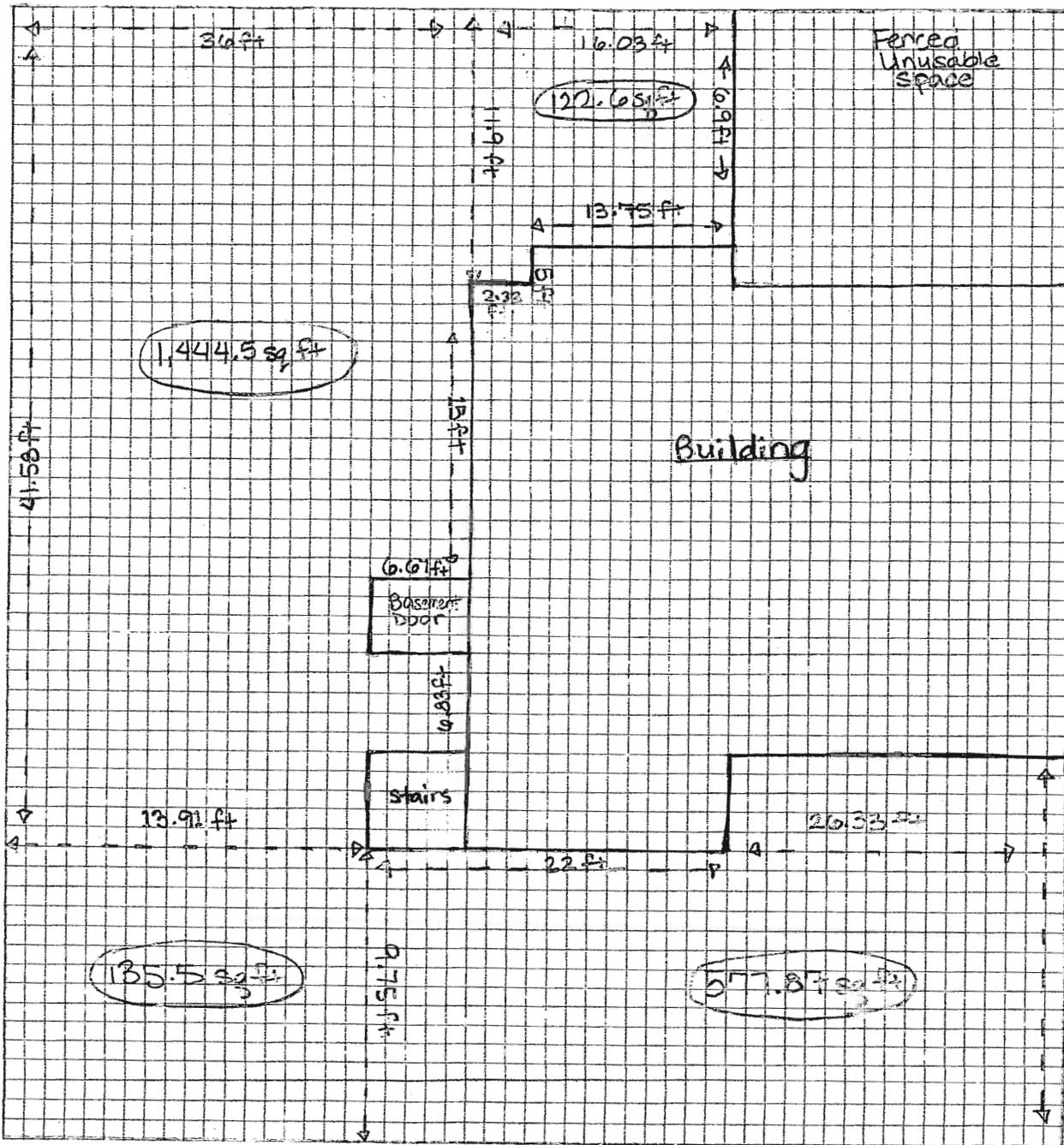


Approx: 814 sq ft

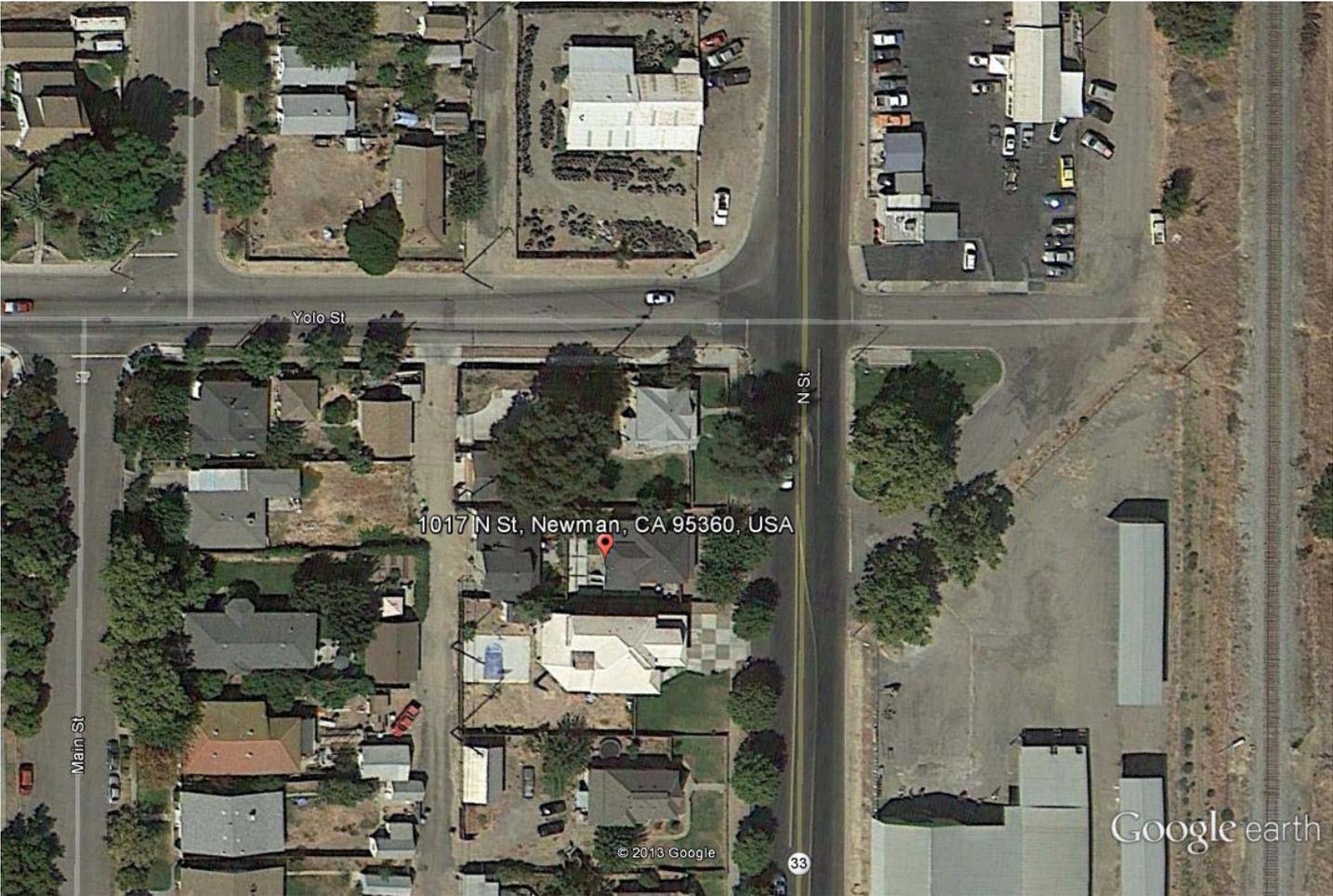
### FACILITY SKETCH (Yard)

The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Show any potential hazardous area such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

FACILITY NAME: Primeros Pasos ADDRESS: 1017 N St. Newman, CA 95360



Approx: 2,280 sq ft



Google earth



Operational/Environmental Statement Checklist

1. Please provide the following information:

Assessor's Parcel Number:  
Applicant(s) Name: Ana M. Corona  
Address: 1614 Glacier Bay Lane, Newman, CA 95360  
Phone Number: 209-324-1206

Building's Address: 1017 N St., Newman, CA 95360

2. Describe the nature of your proposal/operation (please be specific).

Pending approval, this building will be used as an all day childcare center. The center will provide a dual language preschool program for children ages 3-5.

3. What is the existing use of the property?

The property was a residence prior to the applicant leasing it.

4. What products will be produced by the operation? Will they be produced on-site or at some other location? Will these products be sold on site? Explain.

No products will be produced at this site as it will serve as an educational program.

5. What are the proposed operational time limits?

Months: Year Round  
Days per week: Monday through Friday  
Hours (from 7:30a.m. to 6:00p.m.)

6. Will there be any special activities or events?

Yes, on special occasions, such as Christmas, Dia del Niño, and graduation. Events will be divided so as to minimize the amount of parents that visit the school at one given time.  
Frequency: Tentatively 3 times a year.  
Hours: 2-3 hours between the hours of operation, 8:00a.m.-6:00p.m.

Are these activities indoors or outdoors?

Activities will be held indoors and/or outdoors, depending on the nature of the event.  
Outdoors, meaning specifically, the backyard.

7. How many customers or visitors are expected?

Average number per day: 23 children, ages 3-5

Maximum number per day: 23 children

What hours will customers/visitors be there? 7:30a.m.-6:00p.m.

8. How many employees will be there?

Current: 3 TBH

Future: 3 TBH

Hours they work: Between 7:30a.m.-6:30p.m.

Do any live on site? No

9. What equipment, materials or supplies will be used and how will they be stored? If appropriate, provide pictures or brochures.

The only materials used will be educational material, which will be stored in the facility.

10. Will there be any service and delivery vehicles?

No

11. Number of parking spaces for employees, customers and service/delivery vehicles. Type of surfacing on parking area.

There are public parking spaces all throughout the block and around the corner on Mariposa Street. Parking for parents and staff will not be an issue since this area has plenty of street parking. Parents will only use the parking spaces when dropping off and picking up their children which will be for loading and unloading purposes only.

12. How will access be provided to the property/project? (street name)

Access will be provided from N Street.

13. Estimate the number and type (i.e. cars, trucks) of vehicle trips per day that will be generated by the proposed development.

Assuming the childcare center will be fully enrolled, there will only be 23 families served, maybe less depending on whether some of these spaces are taken by siblings.

14. Describe any proposed advertising including size, appearance and placement.

Postcards will be sent to the surrounding areas and a sign will be placed in the front yard with the school's name and logo.

15. Will existing buildings be used or will new buildings be constructed? Indicate which building(s) or portion(s) of will be utilized and describe the type of construction materials, height, color, etc. Provide floor plan and elevations.

The existing building will be used. Please see attachment.

16. Is there any landscaping or fencing proposed? Describe type and location.

No

17. What are the surrounding uses to the north, south, east and west boundaries of the property?

The building is located in a commercial area, in between two residences; however there are a few businesses relatively close.

(Environmental Review)

18. Will this operation, or equipment used therein, generate noise above or in excess of neighboring parcels?

No

19. On a daily or annual basis, estimate how much water will be used by the proposed development, and how will it be disposed?

We do not anticipate wasting too much more than other residents in the area as we will only be operating Monday through Friday from 7:30a.m.-6:00p.m..

20. On a daily or weekly basis, how much wastewater will be generated by the proposed project and how will it be disposed?

N/A

21. On a daily or weekly bass, how much solid waste (garbage) will be generated by the proposed project and how will it be disposed of?

N/A

22. Will there be any grading? Tree removal? (Please state the purpose, i.e. for roads, building pads, drainage, etc.)

N/A

23. Are there any archeological or historically significant sites located on this property? If so, describe and show location on site plan.

N/A

24. Locate and show all bodies of water on application plot plan or attached map.

N/A

25. Show all existing ditches, gullies, ravines, and natural drainage courses on the plot plan.

N/A

26. Will hazardous materials or waste be generated or used as part of this project? If so, what is it and how will it be shipped and/or disposed?

N/A

27. Will your proposal require use of any public services or facilities? (Le. Schools, parks, fire and police protection or special districts?)

No

28. How do you see this development impacting the surrounding area?

This project will provide a much needed service to our community. It will support the dual language program in one of the schools and will assist all our schools in having better prepared kindergartners next year. It will also help our working parents as there is very little all day child care available in the area.

29. How do you see this development impacting schools, parks, fire and police protection or special districts?

This development will have a positive impact on our schools and community as it will support working parents and their children. It will also assist schools by helping children be better prepared for kindergarten. The other departments will not be affected.

30. If your proposal is for commercial or industrial development, please complete the following:

Proposed Use(s): Dual Language All Day Childcare/Preschool

Square Feet or Building Area(s): Approximately 1100 square feet

Total Number of Employees: 3

Building Height(s)

Conditional Use Permit Findings of Fact

**1. The proposed conditional use permit is substantially consistent with the General Plan and this Title.**

This building will be used as a dual language preschool/daycare. This building is in a commercial zone and easily accessible to parents who commute to and from work. The building's interior has been remodeled in order to conform to California State Licensing requirements. Please see attachments.

**2. The proposed use will not constitute a nuisance or be detrimental to the public health, safety, and general welfare; and will be in the best interest of public convenience and necessity.**

The proposed use will not constitute a nuisance or be detrimental to the public health, safety, and general welfare, since the proposed use is strictly to provide educational services. This service will be very beneficial to this community. There is a high demand for all day childcare and a need for a dual language preschool program in this area. One of our elementary schools has recently started a dual language program and there is a possibility other schools will follow. Our schools are struggling with their test scores and this program will support students before they enter elementary school in both English and Spanish.

**3. The site is adequate in size and shape to accommodate the proposed use, buildings(s), and all related activities.**

The building is approximately 1,100 square feet, out of which 814 square feet is usable space. According to California State Licensing requirements, there needs to be 35 square of indoor space per child. This allows for 23 children to be served in this building. The building's interior has been modified to serve the needs of 23 children, (see attachment). Per California State Licensing requirements, there needs to be 75 square feet of usable outdoor space per child. The yard provides approximately 2,000 square feet of usable space.

**4. The site relates to streets and highways in such a manner that the type and quantity of traffic generated by the subject use will not have an adverse impact on the surrounding area.**

Parents who commute to and from work usually drive through N St. Our location will be convenient for these parents since they will basically just have to pull over and drop off their children. Traffic flow will not be affected since these parents usually transit this road when going to work anyway. There are sufficient parking spaces along N Street as well as around the corner on Mariposa Street located a short distance from the building. The building's capacity allows for 23 children, of which not all children will be dropped

off at the same time. Parents will be asked to arrive before 9:30 a.m. This gives parents a two hour window to drop off their children. Pick up time will be at 6:00 p.m., at which point there are still many available parking spaces along the above mentioned streets.

**5. The proposed use will be compatible with the surrounding neighborhood.**

All day childcare is in high demand in Newman as there are very few places where working parents can leave their children. This childcare center will also serve as a dual language preschool, which will prepare children for kindergarten in both English and Spanish. Von Renner Elementary School has recently begun a dual language program, and there is a possibility that other schools will follow. This center will support our schools by preparing these children for any of the schools they choose to enroll in. Statistics show that bilingual children tend to have more academic success than their monolingual peers. This program will support our schools in properly preparing our children for elementary school, which in the long run may assist in raising our low test scores.

There are very few commercial locations in Newman that meet the California State Licensing requirements. The few spaces available do not have the yard space required for children. Many working parents find themselves in the need to search for childcare outside of Newman. Having this program in this area will be a great benefit for our community.

\*Applicant holds a B.A. in Communicative Disorders and completed 16 units in Child Development core units, along with over 10 years experience working with children.









Parent Handbook  
2013-2014

Knowing a second language ... enhances creativity and academic success, it makes connections between generations stronger, and it allows an individual to connect with more of the world. It is a "boundary eraser" in all senses of the word.

-Kendall King and Alison Mackey (Adelman Reyes & James Crawford 2012)

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Dear Primeros Pasos Families and Friends:

Welcome to The Primeros Pasos family! We hope your experience with us is filled with fun, warmth, and support.

Primeros Pasos offers a dual language preschool program in which children can grow socially and emotionally while learning about other cultures as well as their own. Statistics show that bilingual children tend to have more academic success than their monolingual peers. Primeros Pasos firmly believes that the sooner children begin to be exposed to another language, the more beneficial this will be for the child. Preschool is the best place to start, as "early immersion in a second language takes advantage of children's special metalinguistic, psycholinguistic, and cognitive capacities to learn language" (Genesee 1984; Lambert 1984; Carrera-Carrillo & Rickert Smith 2006). At Primeros Pasos Preschool we believe preschool is the first step in a long and productive educational experience.

We are committed to the position that strengthening a child's self-esteem through the cultivation of skills, interests, and positive peer relations is the best road to a lifelong exposure to learning in a group setting. Our goal is to help develop each child's self-esteem by promoting intellectual, physical, and social growth while supporting his or her path to bilingualism. The sociocultural advantages of knowing more than one language include a greater intercultural understanding and tolerance as well as an appreciation and respect for cultural differences (Cloud, Genesee, and Hamayan 2000; Carrera-Carrillo & Rickert Smith 2006). Primeros Pasos is committed to providing a safe, productive environment in which children can develop the ability to relate to others peacefully and learn to appreciate the rich diversity of people they will encounter in life.

Parents are considered partners in the education of young children and are encouraged to actively participate in the life of the preschool. Please read this handbook carefully. The purpose of this handbook is to orient you with our philosophy and the policies and procedures followed on a daily basis. If you have any questions or concerns regarding the care your child receives, please feel free to contact the Director.

Thank you for choosing Primeros Pasos Preschool. We look forward to serving you and your family.

Sincerely,

Ana M. Corona  
Founder

# The History

Primeros Pasos' Founder, Ana Corona, holds a B.A. in Communicative Disorders and has over 10 years experience working with children. Language has always been her passion, and she has dedicated countless hours to researching other successful dual language programs.

After many years of working with children, our founder's dream was to offer this community an educational program that would prepare children for kindergarten in both English and Spanish. Preschool is an important step towards laying a strong foundation in our children's future, and what better way to lay that foundation than by doing it in two languages?

Language and social development are crucial at this age, and the advantage that bilingual children have is undisputable. This is why we believe a dual language program is not only beneficial, but necessary for the children in our community. Our goal is to get children excited about learning in a place where they are valued and respected.

We truly believe preschool is not only the necessary step before kindergarten, but also the first step in a long road that may eventually lead to a higher education. When children are taught the importance of education at a young age, they will continue to value it as they grow older, feeding their motivation to excel throughout their educational trajectory. The best place to begin is with the first step, at Primeros Pasos.

## Mission Statement

Our Mission is to provide an art-based, dual language program that values each child's unique creativity while fostering their bilingualism.

## Mission Goals

- Create safe environments for children to learn and grow intellectually, physically, socially and emotionally.
- Allow children to develop proficiency in English and Spanish as a first or second language with expectations for the child's age and abilities.
- Understand and appreciate other cultures.
- Offer a unique program that is rich in diversity, supports families, and has dedicated staff.
- Foster children's self-esteem and respect for themselves and others.
- Encourage self-directed behavior and empowerment.

# Community

The Primeros Pasos Preschool (PPP) is built around the concept of "family". Community is built from the relationships made with our families, neighborhoods, staff and school. We believe all of us can make a difference. Enrichment activities encourage children to play active roles in their community.

## **Parent Involvement:**

Families are encouraged to participate in our program on a regular basis. We invite parents to attend our orientation/Open House in the fall and our Back to School Night in the spring.

The following are ways in which each parent can get involved at PPP:

- Attend orientation/Open House
- Attend Back to School Night
- Fundraising/donations
- Attend potlucks/preschool graduation
- Communicate daily with school staff
- Attend Parent/Teacher conferences
- Attend classroom events
- Read newsletters and other publications

## **Anti-Discrimination:**

It is the policy of PPP, that all programs and activities of the school or any of its contractors or vendors will be conducted without regard to any person's race, color, national origin, marital status, disability, sex, sexual orientation, religion, creed or age.

## **Special Needs:**

We will attempt to provide reasonable accommodations for any child with special needs. Please let the Director know if your child has any special needs that require accommodations.

## **Non-Religious Statement:**

PPP is not associated with any specific religious denomination, nor do we practice any religious teachings.

# Philosophy

Primeros Pasos Preschool is an art based, dual language program. We provide an atmosphere where children feel their uniqueness is valued and respected. We value relationships and believe that children learn and develop best in a warm environment, with teachers that genuinely care for them.

Our theory is that we learn second languages in the same way we learn our first, by being exposed to the language itself and using it in meaningful ways. Our classrooms provide plenty of opportunities that invite children to explore and be free to make new discoveries every day. By planning and providing developmentally appropriate activities, we guide children to develop socially, emotionally, and physically. We strive to provide a bilingual environment with plenty of literacy based activities and encourage healthy language development on a daily basis.

Our diverse community encourages children to appreciate and learn about other cultures, as well as their own. Preschool is a child's first experience in a school setting. Our goal is to provide a school setting where children are excited about learning and look forward to a lifelong joy of learning.

# Getting Started

## ENROLLING AT PRIMEROS PASOS:

At the time of enrollment:

1. Complete a registration packet for each child you wish to enroll and send an email with your child's name and age to [primerospasosprek@yahoo.com](mailto:primerospasosprek@yahoo.com) if you wish to receive important notices regarding your child's enrollment via email. If space is unavailable, your child's name will be placed on a waiting list.
2. Pay registration fee and deposit. Both the registration and deposit fees are non-refundable/non-transferable and only apply for the current year of application.
3. Complete and return the enrollment packet to the Director. Enrollment packet includes the following information:
  - Parent Agreement
  - State Licensing Forms
  - Physician ReportMany forms are required by California Community Care Licensing regulations. PPP cannot provide preschool services until all forms are received, signed by parents, and reviewed by PPP.
4. Current students are automatically enrolled for the following school year; there is no need to reapply, but certain forms will need to be updated.
5. Siblings of currently enrolled students are guaranteed a spot. Please notify the Director the January prior to the desired fall start date in order to reserve a spot.
6. Schedule a site visit with the Director or attend the orientation meeting at the start of the program. This gives parents and children a chance to familiarize themselves with the environment, locate their cubby, and meet staff.
7. The first tuition payment is due on or in advance of your child's first day at PPP. Please see the tuition schedule.

## Arrival and Dismissal

The following procedures are used for arrivals and departures:

Arrival	Departure
<p>Authorized adult must:</p> <ul style="list-style-type: none"> <li>• Accompany child in to center.</li> <li>• Write exact time of arrival and <b>full legal signature</b> on sign in sheet.</li> </ul>	<p>Authorized adult must:</p> <ul style="list-style-type: none"> <li>• Come in to program and pick up child.</li> <li>• Sign child out with <b>full legal signature</b> and exact time of pick up.</li> </ul>

PPP closes promptly at 6 p.m. Please pick up your child before this time. The fee for late pickup is \$1.00 per minute/per child after 6 p.m. After 6:30 p.m., Child Protective Services or the Newman Police Department may be called if the child is still in our care.

Late fees are per child. If you have two children enrolled, you must pay the late fee for each child. For example, if you have two children and are late five minutes your total fee will be \$10.00 (\$5/child).

After three late pick-ups the fee increases to **\$2.00 per minute/per child** for each late pick-up thereafter. Consistent late pick ups of three or more will result in suspension without reduction in daily fees and may result in termination of services.

For the safety of the children, and in order to comply with California Community Care Licensing regulations, parents are required to sign in children when they arrive and sign them out at the end of the day with a full legal signature. If someone other than the designated person or parent is picking up your child, we must get a written notice or phone call from a parent/guardian. Any person picking up your child will be required to show a picture ID. If we have not received verbal or written consent from a parent/guardian that someone else will be picking up your child, your child will not be released. Any person picking up or dropping off a child must be 18 years of age or older.

In accordance with the California Community Care Licensing, parents must not be under the influence of, consume, or possess an alcoholic beverage or illegal drug

while on the PPP premises. It is the responsibility of the Director not to release children to a parent who appears to be under the influence of drugs or alcohol.

**Absences:**

Please contact the school, when your child will be absent during any part of his/her regularly scheduled attendance. If you do not speak directly to a staff member, please leave a message on the school voicemail or email the director. If your child will be out due to an illness, please offer that information in order for the school to remain informed of any illnesses, particularly those which are contagious or easily spread.

**Tardiness:**

Students arriving to school tardy can be disruptive to the classroom structure and flow of the school day. It may also cause children to fall behind their peers. Our Spanish lesson begins promptly at 9:30am. You must contact the school if your child will arrive after **9:15am** and provide a doctor's note if the tardiness is due to a doctor's appointment. Repeated tardiness will not be tolerated. A child arriving late without any prior notice to the school will not be accepted to school. No child will be accepted after 12:00pm, regardless of prior notification.

# Fees

2013 - 2014 School Year Rates:

	<b>Weekly Tuition Fees</b>
<b>Days Per Week</b>	3 - 5 year olds \$120 per week
5	Monday through Friday: 7:30a.m. - 6p.m.
*\$25 for Drop In care: Drop In subject to availability. Drop In Children must be potty trained.	

Please note the daily rate is a flat fee even if your child only attends a few hours.

**Refunds:**

There are **no refunds or make up days** for sick days or other absences. No refunds for regular tuition fees during school breaks or holidays will be issued. The only unpaid weeks will be the two weeks of winter break and the one week of summer break. All other breaks, including the Thanksgiving break will be paid as regular weeks.

**Tuition Payment:**

Tuition is due every Friday. It is the responsibility of the parent/guardian to pay tuition on time. There is no reduction of fees for days missed by children. Holidays taken by the school are NOT discounted or credited. Winter Break and Summer Break are discounted and will not require payment. Payment for the week following these two breaks will be due before or on the day of return.

- A written and/or verbal reminder will be issued for fees not collected by the Monday following tuition due date.
- If payment is not received by the following Monday at 6pm, a \$35.00 late fee will be charged. If payment is not received within 3 days of the due date (the following Tuesday), the child will no longer be enrolled in the School.
- A \$35 fee will be assessed for returned checks (NSF, stopped, or other).
- Delinquent accounts will be sent to a collection agency as designated by PPP.

## Clothing and Belongings

All children are required to have one extra set of clothes in case of accidents or spills at school at all times. This extra set of clothing should include a shirt, pants, underwear, and socks. When any item of clothing is used, a replacement must be brought to school the following day. The extra set of clothing should be brought and kept in a **gallon Ziploc bag (no larger)** clearly labeled with your child's name. All clothing must be labeled with a laundry marking pen or permanent marker.

Children must wear appropriate shoes at all times. Sandals of any type are not recommended and pose a safety risk to the child. Appropriate shoes are those that a child cannot easily slip out of, cover the toes, and do not have slippery soles. Any child not wearing appropriate shoes, as decided by the Director, or not wearing shoes at all will be required to be picked up by the parent.

Transitional objects such as "blankies" or soft stuffed animals may be brought to school to make a connection from home to school, helping the transition go smoother. We ask that you keep all other toys at home. Children have plenty of items to work with at school. Many hurt feelings arise when toys get lost or broken. The school is not responsible for lost or broken objects or clothing.

## Birthdays and Celebrations

A birthday is recognized as a special day in a child's life. Some families choose to send a treat for their child to share with the class on this day. If you would like to send a treat to celebrate your child's special day, please make arrangements with your child's teacher beforehand. As PPP is a **Peanut Free Zone**, please make sure the treat is peanut-free. Distribution of party invitations will not be allowed at school unless all children in the classroom are invited.

In attempt to be sensitive to all children's needs, please let us know if there is a holiday or celebration you would not like your child to participate in. Also, if you would like to share one of your family cultures or traditions with us and are willing to participate in sharing it with us, please feel free to let us know.

Piñatas will not be allowed at school to celebrate any occasion.

## Image Policy

Teachers, directors, and families often take photographs or videos of students, classrooms, and school related activities or events. Photographs or videos (referred to as "images") taken by school representatives will only be used by the school for school related projects. The use of these images and projects may include, but are not limited to: postings in the classroom, used in projects, newsletters, event flyers, memory books, and the school website. Please notify the Director in writing if you do not wish your child's image to be captured by school representatives, otherwise consent will be implied.

PPP does not consent to the use or public sharing of any images captured of our students, staff, classrooms, or logo without prior permission of the proper representative of those individuals or items captured in the image. Families are strongly encouraged to seek permission prior to reproducing or publicly (internet or other) sharing images of children other than your own.

## Communication

Parent conferences are scheduled at least once a year. Unless a concern arises, this will be the only formal conference. We look forward to meeting with you and sharing your child's progress. It is our great pleasure to see the children develop in so many ways right before our eyes. If there is a concern you would like to discuss, a meeting can be arranged with your child's teacher and the Director. We want to make sure the best decisions are made for your child through parent and school collaboration.

Contact with the teachers throughout the school day should be kept brief, in order not to distract them from the supervision of the other children. Please be aware of the notices posted on the parent boards, parent pockets, and postings near the sign in/out sheets or on the classroom door. These notices may contain valuable information and require your attention or action. Notices will also be sent via email if you send the initial email to [primerospasos@yahoo.com](mailto:primerospasos@yahoo.com) at the time of registration.

# Health Policy

All immunizations must be up to date. Children must have a completed Physician's Report state form, as required by Community Care Licensing, signed by their doctor. An alternative immunization schedule must be communicated to the Director and a California School Immunization Record Personal Beliefs Affidavit must be signed.

The preschool is licensed as a Non-Administering site and will administer no medications, lotions or sunscreen.

If your child is sick, arrangements should be made for them to stay home or with another caregiver. This precaution must be taken to reduce the spread of contagious diseases and to ensure your child is comfortable. A child who has a fever, vomits or has diarrhea, is considered sick and should not attend school. Any child who shows signs of pink eye (conjunctivitis), strep throat, ringworm or any other contagious illness should not return to school unless they have a doctor's note stating they are no longer contagious.

If your child has lice, we ask that you notify us as soon as possible, whether the child is attending that day or not. This is necessary in order to make sure that we take the appropriate steps to stop the spread of lice to the other children. In such case, we would ask that all children's bedding be taken home to wash immediately. We have a no nit policy, which means that we will do a thorough head check before a child who is found to have lice is accepted at school.

We follow the advice of the Department of Health in excluding children with symptoms of communicable diseases. If your child has any of these symptoms, please make other arrangements for their care:

- Diarrhea: Two or more watery stools in a 24-hour period or one bloody stool.
- Vomiting: Vomiting once in the past 24 hours.
- Coughing: Cough is excessive enough to cause the child to turn blue in the face or whooping sounds are present.
- Rash: Body rash, heat, or allergic reaction. Especially accompanied by a fever.
- Eyes: Mucus, pinkeye, or puss draining from the eyes.
- Sores: Oozing sores which cannot be covered.

- Sore throat: Especially if accompanied by a fever or swollen glands.
- Lice, scabies: Children must be free from lice or nits before returning to preschool.
- Chicken Pox: contagious skin irritation accompanied with fever.
- Fever: Temperature of 100°F or above without fever reducing medication.

**Allergies:**

PPP is a **Peanut Free Zone**. If you decide to bring in snacks or a treat for your child's classroom, please make sure the snack is peanut-free and make arrangements with your child's teacher beforehand.

## Field Trips

Primeros Pasos Preschool may plan field trips when the budget permits. Transportation will be decided depending on the field trip taken. Parents will receive information regarding any planned field trip at least 30 days before the trip. Permission slips will be required before any child is allowed to attend a field trip. Any parents who wish to attend the field trip, must be cleared by PPP by providing T.B. test and background check clearance prior to attending.

# Holidays

Following is a list of holidays and school closures for the current school year. Please know that these dates are subject to change. You can check our website for an up-to-date holiday, tuition, and event calendar. Please note that we close for one week in December (Winter Break) and one week August (Summer Break).

## 2013 Holidays/School Closures:

First Day of School (2013-2014)	July 29 <sup>th</sup>
Summer Break	July 22 <sup>nd</sup> through July 26 <sup>th</sup>
Labor Day	September 2 <sup>nd</sup>
Indigenous People Day/Dia de la Raza	October 8 <sup>th</sup>
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving	November 28 <sup>th</sup> and 29 <sup>th</sup>
Winter Break	December 23 <sup>rd</sup> through January 3 <sup>rd</sup> (school resumes January 6 <sup>th</sup> )

## 2013 Holidays/School Closures:

Dr. Martin Luther King Jr. Day	January 21 <sup>st</sup>
President's Day	February 18 <sup>th</sup>
Spring Day	March 29 <sup>th</sup>
Memorial Day	May 27 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
First Day of School (2013-2014)	July 29 <sup>th</sup>
Summer Break 2014	July 21 <sup>st</sup> through July 25 <sup>th</sup>

## Program Hours

We are a FULL-DAY preschool with program hours from 7:30 a.m. - 6:00 p.m. The earliest drop off is 7:30 a.m. and the latest is 9:15 a.m. Although your child's teacher may be in the classroom a few minutes earlier, under licensing regulations we cannot accept children before 8:00 a.m. Please wait for your child's teacher to open the door at 8:00 a.m. and then escort your child into the classroom to sign them in.

All children must be dropped off no later than 9:15 a.m. and picked up before 6:00 p.m. If there is an emergency and you are running late for pick-up or drop-off, please call the school as soon as possible.

There will be a fee of \$1 per minute/per child for late pick ups. Consistent late pick ups of three or more will result in a late fee increase of \$2 per minute/per child, suspension, and can result in termination of services. If a child is not picked up by 6:00 p.m., the school will contact the designated persons on the Authorized Release list to pick up your child. If your child is not picked up by 6:30 p.m., we will assume there is an emergency and will contact the Newman Police Department or Child Protective Services.

\*\*\*Transportation will not be provided by Primeros Pasos Preschool. Parents or guardians are responsible for getting their children to and from the center.

## Rest Time

Rest time is from 12:45 p.m. to 2:45 p.m. Children are not required to sleep, but are encouraged to rest. Your child will need either a *small*, child sized, sleeping bag or blanket in a plastic or cloth bag, labeled with your child's name (small pillows are optional). Sleeping bags will be sent home on Fridays to be washed. Sleeping bags must be brought back to school the following Monday. **Parents may be required to return to school if a child does not have a sleeping bag for rest time.**

## Meals

Breakfast, lunch, and afternoon snack will be provided. Menus are posted. Meals will be catered and transported to the school. **OUTSIDE FOOD IS NOT ALLOWED.** Please do not bring any food for your child to consume while in school. In the case of allergies or dietary restrictions, arrangements must be made with the Director and classroom teacher prior to mealtime.

## Emergency

In the event of an emergency:

- PPP staff is trained in CPR and First Aid.
- A designated staff will contact the Emergency Medical System (911).
- The director will contact the parent/guardian or if the parent/guardian cannot be reached, the child's alternate emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team and/or parent/guardian.
- An accident/incident report will be completed and kept at the school.

### Emergency Phone Numbers:

Emergency Medical System	9-1-1
Child Protective Services	800-558-3665
Office of Emergency Services	209-552-3600
Poison Control	800-876-4766
Police Non-Emergency	209-862-2902
Red Cross	209-523-6451

In case of emergency or natural disaster where evacuation is necessary, the children will be walked to the Newman Fire Department located at 1162 N Street, Newman, CA 95360, (209) 678-0357 or to St. Joachim's Church located at 1121 Main St., Newman, CA 95360, (209) 862-3528.

### Mandated Child Abuse Reporting:

Childcare providers are mandated child abuse reporters and required by law to report any suspected cases of child abuse or neglect. Referrals may be made to CPS without conferring with the parents.

# Discipline Policy

We have chosen to use positive discipline as our discipline policy. When a child deviates from our set classroom rules, the child will be asked to go to the designated Stop and Think area. Children will be coached and cued to:

**Stop!** What's the problem?

**Think** of a possible solution- What might happen?

**Give it a try...**

**Behavior Reports:** If the behavior persists, parents will be given a Behavior Report. Three Behavior Reports will lead to an Incident Report.

**Incident Reports:** If a child's behavior is such that another child or staff member is hurt significantly, (i.e., blood is drawn, medical assistance is needed, etc.) for example, hitting, kicking, biting, or other behavior of the sort, parents will be given an Incident Report. An Incident Report may also be given if the incident warrants more significant action. Any behavior that jeopardizes the safety of the child or others will warrant an Incident Report.

Level 1: One Incident Report: Report will be sent home.

Level 2: Two Incident Reports: Parent Teacher Conference will be required before child returns to school.

Level 3: Three Incident Reports: Child will be suspended.

Level 4: Any Incident Report from here on out will lead to termination of services.

Severe incidents of any kind or incidents in which a parent is disrespectful to other students, parents or staff will lead to immediate termination of services.

## Termination of Services:

1. Failure of parents/guardians of child to abide by the agreement, rules, regulations and guidelines of the school.
2. The school determines that it is unable to meet the needs of the child and/or parent/guardian.

3. The school determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
4. Parent's disrespectful behavior towards another child, parent, or staff will result in termination of services.
5. Any form of continued aggressive behavior including: slapping, kicking, biting, etc.
6. Five late pick-ups.
7. Two late payments.

# Primeros Pasos Preschool

## FIRST DAY OF SCHOOL

Your completed paperwork, a copy of your child's immunizations, and payments are required on or before your child's first day of school.

1. In a zip lock baggy, please bring a complete change of labeled clothes for your child, including:

- shirt and/or sweatshirt
- pants and/or shorts
- socks
- underwear
- Please bring a box of tissue paper.

If your child is not yet potty trained, please bring the following:

- pull ups
- wipes
- box of disposable gloves

The above items must be **replaced** as needed or requested by the teacher.

2. Please bring a labeled sleeping bag.

- \*Every Friday the sleeping bag will be sent home with the child to be washed. Please return it to school on Monday morning.

3. Inside the school is a designated parents' area. This area will have a calendar and important classroom information. Please ask the teacher if you are unable to locate this area.

4. A newsletter is sent home every other month to keep you informed of all important school activities and dates. The newsletter along with other important papers can be located in your child's parent pocket or can be emailed to you if you request to be on the email list.

5. Communication is a must! Feel free to talk to any of the teachers if you have any questions or concerns about our program.

# Parking Safety

Our families' safety is our number one priority at Primeros Pasos. This is why we have come up with a set of parking guidelines that will help you get your little one to school in the safest way possible.

Please do not park across the street, as there is no crosswalk.

Park alongside N St (Hwy 33), or on Mariposa St., which is located a short walking distance away.

When parking on N St., use caution when opening the driver's side door and only load and unload children towards the sidewalk.

Please make sure to supervise children at all times.

Thank you for your cooperation!

Please sign below confirming that you have read and understand the parking safety guidelines.

---

Parent/ Guardian Signature

---

Date

# Primeros Pasos Preschool

## Parent Handbook Acknowledgement

I agree to cooperate with the general policies of Primeros Pasos Preschool to perform the obligations of parents or guardians set forth in this Handbook and to abide by the policies and procedures provided by PPP. My signature below indicates that I have read and understand the policies and procedures of PPP.

Child's Name: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this page to the Primeros Pasos Preschool or your child's teacher before your child's first day of class.

July 12, 2013

To Whom It May Concern;

I am writing this letter in support of Ana M. Lopez-Corona's efforts to open a Dual Immersion Preschool in Newman.

First, I would like to speak to Ana as a person and a professional. I have known her for over four years and she is an outstanding individual. We have developed a friendship that was born from a teacher-parent relationship. Ana decided to teach her daughter, in first grade, to read, write, and speak Spanish at home (a decision that I as the classroom teacher fully supported). Over the years I have learned of her passion for early childhood education. She is the perfect person to launch a Dual Immersion Preschool here in our town.

Second, I believe a Dual Immersion Preschool is an ideal option for parents who are wanting to enroll their children in the NCLUSD's Dual Immersion Program at Von Renner. Preschool provides essential skills for school success. I can't think of a better way to prepare children for a Dual Immersion Elementary Program than a Dual Immersion Preschool.

If you have any questions answer please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, reading "Anne E. Shoemaker". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Anne E. Shoemaker  
729 Whitechurch Way  
Newman, Ca 95360  
(209) 585-7953

July 15, 2013

To Whom It May Concern;

My name is Valerie Valenzuela and I have been a resident and a part of the Newman community for over 20 years. I am writing you this brief letter to hopefully help you understand why our community would benefit from a Dual Immersion Preschool. I am a parent of children who attend Von Renner Elementary, and I have a kindergartner entering the Dual Immersion Program at Von Renner this coming school year. With the changes taking place at Von Renner in regards to the DLI program, I would have to say that a Dual Immersion Preschool would benefit the children entering the DLI program for the next school year and years to come. The DLI Preschool would have the students kinder ready in both languages not just one. A preschool teaching children in both languages is what we need to give our students a better advantage academically and socially in our community, since it is a predominantly Spanish and English speaking community. Statistics show that the earlier another language is introduced to a child the better chances he or she will have in learning both languages. My thoughts are why not give our students a head start in a Dual Immersion preschool, so that they will have an even better outcome in the DLI program at Von Renner as well as in the other elementary schools. I feel the DLI preschool would be a great academic addition to the Dual Immersion program already being established at Von Renner Elementary.

Sincerely,

A handwritten signature in black ink that reads "Valerie Valenzuela". The signature is written in a cursive style with a long, sweeping underline.

Valerie Valenzuela  
Substitute Teacher NCLUSD  
2247 Mt. Rainier Ct.  
Newman, CA 95360  
(209) 485-2556

July 15, 2013

To Whom It May Concern:

I have known Mrs. Ana Corona for the last 10 years. I have found that she is great with children. She is very passionate about education and wants to help build a foundation for our community's youth.

When Mrs. Corona spoke to me about her wanting to open a dual immersion preschool, I thought that it was a wonderful idea, not only because she is so great with children but because this community does not have many options for preschool. I am a mother of four, two are in school and one will be preschool aged next year. I have thought over and over about my child's options when it comes time for her to be enrolled in preschool and there is really only one preschool option for her. I feel that by opening another preschool this will provide me and other parents with more options. I think that this preschool would be very beneficial to our community and can fit right in with the districts dual immersion program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Gonzalez', followed by a large, stylized flourish or initial.

Elizabeth Gonzalez  
1302 L St  
Newman, Ca. 95360  
(209)410-1606

July 13, 2013

Re: Primeros Pasos Dual Immersion Pre-school

Dear Sirs and Madams:

I would like to give my full support to the Pre-school Primeros Pasos, as a long time citizen of Newman I have seen the limited options we have for early education. A dual immersion pre-school would be beneficial to our community. It would give our children an introduction into the diversity of our country and give the Spanish speaking only children and easier integration into the English language. I have spoken with Mrs. Ana Corona & our conversations have given me an insight into the curriculum of Primeros Pasos Pre-school. I feel Mrs. Corona has put a great deal of effort and hard work into trying to go along with the dual immersion program that will be offered in our elementary schools this upcoming school year. Please take this as my formal recommendation for The Primeros Pasos Pre-School.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mavi Bracamontes', written over a light grey rectangular background.

Mavi Bracamontes  
1506 Q Street  
Newman, Ca. 95360

July 12, 2013

City of Newman  
938 Fresno St.  
Newman, CA 95360

To Whom It May Concern:

I have been a Newman resident all my life, and I am writing this letter to support Primeros Pasos Dual Immersion Preschool. I believe this community would greatly benefit from a preschool program that supports bilingualism in children and prepares them for kindergarten. Our schools need all the support they can get, and this program would fit perfectly with Von Renner's existing dual immersion program.

Please allow Primeros Pasos Dual Immersion Preschool to open its' doors so that we as a community may reap the benefits of this wonderful opportunity. —

If you have any questions or require any more information, please feel free to contact me at the number listed below.

Thank you,



Juan Carlos Mendez  
1318 Eucalyptus Ave,  
Newman, CA 95360  
(209) 410-8055



February 1, 2013

To Whom It May Concern,

This letter is to verify that Ana M. Corona was employed at The Crayon Box Preschool (License # 384001502) as a Teacher Assistant with children ages two through five from September 1, 2007 to August 30, 2011. Her duties included direct supervision, classroom management, and planning age appropriate activities. Ms. Corona worked full time, approximately 2000 hours per year.

In August 2011, Ms. Corona was promoted to Parent Coordinator where she has worked for the past two years.

If you require any additional information, please feel free to contact me at 415 334-9008.

Thank you,

Adriana Razo  
Executive Director