

PROJECT NARRATIVE

Please consider our application to bring a second location of Leicester Early Learning Center to 803 Main Street. This will be a full day, Monday through Friday, child care center serving children infants through school-age, just as our current location does. Our goal is to help promote healthy, safe, environmentally friendly, educational opportunities for children while having fun and learning. We will also provide support, resources and guidance for families.

My name is Patricia Shevory and I have been an owner and director of child care centers for over 33 years. We currently own the Leicester Early Learning Center and have reached our capacity at that location. After an in-depth needs assessment, and with more families moving into the community, we see there is a strong need in Leicester for more child care. We'd like to open a second location to accommodate those needs. We feel as though 803 Main Street is a great location for this second facility. Extensive planning and research have shown that this will not present any disadvantage to the environment, and only positive advantages to the neighborhood and community.

When at full capacity we will be licensed to serve 58 children with 9 staff members. We will be open from 6:45 am to 5:30 pm and we will never be open longer than this. We will obtain and maintain a license by the Department of Early Education and Care. We will care for children ages 2 months to nine years. We are required to follow all the Massachusetts Department of Early Education and Care requirement and regulations. Including staffing, classroom sizes, enrollment numbers, and all health and safety practices.

The building's main floor is 4,500 square feet. We are looking to rent the east side of the building that will include 2,700 square feet (60% of the main floor space)

Water and Sewer is through the Leicester Water District

Parking

Child care brings the largest volume during morning drop off and evening/afternoon pick up. As parents work schedules and travel time varies, so does pick up and drop off times for the families.

We anticipate never more than a few parents picking up or dropping off at the center at any given time. We have four spaces directly in front of the entrance for this and three others in front of the other business in the building for any over flow (this business typically only uses one spot and never has clients/customers in the building).

The parents will have specific times for drop off and pick up that they must stick to, for staffing reasons. The children are ready for the parents when they come so it is a quick in and out on a daily basis.

Vehicles are on the property for less than five minutes at a time. Average of 10 vehicles per hour between 6:45-10 am and 3-5:30 ppm.

Teacher spots are located around the driveway to the back of the building leaving an easy flow in and out for child drop-off and pick-up. Fewer than 10 employees park daily and arrive/departing in increments in relation to the number of children at the school.

On site we have access to 16 parking spaces

The child school yard fencing is located to the East of the parking spaces and a Jersey barrier will be installed to prevent any cars from hitting the fence.

Traffic

Street traffic should not be affected

We will serve approximately 35 families per day when at full capacity. Because we service infants through school-age children, it has been our experience that even with our max amount of 58 children enrolled, we will only have approximately 35 families, due to siblings. Vehicles will enter and exit from Main Street into the parking exit/entrance on the east side of Main St. This entrance/exit is large enough for an outgoing and incoming car to pass easily. Traffic will be dispersed between 6:45 am and 5:30 pm with the majority in the morning/ evening.

Health and safety

The Department of Early Education and Care will be our licensing agent. They require many extensive health policies that will need to be in place prior to getting licensed and allowing children into the center. Under these policies, we are required to write an extensive health care policy.

All children and staff attending are required through the Department of Early Education and Care to have up-to-date vaccines and annual physicals on file.

All staff members will be first-aid and CPR certified as well as complete the required training by the Department of Early Education and Care on; anti-choking, USDA nutrition, reducing the risk of SIDS, and the five rights of medication.

We have a health care consultant with a BS in Nursing to assist us when needed.

Neighborhood Safety

When the children are outdoors, they are supervised within the confines of the fenced in playground which will be directly off the front and side of the building.

Children will be able to access the playground directly from the classroom. Gates in the fencing will be secure, where no child will be able to open the gate without an adult.

The fence will be a 6-foot-tall white vinyl privacy fence. This will come off the side and front of the building.

Emergency Planning

We are required by the state to have an annual fire inspection with documented monthly fire drills and training.

A building inspection is required annually and before we can obtain a license through the dept of Early education and care

The entire evacuation process is contained within the property of 803 Main Street.

External Changes:

A Chapter 34 is being completed by a licensed Engineer to change the use. We will make sure to acquire all permits as required by the town to do any interior or exterior work.

(Currently we will be looking to improve the current second exit to meet code requirements)

All landscaping will be improved, properly maintained, and groomed.

The dumpster will remain in the back lower lot