

Town of Sturbridge:

Please consider our application to bring Sturbridge Early Learning Academy to the town of Sturbridge. Sturbridge Early Learning Academy will be a full day, Monday through Friday, child care center serving children infants through school-age. 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.

Our names are Patricia Shevory and Jessica Garneau, two professionals in the field who together have over 40 years of experience in early education. Patricia currently owns a child care center in the town of Leicester, and has also owned one in Spencer. Being in business for 29 years has given her the necessary skills to open another school. Patricia has a Bachelors in Elementary Education from The University of Massachusetts, and a Master's degree in Early Childhood Education from Worcester State University. Jessica has been working alongside Patricia for 6 years teaching and directing. She has her bachelor's degree in Early Childhood Education and Psychology from Worcester State University. Both have extensive backgrounds and knowledge in the early childhood education field through many different positions ranging from teacher to director and owner.

We have found through a comprehensive needs assessment and demographic study that there is a need for child care in Sturbridge, especially infant care and full day care. We think that 440 Main Street is the perfect, centrally located space for this facility. Extensive planning and research have also shown that Sturbridge Early Learning Academy will not present any disadvantage to the environment, and only positive advantages to the neighborhood and community.

Potential Topics for Discussion:**Operations**

- At full capacity we will be licensed to serve 78 children with 11 staff members.
- We will be open Monday through Friday from 6:30-6:00. Our hours may be shorter than this, but will never be longer.
- We will be licensed by the Department of Early Education and Care.
- We will care for children ages 2 months to nine years.
- Staffing at max will be 11. We will always follow the Department of Early Education staffing requirements.

Signage

- We plan on keeping the existing signs in place only adding a new logo and lettering, upon approval.

APPROVED
JUN 26 2018

**TOWN OF STURBRIDGE
PLANNING BOARD**

Noise

- Sturbridge Early Learning Academy will follow Massachusetts regulations for quiet hours, 9PM-7AM.
- Children will always be supervised, indoor or out by sight of a staff member. Supervision and keeping children healthy and safe are our number one priority.
- Classrooms will rotate scheduled outside times, resulting in less children in the playground at once.

Traffic

- Street traffic should not be effected by Sturbridge Early Learning Academy.
- Sturbridge Early Learning Academy will serve approximately 45 families per day when at full capacity. Because we service infants through school-age children, it has been our experience that even with 78 children enrolled, we will only have approximately 45 families.
- Vehicles will enter and exit from Main Street, with two accesses.
- Traffic will be dispersed between 6:30 am and 6 pm with the majority of flow during the morning and evening.

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 one time. 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 6:30 am-10 am and 3 pm-6 pm.
 - Fewer than 12 employees parking daily and arriving/departing in work in increments in relation to the number of children at the school.
- At capacity, the maximum number of vehicles parked at one time is anticipated to be 16, including staff.
 - Sturbridge Early Learning Academy will leave the current 25 parking spaces as is. This leaves 9 extra parking spaces.

Waste

- A small dumpster will be chosen to collect all solid waste and will be emptied weekly by the commercial waste management company.
- The dumpster will be fenced in with the matching fence that is used for the school yard.

Health

- The Department and Early Education 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.

[Handwritten signature in red ink]

[Handwritten text in red ink]

- All children and staff attending Sturbridge Early Learning Academy 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 trainings by the Department of Early Education and Care on; anti-choking, USDA nutrition, reducing the risk of SIDS, and the five rights of medication.
- Sturbridge Early Learning Academy will have a health care consultant that has to have a minimum of a BSN and access to us when needed.

Neighborhood Safety

- When the children are outdoors, there are supervised within the confines of the fenced playground which will surround the entire back of the building.
- The gates in the fencing will be secure, where no child will be able to open the gate without an adult.
- The fence that is facing the road, and next to the parking lot will be 6 foot tall stockade fence that will be painted white to match the building. This will come off the side of the building to allow for privacy from the street.
- The rest of the fencing surrounding the building will be a 4 foot high stockade fencing with metal posts and will also be painted white to match the building.

Emergency Planning

- Sturbridge Early Learning Academy are required by the state to have an annual fire inspection with documented monthly evacuation drills and training.
- A building inspection and sprinkler system inspection are required annually and before we can obtain a license through the Department of Early Education and Care.
- The entire evacuation process is contained within the property of 440 Main Street.

External Changes

- There will be no structural changes to the building, signage or parking spaces.
- All landscaping will be improved, properly maintained and groomed.
- The dumpster will be moved to the far left hand corner of the lot, next to the fenced in school yard. It will be surrounded by a fence that matches the rest of the property fencing.
- All changes to the external environment mentioned will be done upon approval by the conservation board which includes the fencing for the school yard and materials used within the school yard.

Thank you for your time and consideration.

Patricia and Jessica

APPROVED
FOR THE BOARD
OF SUPERVISORS
TOWN OF STURBRIDGE



TOWN OF STURBRIDGE

PLANNING BOARD

Permit Application

For Official Use:	
Date of Receipt: _____	Received By: _____
File Number: _____	Date of Approval: _____
Completed: _____	Not Completed: _____

Application Type

Special Permit

Site Plan Review

Waiver

Part A General Information

1. NAME OF REGISTERED OWNER Shervony Real Estate Inc.
 Address 790 Pleasant St.
 City Paxton State MA Zip Code 01612
 Telephone No. 1-508-341-1529
 Email Address patriciasccc@aol.com
2. NAME OF APPLICANT/AGENT Sturbridge Early Learning Academy Inc.
 Address 440 Main St.
 City Sturbridge State MA Zip Code _____
 Telephone No. 774-200-0583 ; 508-341-1529
 Email Address sturbridgeearlylearningacademy@gmail.com
3. MATTERS RELATED TO THE APPLICATION SHOULD BE ADDRESSED TO (check one or more):

Owner Applicant/Agent
4. PROOF OF OWNERSHIP ACCOMPANYING APPLICATION: (check one):

Copy of front page of deed Parcel Registry

will submit upon closing

APPROVED

JUN 26 2018

TOWN OF STURBRIDGE
PLANNING BOARD

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial	3700	3700				
Institutional						
Residential						
Total	3700	3700				

Part C Project Narrative: Must be completed by applicant or agent

Describe the proposed project in terms of use, design elements and construction timeframe.

The proposed redevelopment of the site use will result in a full-service childcare center. The site layout will remain the same with the addition of a playground in the cleared space to the right of the building. Construction will begin as soon as approval is given. The dumpster location will be moved.

Explain how the design and layout of the development or use constitutes suitable development without detriment to the neighborhood or to the environment.

Certain measures will be taken to prevent detriment to the existing site. All fencing and playground equipment will be placed in an already cleared space. We will use natural materials, wood & wood chips as the ground covering/fall zone for children. Other facets such as traffic mitigation, stormwater drainage, lighting, and minimal to no clearing, to the existing site. will remain the same

11. Please indicate (v) if the applicant or owner has submitted any of the following applications for all or part of the subject property and complete the following chart:

Other Applications	Required		Submitted		File Number	Status of Application
	Yes	No	Yes	No		
Conservation Commission (Notice of Intent or Request for Determination)	X		X			
DPW (Curb Cut Permit)		X				
DPW (Street entrance, water or sewer tie in)		X				
Board of Health (Septic, food, other)		X				
Zoning Board of Appeals (Special Permit, Variance)		X				
Board of Selectmen (Liquor License)		X				
Other (please list below)		X				

Other:

SITE PLAN CHECK LIST

1. Existing Site Plan – note any non-conformance

YES	NO – must give reason below	For Planning Board use
<input checked="" type="checkbox"/>	<input type="checkbox"/> Locus	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> North arrow	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Survey	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Existing Structures	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Existing roads and curbs	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Contours and elevations	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Abutters within 300 feet	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Zone and dimensional requirements	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Setbacks	_____

4. Utilities

For Planning Board use

YES NO – must give reason below

- Water lines and connections
- Hydrants and sprinklers
- Sewer lines and connections
- Electric and wire lines
- Drainage structures
- Oil and propane tanks
- Snow storage area
- Public and private wells

Additional comments

5. Landscaping, Lighting and Signs

For Planning Board use

YES NO – must give reason below

- Landscaping and calculations
- Lighting location, size, type, direction
- Open space as percent of lot
- Sign location size and detail
- Geologic features
- Dust and noise control measures
- Fencing permanent and temporary

playground

around playground

Additional comments

6. Detail Sheets

For Planning Board use

YES NO – must give reason below

- Tree planting
- Shrub planting
- Light poles
- Hydrants
- Catch basins
- Man holes
- Traps
- Trenching
- Road profiles
- Curbing and Berms

AUTHORIZATION (Must be signed by applicant)

I hereby request that the Town of Sturbridge Planning Board review this application for Site Plan approval, including all plans, documents and information herewith. I represent to the best of my knowledge and belief, this application is being submitted in accordance with the Site Plan Review Regulations of the Planning Board of the Town of Sturbridge.

Jessica Pillsbury
Signature of Applicant

6/25/18
Date

AUTHORIZATION (Must be signed by owner)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Patricia J. Shevory
Signature of Owner

6/25/18
Date

If someone is representing the applicant or the owner, the applicant must designate such representative below:

Name of Representative: Bertin Engineering

Address of Representative: 39 Elm St. Southbridge MA 01550

Telephone No.: 508-765-0195

Relationship of representative to owner or applicant: Engineer

If representing a group, corporation or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Town Planner and filed with the Town Clerk.

Incomplete applications will be automatically rejected and returned to the applicant.

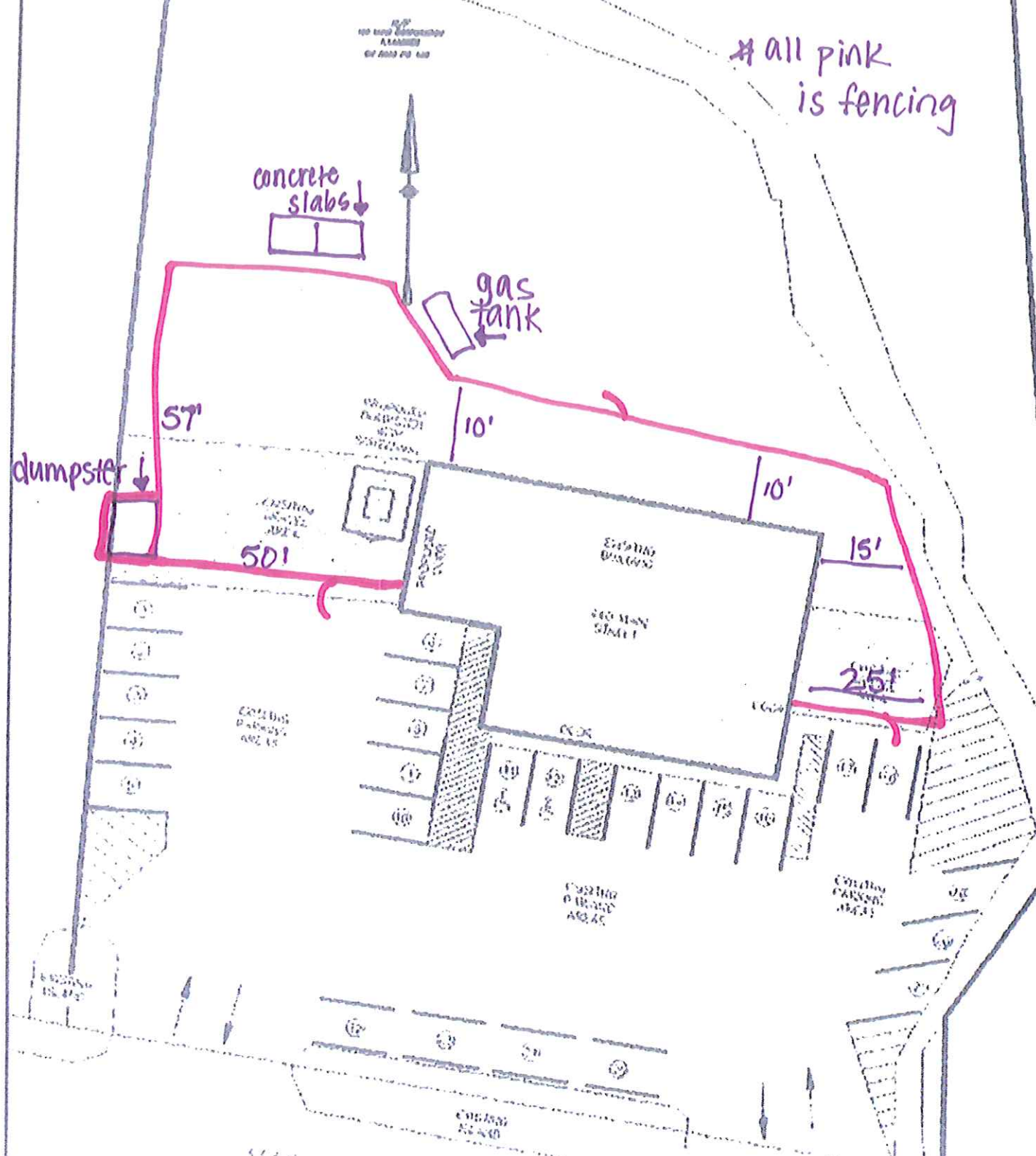
Applications should be submitted to:

Town of Sturbridge Planning Department
Center Office Building
301 Main Street
Sturbridge, MA, 01566
508-347-2508

Applicants are strongly encouraged to schedule a submitted meeting with the Town Planner.

Proposed Site Plan

all pink is fencing



Proposed Floor Plan

PROPOSED FLOOR PLAN
SCALE: 1:100



PROPOSED FLOOR PLAN
SCALE: 1:100

EXISTING PARKING AREA



classroom D

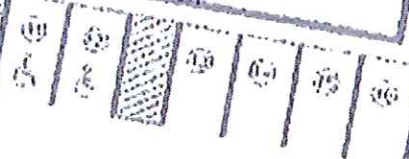
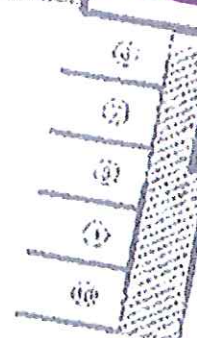
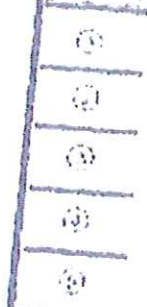
classroom C

BR / office

classroom A

classroom B

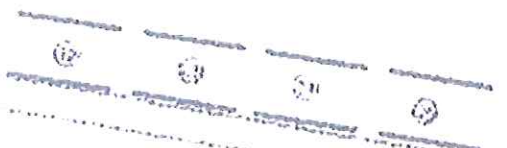
EXISTING PARKING AREA



EXISTING PARKING AREA

EXISTING PARKING AREA

EXISTING BUILDING



EXISTING ROAD

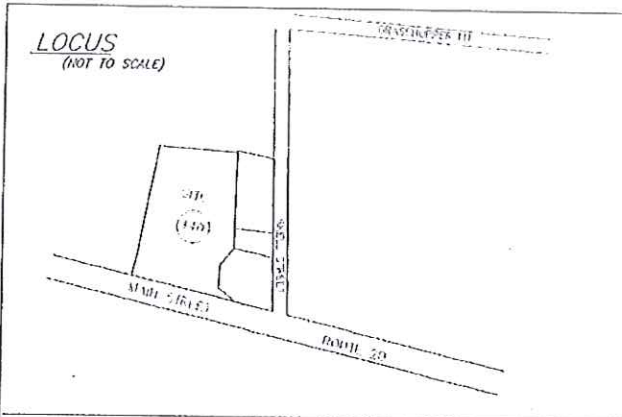
SCALE: 1:100

RECEIVED

FEB 13 2013

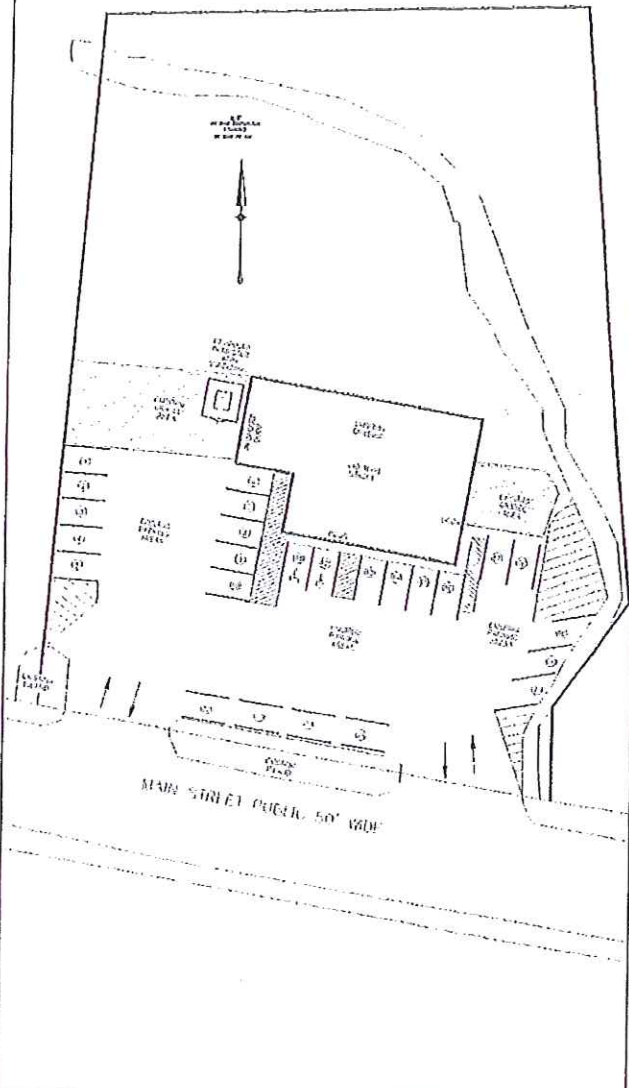
DESIGN REVIEW COMMITTEE

LOCUS
(NOT TO SCALE)



FOR TOWN USE ONLY

13-3002



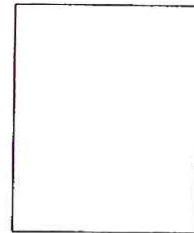
I CERTIFY THAT THIS PLAN SHOWS THE EXISTING PARKING SPACES AND ENTRANCE WAYS GIVING ACCESS TO THE PUBLIC WAY AS OF THE DATE OF THIS PLAN. THIS PLAN ALSO DEPICTS THE EXISTING LOCATION OF WASTE RECEIPLACES ON THE SUBJECT PROPERTY.

THE PLAN OF LAND SHOWN HERE WAS PREPARED FROM ASSESSORS TAX RECORDS AND VISUAL OBSERVATIONS. DIMENSIONS WERE DETERMINED BY FIELD MEASUREMENTS AND THE USE OF THE TOWN OF STURBRIDGE GIS SYSTEM.

A PROPERTY LINE SURVEY OR INSTRUMENT SURVEY WAS NOT PERFORMED. THIS PLAN SHALL NOT BE RELIED UPON TO DETERMINE PROPERTY LINES OR BUILDING OFFSETS FROM THE PROPERTY LINES. THIS PLAN IS INTENDED FOR THE SOLE USE OF DEPICTING PARKING LAYOUT AND SHALL NOT BE RELIED UPON OR UTILIZED FOR ANY OTHER PURPOSE.

APPLICANT IS PROPOSING TO RESTRIPE EXISTING PARKING LOT TO CONFORM TO LAYOUT SHOWN HEREIN.

MARK SANTORA PE, Registered Professional Engineer # 40196



PARKING LAYOUT PLAN
IN
Sturbridge, Massachusetts
(Worcester County)
Applicant: **Yin Yang Corporation**
440 Main Street
Sturbridge MA 01566
Scale: Not to Scale Date: February 3, 2013

MARK SANTORA P.E., Inc.
123 OLD WESTFORD ROAD
N GRAFTON, MASS. 01536
(508) - 839 - 5113

Sheet No. 1 of 1 Project No. 13-3002

