

Town of Sturbridge:

Please consider our application to bring a second location of Sturbridge Early Learning Academy into the town of Sturbridge. Sturbridge Early Learning Academy "East" 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.

Our names are Patricia Shevory and Jessica Pillsbury, two professionals in the field who together have over 45 years of experience in early education. We currently own Sturbridge Early Learning Academy at 440 Main Street in Sturbridge, and have reached our capacity at that location. After an in-depth needs assessment, and more and more families moving into the community, we see there is a strong need in Sturbridge for more child care. We'd like to open a second location to accommodate those needs. We feel as though 379 Main Street is a great location for this second facility. Extensive planning and research have 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 57 children with 11 staff members.
- We will be open Monday through Friday from 6:45-5:30. Our hours will never be longer than this.
- 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 and Care staffing requirements.

Signage

- We plan on keeping the existing sign in place and only adding new panels with our logo and lettering, upon approval.

Noise

- Sturbridge Early Learning Academy will follow Massachusetts regulations for quiet hours, 9:00 p.m. - 7:00 a.m.
- Children will always be supervised, indoor or out by sight of a staff member. Supervision and keeping children healthy and safe is 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 affected by Sturbridge Early Learning Academy.
- Sturbridge Early Learning Academy 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 57 children enrolled, we will only have approximately 35 families, due to siblings.
- Vehicles will enter and exit from Main Street.
- Traffic will be dispersed between 6:45 am and 5:30 pm with the majority of the 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 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 6:45-10 am and 3-5:30 ppm.
 - Fewer than 11 employees park daily and arrive/departing 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 14, including staff.
- Sturbridge Early Learning Academy would like to add approximately 4 parking spaces to the right side of the building where the current ATM is located from previous building usage.

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. We will use 6 foot white vinyl privacy fencing to enclose the dumpster.

Health

- 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 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 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.

- Sturbridge Early Learning Academy will have a healthcare consultant that has to have a minimum of a BSN and access to 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 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 will be a 6 foot tall white vinyl privacy fence. This will come off the side of the building, go around the back, and meet on the other side of the building.

Emergency Planning

- Sturbridge Early Learning Academy is 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 Department of Early Education and Care.
- The entire evacuation process is contained within the property of 379 Main Street.

External Changes

- There will be no structural changes to the building or signage.
- All landscaping will be improved, properly maintained, and groomed.
- The dumpster will be moved to the back 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, 6 foot white vinyl privacy 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