

PLANNING COMMISSION STAFF REPORT

MEETING

DATE: December 18, 2017

TO: Planning Commission

STAFF: Michelle Johnson, Planner II
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SUBJECT: **MONTESSORI PRESCHOOL USE PERMIT
CEQA EXEMPT-SECTION 15061(B)(3)
P2017-067; USE PERMIT
APN 157-180-42; 600 PALM DRIVE**

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REQUEST

Conduct a public hearing to consider and adopt a resolution granting a use permit allowing the operation of a Montessori preschool at the existing Unity In Marin church located at 600 Palm Drive, APN: 157-180-42, and finding the proposal to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(B)(3).

EXECUTIVE SUMMARY

The applicant, Unity In Marin, is proposing a Montessori preschool within its existing church facility located on a 3.09 acre site. The preschool would utilize the existing sanctuary, classrooms, outdoor play area and parking lots at the site. No interior or exterior building modifications are proposed.

The preschool would serve a maximum of 52 children ages 2-7 (first grade) and operated by 10 employees. The preschool would operate year round, Monday through Friday from 7:00 a.m. until 6:00 p.m., with occasional holiday and staff development closures.

Two individually accessible parking lots with a total of 77 parking spaces are available for staff and parent parking. Additionally, a supervised child drop-off/pick-up area is proposed to facilitate safe and efficient vehicle movement during peak pick-up and drop-off times.

The Montessori preschool qualifies as a child day care center as defined in Article 6 of the Novato Zoning Ordinance. The project site is located in the boundaries of the Hamilton Army Airfield Reuse Plan ("Reuse Plan"). Child day care centers are allowed by the Reuse Plan with an approved use permit. The State of California needs to license the center prior to operation.

The proposed use is considered to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). Section 15061(b)(3) is referred to as the “general rule” exemption and may be applied to proposed projects that, from a practical perspective, will not result in a direct or reasonably foreseeable indirect negative physical impact on the environment. The proposed preschool is not anticipated to result in a direct or reasonably foreseeable indirect physical change in the environment.

Staff is recommending the Planning Commission approve the use permit subject to recommended conditions of approval.

BACKGROUND

Applicant/Property Owner:	Unity In Marin, Inc.
Property Size:	3.09 acres
General Plan Designation:	Community Facilities (CF)
Existing Zoning:	Planned District (PD); Hamilton Army Airfield Reuse Plan/Master Plan
Existing Use:	Church
Adjacent Zoning and Uses:	
North/West	PD: Open Space & Chapel Hill (Single Family Residences)
South-	PD: Civic – Hamilton Town Center
East-	PD, Civic – Marin Museum of Contemporary Art

SITE AND PROJECT DESCRIPTION

Figure 1. Aerial view of site (property lines approximate)



Site Description/Background

The 134,468-square-foot (3.09 acre) project site is located southwest of the intersection of Hamilton Parkway and Palm Drive. A church, owned and operated by Unity In Marin, obtained use permit approval on January 11, 2001. Permitted uses include religious services, weddings, memorial services, adult and religious education, concerts and performances, community social events and religious counseling.

The church sanctuary and ancillary buildings/rooms total 13,628 square feet. The main sanctuary is connected via a covered walkway to an open air courtyard surrounded by three classrooms, a library, a music room, and a multipurpose room. The project site has two parking lots; one on the north and the other on the south side of the sanctuary with a total of 77 striped parking stalls that are accessed via Palm Drive.

Unity In Marin received a building permit in October 2017 to install a play structure within a 4,600-square-foot enclosed play area north of the sanctuary. The play structure is incidental to the religious activities at Unity In Marin and is not subject to any discretionary review by the City.

Project Description

The applicant is proposing to operate a Montessori preschool at Unity In Marin. The preschool would be open on weekdays, utilizing the facility during the off-hours of the church. Currently, Unity In Marin's religious and ancillary uses occur primarily in the evenings and weekends with occasional weekday events. The preschool would use the sanctuary, classrooms, and outdoor play area, and would occupy approximately 20 parking stalls in the south parking lot. No proposed changes to the existing facilities are associated with the request for this use permit. The project's operational program and plans are provided as attachment No. 1.

Operational Components

- The preschool would operate year round; Monday through Friday from 7:00 a.m. until 6:00 p.m., with occasional holiday and staff development closures.
- Drop-off/pick-up times will be as follows: the morning drop-off period for children attending the facility is between 7:00 a.m. and 8:30 a.m., the pick-up times would be 11:30 a.m. (Morning Schedule), 2:30 p.m. (School Day Schedule), 5:00 p.m. (Afternoon Schedule) and 6:00 p.m. (Full time Schedule).
- The south parking lot is dedicated to supervised child drop-off in the a.m.; no parking. A morning child drop-off supervisor is proposed to assist with the efficient and safe vehicle movement during the morning drop-off period in this area. The entrance for supervised drop-off will be from Palm Drive at the southernmost driveway; the flow of traffic will be one-way (south to north) exiting the area from the second driveway adjacent to the classrooms. The north parking lot provides a pedestrian pathway from the parking area to the sanctuary and will be utilized for parking and walking children during both a.m. and p.m. drop-off/pick-up to their classrooms.

- 21 parking spaces would be dedicated to staff and parents for use during hours of operations of the preschool.
- The preschool will offer full-time and part-time care to accommodate the needs of individual families.
- 4 employees are anticipated upon commencement of operations and eventually employ up to 10 persons – attendance is not expected to start at 52 students.
- The children will be separated by age into small groups with a maximum of 15 students in each class for a total of up to 52 children on site at one time.
- Each class will be supervised by an individual teacher at all times.
- Outside playtime will be staggered with no more than 30 children at one time. The proposed yard schedule is 10:30-11:00 a.m., 11:15-11:45 a.m., 2:30-3:00 p.m. and 3:15-3:45 p.m.

The applicant prepared an extensive operations manual for the project, which is provided for Planning Commissioner reference as attachment No. 1.

NEED FOR PLANNING COMMISSION APPROVAL

The project site is subject to regulation by the Hamilton Reuse Plan, which was adopted as the master plan for a large portion of the Hamilton Field area. The Reuse Plan specifies the allowed uses and permit requirement for properties located in the plan area. The Reuse Plan includes a provision noting child care facilities are permitted in any zone [planning area] with a use permit under the provisions of the Zoning Ordinance.

According to Novato Municipal Code Section 19.40.020, the Zoning Administrator has the authority to approve a use permit for the operation of a child care facility with 15 or more children. The proposed project was initially noticed for a Zoning Administrator hearing on August 7, 2017, but due to numerous public comment letters, the Zoning Administrator determined the application presents sufficient public concern to warrant a hearing by the Planning Commission (*see Public Comment included in Attachment No. 3*).

ENVIRONMENTAL ASSESSMENT

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3). The proposed preschool is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The proposed operation of the Montessori preschool for a maximum of 52 children is ancillary to the existing approved religious assembly use at Unity in Marin. The proposed preschool will have

operating hours that do not coincide with the existing operational hours of the religious facility and will not result in a direct or reasonably foreseeable indirect physical change in the environment.

NEIGHBORHOOD MEETING

The applicant hosted a neighborhood meeting at the project site on September 20, 2017. The neighborhood meeting was attended by approximately 15 people. The attendees generally supported the Montessori preschool, with the exception of three attendees whom had questions regarding the following:

- Total number of children on site at a given time;
- Traffic flow;
- Church relationship to the school; and
- The playground owned by Unity In Marin for the operation of the religious facility.

STAFF ANALYSIS

General Plan Consistency

LU Policy 1 - Implementation of Land Use Map. *Implement the Land Use Designations Map by approving development and conservation projects consistent with the land use definitions, densities and intensities indicated in LU Table 2. Ensure consistency between the General Plan, the Zoning Ordinance, and other land use regulations.*

The project site is designated Community Facilities (CF) on the General Plan Land Use Map (LU 1). The CF land use designation is intended to accommodate a wide range of community facilities, public utilities and civic uses, including, but not limited to, schools, churches and privately-owned uses operating in conjunction with public uses. Day care facilities are consistent with the CF designation.

In addition to specifying acceptable types of land uses and maximum development intensities, the Novato General Plan provides a framework of polices addressing such matters as housing, noise, and transportation. These polices are intended to coordinate Novato's physical development over a 20-year period. The proposed project is consistent with the General Plan policies including the following:

TR Policy - 4 Level of Service Standards. *Establish traffic Level of Service (LOS) standards for use in (1) evaluating the impacts of proposed development projects so the project can be redesigned or effective mitigation measures can be implemented, (2) making improvements to the roadway system, and (3) determining appropriate traffic impact fees.*

TR Program 4.1: Establish traffic Level of Service standards as follows:

- At intersections with signals or four-way stop signs: operation at LOS D*
- At intersections with stop signs on side streets only: operation at LOS E.*

Discussion/Analysis: As noted earlier, several members of the public expressed concern about traffic associated with the preschool proposal. Staff has reviewed traffic from the perspective of TR Policy 4 as discussed below.

The 8th Edition of the Institute of Transportation Engineers (ITE) trip generation report worksheet was used to estimate the amount of traffic generated by the preschool. According to the ITE trip generation worksheet, the operation of a daycare center (preschool) with 52 children in attendance would generate approximately 233 daily vehicle trips. Forty-three trips are estimated to occur during both peak AM and PM traffic periods. Remaining vehicle trips would occur over the balance of the day.

The morning drop-off period for children attending the facility is between 7:00 a.m. and 8:30 a.m., scheduled pick-up times are 11:30 a.m. (Morning Schedule), 2:30 p.m. (School Day Schedule), 5:00 p.m. (Afternoon Schedule) and 6:00 p.m. (Full Time Schedule). The operators of the preschool have stated it is unlikely that all 52 children will arrive and depart during the AM and PM peak-hour traffic periods; some children will arrive for a morning session, others later in the day for an afternoon session. This information is based on the applicant's operation of multiple Montessori preschool locations. Given this circumstance, vehicle trips during the AM and PM peak-hour are expected to be lower than estimated by the ITE trip generation worksheet.

The General Plan establishes standards for acceptable levels of service (LOS) for intersections in Novato. LOS is expressed using letters A through F, with A representing best and F representing worst conditions. Intersection LOS in the vicinity of the project site have the following levels of service (LOS) based on the existing conditions report for the draft Novato General Plan 2035:

Intersection	AM LOS	PM LOS
Nave Drive/ Main Gate Drive	B	A
Nave Drive/ Bolling Drive	B	B
Nave Drive/N. Hamilton Parkway	B	B

The projected amount of AM and PM peak hour trips generated by operation of the Montessori preschool is not sufficient enough to cause a significant change in LOS or exceed LOS D at the above intersections.

HS Policy 6 Child Care Development Regulations: *Ensure that child care facilities are sited and operated in a manner compatible with surrounding land uses. Allow family day care homes as permitted uses in all residential land use designations, and other child care facilities in any land use designation except where not appropriate for health and safety reasons.*

Discussion/Analysis: According to the City of Novato 1996 General Plan the need for child care in Novato is expected to increase due to factors such as population growth, more women entering the work force, and employment growth.

The Montessori preschool will likely serve the families and employees that work/live in Hamilton Field since this area is predominantly developed with single-family residences and Palm Drive provides direct access to Hamilton Landing where existing offices are located. Households and

employees that require child care during the day would have access to child care services located close by their homes and location of employment.

There are no health or safety reasons that would make the operation of the Montessori preschool inappropriate at the proposed location.

Novato Municipal Code

The site for the Montessori preschool has a Planned District (PD) zoning designation and is identified in the Hamilton Army Airfield Reuse Plan as Community Facilities and Civic Uses (CFCU). The proposed Montessori preschool, a “Child Day Care Facility,” is allowed with a use permit based on Section 3.2, Assumptions Used in the Development of the Land Use Plan, of the Hamilton Army Airfield Reuse Plan. Section 3.2 defers to the Zoning Ordinance for specific regulation of day care facilities.

The Montessori preschool is a private for-profit child day care facility designed to accommodate up to 52 children and would be operated in conjunction with Unity In Marin. Based on these characteristics, the Montessori preschool meets the Novato Municipal Code’s definition of “child day care” as described below.

“Child Day Care Center” Commercial or non-profit child day care facilities designed and approved to accommodate 15 or more children. Includes infant centers, preschools, sick-child centers, and school-age day care facilities. These may be operated in conjunction with a school or church facility, or as an independent land use.

Child Day Care Facilities

Section 19.34.070 of the Novato Municipal Code provides location and operational standards for child day care facilities, in compliance with State law and in a manner that recognizes the needs of child care operators and minimizes effects on adjoining properties. The proposed project exceeds the required standards, including but not limited to parcel size (minimum 10,000 square feet), the provision and management of safe drop-off and pick-up locations, noise control, and providing code conforming parking as outlined below.

Parking

Child Day Care Facilities, which include preschools, are required to provide 1 space per employee plus 1 space per 5 children pursuant to Section 19.30.040, *Parking and Loading*, of the Zoning Code. At full capacity, 10 employees would be present, requiring 10 spaces, plus 11 additional parking spaces (rounded-up) are required based on a maximum 52 children for a total of 21 parking spaces.

Unity In Marin offers two parking lots providing a total of 77 parking stalls. The Montessori preschool’s operating hours would be weekdays 7:00 a.m. to 6:00 p.m., a time period when church activities do not occur. The majority of church related functions occur on the weekends and evenings with occasional special events (memorials) that would be managed through a shared calendar and scheduled staff development days (see Project Description-Addressing Conflicts

located in the Parent Handbook). Adequate parking is available for the preschool and church since each use has differing peak parking demand periods.

Noise

There is an existing 4,600-square-foot fenced play area at the site, established by the Unity In Marin that would be made available to the preschool. Outside play time would be supervised by instructors and occur four times staggered throughout the day with a maximum of 30 children at one time.

The children will make noise when outside. However, noise is not expected to be a problem recognizing the following:

- The existing playground at the church is approximately 375-feet from the nearest residence to the north and 450-feet from the nearest residence to the west. The noise of children playing is not anticipated to exceed the City of Novato's allowed daytime noise levels found in Table 3-5 of Section 19.022.070 of the Municipal Code.
- The outdoor play times are proposed for a maximum of 30 minutes during the late morning and early afternoon when most adults will be at work.

Use Permit Findings

To grant a use permit allowing the operation of a child care facility, the Planning Commission must make the use permit findings specified in Novato Municipal Code Section 19.42.050.E. The following discussion addresses each required use permit finding:

1. The proposed use is consistent with the General Plan and any applicable specific plan.

Planning staff has analyzed the proposed project for consistency with applicable General Plan policies, as detailed in the staff report above. The project site is not in the boundaries of a specific plan area. Planning staff believes the Planning Commission can find the proposed project to be consistent with this finding based on the staff analysis above and statement of facts presented in the adopting resolution attached.

2. The proposed use is allowed with a Use Permit within the applicable zoning district and complies with all applicable provision of this Zoning Ordinance and any relevant Master Plan and/or Precise Development Plan.

Child day care facilities including preschools are allowed with an approved use permit as identified in the Hamilton Army Airfield Reuse Plan/Master Plan. Planning staff has reviewed the proposed project for consistency with the Novato Zoning Ordinance as detailed in the staff report above. Planning staff believes the Planning Commission can find the proposed project is consistent with this finding based on the staff analysis above and statement of facts presented in the adopting resolution attached.

3. The establishment, maintenance or operation of the use will not, under the circumstances of the

particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

The applicant has designed the operational program for the Montessori preschool to ensure its establishment, maintenance, and operation will not be detrimental to the health, safety, or general welfare of persons residing or working in Hamilton Field. The applicant has described procedures, as noted earlier, to ensure that noise and traffic will be managed and not adversely affect nearby surrounding residences or uses. Planning staff believes the Planning Commission can find that the proposed project is consistent with this finding based on the staff analysis above and statement of facts presented in the adopting resolution attached.

The Montessori preschool application has been reviewed by the Novato Fire Protection District and Novato Public Works Department. The Public Works Department had no comments regarding the proposal. The Fire District is requesting improvements to insure the safety of the facility, including fire extinguishers. The Fire District's requirements are included as conditions of approval in the attached resolution. Based on the observations above, the establishment of the Montessori preschool will not result in any public health, safety, or welfare concerns.

4. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

The project, as proposed and conditioned, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City recognizing all activities and operations would occur on the project site and do not involve the improvement or use of any surrounding properties. In addition, the preschool hours will not coincide with Unity In Marin's operational hours and the applicant has demonstrated that noise and traffic associated with the preschool use can be controlled through scheduling and implementation of the operational manual provided in the Parent Handbook. Planning staff believes the Planning Commission can find that the proposed project is consistent with this finding based on the staff analysis above and statement of facts presented in the adopting resolution attached.

5. The location, size, design, and operation characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.

Uses in close proximity to the project include single-family residences, Marin Museum of Contemporary Art and the Hamilton Community Center. Unity In Marin's existing use of the site currently accommodates religious services, classes, meetings, and events. The operation of the Montessori preschool would be limited to 52 children, weekdays during normal business hours and would not coincide with Unity In Marin's religious facility operations. As analyzed above, the operation of the Montessori preschool would not generate significant noise, traffic, or the need for excess parking leading to the disturbance of nearby civic or residential use and is considered to be compatible with the existing and future land uses in the vicinity. Planning staff believes the Planning Commission can find the proposed project is consistent with this finding based on the staff analysis above and statement of facts presented in the adopting resolution attached.

Public Notice

Section 19.58.020 of the Novato Municipal Code requires Planning Commission hearings to be publicly noticed. Accordingly, notices have been mailed to property owners and residents within a 600 foot radius of the project site and a legal ad was published in the Marin Independent Journal. Notice was also emailed to the Hamilton Forum.

Staff received approximately 20 emails supporting the Montessori preschool at Unity In Marin. Many of these comments described the site as a perfect location within a residential area and close proximity to existing employment at the rehabilitated hangars at the end of Palm Drive. Supporters noted the quality learning environment Montessori schools provide, with some stating the preschool would be an asset to not only the Hamilton area but the community as a whole.

Staff also received approximately 14 emails opposing the proposed project; many of the opposing comments were generated in response to Unity In Marin's newly constructed play structure on the north side of the assembly building. The play structure is not part of the application received for discretionary review and is associated with Unity In Marin's religious operations. Additional concerns addressed in the emails included traffic, location, and the use of the preschool for the church's monetary gain.

COMMISSION ALTERNATIVES

1. Adopt the attached resolution finding the project exempt from CEQA and granting a use permit to allow the operation of a Montessori preschool at Unity In Marin site; or
2. Adopt the attached resolution, with amendments, finding the project exempt from CEQA and granting a use permit to allow the operation of a Montessori preschool at Unity In Marin; or
3. Do not adopt the attached resolution and deny a use permit to allow the operation of a Montessori preschool at Unity In Marin; or
4. Continue the public hearing with direction to staff and the applicant.

RECOMMENDATION

Staff recommends the Planning Commission adopt the attached resolution approving a CEQA exemption and granting a use permit to allow the operation of a Montessori preschool at Unity In Marin, located at 600 Palm Drive; APN 157-180-42.

FURTHER ACTION

No further action on the application will be taken unless an appeal is filed in writing within ten calendar days along with the required filing fee.

ATTACHMENTS

1. Draft Planning Commission Resolution
2. Project Plans
3. Public Comment Received

PLANNING COMMISSION RESOLUTION

RESOLUTION NO. 2017-

RESOLUTION OF THE NOVATO PLANNING COMMISSION
APPROVING A CEQA CATEGORICAL EXEMPTION AND
GRANTING A USE PERMIT ALLOWING THE OPERATION
OF A PRESCHOOL AT 600 PALM DRIVE; APN 157-180-42

WHEREAS, the City of Novato received an application requesting approval of a use permit to allow Unity In Marin (“Applicant”), to operate a preschool at 600 Palm Drive, APN 157-180-42;

WHEREAS, the project site is located within the boundaries of the Hamilton Army Airfield Reuse Plan, which is the adopted master plan for a large portion of Hamilton Field;

WHEREAS, the proposed Montessori preschool, a “child day care facility” by definition, is allowed with a use permit based on Section 3.2, Assumptions Used in the Development of the Land Use Plan, of the Hamilton Army Airfield Reuse/Master Plan. Section 3.2 defers to the Novato Zoning Ordinance for specific regulation of day care facilities;

WHEREAS, the Applicant is requesting a use permit pursuant to Novato Municipal Code Section 19.42.050, which establishes the procedures for approving use permits;

WHEREAS, the Planning Commission held a public hearing on December 18, 2017, to receive and consider public testimony on the proposed use permit;

WHEREAS, notices describing the Planning Commission’s public hearing on the proposed use permit were sent to all affected property owners within 600-feet of the project site, pursuant to Section 19.58.020 of the Novato Municipal Code, and published in the Marin Independent Journal, a newspaper of local circulation on December 08, 2017;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby finds and resolves as follows:

Section 1. Recitals

The foregoing recitals are true and correct and are incorporated into the findings herein.

Section 2. Record

The Record of Proceedings ("Record") upon which the Planning Commission bases its decision includes, but is not limited to: (1) the staff reports, City files and records and other documents prepared for and/or submitted to the City relating to the proposed preschool, (2) the evidence, facts, findings and other determinations set forth in this resolution, (3) the City of Novato 1996 General Plan and its certified final EIR and the Novato Municipal Code, (4) the Hamilton Army Airfield

Reuse/Master Plan, the Final Environmental Impact Statement for the Disposal and Reuse of the Department of Defense Housing Facility, and the Final EIR for the Hamilton Field Redevelopment Project(5) all designs, plans, studies, data and correspondence submitted to the City in connection with the proposed project (6) all documentary and oral evidence received at public workshops, meetings, and hearings or submitted to the City (7) all other matters of common knowledge to the Planning Commission including, but not limited to, City, state, and federal laws, policies, rules, regulations, reports, records and projections related to development within the City of Novato and its surrounding areas.

The location and custodian of the records is the Novato Community Development Department, 922 Machin Avenue, Novato, California, 94945.

Section 3. CEQA Finding

The Planning Commission hereby finds the proposed preschool is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3). The proposed preschool is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The proposed operation of the Montessori preschool for a maximum of 52 children is ancillary to the existing approved religious assembly use at Unity in Marin. The proposed preschool will have operating hours that do not coincide with the existing operational hours of the religious facility and will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Section 4. Municipal Code Findings

Use Permit

The Planning Commission hereby makes the following findings as required by Novato Municipal Code Section 19.42.050.E. with respect to the use permit based on the evidence contained in the Record which is herein incorporated by reference:

1. The proposed use is consistent with the General Plan and any applicable specific plan.

Facts in Support: The Planning Commission finds, that based on the analysis in the staff report, and information contained herein, that the proposed preschool is consistent with the 1996 Novato General Plan based on the following:

LU Policy 1 - Implementation of Land Use Map. *Implement the Land Use Designations Map by approving development and conservation projects consistent with the land use definitions, densities and intensities indicated in LU Table 2. Ensure consistency between the General Plan, the Zoning Ordinance, and other land use regulations.*

The project site is designated Community Facilities (CF) on the General Plan Land Use Map (LU 1). The CF land use designation is intended to accommodate a wide range of community facilities, public utilities and civic uses, including, but not limited to, schools, churches and privately-owned uses operating in conjunction with public uses. Day care facilities are consistent with the CF designation.

Transportation Chapter

TR Policy 4 Level of Service Standards. *Establish traffic Level of Service (LOS) standards for use in (1) evaluating the impacts of proposed development projects so the project can be redesigned or effective mitigation measures can be implemented, (2) making improvements to the roadway system, and (3) determining appropriate traffic impact fees.*

TR Program 4.1: Establish traffic Level of Service standards as follows:

- a. At intersections with signals or four-way stop signs: operation at LOS D
- b. At intersections with stop signs on side streets only: operation at LOS E.

Facts in Support: The 8th Edition of the Institute of Transportation Engineers (ITE) trip generation report worksheet was used to estimate the amount of traffic generated by the preschool. According to the ITE trip generation worksheet, the operation of a daycare center (preschool) with 52 children in attendance would generate approximately 233 daily vehicle trips. Forty-three trips are estimated to occur during both peak AM and PM traffic periods. Remaining vehicle trips would occur over the balance of the day.

The General Plan establishes standards for acceptable levels of service (LOS) for intersections in Novato. LOS is expressed using letters A through F, with A representing best and F representing worst conditions. Intersection LOS in the vicinity of the project site have the following levels of service (LOS) based on the existing conditions report for the draft Novato General Plan 2035:

Intersection	AM LOS	PM LOS
Nave Drive/ Main Gate Drive	B	A
Nave Drive/ Bolling Drive	B	B
Nave Drive/N. Hamilton Parkway	B	B

The projected amount of AM and PM peak hour trips generated by operation of the Montessori preschool is not sufficient enough to cause a significant change in LOS or exceed LOS D at the above intersections.

Housing Chapter

HS Policy 6 Child Care Development Regulations: *Ensure that child care facilities are sited and operated in a manner compatible with surrounding land uses. Allow family day care homes as permitted uses in all residential land use designations, and other child care facilities in any land use designation except where not appropriate for health and safety reasons.*

Facts in Support: According to the City of Novato 1996 General Plan the need for child care in Novato is expected to increase due to factors such as population growth, more women entering the work force, and employment growth.

The Montessori preschool will likely serve the families and employees that work/live in Hamilton Field since this area is predominantly developed with single-family residences and Palm Drive provides direct access to Hamilton Landing where existing offices are located. Households and employees that require child care during the day would have access to child care services located close by their homes and location of employment.

There are no health or safety reasons that would make the operation of the Montessori preschool inappropriate at the proposed location.

2. The proposed use is allowed with a Use Permit within the applicable zoning district and complies with all applicable provision of this Zoning Ordinance and any relevant Master Plan and/or Precise Development Plan.

Facts in Support: Child day care facilities, including preschools, are allowed with an approved use permit as identified in the Hamilton Army Airfield Reuse Plan/Master Plan.

Section 19.34.070 of the Novato Municipal Code provides location and operational standards for child day care facilities, in compliance with State law and in a manner that recognizes the needs of child care operators and minimizes effects on adjoining properties. The proposed project exceeds the required standards, including but not limited to parcel size (minimum 10,000 square feet), the provision and management of safe drop-off and pick-up locations, noise control, and providing code conforming parking as outlined below.

Child Day Care Facilities, which include preschools, are required to provide 1 space per employee plus 1 space per 5 children pursuant to Section 19.30.040, Parking and Loading, of the Zoning Code. At full capacity, 10 employees would be present, requiring 10 spaces, plus 11 additional parking spaces (rounded-up) are required based on a maximum 52 children for a total of 21 parking spaces.

Unity In Marin offers two parking lots providing a total of 77 parking stalls. The Montessori preschool's operating hours would be weekdays 7:00 a.m. to 6:00 p.m., a time period when church activities do not occur. The majority of church related functions occur on the weekends and evenings with occasional special events (memorials) that would be managed through a shared calendar and scheduled staff development days. Adequate parking is available for the preschool and church since each use has differing peak parking demand periods.

3. The establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.

Facts in Support: The applicant has designed the operational program for the Montessori preschool to ensure its establishment, maintenance and operation will not be detrimental to the

health, safety, or general welfare of persons residing or working the neighborhood of the proposed use. The applicant will implement procedures to ensure that noise and traffic will not adversely impact nearby surrounding residences or uses, including providing supervised pick-up and drop-off hours and limiting the number of children in the outdoor play area.

The Montessori preschool application was reviewed by the Novato Fire Protection District and Novato Public Works Department. The Public Works Department had no comments regarding the proposal. The Fire District requested improvements to insure the safety of the facility, including fire extinguishers. The Fire District's requirements are included as conditions of approval below.

Based on the observations above, the establishment of the Montessori preschool will not result in any public health, safety, or welfare concerns.

4. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

Facts in Support: The project, as proposed and conditioned, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City recognizing all activities and operations would occur on the project site and do not involve the improvement or use of any surrounding properties. In addition, the preschool hours will not coincide with Unity In Marin's operational hours and the applicant has demonstrated that noise and traffic associated with the preschool use can be controlled through scheduling and implementation of the operational manual provided in the Parent Handbook.

5. The location, size, design, and operation characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.

Facts in Support: Uses in close proximity to the project include single-family residences, Marin Museum of Contemporary Art and the Hamilton Community Center. Unity In Marin's existing use of the site currently accommodates religious services, classes, meetings, and events. The operation of the preschool would be limited to 52 children, weekdays during normal business hours and would not coincide with Unity In Marin's religious facility operations. As discussed above, operation of the facility would not generate significant noise, traffic, or the need for excess parking leading to the disturbance of nearby civic or residential uses and is hereby found to be compatible with the existing and future land uses in the vicinity.

Section 5. Decision

NOW, THEREFORE, BE IT FURTHER RESOLVED, the Planning Commission hereby grants a use permit to allow the proposed preschool as described in the application materials submitted by Unity In Marin, Inc., dated June 29, 2017, based on the Record, the findings set forth herein, and subject to the conditions of approval below.

Section 6. Conditions of Approval and Limitations

The Planning Commission hereby applies the following conditions of approval to the use permit:

The following conditions of approval shall be met to the satisfaction of the Planning Division:

1. This Use Permit approval shall expire two (2) years from the date of approval unless the activity authorized therein has commenced operation.
2. The approval granted herein shall not become effective until all appropriate fees billed by the City of Novato to the application account are paid in full in accordance with the City's Cost Base Fee System. Failure to pay said fees may result in the City withholding issuance of related building permits, certificate of occupancy, recordation of final maps or other entitlements.
3. A maximum of 52 children shall be allowed at the Montessori preschool at a given time.
4. Twenty-one parking spaces shall be dedicated to staff and parents for use during the hours of operation of the preschool.

The following conditions shall be met to the satisfaction of the Novato Fire Protection District:

5. An automatic fire sprinkler is required to be installed conforming to NFPA Std. 13. Plans and hydraulic calculations shall be submitted to the Fire Marshal for review prior to installation. Contact the North Marin Water District to apply for fire service connection. Additional sizing may be required due to available pressure and fire flow.
6. All automatic fire sprinkler and fire alarm systems, flow switches, and control valves shall be monitored by an approved UL Central Station company, zoned and enunciated as required by the Novato Fire District and Fire Protection Standard #400.
7. Roadways and driveways shall have a minimum clearance of not less than 20 feet (horizontal) by 14 feet (vertical) clearance. No object shall encroach into this horizontal and vertical plane.
8. 'Knox' key access shall be installed at the premises conforming to Novato Fire protection Standard #202.
9. A business shall create and maintain a pre-plan per Fire Protection District ordinance.
10. Emergency planning and preparedness requirements are also required conforming to the 2016 California Fire Code as adopted with local amendments including but limited to Chapter 4, sections 401 General, 402 definitions, 403 emergency preparedness, 404 Fire safety, Evacuation, & Lockdown Plans, 405 Emergency Evacuation Drills, and

406 Employee training and response procedures.

11. The address shall be posted clearly visible from the street with numerals illuminated and contrasting color to their background conforming to Novato Fire Protection Standard #205.
12. The facility and improvements shall comply with California Building Code and State Fire Marshal building standards and regulations.
13. Maximum Occupant Capacity signs shall be installed as required by the Fire Marshall conforming to Fire District Standard #115.
14. Portable fire extinguishers shall be installed and maintained in accordance with California Fire Code Chapter 9.
15. 2016 California Fire Code Educational (E) Occupancy. Conformance Required.
16. NFPA 72, California Fire and Building Code, State Fire Marshall Building Standards and Regulations, and Fire District Standard #400. Conformance Required.
17. All combustible vegetation, weeds, dry grasses, dead and down material shall be removed and maintained from within 100 feet of all structures and within 30 feet of parking and driveways.
18. Indemnity and Time Limitations
 - a) The applicant shall defend, indemnify and hold harmless the City, its agents, officers, attorneys and employees from any claim, action, or proceeding brought against the City or its agents, officers, attorneys, or employees, to attack set aside, void or annul the City's decision to approve the application and associated environmental determination at issue herein. This indemnification shall include damages or fees awarded against the City, if any, cost of suit, attorney's fees, and other costs and expenses incurred in connection with such action whether incurred by the applicant, the City, and/or parties initiating or bringing such action.
 - b) The applicant shall defend, indemnify and hold harmless the City, its agents, officers, employees, and attorneys for all costs incurred in additional investigation (such as the environmental determination at issue herein or any subsequently required Environmental Document), if made necessary by said legal action and if the applicant desires to pursue securing such approvals, after initiation of such litigation, which are conditioned on the approval of such documents, in a form and under conditions approved by the City Attorney.
 - c) The applicant indemnifies the City for all the City's costs, fees, and damages which the City incurs in enforcing the above indemnification provisions.

- d) Unless a shorter period applies, the time within which judicial review of this decision must be sought is governed by California Code of Civil Procedure, Section 1094.6.
- e) The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d) (1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. The applicant is hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), has begun. If the applicant fails to file a protest within this 90-day period complying with all of the requirements of Section 66020, the applicant will be legally barred from later challenging such exactions.

Passed and adopted at a regular meeting of the Planning Commission of the City of Novato held on the 18th day of December, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * *

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of the resolution which was adopted by the Planning Commission, City of Novato, County of Marin, State of California, on the 18th day of December, 2017.

Chair

Unity in Marin: Requested Amendment of Use Permit

Purpose:

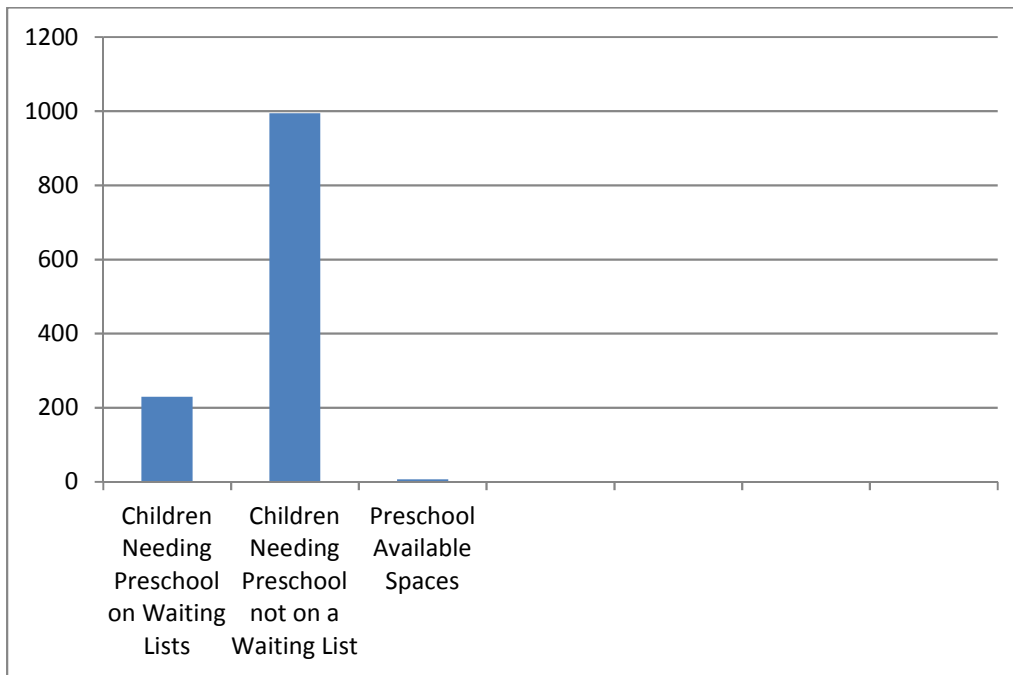
To respond to a need in the community, Unity in Marin seeks licensure for a private preschool to operate on the grounds of Unity in Marin during unused daytime hours. This private school falls within the scope of C-F zoning. The following narrative references #s from the Submittal Requirements.

Establishment of the Need:

The High Scope/Perry study - the most well-known of High Scope research efforts — examined the lives of 123 children at high risk of failing in school. The study found that adults at age 40 who underwent the preschool program had higher earnings, committed fewer crimes; were more likely to hold a job, and more likely to have graduated from high school than adults who did not have a preschool education.

A needs assessment provided information concerning the need for preschool in the city of Novato, which indicated a disparity between the number of families needing preschool for their children and the quality, licensed preschool spaces available:

Families of preschool aged children waiting without space available	229
Families inquiring about preschool, not yet placed on a waiting list	994



Type of School

To address this need, we wish to establish a Montessori school. The Montessori Method of education, developed by scientist Dr. Maria Montessori, is a child-centered educational approach, based on scientific observations of human development – birth to adulthood. The method has been time tested, with over 100 years of success in diverse cultures throughout the world. The recognition of the peacefulness and the connection to motivation was also a profound draw to many who saw that motivated, positive learners who take charge of their education, become motivated positive individuals who take charge of their lives. A Montessori school is a peaceful children’s environment for education.

Unity in Marin: Requested Amendment of Use Permit

Hours of Operation (4c)

The school would be open from 7am – 6pm. To meet the needs of working parents and to ensure that arrival and departure occurred during appropriate traffic flow hours, the school would operate minimally between 7am – 8am and 4pm – 6pm. Primary school hours would be from 8am – 4pm.

Number of Students [4a(1)]

We are requesting licensure by the state of California for most rooms on our property in case the children use different rooms for other activities. This will result in a larger licensed capacity. However, we are anticipating a maximum capacity of 52 students. We expect to begin with a smaller number of students, and to grow to that capacity.

Ages of Student Population

We anticipate that our students will be between 2 years and 7 years of age (first grade entry).

Number of Employees [4a(2)/b]

We expect to begin with 3-4 employees, fingerprinted and meeting the licensure requirements of the state of California. We anticipate at fullest capacity, we may have 10 employees. It is our plan to encourage employees as it is reasonable to carpool, walk or bike to work. The church staff is approximately 4 people at any one time during the week.

Schedule

We plan to operate year round, with holiday and staff development closure.

History of Traffic Flow

The street that runs in front of our facility is Palm Drive. There are two primary ways to get to our facility: Hamilton Parkway, to the north - it intersects with Palm Drive allowing one to turn right into our north parking lot or go farther down and turn right into the south parking lot. There is a double yellow line that legally prohibits us from turning left into the north parking lot from Palm Drive. The other way is to take Main Gate Road which turns into Palm Drive at the bridge allowing one to turn left into the south parking lot.

From our observations during the weekdays, there is very little traffic near our facility. Even when we have rental clients, our large parking lots have allowed for a smooth flow of traffic with no obstructions causing congestion. In general, people who come to Unity from the north usually come via Hamilton Parkway, and people who come from the south use Palm Drive.

Unity in Marin: Requested Amendment of Use Permit

Examination of Traffic Flow

We examined the traffic flow on Palm Drive near Unity in Main and the intersection at the corner of Palm Drive and Hamilton Parkway where Unity in Marin is located. The following tables indicate that the area of Main Gate Rd where Unity in Marin is established, falls within the most desirable traffic flow intersections in the area:

Table A.
City of Novato Existing Conditions Report

Intersection	Control	AM Peak Hour		PM Peak Hour	
		Delay	LOS	Delay	LOS
29 Novato/Mission Dr	Signalized	10.5	B	8.6	A
40 Novato/Palm Dr	Signalized	17.0	B	11.1	B
41 Alameda/Palm Drive (View east)	ATIS	29.6	E	21.7	C

Note: Delay = delay in seconds; Delay is reported in average seconds per vehicle; LOS=Level of Service; Bold in original report.

Table B
(6-1 from report: Intersection Level of Service Criteria)

LOS	Signalized Intersections	All-Way Stop-Controlled Intersections
	A	Delay of 0 to 10 seconds. Most vehicles arrive during the green phase and do not stop at all.
B	Delay of 10 to 20 seconds. More vehicles stop than with LOS A, but many drivers still do not have to stop.	Delay of 10 to 15 seconds. Drivers may wait for one or two vehicles to clear the intersection before proceeding from a stop.
C	Delay of 20 to 35 seconds. The number of vehicles stopping is significant, although many still pass through without stopping.	Delay of 15 to 25 seconds. Drivers will enter a queue of one or two vehicles on the same approach, and wait for vehicle to clear from one or more approaches prior to entering the intersection.
D	Delay of 35 to 55 seconds. The influence of congestion is noticeable, and most vehicles have to stop.	Delay of 25 to 35 seconds. Queues of more than two vehicles are encountered on one or more approaches.
E	Delay of 55 to 80 seconds. Most, if not all, vehicles must stop and drivers consider the delay excessive.	Delay of 35 to 50 seconds. Longer queues are encountered on more than one approach to the intersection.
F	Delay of more than 80 seconds. Vehicles may wait through more than one cycle to clear the intersection.	Delay of more than 50 seconds. Drivers must long queue on all approach.

Source: Transportation Research Board, Highway Capacity Manual 2000.

Arrival/Noise Level/Traffic Flow (4b)

Parents will tend to arrive by car. To mitigate possible early morning noise for neighbors living above Unity in Marin, we will utilize our two parking lots for arrival time. From the north parking lot, parents would enter the parking lot, follow the course to the right going in one direction and park their car to walk their child/ren in. Parents would walk around, using the front entrance of the building and proceed through the courtyard to the classroom.

To further assist with the movement of traffic and mitigation of noise, we are willing to offer morning valet service between 8:20 – 8:45. This would involve a teacher receiving a child from their parent’s car in the parking lot and walking them to the classroom. Valet service would be offered from the south parking lot, which has two entrance/exit points. We would also designate a one-way flow: we assume the best direction would be entrance from the entrance closest to Main Gate Road. Parents would drive on the left side; staff removing children (who are comfortable) and walking them in. Parents would then depart from the exit nearest to Hamilton Parkway. Cones would be placed on the left side to enforce the one-way flow. Since departure times would vary, valet service wouldn’t occur in the afternoon. Our

Unity in Marin: Requested Amendment of Use Permit

proposed plan does not make use of the rear thoroughfare behind the building, which is for emergency passage.

Church vs School Hours (6)

Typical of many churches, *daytime hours represent primarily unused time, when Unity in Marin has been primarily vacant.* There is an occasional daytime event and from time to time a memorial service during the week. Our ongoing schedule is as follows:

Current Regular Use

Ongoing Activities				
<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
<u>Sunday Services</u> 9:30 and 11:15am Sanctuary <u>Youth Programs</u> 9:50am <u>Next Generation</u> Unity (2nd) 1:00-3:15pm Unity Hall <u>Grief Support</u> <u>Circle (2nd & 4th)</u> 1:00-3:00pm Meditation Chapel	<u>A Course in</u> <u>Miracles (ACIM)</u> 7:00-9:00pm Sanctuary <u>Narcotics</u> Anonymous 7:00-9:00pm Unity Hall	<u>Men's Fellowship</u> <u>Group (2nd & Last)</u> 7:00-9:00pm Unity Hall <u>Choir Practice</u> All are welcome. 7:00-9:00pm Sanctuary <u>ACIM Lessons</u> 7:15-8:15pm Meditation Chapel	<u>Meditation for</u> <u>World Peace</u> (2nd & 4th) 6:15-7:15pm Meditation Chapel <u>Wednesday Night</u> <u>Service</u> 7:15-8:15pm Sanctuary	<u>Journey Beyond</u> <u>Words</u> 11:00am-1:00pm Meditation Chapel <u>Women's 12 Step</u> <u>AA Group</u> 12:30-1:30pm Unity Hall <u>Attitudinal Healing</u> <u>Group (Please RSVP)</u> 4:00-6:00pm Meditation Chapel

Apart from these regular meetings/activities, there have been occasional daytime small groups or workshops, triannual charter school recitals and periodic memorial services.

Addressing Conflicts

We maintain an excellent calendar system for building use, and we will coordinate our staff calendar with the school calendar to eliminate dual booking and additional cars. For example, we have been able to establish the consistent dates of annual and semi-annual clients. One of these is the charter school, who are set for a June 7th graduation – this will be a day of school closure for Hamilton Montessori school, so that the number of cars and people will not increase. Some of these days will be set aside as Staff Development days when school will be closed and only staff will be present.

The few and occasional daytime events will no longer be held, unless they coincide with school closure, non-school use (eg: field trip day) or minimum days. Evening and weekend events will continue.

For memorial services, the majority of visitors have always parked at the lot across the street from Unity in Marin. We can designate it for those occasional purposes, so that there is no parking lot conflict. The service would not be held in the classroom area.

Notification of Events:

Our calendar is available on our website, which will also allow neighbors to be aware of basic events that are occurring at Unity in Marin (www.unityinmarin.org).

Unity in Marin: Requested Amendment of Use Permit

Additional School Days:

The school may have 1-2 Saturdays when there is no other major event scheduled, in which parents come to do small repair and clean up. There will also be approximately 6 school evening events during the course of the school year, on evenings when Unity in Marin does not have an event planned.

Controls in Place to Address Protection of Surrounding Areas (5)

Safety, environmental care and sounds that resonate with the happiness of the neighborhood represent our primary commitment that we hold for the surrounding community. To that end, we will engage in parent education and monitoring of adherence to DMV laws, safe entering and exiting practices when driving, appropriate adult voice levels and respect of the neighborhood.

Outdoor Activities/Noise (4e-f)

There will be a playground on the Unity grounds, which the school will also be able to use. This area is situated near the corner of Palm Drive and Hamilton Parkway. It is bordered by space owned by the city, which will not be encumbered by our playground. This space (~4600 square feet) is not near residences. The noise level may also be slightly buffered by the building on one side and the elevation of the land (leading toward the residences) on another side. The playground will be bordered by a 4' wood and wire fence, which plants which will be planted on the residence side.

The state of California requires 75 square feet of outdoor space per child. We are requesting approval to limit the outdoor space to 4500 square feet. This is a smaller yard amount, as we are requesting a staggered yard time, so that all children are not outside at one time. Although the requested license is for 90 students (which we project will occur over few years), we will stagger the yard times, so that there will be no more than 20-30 children outside at one time.

Yardtime hours: Although outside time will also be governed by the needs of the children, the basic yard schedule will be close to the following schedule:

10:30am – 11:00am

11:15am – 11:45am

2:30 – 3:00pm

3:15pm – 3:45pm

Lunchtime: Children will bring lunch daily. Lunch will primarily be eaten in the classroom.

Naptime: Children will be invited to rest/nap between the hours of 12:30 – 2:00pm.

Walks: After school is in session and students are safe walkers, it is possible that we will take short walks in the neighborhood where it is safe to cross.

Miscellaneous (4d-g)

Alcohol: There will be no alcoholic beverages in school.

License requirements: Establishment of a school requires a license through the Department of Social Services, Community Care Licensing. We have being considered concurrently for our license.

Additional Details About the School

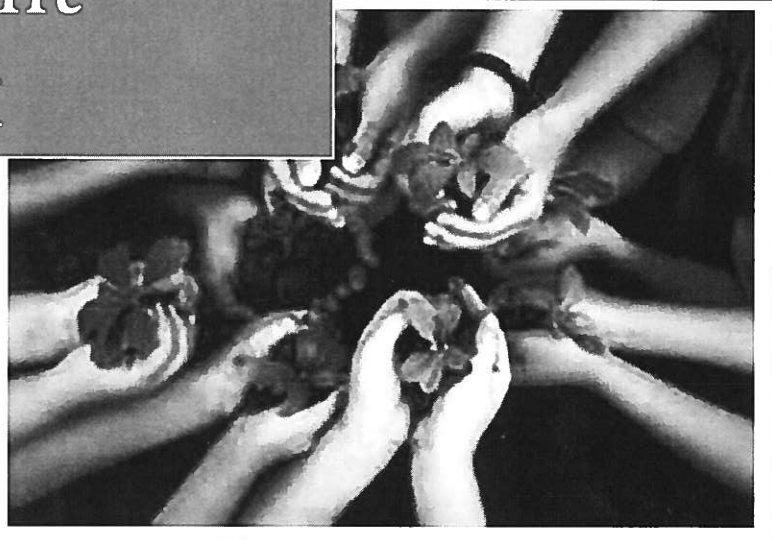
Among other things, Hamilton Montessori education and parent education involves curriculum which includes respect for neighbors and our city (by following rules), learning about appropriate noise levels and adherence to safety.

Additional details (snack, nap, etc) is contained within the attached Parent Handbook.

Unity in Marin: Requested Amendment of Use Permit

2017-
2018

Hamilton Montessori
School Parent
Handbook



**"Children are human
beings to whom respect is
due, superior to us by
reason of their innocence
and of the greater
possibilities of their
future."**

Maria Montessori

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What is Montessori Education?

“ . . . education is not something which the teacher does, but . . . it is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but in the virtue of experiences in which the child acts on his environment. The teacher’s task is not to talk, but to prepare and arrange a series of motives for cultural activity in a special environment made for the child.”

- Maria Montessori

The Montessori method of education, developed by Dr. Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. Dr. Montessori’s method has been time tested with over 100 years of success in diverse cultures throughout the world.

It is a view of the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. It is an approach that values the human spirit and the development of the whole child – physical, social, emotional and cognitive. – American Montessori Society

In a Montessori environment, the act of teaching must be transformed so to allow for the conscious care-taking of the spirit within the children we serve.

Montessorians often use the term spirit to describe the indescribable - that part of a child that is unique and original and ever-unfolding. Given the weight of the term, such talk is usually couched as a holistic view of the child – one that encapsulates cognitive, social, emotional and physical development – yet that remains special to each individual. In that manner, we commonly talk of the children as spiritual beings, eager for learning and attachment. As Montessori teachers, we reframe our practice of education – of guiding – as a spiritual one.

This reframing of education may be the signature of Montessori education.

The History of Hamilton Montessori School



Hamilton Montessori School was founded in 2017. The school opened on the grounds of Hamilton in Marin in the city of Novato.

The Hamilton Board of Trustees and a committee of individuals embarked on a revenue generating research project, which would also bring honor and respect to the work and values of the Hamilton community. The idea of a Montessori school was brought up and the alignment of Montessori philosophy with the overall principles of Hamilton gave launch to further research.

Hamilton Montessori School is not a religious school, but is clearly aligned with the spiritual and thoughtful concepts that are also embedded within Montessori philosophy. Among them, is the idea that we create our life experiences through our way of thinking, education is one vehicle of growth, and that living experiences connect to learning and serving others.

Organizational Structure

Hamilton Montessori School falls under the general governance of the Hamilton Board of Trustees. The Board of Trustees hires a director to manage the operations of the school. The **Director** governs the operations of the school, oversees academia and student development. The **Director** assists with school operations, human resource and parent communication.

The Director may be assisted by the Hamilton **Office staff** to handle incoming telephone calls and other administrative matters.

The **Bookkeeper** handles accounts payable and receivable (billing).

The **Parent Committees** may include Fundraising and Hospitality. This may change as our first year progresses.

The **Lead Teacher** is the main vehicle for communication to the parents, and is responsible for decision-making regarding classroom curriculum and design, parent conferences, academic evaluations, proper classroom discipline, Montessori materials, field trips, and the classroom allotment budget. *The Lead Teacher may also function as the Site Director.*

The **Assistant Teacher** implements decisions regarding circle planning, proper classroom discipline, aesthetic touches for the classroom, changeover of books for the classroom library, and choice of daily snack and stories.

Hamilton Montessori School may also enjoy **Volunteers**, such as interns from education programs, etc., who assist in the classroom. Volunteers meet licensing requirements by obtaining fingerprint clearances.

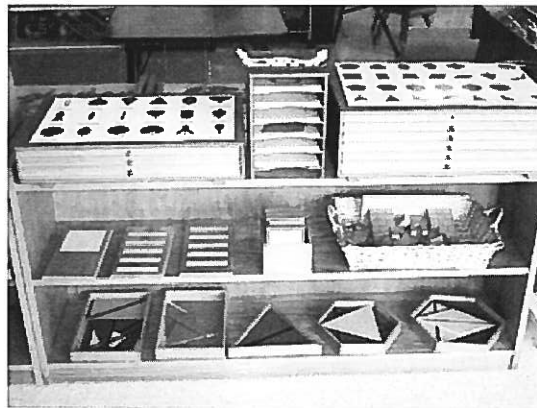
All staff and faculty of Hamilton are responsible for the care and safety of the students. Our goal is to keep our staff always learning. The Director is the role model as a life-long learner and all staff is expected to engage in some type of education throughout the year.

Elements of Montessori Education

Montessori education is a philosophy of human development and a fundamental basis for directing such development. The elements of Montessori education include:

A prepared environment

- one in which a student can develop abilities and strengthen areas of challenge
- strengths are matched via the curriculum and community opportunities
- areas of improvement are identified and given individual focus
- one which promotes individual success
- materials designed for individual lessons
- an individualized curriculum, meeting students in their academic 'place'
- self-correcting materials, including self-correcting ungraded assignments
- continual refinement of skills, through repetition and gradual intensity in which classes are interdependent
- preschoolers may share information with older ones
- older students share presentations or read to younger ones



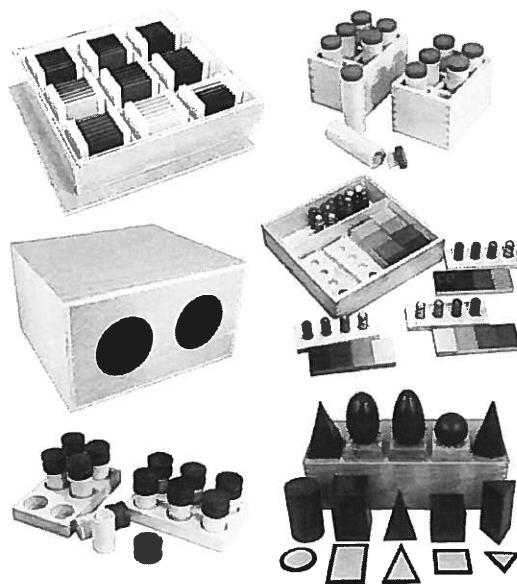
Self-development of the child

- peer instruction to challenge and develop leadership skills
- academic success teams form during the year for special projects
- practical life education prepare students for life, from pouring exercises to repair, laundry and practical skills
- individual education and development plan is created for each student

Elements of Montessori Education (continued)

Concrete educational materials

- non-frustrating, self-correcting living educational materials are a trademark of a Montessori environment
- such concrete learning is not replaced by massive textbooks and dittoes
- materials are multi-leveled, to allow for repetition and challenge
- concrete education also includes community involvement and assistance



The Montessori teacher

- the 'teacher' is a facilitator, who directs the child toward self-learning
- the teacher is the link between the student and the learning environment
- the teacher directs the activity and the motivation of the student toward the accomplishment of his or her goals
- the teacher seeks not to make every child a genius, but to enable every student to develop their own capabilities to their fullest potential

Hamilton Philosophy

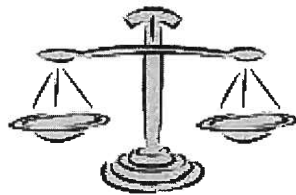
Inclusion

As advocates of the child and family, we recognize the importance of supporting the changing definition of family. Hamilton is home to families of all compositions: single-parent households, same-gender households, biracial households, and traditional nuclear households are just some of the many different families that we welcome into our community. We are proud of the diversity of our school, which manifests itself in a complement of ethnicities, family compositions, ages, sexual orientations and personal beliefs.

Our policies regarding curriculum and holidays are designed to reflect a spirit of inclusion, and something Montessori called *Education for Peace*. It is our hope to build communities of children who will practice peace, understanding and tolerance, which will break down barriers of injustice in the world.

Anti-bias Curriculum

The idea behind an anti-bias curriculum is a setting which endeavors to keep from making any dominant culture ideology overarching in teaching and learning.



The curriculum is one that respects the individual rights, freedoms and conscientious decisions of others regarding matters of religion, sexual preference, politics and family structure.

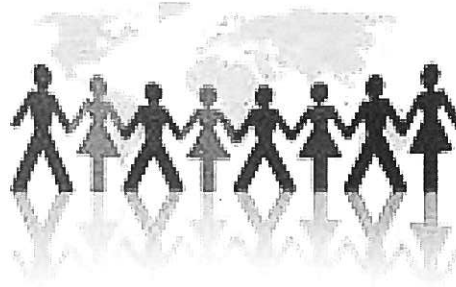
A teacher's responsibility is to present information in a way that does not reflect bias in the aforementioned areas. When biases are introduced to children in an educational setting, it can mar a child's ability to see a balanced view of the things learned at school vs. practiced at home. Montessori teachers are taught to leave their personal views at home.

Hamilton Philosophy (continued)

A Complete Montessori Philosophy with Emphasis in Cultural Subjects

Apart from our commitment to provide a real Montessori environment, Hamilton enhances its curriculum to encompass what Montessori described as the full development of the child. At Hamilton, we do this with an emphasis in cultural subjects and community involvement.

The community involvement curriculum includes cooking, gardening, art, music, and movement. The children will use those talents and the education derived from the classroom to learn about their community and their world. This understanding will include sharing themselves through music or gifts with others around them.



The cultural curriculum is one that is ongoing throughout the school year, in which we focus on a different continent each month, highlighting specific countries. When we feel that there is an especially pressing topic that should be addressed, we add it to our cultural curriculum as well.

Within each classroom we include various artifacts specific to the cultures that we are studying: culturally related artwork and projects; music; photographs of people from the relevant culture; and recipes for food, which we use in a cultural feast at the completion of each unit. We also invite individuals from each culture to make a presentation on their country, usually involving music or dance. Our complete cultural curriculum covers the language, music, art, and fundamental needs of people for each country studied.

Hamilton Philosophy (continued)

A Spiritual Connection to the World from Within

Montessori believed that as important as physical development is to life and the body, psychic development is to the mind and spirit of a child. Some define spirituality as 'the peace one feels with oneself and the outside world.'

The spirituality of a child involves his or her heart and inner spirit. Appreciation for living things and understanding one's feelings and those of others, are concepts that can only be experienced through emotional nourishment, patience and unconditional love.

In keeping with this philosophy of Montessori, Hamilton will strive to maintain a spiritual understanding of oneself and others. This is manifested in our appreciation for what we have, both tangibly and intangibly; care and concern for others; love, appreciation, courtesy and respect for ourselves and those around us.



How Might this Spiritual Emphasis Manifest Itself in the Classroom

- Tone of the environment. A Montessori classroom, while busy, is also generally a calm and orderly atmosphere.
- Slowing down of classroom life. Taking time to watch chicks being born, watch the journey of an ant, to hear the differing sounds of tiny bells, or to enjoy the repetition of a pouring exercise; meditative thoughts about those we love; carrying things one at a time; quiet exercises; gardening; working on a rug.
- Development of care for living and non-living things. Cleaning the leaves of plants; mending a torn book; stopping when someone is hurt; returning materials and furniture as one found them; beauty in the environment.
- Gentleness of the teacher. Quiet music; eye contact; speaking from the child's level; patience.
- Respect for the earth. An attention to enjoying less, using more of what is available, and preserving, growing and harvesting.

The Celebration of Holidays

The decision to celebrate a holiday or how to do so is a personal one. Hamilton *does not*, in respect for the personal views of others, present holidays as days that should be celebrated. While holidays may be discussed, we take care to present holidays in a way that respects those who celebrate differently or not at all.

Students, who wish to share information regarding holiday celebrations in their home or culture, are free to do so, as it represents personal expression, not bias. Our educational position regarding holidays merely means that the teacher maintains his/her role as an educator, presenting information to the children to examine and absorb. A teacher may choose to explain the origin of that holiday as a part of the classroom curriculum, provided the information has been well researched and is factual and all-inclusive.

The teacher, however, would respect the personal rights of the child and the family by not presenting information in any manner that would be an infringement on a family's beliefs. Additionally, the teacher would not in any way reveal his/her own bias or personal belief to the child regarding personal or sensitive issues, but would promote an overall belief system based on understanding, respect and sensitivity for the cultural diversity and belief system of all.

Birthdays

We feel that celebration of life is important to the full development of a person. Students at Hamilton enjoy seasonal and cultural opportunities as a basis for celebration.

At Hamilton, we honor the child and celebrate life through a special Montessori celebration. We request that parents bring a photo for each year of a child's life (from birth to the present). If you so choose you may also contribute as follows:

Book in Honor of the Child

We encourage you to allow your child to give to others on this special day by donating a hardcover cultural book to the school, in honor of their birthday. A book plate noting your child's birth year will be placed in each book.

The Celebration of Holidays (continued)

Snack

Parents may bring a simple snack to share with the class. Snacks should be nutritious, such as muffins, crackers, cheese, or fruit. Candy, cupcakes, cake, soda, chips and junk foods are not permitted. (see "food provisions" section). Jello/Gelatin also isn't permitted since it is meat based and there are students who are vegetarians. **Peanuts and any nut related foods are not allowed on the school premises.**



Birthday Party Invitations/Gifts

For a variety of reasons, parents may need or choose to limit the number of students who attend a personal festivity for their child, outside of school. It is important that the feelings of all children at school are not injured in any way, as a result of such understandable and necessary decisions. Gifts should remain family matters, and should not come to school.

Parents are provided with class lists at the beginning of the school year. These may be kept and used for invitation purposes. Invitations may be placed in parent folders at school.

Use of a Student's Image

Current technology and social media has become a commonly used form of communication in our society. We therefore address technology and social media in the policies of Hamilton Montessori School.

Throughout the year, HMS will take photos and videos during special events and when students are engaged in inside/outside activities. These photos/videos are used for the purpose of education and promotion of Hamilton Montessori School.

Receipt of your authorization is required prior to using any image/video of your child on the school website, e-Newsletter, promotional materials, or outside publications. Personal information such as name, address, and telephone number will not be published.

Use of a Student's Image

Parents who do not wish their child to be photographed at events should keep in mind that others may take friendly photos/videos of performances/events. Hamilton cannot control or be held responsible for the actions of others. Additionally, we ask parents who take photos/videos to keep the safety of children in mind (eg: including names of children with photos).

(see Appendix: Use of Child's Image Authorization)

Expectations for Hamilton Montessori Teachers

Academic Requirements State of California (preschool)

The state of California requires preschool teachers to have a minimum of 12 units of early childhood education in the areas of child development, child family and community and curriculum.

American Montessori Society (preschool/elementary)

For Montessori certification, Montessori teachers are required to have successfully completed 1-2 years of educational training and one year of student teaching (internship) in a Montessori classroom. Teachers who have completed their bachelor's degree, will, upon completion of their training and internship, may receive a Montessori teaching credential.

The educational training includes the preparation of more than 300 exercises, covering mathematics, language arts, sensorial development, practical living skills and cultural subjects (geography, history, science and the arts). The exercises, extensions of, and rationale for such exercises are prepared in manual form; each teacher is graded on each manual.

Incorporated within each manual are extensions for each exercise, which should provide the teacher with information to challenge a child gifted in a certain area, or strengthen a child challenged within the same area.

Teachers are tested in their presentation of the material, with an oral examination regarding information contained in the manuals. They are then certified through a Montessori teacher training program accredited by the Montessori Accreditation Commission for Teacher Education (MACTE).

Expectations for Teachers (continued)

Academic Requirements

Hamilton Montessori School seeks to have all staff with a minimum of a bachelor's degree as a requirement from all teachers.

Additionally, teachers at Hamilton carry a specialty in some areas. Such specialty may involve a degree or experience in a certain subject, or a sensitivity or understanding of some field of child development or education.



The Students

At Hamilton Montessori School, we expect our teachers to come to know their students -- academically, cognitively, socially, and emotionally. We feel that smaller class sizes enable us to accomplish this.

All potential students have a classroom visit, whenever possible, to allow the teacher to have a sense of the student and their 'fit' within the classroom environment. Following enrollment, the teacher continually assesses and monitors their progress. They prepare materials or exercises that match either the child's areas of strengths or areas of improvements.

The Parents

Teachers view parents as an invaluable connection to the child, and should seek their input periodically. Teachers are expected to maintain regular communication with parents, keeping them informed of their child's progress and any concerns.

Expectations for Teachers (continued)

Health and Safety

While the State of California only requires each school to have one individual trained in First Aid and CPR, **all** HMS staff are required to be trained in First Aid, CPR, infectious disease procedures and occupation health and safety risks.

School Events

Teachers are expected to attend and support major school events. Teachers will encourage parents to attend and participate actively in the school as well.

Paperwork

Hamilton teachers are responsible for a comprehensive amount of record keeping. Weekly and monthly lesson plans are prepared and reviewed. Notations are made regarding student progress. Injuries are logged and explained. Evaluations are prepared quarterly. Time is set aside during the school year, when school is closed, to allow time for classroom preparation.

Continuing Education

Requirements for the state of California necessitate that all teachers add to their education by taking coursework. Hamilton staff is encouraged to keep their education alive, staying abreast of the newest information in education. Teachers are also expected to observe other schools to gather helpful information.

Staff – Site Director - Communication

Hamilton staff will meet for weekly staff meetings. Staff meetings are vehicles for sharing school information, discussing concerns, Montessori presentations, staff acknowledgment and mini-educational workshops.

Before School Begins

Enrollment Determination

Students are received on a first come, first served basis. Parents interested in enrolling in the school should first observe the classroom, to assess their comfort level with the program and the environment.

Upon a successful tour and observation, parents should fill out an enrollment or waiting list application, depending on space availability. Parent and student will be invited back to school for a pre-enrollment visit. After meeting with the teacher, the parent will be contacted to discuss the student's behavior and

compatibility with the environment. Following a successful visit and letter of confirmation, parents must provide the school with immunization information, medical assessment, and completed informational and emergency forms.



Spring Enrollment Process

Our first year enrollment procedure is as follows: Applications for the incoming school year are made available upon the licensure of Hamilton Montessori School, which begins the enrollment period. Thereafter, HMS will have a rolling enrollment on a space available basis. Space availability during our first year will be determined by our budget and staffing. Should a class fill, the Director will determine when additional staffing and enrollment make the opening of a new class possible.

The registration period for each subsequent year will begin on the first Monday in January after the New Year for current parents. The enrollment period for parents who were previously waitlisted will begin on the second Monday in January after the New Year. After the second Monday enrollment date, enrollment is open to the general public. The *enrollment procedure is first come, first serve - parents who enroll earliest will receive the first available spaces.* Siblings of enrolled students are processed at the same time. Enrollment applications may be accepted online or in person – in the order of receipt.



Standard enrollment requests (M-F, MWF or T/Th) are processed first, on a space available basis. Special schedule requests are processed second, determined by whether there is another family in the school with a request which offsets it. All other applications are placed on a waiting list.

Parents who enroll following the enrollment period are placed as space is available, or placed on a waiting list. Waitlist priority will be given to current Hamilton Montessori School parents. *The waiting list does not guarantee a space.* Acceptance letters will be mailed out thereafter.

Upon Enrollment

In the late spring, parents will receive a packet of enrollment forms. Parents will need to complete all forms prior to the start of school. Enrollment is not complete until school administration receives and reviews your forms. You must provide the school with full information on pick-up persons, the name and address of a doctor and dentist in case of emergency and full information regarding your child's medical needs and the parent's emergency wishes. It is imperative that we have updated information, in case we need to contact you. Please provide any changes in writing or by email as soon as they occur.

Transition/ Separation

Upon enrollment, parents should work with the school to achieve a successful separation from their child. Parents should plan to remain on the school grounds until their child feels safe enough for them to leave, unless other arrangements were discussed with the Director or teacher.

(see Appendix: Transition/ Separation)

Behavior

All families are enrolled with the understanding that no environment is perfect for every child or parent. During the first four weeks of school, the teacher and/or the Director will assess any child who is having a difficulty with the environment, to determine whether Hamilton's environment is best suited for the child. Should any concern arise regarding the appropriateness of a child's placement, the parents will be contacted for a meeting.

Behaviors directed toward students or teachers that cause concern include: any type of physical violence or verbal disrespect (name calling, rudeness).

Students displaying continued behavioral difficulties will be monitored, provided with required parental meetings and the development and implementation of a behavioral plan, along with possible outside intervention (at the parent's cost) by a behavioral specialist. Students whose continual problematic behavior or families, whose personal views do not coincide with the behavioral policy of Hamilton, should not continue enrollment with the school.

(see Appendix: Admission Agreement and Probation/Withdrawal section).

Accordingly, Hamilton Montessori School does not permit violent toys, violent play or actions, and super hero fantasy. This view reflects our strong feelings that Hamilton be a school that promotes and pursues peace. We frown on character clothing in general, and encourage consistent patterns of peace.

Upon Enrollment (continued)

Requesting Letter of Recommendation & Academic records

Parents who wish to have a letter of recommendation and/or academic records sent to a prospective school must submit the form(s) to the school office, and not directly to the teacher. Office administration will ensure that teachers complete the required information. The office will provide copies to the parents before it is sent to the prospective school. A child's school account must be up-to-date before records are released.

Class Schedule

The classes at HMS generally have similar class schedules. Below is a sample of a typical schedule. Class schedules reflect the needs of the students, the school curriculum, parent participation and extracurricular activities. If you would like to know the class schedule more specific to your child's classroom, please speak to the Site Director.

Morning

7:00 – 8:30	Daycare (free choice)
8:30 - 10:00	Class time
10:00 -11:00	Snack & Morning activities (dancing, singing, story time)
11:00 – 12:00	Yard & lunch time

Afternoon

12:00 – 2:00	Rest & quiet time
2:00 – 3:00	Snack & yard time
3:00 – 5:00	Afternoon work time (gardening, art, sports)
5:00 – 6:00	Daycare (free choice)

Pickup times

11:30	[(Morning schedule) – available on space available basis)
2:30	(School day schedule)
5:00	(Afternoon schedule)
6:00	(Full time schedule)

Snacks

Snacks are provided in the morning and afternoon. Children are encouraged to finish uneaten lunch items before eating afternoon snack. Snack menus are posted in the school kitchen.

Arrival and Departure

Driveway, Parking, and Arrival

Hamilton Montessori School are located within residential areas. This means that the schools operate with the understanding that neighbors have the right to give input to the city, if their rights as residents are being violated.

We are required to monitor the neighborhood courtesy of our parents and staff when arriving and departing from school. It is important that:

- cars never park in or block the driveway of neighbors
- cars are never double parked
- entrances and exits are made safely
- young children are not left unattended in cars
- personal arguments do not occur outside of the school
- individuals do not gather in clusters in front of a neighbor's home
- when arriving or departing with a child, parents maintain responsibility for the child's behavior and safety, which includes holding the child's hand during the walk from the building to the car



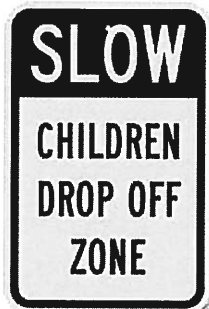
Safety Procedure Rules for Arrival:

- Parents should park, pulling into the parking lot.
- If we begin a valet system, parents will be expected to drive in and wait for a teacher to assist their child out of the car. Parents with children who are not comfortable with a valet exit, must pull over safely into a parking space and walk their child inside.
- Please be present with your young child while in the driveway or parking lot. If you wish to chat with another parent, please use the parking lot, courtyard or other designated space.
- Look for walkers and bicyclists in the driveway and parking lot. Children who travel to school on bicycles must wear helmets.
- Exit the parking lot slowly, as others may be entering the driveway unexpectedly.

Arrival and Departure (continued)

Valet Service (8:25-8:45)

Hamilton Montessori School may offer morning valet service for twenty minutes during the school year. If we implement valet service, parents will be informed via email. A staff member will be available to sign your child in and accompany them to the door. Children must exit a car on the side nearest the teacher.



Designating a Person to Pick up Your Child

All persons authorized to pick up your child from Hamilton Montessori School must be listed by name on your Daily Release form. "All Hamilton Montessori School Parents" is not an acceptable designation for your child, as the ambiguity of who should depart with whom, can be unclear for the staff.

Requesting identification is for the protection of your child. Even if you know the teacher, please be forgiving if the teacher forgets your face and requests identification. Make others aware that they may be asked also.

Hamilton Staff as Transporters

Hamilton does not currently have a program for student transportation. We strongly discourage parents from using staff members to transport their child to and from school. When a staff member transports a child on their personal time they are not considered an employee and therefore, the school is not liable. It is the parent's responsibility to ensure that the staff member has appropriate auto insurance and is listed on the Daily Release form.

Arrival and Departure (continued)

Change in Transportation Authorization:

- If you wish your child to be dismissed to an adult other than one who was previously authorized in writing, you must provide the school with a written, dated, signed note. In the event of an unforeseen emergency, the office will accept a telephone call with a complete description of the driver. This **MUST** be followed up by a note on the following day of school.
- We prefer that such notes are delivered directly to the office or given to the teacher at arrival time. Should the note accompany the undesignated driver, parents should call ahead for verification.
- Apart from unforeseen emergencies, a change in designated driver should be handled clearly and before dismissal time.

"But s/he is my friend!"

HMS will uphold a strict policy regarding dismissal to unauthorized persons. Please do not assume that undesignated friends may remove another child from the school without a note.

Should a friend be needed from time to time for pick up, designate him/her on your authorization form. Should you be asked to pick up another child, ask that parent to write a note, or check that your name is listed as a designated driver. Friendship is not a substitute for written authorization.

"But s/he is my child's teacher!"

A child will not be dismissed to a teacher unless they are listed on their child's Daily Release form. Please do not assume because the person is a Hamilton Montessori School employee they are authorized to remove your child from the school without written authorization.

Arrival/Health Screening

The state of California requires that Hamilton staff create and implement a daily process, which will:

- quickly examine the health readiness of each arriving student
- refuse to admit any child with contagious symptoms
- ensure that parents sign each child in and out
- ensure that parents provide their legal signature
- ensure that only designated individuals pick children up from school

Arrival and Departure (continued)

Teachers are trained to carry out an entrance health screening within seconds, during morning greeting. If a teacher determines that a child is too ill to remain at school, ***the teacher will refuse admittance and request that the child return home. Please be aware that this is a state requirement, to minimize unnecessary spread of infection at school.***

Signing In/Out

The State of California requires that all preschool children are signed in at arrival, and signed out upon departure. The combination of sign-in logs and attendance books are used in the event of fire or earthquake. Please be sure to sign your child in and out each day. You must use your legal signature. Please be sure to communicate this policy to anyone who will be taking your child to/from school.

The Sign-in/out sheet is a legal document. Children are not allowed to write their name or their parent's name. They are not allowed to scribble on it.



Security

Please come to know Hamilton Montessori School parents and let staff know any time when a different person will be on campus to pick up your child. Visitors will wear a HMS name label.

Absences and Re-Admission

Please remember that for the health of all children, and for the continued health and happiness of your child, **NEVER** send your child to school when s/he is contagious or ill, listless or has had a fever within 24 hours.

If your child is unable to function at home, but has no clear diagnosis of illness, it is always best to keep your child home. **Children should come to school**

ready to work - physically and emotionally. Children who appear ill or symptomatic may be refused at the door.

Student Medical Conditions

We encourage parents to be clear with the school regarding any health issues which may affect your child. For the best possible consistent awareness and intervention, provide clear information in written form to be read by the Site Director and teachers.

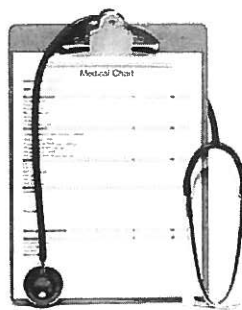
To protect family confidentiality, and to protect the school, please be clear in writing, regarding with whom we may share medical information regarding your child.

Keep the school abreast of any changes in your child's medical condition, including allergies.

If your child is able to attend school, but is having a bad day due to a medical problem, please let us know at the beginning of your child's day.

Basic Notification

Should your child become unable to attend school due to illness or personal reasons, please inform us no later than 30 minutes into class time.



Absences and Re-Admission (continued)

Notification Regarding Contagious Symptomatology

It is imperative that we know as soon as possible if your child develops symptoms that are indications of, or may lead to the spread of infection. Please keep your child home, and contact us, should your child develop any of the following:

- fever
- symptoms of an obvious contagious disease ('pink eye', head lice, etc)
- extreme listlessness
- open lesions, which cannot be covered (serious burn, etc)
- yellow or green mucous from the nose (non-allergy related)
- common cold symptoms (during the first 36 hours of a cold)

Elements of Contagious Disease Notification

Should your child become ill due to a contagious disease, we will need the following information:

- nature of the illness
- when your child was exposed (if you know)
- the first sign of symptoms (beginning of fever, etc)
- when any appropriate medication began

Re-Admission

Children may return to school, following an illness, when:

- they have been fever-free for 24 hours without fever-reducing medicine
- they have passed the first 36 hours of a cold
- when a contagious disease has subsided, with no symptoms, i.e., Chicken pox (blisters dry and scabbed)
- when medication for certain diseases has been in a child's system for 24 hours, i.e., Conjunctivitis (pink eye)
- when medication has been taken for a number of days, AND symptoms are gone, i.e. strep throat, other antibiotic-treated types of illness, or head lice (no nits on hair shaft)

(see Appendix: Health Policy)

Health Policy

Medication

Hamilton will dispense medication on site. However, the state of California and/or school policy, require the following procedure:

- All medications must be in their ORIGINAL container
- Parents must give medication directly to the Teacher or Site Director
- Please provide NO MORE than one day's dosage in the original container
- Parent must fill out a Medication Dispense form daily to have medication administered, unless it involves an ongoing prescription.

Non-Prescription Medication

We do not administer non-prescription medication unless it is accompanied by a signed doctor's note. The note may be a one-time authorization of non-prescription medication for the school year, covering such illnesses as colds or basic recurrent problems. All non-prescription medication must arrive with the directions for administration. Parent must fill out a Medication Dispense form daily to have medication administered. Additionally, we should see the following information:

- diagnosis for the medication
- medication schedule
- possible effects to look for

Prescription Medication

Prescription medications should have a medication schedule and possible side effects, on the original container. If not, a physician's note should accompany the medication, detailing such information. **THIS INCLUDES EPI-PENS. EPI PENS MUST BE IN THE ORIGINAL BOX.**

Parents must sign information daily to have medication administered, unless it involves an ongoing prescription. Teachers must log the administration of any medication, detailing the date and time given.

Parents who wish confidentiality maintained regarding the type of medication their child receives must discuss this matter with the Director.

Health Policy (continued)

Medical and Dental Emergencies

In the case of a medical or dental emergency, parents will be contacted using current information on the Daily Release and then the Emergency Release form.

For medical emergencies, the staff will call 911. If a child needs to be taken to the hospital before a parent can arrive, s/he will be transported by staff vehicle (minor injury) or ambulance to the hospital first. Paramedics determine the hospital based on the severity/illness of the child. If a parent requests a specific hospital, staff will inform paramedics however, they may determine that the child can only be transferred after first being taken to the nearest hospital and assessed first. Medical Restriction/Authorization form, medical waiver, and any medical instructions will accompany the child, so that parental restrictions can be noted and adhered to by medical/hospital personnel.

For dental emergencies, the dentist will be contacted, and in case of immediate emergency, the child will be transported by a staff member with first aid training via the instructions of the dentist, unless parent information directs otherwise.

Medical/Dental Information

Upon enrollment, parents must provide a physician's statement, which must contain current information at all times.

Special medical requests or information regarding a child's special needs should be indicated on the Medical Authorization Form, which will be provided to medical or emergency personnel.

If there is a change in medical insurance information, it must also be updated with the office.



Sunscreen Policy

Hamilton uses UVB/UVA sunscreen products with an SPF of at least 30, and has one of the top two ratings with the Environmental Working Group's annual sunscreen guide (www.ewg.org/sunscreen). Sunscreen is applied when children will be exposed to the sun, primarily between the months of April through September and between the daily times of 10 a.m. to 4 p.m. Sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, and bare shoulders, arms, and legs. Children who must wear a different type of sunscreen should bring their sunscreen, labeled to school. Parents must indicate on the sunscreen form, either that the staff can administer the school purchased sunscreen, that the parent wishes no sunscreen to be administered, or that they have provided a labeled bottle of sunscreen to be administered when needed.



Diapering

Diapering

Hamilton uses only commercially available disposable diapers unless a child has a medical reason that does not remit their use. If a medical reason exists, a note detailing the reason must be provided and parents must provide the diapers.

The school will maintain a diaper changing log, located near the changing station of the main bathroom. This log is used by staff to reflect times when children have been changed and by whom. The diaper log is available to parents daily.

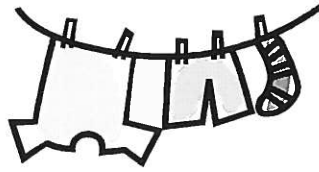
Diaper fees are billed each month. Diaper charges cease after the first full month in which your child has become toilet trained.

(see appendix: Admissions Agreement and Basic Policy)

Personal Belongings

Toys should remain at home. Please discuss this with your child in advance, assuring your child that toys are for home use. Let your child know that other special materials and work are at school for his/her enjoyment. We will not be responsible for lost toys.

Any personal belongings should be **labeled**, including backpacks. Please check for any lost items at the end of your child's week at school. Unclaimed lost and found items will be donated at the end of each month to a chosen charity.



Requested Items

Occasionally, a teacher will request items for cultural study or other classroom interest. The teacher will provide information about these items, when needed. Please send them **labeled**, and take them home when the sharing for that unit of study has been completed.

Food Provisions

Hamilton Montessori School provides snack during the morning and afternoon. Overall, HMS seeks to provide healthful snacks representing three different food groups. A snack menu is posted for parents. Food is prepared, served, and stored in accordance with USDA guidelines. Peanuts and any nut related foods are not allowed on the School premises.

Should parents desire to donate snacks, limit it to:

- Fresh or dried fruit
- Whole grain crackers or breads
- Cheese

Food Provisions (continued)

Lunchtime

Children bring their own lunches and drink which needs to be ready to eat. All perishable items should be labeled and stored in the refrigerator. Lunch containers and food containers should be labeled.

It is possible that Hamilton will incorporate the use of a daily lunch service, which parents order and pay directly to the company.

After table setting, students will be asked to remove their lunch and place their food items on a plate. Teachers will sit with the children, encouraging and modeling table manners.

Parents should provide nutritious lunches (free of non-nutritional food and drinks with high fructose and empty calories). We recommend parents follow USDA Food Guidelines when preparing their lunch (www.mypyramid.gov). Candy, cookies, soda and junk foods items are not allowed at school. Flavored mineral/vitamin water is acceptable.

Unacceptable lunch items will be left in the lunchbox to go home. We encourage parents to carefully consider and discuss nutritious lunches with their child.

Food sharing is not allowed for hygiene reasons and food allergies. Peanuts and any nut related foods are not allowed on the School premises.



There is a food consumption log on the school premises. This log indicates what snacks were provided, if your child ate a morning or afternoon snack and/or lunch. Generally children are asked to finish what is left of their lunch as afternoon snack before offering them a school snack.

Field Trips

Field trips are planned for educational and/or cultural value, and as a means to achieve specific objectives. Field trips will be scheduled in advance; however, should an opportunity arises, short notice may be provided for special or unexpected opportunities.

School permission forms **must** be on file at school for each student prior to the class' departure on a field trip.

Many of our field trips will be within walking distance from the school. However, a few field trips with older children *may* be driving trips necessitating parent drivers to volunteer. Parents driving to and from field trip locations must have a current, valid California driver's license, be 21 years of age or older, have automobile insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage, and a seat belt to accommodate each student. A copy of your insurance policy is required.

The law requires car seats when transporting younger children. The California Highway Patrol car seat law states that: "Children under 2 years of age shall ride in a rear-facing **car seat** unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the **car seat**... Children under the age of 8 must be secured in a car seat or booster seat in the back seat..A child is ready for a booster seat when they have outgrown the weight or height limit of their forward-facing harnesses, which is typically between 40 and 65 pounds." Information from California Highway Patrol website 2017 <https://www.chp.ca.gov/programs-services/programs/child-safety-seats>

Please be sure to provide a car or booster seat for your child on field trip days if you are not driving.

The parent's role in the field trip activities is one of assisting in supervision and driving. Drivers should adhere to scheduled itinerary, making no special stops with their group.



Emergency and Disaster Protocols

Written emergency and disaster plans are posted in each classroom and throughout the school. Each classroom will have a first aid kit.

We have monthly drills, possibly alternating between fire and earthquake drills.

In case of earthquake, fire or other emergencies, your child will be kept with adults on the school grounds until you arrive. If authorities advise us to move children to other locations, signs will be posted on or near the premises to locate us. If communication becomes blocked, we will try to note our information with the Novato Red Cross, Novato Police Department, Novato Fire Department and the local television station.

Novato Red Cross	814-4200	Novato Police Dept.	337-8340
Novato Fire Dept.	337-2100	KTVU Channel 2	834-1212

If authorities advise us to move children to other locations, we will post a note informing parents of our relocation site.

(see appendix: Emergency, Disaster and Mass Casualty Plan)



Communication

Questions or concerns regarding your child's class time should be directed to the Lead Teacher. If you wish to receive a call from or conference with the teacher, please email or leave a note. The teacher will follow up to speak with you or schedule a conference.

Flow of Communication

- **Student development/School operation/Special Confidential Matters/Scholarships:** Questions regarding these particular areas should be directed to the *Site Director*
- **General classroom issues:** general classroom concerns or questions should be directed to the *Lead Teacher or Site Director*
- **Curriculum/Class schedule:** *Site Director*

- **Administrative issues:** Absences, calendar, school events, children's files, meeting requests, observations, and similar issues should be directed to the **Site Director**
- **Finance/Billing issues:** These issues should be discussed with the **Bookkeeper**

Contact Information for each of the persons above will be provided.

Grievances

In the case of a concern, follow the flow of communication. In the case that you bring a concern to the appropriate person and the problem is not rectified, take it to the next highest level (e.g., speaking to a teacher first, then a Site director, then the School Consultant). If you have followed these steps and still have cause for concern, bring the issue to the designated person on the Board of Trustees. It is only after you have followed through the channels of the flow of communication that it is appropriate to bring the issue to the last point of contact. Please respect your relationship with the school by not airing your grievances among parents.

Representatives of the school are responsible for bringing information to the Director's attention regarding slander of the school or individuals associated with Hamilton. Slander is grounds for dismissal from the school. At Hamilton Montessori School, we want to build and model healthy relationships for the children, which include treating each other with dignity and respect.

Conferences

Parent - Teacher conferences occur in the fall and spring following Parent Observation Week. School is closed for most conference days; daycare may or may not be available. Check your annual calendar for specifics.

Parents, teachers, or a school Director may also request a conference at any time.

School E-newsletter

The school e-newsletter is published bi-monthly. Parents, who wish to provide committee information, or other school/parent tidbits, should submit their information via email to the Site Director and put "e-newsletter submission" in the subject line. If your submission is time sensitive, please provide two weeks lead time for approval.

Communication (continued)

School Roster

In an effort to foster community within our school, Hamilton Montessori School distributes a school roster to all enrolled families. This list may be used to contact parents to organize committee work events, to plan after school play dates or other family-oriented celebrations and events.

The school roster **may not** be used to solicit business, donations or votes; or to share one's personal, political or religious views. Violation of this policy is grounds for dismissal. Parents, who feel that someone is in violation of the use of the school roster, should bring the matter to the attention of the Director.

If you do not wish to have some or all of your contact information on the roster, please let the office know during your enrollment visit and indicate such on the Authorization to Share Information form.

Parent Folders

Parent folders are provided at both sites for school communication and for parent-to-parent and staff-to parent communication.

Telephone Hours

Telephone hours will generally be from 9am - 5:00pm. You may also leave a message on our voice mail. Teachers will return calls during naptime. In the event of an emergency and you cannot reach someone at one campus, please call the emergency number, which will be given out during your enrollment meeting.

Electronic Communication: E-Mail/Website

In our effort to become a 'green school', the Director and all teachers will have e-mail addresses for your convenience.



Please keep in mind that there is no single communication system that works for everyone. It is our goal to provide more information via the internet.

Communication (continued)

However, we need a partnership to receive timely responses. Please endeavor to respond back to requests for information or assistance via email.

Electronic Communication: E-Newsletter & Weekly Reminder

Unless you have requested otherwise, all parents will receive a weekly reminder detailing school events coming up the following week and bi-monthly e-newsletter, detailing goings on in the classroom to keep you informed. During the first week of school, please check your 'spam' to see if the newsletter is there. If it is, click 'NOT SPAM' and it should return the newsletter from that time on, into your inbox. If you are not receiving the e-newsletters, please call to check your email address with us. If you'd prefer not to receive the school information electronically, please let the office know.

Community Giving

Hamilton seeks ways to help others who are disadvantaged. We do so through voluntary parent drives for needy families. This may be done through programs, such as holiday gift giving for needy families. If so, HMS will provide parents with information to partner with Hamilton in Marin to help others.



Fundraising

School Fundraising

There is a direct link between school success and parent participation. Fundraising is a regular part of the life of most schools, as it plays a key role in balancing a school's budget and providing program enrichment.

Every parent is required to volunteer a certain number of hours each year: five of those total volunteer hours must be spent participating in one of our annual fundraising events.

Allocation of proceeds from all fundraising events will be determined by Hamilton Board of Trustees, with input from staff.

Possible Fundraising Events Explanation

Auctions

Donated items from the community and parents may be auctioned during fundraisers or special school events.

How you can assist

Assistance for either event is provided in various ways:

- Donation of items for auction or sale
- Purchasing and selling tickets to friends, business contacts, family
- Purchasing things or bidding on auction items
- donations of food items, or paper goods, etc
- donation of time to assist or entertain
- setting up or cleaning
- transporting or picking up items

Parent Commitment

Volunteer Hours

No school is able to function effectively on tuition alone. It is also clear that when parents are more connected to their child's educational environment, the child benefits from the clear partnership support. While some parents are able to provide outstanding support to the school, we wish all parents to assist the school in some way, so that we do not overburden a minority.

Therefore, parents are required to provide support for the school, by volunteering a minimum number of hours each year, per child. Parents may

fulfill this requirement themselves, or via other family members or friends. The requirement is not based on length of day but on the number of days a child attends school. The schedule requirement is as follows:

2 days/week = 15 hours per child

3 days/week = 18 hours per child

5 days/week = 20 hours per child

Please note that school spirit should precede volunteer hours. This is not meant to be a chore. It is meant to be an important part of the life of your child's school. Volunteer hours tell your child that you value their world and wish to contribute to its/their well-being.

Parents may also donate certain **requested** items (value of \$25 or greater) in lieu of parent hours. \$25 equals 1 parent hour.

More than anything, consider how to help. If the volunteer hours drive your work, we have failed to instill a strong school spirit and appreciation for our school. It is our hope that you will be a happy, giving part of our community. If at any point, contributing your hours becomes difficult, contact us to change some of tasks.

Reporting Volunteer Hours

Volunteer hours are tracked by completing a Volunteer Hours Tracking form. This form is available in the office, however, parents may also simply send an email about the hours you have volunteered. In late winter, the office will send a note with a tally of the number of hours received in our office to date.

Community Work Day

Community Work Day (CWD) is an optional workday onsite at the school campus. It will generally occur on a Saturday and will be indicated on the school calendar or announced via the e-newsletter.

CWD is used to do minor repairs on school building, classroom furniture, or yard equipment, organization or committee gatherings such as earthquake kits or the library.

Parents may record volunteer hours for work spent at CWD, and may count the hours of other family members who come to assist. Usually, child care is available via volunteers, and parents bring snack to share at lunchtime.

Parent Commitment (continued)

Committees

- **Fundraising/Grants Committee:** coordinates and carries out events and/or activities that will generate funds for the school
- **Hospitality Committee:** provides a welcome atmosphere for Hamilton Parents, encouraging a sense of community spirit



Reimbursements

Sometimes parents incur expenses when volunteering (made a purchase, etc). Reimbursement sheets are available. Reimbursements should *not* be attached to Volunteer Hours slips, or it will be perceived as a request to substitute the amount for volunteer hours. **All reimbursement forms must have the receipt attached.**

Parent Observations

General Observations are available **Tuesday - Thursday only** and should not occur during naptime.

Observations are closed to the public five times during the year. They are:

- month of September
- the last three weeks of December
- enrollment week
- Spring break
- Parent Observation Week

In-class observations are limited to a maximum of two parents daily, and should be arranged in the office. This observation is to provide parents with an in-depth look at their child's operation in class. Parents, who observe, therefore, should not engage in play and conversations with the other children.

Parent Observations (continued)

Parent Observation Week

Parent Observation Week is set aside to encourage parents to observe their child in class, prior to a conference. Parents wishing to observe, should sign up in the office or on the bulletin board. During Parent Observation Week, observations are only available for parents of Hamilton from Monday-Thursday. We encourage parents to fill out the observation form at the conclusion of their visit.

General Observation Guidelines

- Avoid excessive talking
- Please observe without other siblings, if possible
- If an infant accompanies you, please leave if crying occurs
- Save questions until later. Leave a note, or request a call via the office.
- If your child has great difficulty interacting in class in your presence, we may ask you to observe from a distance, to ease in over a period of time, or to not participate in 'in-class' events until it becomes comfortable.

Assessments

HMS has an ongoing assessment process for enrolled children, which involves:

Parent information form: Provides us with initial understanding of your child and their personality and needs.

Teacher observation: teachers maintain observation sheets, noting materials children have been working on any changes in behavior. These are maintained over the course of the school year and are referred to during conferences.

Montessori assessment: Teacher maintains a multi-part form which tracks the child's academic progress over the course of the school year. This is referred to during parent – teacher conferences, and used for reference in preparing progress reports. These are done on paper or using an online tool.

Scoring

The Montessori Assessment and Progress reflect a 3 leveled scoring process:

1. Beginning/Needs Attention: student has been exposed to the skill/concept
2. Working on/Developing: the skill or concept is neither at the beginning stage, nor at a place of mastery, but student is working on this skill
3. Mastery: Child is proficient with the concept or skill

Conference Evaluations: These are created each semester, and reflect written information concerning a child's academic and socio-emotional progress in school, including peer and adult interaction.

Progress reports: These tri-semester evaluations are provided to parents in a numbered format, and indicate both academic progress and socio-emotional development.

Behavioral Assessment form is used when behavior is of concern to the parent or teacher, and provides possible indicators which affect a child's behavioral change over the course of a day.

Parent – Teacher conferences: Parent – Teacher conferences are used as a guide for discussion of assessments.

Other Tools

It is possible that HMS engages in other tools to assist in assessing children: The Ages & Stages Questionnaire® (ASQ) is a questionnaire designed to help parents/teachers to check their child's development. Early diagnosis and treatment of developmental delays can help give a child the best opportunity to reach his/her full potential. Each questionnaire contains simple questions for parents to answer about activities their child is (or is not) able to do.

The Ages & Stages Questionnaire® :Social Emotional (ASQ:SE) is a first level screening tool that is designed to identify children who may be at risk for social or emotional difficulties. It does not attempt to diagnose serious social or emotional disorders; it is a first step aid in identifying young children who may benefit from more in-depth evaluation and/or preventive interventions designed to improve their social or emotional competence.

DRDP: The Desired Results Developmental Profile is completed at the conclusion of a child's two-month probationary period with Hamilton. The DRDP reflects all areas of children development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health and physical development.

School Closure

School will be closed for holidays, certain conferences and in-service days. Please refer to your annual calendar or the school website for specific dates each year. As tuition is based on the days that school is in session, there is no deduction in tuition for these days. Tuition is not paid for school months, but reflects one total for the number of days when school is in session – divided into ten installments. Regardless of the number of days when school is open during the school year, the tuition installment remains that same, as it reflects one annual amount. If school is closed on a day your child attends school, you may not exchange it for another day. We encourage your positive support of teacher training/in-service days, as continued education is for the benefit of your child.



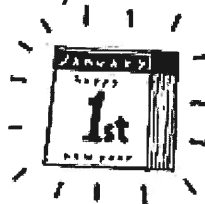
Tuition

Tuition Deposit

A **non-refundable** payment in the amount of one tuition installment is due on or before June 1st, or upon receipt of a letter of confirmation of your child's enrollment, (whichever occurs first). This amount will apply to the student's final month of enrollment at HMS.

Tuition Payments

Monthly tuition installments are due by the 1st day of the month.



Payments must be made in one of two ways:

- 1) Monthly installments: Auto Bill Pmt /Check
- 2) Full year tuition: Check made payable to Hamilton in Marin

Tuition (continued)

Automatic Payments:

➤ A schedule of automatic payments through your personal bank should be set-up so that all payments arrive to Hamilton by the first of the month. Anyone who has a personal bank account which will not accommodate the set-up of automatic payments should request an automatic payment waiver from the office.

1. The tuition for the school year (September through June) is based on an annual charge, which is divided into ten installments.
2. Tuition is determined according to the number of open school days.
3. Each installment is of an equal amount, and **is not reduced for holidays, illness, absence, vacations, teacher training days**, minimum days or school closure.
4. Tuition payments have a five-day grace period and will be charged a \$25.00 late fee at close of day, on the fifth of each month. After the 15th day, an additional \$25.00 charge will be assessed.

Please address questions to the **bookkeeper**.

(See Appendix: Admissions Agreement)

Winter and Spring Break

Hamilton Montessori School will remain open during *some* of the Winter and Spring Break vacations for day care. Daycare days are defined as days when school is closed, but day care is available. A calendar will be provided at the beginning of the school year specifying available day care days.

Fulltime parents receive the option of using these days at no additional cost but must sign up for the days and hours needed. Part-time and school day parents may elect to sign up for daycare during daycare day(s) at a rate of **\$15 per hour, billed in 1/2 hour increments**.

Since tuition is divided into ten installments based on the days of attendance, tuition is not discounted during these periods.

Tuition (continued)

June and Summer Camps

Each school year ends in mid-June. Tuition is paid in 10 installments throughout the year. June tuition is applied as last month's tuition payment for the following year, and does not constitute payment for the entire month of June.

Full-time parents whose child/ren are enrolled in the summer program are not responsible for paying the summer camp registration fee; however, all other summer camp costs still apply and will be **billed monthly**.

Probation and Withdrawal

Probation

The initial two months of school are an adjustment period during which time, a child's placement in school will be assessed by a teacher and/or Director. If teachers have a concern, the Director will follow up with additional assessment.

The Director and/or teacher will then meet with the parent to discuss the concern to set up a plan of action for the benefit of the child. A timeline for progress, assessment and additional intervention is drawn up and agreed upon. It is possible that additional outside assessment will be requested, at cost to the parent.

If it becomes necessary for the school to request withdrawal of a child from the school, any unused portion of the last month's tuition will be refunded.

If parents decide to withdrawal during the probationary period, the requirement of a 30-day notice is waived. The pro-rated amount of the current tuition paid will be refunded within 30. All fees (registration, materials and building) are **non-refundable**.

Withdrawal during the probation period is the only condition under which last month's tuition deposit can be refunded.

Probation and Withdrawal (continued)

Hamilton Montessori School also reserves the right to terminate enrollment, should the behavior of a child or parent cause undue harm to the school community, or if it is determined that the school is unable to meet the student or family needs. Such notice will be discussed with the family and provided in writing.

Withdrawal/Refund/Modification

Parents choosing to withdraw their child must provide the school with **thirty days' written notification in order to be able to use the last month's tuition deposit.** Any prepaid tuition not covering the final thirty days following proper notification in writing, will be refunded. All fees such as registration, building and materials are non-refundable.

Parents, who withdraw their child after March 1st of the current school year, must pay tuition through the end of the school year. After March 1st of the current school year, the tuition deposit will only apply as the tenth installment. Full tuition will still be due for the 7th (March 1st) and 8th (April 1st) and 9th (May 1st) installments. (*see tuition payment schedule*).

Hamilton reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian. Changes in the rates for those children whose care is funded at government-prescribed rates will be made on the effective date of the government rate change without prior notice.

Grounds for Dismissal

Hamilton Montessori School reserves the right to dismiss a family for the following reasons:

- Failure of the family to follow an agreed upon behavioral plan of action
- Falsification of the child's age
- Continual behavioral difficulties, following implementation of behavioral action plan and target deadlines
- Serious slanderous or inappropriate parental behavior, after intervention and agreement of correction
- Failure to comply with the Basic Policies or Admissions Agreement of the school
- Failure to pay tuition and fees and/or set up an approved payment plan with the Director

Appendix:

Admissions Agreement

financial policies and fees, withdrawal/termination requirements and rights of the licensing agency

Basic Policies & Information

basic philosophy, curriculum and services provided

Caregiver Background Check Process

required staff background check process

Emergency, Disaster and Mass Casualty Plan

emergency school protocol

Health Policy

school policy regarding preventive health

Parent's Rights

parent's rights to enter premises

Personal Rights

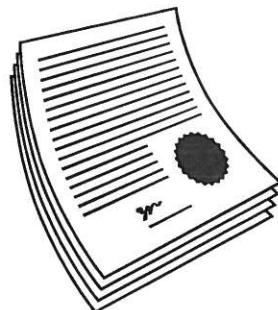
rights of the child/ nearest local licensing agency

Transition/Separation – Parent Plan

transitioning child into school and separating from parent

Use of a Child's Image Authorization

School policy regarding use of student's image



ADMISSION AGREEMENT

Note: This agreement is required to maintain a preschool license in the State of California.

This agreement is between Hamilton Montessori School and parent/guardian regarding the care of _____.

My child will be enrolled in the toddler, primary class for the 2017-2018 school year.

If enrolled in September, I understand that my annual tuition of \$ _____, is divided into ***ten installments*** of \$ _____ (paid monthly). This covers the period from September 07, 2017 until June 22, 2018.

If enrolled after September, I understand that my full tuition until June 22, 2018 is \$ _____, and is divided into _____ installments of \$ _____ (paid monthly). This covers the period from _____, 20____ until June 22, 2018.

I understand that summer enrollment is optional and is billed separately.

My start date is: _____.

My child will be enrolled according to the following weekly schedule (*please indicate*):

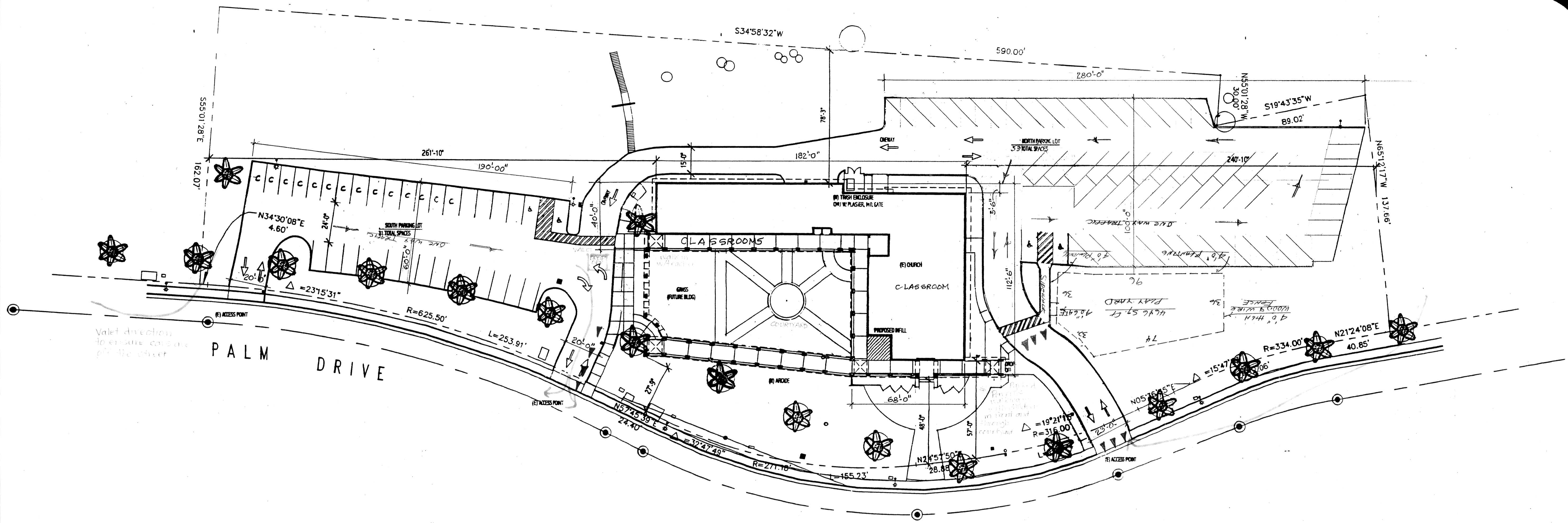
# of days:	<input type="checkbox"/> 5,	<input type="checkbox"/> 3,	<input type="checkbox"/> 2,	<input type="checkbox"/> other: _____
Days:	<input type="checkbox"/> M-F,	<input type="checkbox"/> M-W,	<input type="checkbox"/> Th-F,	<input type="checkbox"/> other: _____
Hours:	<input type="checkbox"/> 7:00-6:00,	<input type="checkbox"/> 8:30-2:30,	<input type="checkbox"/> 8:30-11:30,	<input type="checkbox"/> 2:00-5:00, <input type="checkbox"/> other: _____

My child attends fulltime; the amount stated above includes extended care.

My child attends part-time/school time; the amount stated ***does not include extended care or day care days.***

AGES SERVED AND NON-DISCRIMINATION POLICY

Hamilton Montessori School is licens



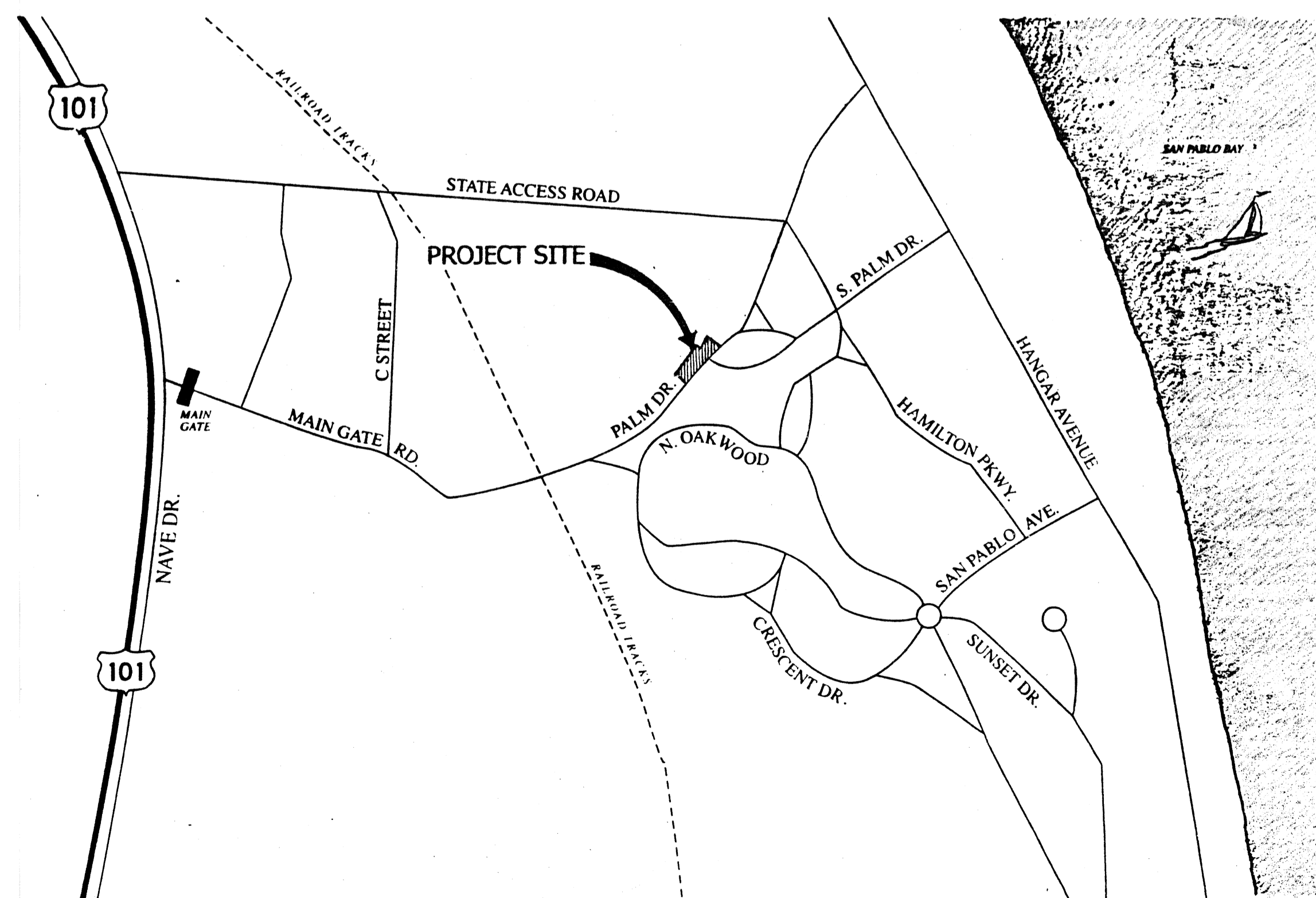
SITE PLAN

1" = 30'



VICINITY MAP

No scale



SYMBOLS AND ABBREVIATIONS

C	CHANNEL	A.F.F.	- ABOVE FINISH FLOOR
L	ANGLE	ASSY	- ASSEMBLY
CL	CENTERLINE	AV	- AUDIO-VISUAL
WP	WORKPOINT	BRKT	- BRACKET
101	ROOM NUMBER (Refers to Finish Schedule Sht A13)	C.R.	- COLD ROLLED
1-1	PARTITION TYPE (Refers to Partition Schedule Sht A13)	C.M.U.	- CONCRETE MASONRY UNIT
A-1	DOOR/FRAME TYPE (Refers to Door/Frame Schedule Sht A13)	D.F.	- DRINKING FOUNTAIN, DOUGLAS FIR
1	HARDWARE GROUP (Refers to Specifications)	D.S.	- DOWNSPOUT
A	WINDOW TYPE (Refers to Window Schedule Sht A13)	(E)	- EXISTING
A		EA.	- EACH
A		E.P.S.	- EXPANDED POLYSTYRENE
A		F.B.	- FLAT BAR
A		F.C.	- FURRING CHANNEL
A		F.E.	- FIRE EXTINGUISHER
A		F.F.	- FINISH FLOOR
A		F. GL.	- FIXED GLASS
A		F.H.	- FIRE HOSE
A		F.H.W.S.	- FLAT HEAD WOOD SCREW
A		F.O.	- FACE OF
A		GA.	- GAUGE
A		H.B.	- HOSE BIBB
A		HCP	- HANDICAP
A		H.M.	- HOLLOW METAL
A		M.D.F.	- MEDIUM DENSITY FIBERBOARD
A		M.S.	- MACHINE SCREW
A		(N)	- NEW
A		P. GL.	- PLATE GLASS
A		R	- RADIUS, RISER
A		R.D.	- ROOF DRAIN
A		R.H.W.S.	- ROUND HEAD WOOD SCREW
A		R.O.	- ROUGH OPENING
A		RWD	- REDWOOD
A		R.W.L.	- RAINWATER LEADER
A		S.C.	- SOLID CORE
A		SPL	- SPLASH BLOCK
A		S.S.	- SANITARY SEWER
A		T	- TREAD
A		T. GL.	- TEMPERED GLASS
A		T.O.W.	- TOP OF WALL
A		W.P.	- WORK POINT

PROJECT DATA

REMODELLING OF EXISTING BUILDING WITH HISTORICAL BUILDING DESIGNATION
600 PALM DRIVE, NOVATO, CA
A.P.N. 157-180-42

SITE AREA: 134,407 SQ. FT. (~ 3.09 ACRES)

BUILDING USE: CHURCH A2.1 OCCUPANCY

BUILDING AREA:
EXISTING BUILDING 9,178 SQ. FT.
(N) SECOND FLOOR 1,250
(N) INFILL 156
TOTAL 10,584 SQ. FT.

SANCTUARY SPACE:
MAIN LEVEL 2474 SQ. FT.
FAMILY ROOM 140
BALCONY 439
TOTAL 3044 SQ. FT.

TYPE CONSTRUCTION: TYPE V-1HR

SPRINKLERED: FULLY

STORIES: 2

OCCUPANT LOAD:
FELLOWSHIP HALL: 4 SPACES @ 420 = 1680 SQ. FT. + 15 SQ. FT./OCC. = 112
SANCTUARY: 3044 + 7 SQ. FT./OCC. = 480
TOTAL 592

EXITING:
REQUIRED: 4 AT FELLOWSHIP HALL + 2 AT SANCTUARY = 6
PROVIDED: 18

PARKING:
REQUIRED: SANCTUARY W/ NON-FIXED SEATS - 3044 SQ. FT. @ 1 CAR/50 SQ. FT. = 61 SPACES (3 HCP SPACES - 1 VAN)
PROVIDED: 70 SPACES (4 HCP - 1 VAN)
20% COMPACT ALLOWED: 14 COMPACT 56 STANDARD

COMPLIANCE

ALL CONSTRUCTION SHALL COMPLY WITH THE 1998 CBC, CPC, CMC, CEC, CHBC AND ALL LOCAL CODES AND ORDINANCES

FIRE SUPPRESSION (SPRINKLER) SYSTEM SHALL COMPLY WITH NPFA-13 AND LOCAL FIRE PROTECTION ORDINANCE

17 UPPER ARMORE ROAD • LARKSPUR CA 94939 • (415) 927 4258

PAUL BALLORA ARCHITECTURE

CONSULTANTS

REVISIONS
△ : 6/25/01

PROJECT

UNITY CENTER

SHEET TITLE
SITE PLAN
VICINITY MAP
SYMBOLS AND ABBREVIATIONS
PROJECT DATA

JOB NO. : 0102
DRAWN BY : PB
DATE : 4/25/01

SHEET NO.
AI

Michelle Johnson

From: Danielle Cagan <daniellecagan@gmail.com>
Sent: Tuesday, August 08, 2017 7:33 PM
To: Michelle Johnson
Subject: Unity in marin Montessori school

Although I am unable to attend the public meeting, I wanted to write to express my support for this project. I live at 66 Arnold Dr. which is very close to the site.

The church is a great partner with the community and we've even held fundraisers there for Hamilton School. I think this is wonderful for the community and would like to offer my full support.

Danielle Cagan
66 Arnold Dr
Novato, CA 94949

Sent from my iPhone

Michelle Johnson

From: John Zorn <ceo@artsreach.com>
Sent: Monday, August 14, 2017 3:38 PM
To: Michelle Johnson
Subject: play structure

Importance: High

Hi Michelle,

This is John Zorn. I live in Hamilton Park.

I'm writing about the play structure that is going up outside the Unity of Marin church here in Hamilton. Personally I think it is really ugly and takes a great deal away from the beauty of our Town Center — something that I have greatly enjoyed since moving here 18 years ago. The beauty and harmony of the restored Hamilton buildings, especially in the Town Center, was a big selling point when I was looking to buy. My view is that this play structure and the fence that surrounds it takes a lot of that away. Just gone.

Was there any kind of review process for this play structure? I did not see one. Can there be one?

Please let me know.

Thanks.

John Zorn
415-883-3414

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John Zorn
Executive Director
Arts Reach: The Association of Arts Management, Marketing & Development Professionals
“Advancing Arts Revenue Growth Together”
p: 415-883-3414

National Arts Marketing, Development & Ticketing Conference in Los Angeles, October 17-18, 2017. <http://artsreach.com/conference.php?id=11>

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Michelle Johnson

From: Julia Bernard <julia.tunis.bernard@gmail.com>
Sent: Monday, August 14, 2017 7:27 AM
To: Michelle Johnson
Subject: APN: 157-180-42 Montessori school in Hamilton

Dear Michelle Johnson -

Thank you for the opportunity to comment on the proposed Montessori school in Hamilton (APN noted above). While my family and I are in complete support of private school education and recognize the need for educational care for young children, we do have one request that we hope can be addressed.

As Hamilton homeowners and residents, we have agreed the HOA standards to keep our neighborhoods beautiful and consistent in look and feel. Living in Hamilton is a joy and a point of pride for our family. Unfortunately, the play structure that is being erected for the proposed school on Palm Drive, detracts from the beauty of this grand and stately part of Hamilton. It, quite frankly, looks like cheap pieces of primary color plastic with a low end chain link fence around it.

As parents of two young children, we absolutely understand the need for outdoor play, and there are two fantastic parks within walking distance of Unity Marin. Even if it's determined that a play structure on site is imperative, we ask that the color scheme and equipment type be reconsidered. The playground equipment at the amphitheater park in Hamilton is a better example of blending into the environment.

Thank you for your consideration.

Julia & Christopher Bernard
415.793.4582
102 Chapel Hill Road

Sent from my iPhone

Michelle Johnson

From: Pat Destein <PatDestein@financialtelesisinc.com>
Sent: Monday, August 14, 2017 3:44 PM
To: Michelle Johnson
Subject: Play Structure at Unity in Hamilton

Hi Michelle,

I just read some of the comments on Nextdoor about the play structure at Unity. How a simple play structure can cause such controversy and acrimony is astounding to me! This was my response to Heidi from Unity:

“Unity is a great Hamilton neighbor. Happy to see that you’re putting the property to good use in providing a place for children to play. I look forward to hearing their happy voices.”

I hope that the city of Novato will allow this project to be completed. Unity is about community and community involves family! The play structure is a cheerful addition to our neighborhood.

Pat Destein
415 526 2752

Michelle Johnson

From: Christine Sleight <csleightca@aol.com>
Sent: Tuesday, August 29, 2017 12:04 PM
To: Michelle Johnson
Subject: Unity In Marin playground

Good morning. I am a 26 year resident of Novato, a parent, an educator, and a member of Unity In Marin (UIM).

I'm writing to ask your help in having our playground approved. We have long wanted a playground for our Sunday School and children's events, and we thought we had the answer. While I understand we did not get the required permits, it's not as though we were being sneaky. It's right out there on Palm Drive for all to see.

It is my understanding that some community members are concerned about traffic with our proposed playground. There will be a small number of children being dropped off/picked up at varying times. It's not like 400 students who all have to be at an elementary school at 8:30. In our neighborhood, we suffer with 650 San Jose MS students arriving and departing daily, and the preschool doesn't approach that.

We need preschool spots in Novato. Any help you can give us in moving forward on this project would be much appreciated. I understand that the city has regulations that must be followed; we had to get a permit at home to replace our water heater with a new, identical water heater. It is my hope that the Planning Dept. will work with UIM on this project to help our city.

Please let me know if there is any information I can provide, or any questions I can answer.

Best wishes,
Chris Sleight

Sent from my iPad

Christine C. Sleight, Ph.D., CCC-SLP
Speech language pathologist

Michelle Johnson

From: Nancy J. Foster <njfoster@ncmc-mediate.org>
Sent: Wednesday, August 30, 2017 10:59 AM
To: Michelle Johnson
Subject: Unity In Marin Playground and Montessori School

Dear Michelle,

I am a Hamilton resident at 116 Portsmouth Drive and also a member of Unity In Marin. I am writing to express my support for the proposed Montessori School as well as the playground at Unity. I know Unity wants to comply with all regulations and wants to be a good neighbor. Right now the playground is a bit of an eyesore since further work on it has been halted by the City. However, I think it will eventually be an improvement to the empty, dry, weedy lot that is there now, especially once the plantings are in. I understand that the plantings will be similar to the those planted across the street in front of MOCA's buildings. My hope is that a few, angry, self-righteous voices will not drown out the need that this project will fill in our community. Thank you.

With regards,

Nancy

--

.

Please note that our office is closed on Fridays, so there may be a delay in responding to emails.

Nancy J. Foster, J.D.
Northern California Mediation Center
175 North Redwood Drive, Suite 295
San Rafael, CA 94903
www.ncmc-mediate.org
415-461-6392 voice
415-461-7492 fax

... **there is nothing** either **good or bad**, but thinking makes it so. *Shakespeare*

Don't carry your **mistakes** around. Instead place them under your feet to use as **stepping stones**. *Unknown*

THIS EMAIL CONSTITUTES A PRIVILEGED AND CONFIDENTIAL COMMUNICATION. IF YOU HAVE RECEIVED THIS EMAIL IN ERROR, PLEASE SEND AN IMMEDIATE REPLY NOTIFYING THE SENDER. DO NOT DOWNLOAD ANY ATTACHED FILES, AND PLEASE DELETE THIS EMAIL FROM YOUR COMPUTER FILES. THANK YOU.

Michelle Johnson

From: Laurie Javier <lauriejavier@yahoo.com>
Sent: Sunday, September 03, 2017 11:29 AM
To: Michelle Johnson
Subject: Montessori school

Dear Michelle,

I am a Novato resident and I'm writing to you to let you know that I am very happy that Unity of Marin is starting a Montessori School on their premises. I heard that they are trying to get permits to install play equipment and other things and I hope that this process will happen smoothly and quickly.

Thank you for supporting this project.

Laurie Javier

Sent from my iPhone

Michelle Johnson

From: robin@robinglazer.com
Sent: Tuesday, September 05, 2017 3:05 PM
To: Michelle Johnson
Subject: Montessori at Unity in Marin

Follow Up Flag: Follow up
Flag Status: Flagged

I am a Novato resident and a local Realtor, as well as a member of Unity in Marin. I just wanted to express my support for the Montessori School project (upgraded playground etc.) at Unity. It will be excellent for the community, and will provide a much-needed preschool in the Hamilton area. The space at Unity is not being fully utilized during the week, so this is an excellent opportunity in a very nice existing building. I hope you will approve this project in a timely manner.

Sincerely,

Robin Kohn Glazer
J.D., Broker, Realtor
415-328-5564
robin@robinglazer.com
www.robinglazer.com
BR# #01431028
Cal Bar #137594

Michelle Johnson

From: Planning
Sent: Wednesday, September 06, 2017 8:39 AM
To: Michelle Johnson
Subject: FW: Michelle Johnson

Follow Up Flag: Follow up
Flag Status: Flagged

For the file.

Steve Marshall, AICP
Planning & Environmental Services Manager

City of Novato
Community Development Department
922 Machin Avenue
Novato, CA 94945

Main: (415)899-8989
Direct: (415)899-8942
Fax: (415)899-8216

www.novato.org

From: Carolyn Gauthier [mailto:cgauthier@breadandroses.org]
Sent: Tuesday, September 05, 2017 4:47 PM
To: Planning <planning@novato.org>
Subject: Michelle Johnson

I am writing in support of Unity in Marin's Montessori School. As a longtime member of that community, I know that the school will run with integrity, and that it will be an asset to the town of Novato.

Please expedite the permitting process so that the school can open as soon as possible.

Thanks you,

Carolyn Gauthier

Michelle Johnson

From: Chuck Finnie <chuck.finnie@gmail.com>
Sent: Friday, September 08, 2017 1:44 PM
To: Annette Chavez; Michelle Johnson; rbrown@novato.org
Cc: Josh Fryday
Subject: Playground equipment installation | Unity in Marin preschool application

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Annette, Michelle and Bob,

I am a relatively new homeowner at 75 Portsmouth Drive in the Sunny Cove neighborhood of Hamilton Field.

I am writing to express my **support for** the Unity in Marin preschool application--but also to register my **disappointment with** playground equipment project under taken by the church.

The appearance of the equipment--specifically the color--is completely out of character with the aesthetic of the area. It is disappointing that the Church undertook the installation without consultation with and apparently without much consideration for Hamilton residents.

I'm also disappointed to have heard, if true, that the City of Novato may be of the view that it has no design review and approval over the equipment. If this is indeed the case, I urge you to use all of your discretionary authority with respect to the preschool application to ask for concessions and changes to the playground project so that this episode might conclude as a win-win.

I, for one, plan to reach out to the church leadership to ask whether they would be open to working with constructively minded Hamilton residents to acquire and install playground equipment more befitting the location.

Please kindly add me to any neighborhood contact lists that are being compiled with respect to the playground equipment installation project and the application for approval of the pre-school.

Sincerely,

Chuck Finnie
75 Portsmouth Drive

--

Chuck Finnie
(415) 342-2450
chuck.finnie@gmail.com

Michelle Johnson

From: Gerrie Young <gerrieyoung0@gmail.com>
Sent: Friday, September 08, 2017 9:43 AM
To: Michelle Johnson
Subject: Montessori School at Unity, Novato

Dear Ms. Johnson,

I am a member of the Unity Church on Palm Avenue, Novato.
I have been a member of this church for 25 years.

The administrators of this church work constantly to bring dignity, compassion, and respect in all their dealing with their community both within and outside its walls.

I support the Montessori School which the church is putting in place. Although the school will not be part of the Unity Church teaching; the children and parents attending the preschool will be treated with dignity and respect which is the behavioral code of this environment.

I know that the administrators are looking forward to working with the Town of Novato to achieve their goals, and the Unity community is looking forward, as well, to the preschool during the week in the church facility.

Please support this endeavor.

Gerrie and Dick Young

Michelle Johnson

From: Debbie Lynch <DebbieL2@yahoo.com>
Sent: Saturday, September 09, 2017 12:07 PM
To: Michelle Johnson
Subject: Support for Montessori at Unity in Marin

Hi –

I am resident and homeowner in Hamilton and wanted to express my support for the Montessori Preschool at Unity in Marin. I think it is a great use of the space and will not be a bother in any way to our neighborhood.

Cheers,

Debbie Lynch

40 Marblehead Ln.

Michelle Johnson

From: Judi Williams <judijoy@gmail.com>
Sent: Monday, September 11, 2017 3:58 PM
To: Michelle Johnson
Subject: UIM Montessori

Hello Michell,

I'm writing to let you know I am in favor of the Montessori school at Unity in Marin. I have heard of many parents who need and want a local pre-school. Approving and issuing UIM a permit will be a great asset to the community and benefit many parents who are struggling to find a pre-school for their child.

Thanks for your consideration.

Judi

Judi Williams, ACC
Wellness Coach
Esthetician
415.459.4661

*If you need to cancel or change your appointment please call ASAP.
Changes or cancellations less than 48 hours will be charged unless filled.

Let's Face It Wholistic Skin Care
Look Beautiful ~ Feel Great ~ Naturally
<http://www.letsfaceitwholisticskincare.com>

Let's Face It Wellness Coaching
Creating Vibrant Vital Health with Ease
<http://www.letsfaceitcoaching.com>

710 C Street Suite 9F
San Rafael, Ca. 94901

Michelle Johnson

From: Linzy Klumpp <linzyk@sbcglobal.net>
Sent: Sunday, September 17, 2017 11:09 AM
To: Michelle Johnson
Cc: Unity In Marin
Subject: Unity in Marin, Novato - Montessori School Permit Application

To Michelle Johnson,

This email is to express my full support for the Montessori School that is proposed by the Unity in Marin church, in Novato at Hamilton.

It will be a terrific addition to the community, providing pre-school education for local children. The location seems to be perfect, not affecting any homes with the extra sounds of the children at play (it seems the homes are far enough away). It appears to me also that traffic would not be adversely affected, since the flow from both the north and south has good traffic control and is so close to the Highway 101 freeway. Lastly, the school would provide good income for the church and enable it to continue to function far into the future, supporting a healthy, vibrant local Novato community for many years, hopefully generations to come.

Thank you for your fair consideration of this project,
Linzy Klumpp
Member at Unity in Marin
415-457-8241

Michelle Johnson

From: Ardella Nathanael <ardella222@gmail.com>
Sent: Monday, September 18, 2017 9:00 PM
To: Michelle Johnson
Subject: Proposed Montessori School in Hamilton

Dear Michelle Johnson,

I am writing to urge you to support the proposal for a Montessori School in Hamilton.

There are approximately fifty families who are already waiting for this school to open, to place their children there, and there is widespread support in the area for this venture.

There is plenty of road space and parking space all around, and it would be inconceivable that any parking or traffic problems could arise around the site. Drive-through plans for parents dropping off and picking up their children will also ensure that no traffic congestion could ever occur.

The Unity Center which is sponsoring it is waiting for permission to complete the landscaping around the playground area with beautiful Crepe Myrtle trees to match and complement other trees in the area, so that the whole space will be a beautiful contribution to the flourishing town of Hamilton.

I look forward to hearing that permission has been granted for this Montessori School to be established in Hamilton.

Yours sincerely,
Ardella Nathanael



Ardella Nathanael

www.paneurhythmy.us
www.paneurythmy.com
www.paneuritmia.com

Michelle Johnson

From: sharonclark28@gmail.com
Sent: Monday, September 18, 2017 4:20 PM
To: Michelle Johnson
Subject: Montessori school at Hamilton Field

Dear Ms. Johnson,

I hope the city will act favorably upon Unity In Marin's application to establish a Montessori School at the church/on its property. I am a senior and a resident of the Villas At Hamilton, so the facility is in my neighborhood. Providing a good education to children is so important and the Montessori system has an excellent reputation. I urge your approval of this project. Thank you for your consideration.

Sincerely,

Sharon Clark

400 S. Palm Dr. #312

Novato, CA. 94949

415-884-2905

Sent from my iPad

Michelle Johnson

From: Margaret Stawowy <pencilpusher89@hotmail.com>
Sent: Tuesday, September 19, 2017 9:22 PM
To: Michelle Johnson
Subject: A Montessori school at Unity of Marin--in favor!

September 19, 2017

Margaret Stawowy
28 California Condor Way
Novato, CA 94949

Dear Ms. Johnson,

I am writing to you as a Novato residence to tell you that I am very much in favor of a Montessori nursery school at the Unity of Marin site. I love the Hamilton area with its modern art museum, Waldorf charter School, and YMCA. I believe that a Montessori nursery school will help round out the offerings in this vibrant community. I hope that you will approve.

Thank you.

Sincerely,

Margaret Stawowy

Michelle Johnson

From: Pablo Ballora <s.p.arch22@gmail.com>
Sent: Monday, September 25, 2017 12:18 PM
To: Michelle Johnson
Subject: Unity Montessori

Dear Ms. Johnson,

As a member of Unity In Marin, I urge you to support our church's plan to open a Montessori school. It will benefit our church to have the energy of young children on the property and I do believe it will benefit the Hamilton community and Novato at large to have the benefit of this resource.

Respectfully yours,

Pablo Ballora
Studio Pablo Architecture
studiopabloarchitecture.com

Michelle Johnson

From: Marya Merritt <dr.mariamerritt@gmail.com>
Sent: Thursday, September 28, 2017 6:16 PM
To: Michelle Johnson
Subject: Montessori School at Unity In Marin

Dear Michele Johnson,

I am a Novato resident. I am writing to let you know that I support Unity In Marin establishing a Montessori school on their campus.

Many years ago, my husband and I relocated from Novato to Corte Madera to be closer to the Montessori school our two sons attended. We did not want to deal with the distance or traffic commuting our sons to school.

Unity In Marin's Montessori school will accommodate Novato families who wish to send their children to Montessori without having to deal with southbound Hwy 101 traffic (which has only increased over the years) or if they are able, to relocate to be closer to the Montessori schools in southern Marin as we did. I prefer to keep Novato families in Novato.

Sincerely,

Marya Merritt, DC

Michelle Johnson

From: Ron Corral <ron_corral@yahoo.com>
Sent: Saturday, September 30, 2017 8:34 PM
To: Michelle Johnson
Subject: RE: Unity In Marin's Montessori School

Hello Michelle,

My name is Ron Corral and my wife, Debra Schlee and I are residents of Novato for 13 years now. We are so fortunate to live in the Meadow Park area of Hamilton. It is our little slice of heaven as we like to call it. Eleven years ago my wife and I were also fortunate to find Unity In Marin by coincidence when we had a memorial for my father-in-law's in 2006. The minister and staff were very kind and comforting to my wife and I during a time of tremendous loss in our lives.

That support was the catalyst for us discovering the church itself and its vibrant community of congregants that help to contribute to Novato's own spiritual needs and beyond. The programs at Unity serve many in the community at large. My wife and I are proud to have Novato as our home town. We are also doubly blessed to call Unity In Marin our spiritual home. It has served us through bad times and good. It is a true pillar of our city's spiritual community.

When my wife and I heard that Unity In Marin was moving forward with creating a Montessori preschool, we were thrilled, not only for our church, but for the entire community of Novato. As you may know, most local Montessori schools have huge waiting lists these days. Parents and parents-to-be practically have to sign up when their child is first born so they can possibly enroll their children.

Montessori has a very grounded philosophy and teaching methods that create a foundation for children to become well-rounded life-long learners. Children are our future here in Novato and the world at large. This preschool would help shape these potential future leaders of our community.

The school has over 50 parents that are on a interest list. They all really want this for their children and the community. The demand is obvious and the school could fill a community need here in our town. We really feel that Unity In Marin would be providing a service for our residents by providing this Montessori school to our residence. Please take this into your consideration as you move forward as our city's planner.

Thank you for your time and hard work you do in making plans for our town.

Warm Regards,

Ron Corral Jr. & Debra Schlee

235 Captain Nurse Circle, Novato CA, 94949

415-883-4092

Michelle Johnson

From: Cindy Acker <cacker56@yahoo.com>
Sent: Saturday, October 21, 2017 10:31 AM
To: Michelle Johnson
Subject: Re: Request for Revision_Montessori School_Project Description
Attachments: Use Permit Narrative Amended Montessori School.docx

Dear Michelle,

I am resending this, as I assume that you did not receive it before. If I am correct, you requested a note restating our requested number of students, which I sent. However, you also requested a revision of the original request to state what was in the email (if I am correct). I think you requested that a second time when you requested the revision of the Parent Handbook. I addressed the handbook, but not the other document. I'm attaching it in this email. If I am missing anything else (my understanding from the other email is that I do not need to adjust anything in the parent handbook for this project), please let me know. Can you also let me know what our timeline is looking like?

Thank you so much.

Cindy Acker

It is from numberless diverse acts of courage and belief that human history is shaped. Each time a man stands up for an ideal, or acts to improve the lot of others, or strikes out against injustice, he sends forth a tiny ripple of hope, and crossing each other from a million different centers of energy and daring those ripples build a current which can sweep down the mightiest walls of oppression and injustice.

~Senator Robert F. Kennedy

From: Michelle Johnson <mjohnson@novato.org>
To: Cindy Acker <cacker56@yahoo.com>
Sent: Wednesday, September 13, 2017 5:58 PM
Subject: Request for Revision_Montessori School_Project Description

Good evening Cindy,

Can you please revise the attached project description with a definition of preschool and insert "preschool" where it says "school" for consistency? In addition can you please update the project

description to reflect the revised number children? Staff has concluded that the project will continue to require a Use Permit; however, the level of review (Zoning Administrator or Planning Commission) is yet to be determined. I should have a definitive answer for you by Friday.

-Michelle

Michelle Johnson

Planner II

City of Novato

922 Machin Avenue

Novato, Ca 94945

415-899-8941

mjohnson@cityofnovato.org

Michelle Johnson

From: ALISON MASTERS <dhgreenfield@yahoo.com>
Sent: Monday, August 14, 2017 8:37 PM
To: Michelle Johnson
Subject: Unity Church, Montessori School and Playground

Hello Michelle,

As a long time Hamilton resident, I was surprised at the sudden installation of a playground on the grounds of Unity Church, as well as the stark contrast to the historic architectural presence that is here. I live in Sunny Cove and did not receive any notices as to this development. I see that the building of the playground has been at least temporarily halted and I hope will not be permitted by the City of Novato for many reasons:

I question the addition of a preschool at Unity - I would strongly question whether there is an actual need for it or simply to generate funds for the church?

I personally have never belonged or been to a church where there was a playground for children as part of the church.

The structure is extremely unattractive and not in keeping with architectural and historic structures in the master plan of Hamilton. Our guidelines as residents are quite strict in what is allowed and what is not, down to acceptable paint colors. Blue and yellow plastic is not acceptable.

The corner of Palm Drive and Hamilton Parkway, has always been a lovely area. Regardless of Hamilton, it seems an unsafe and ill advised use of land for children.

Though statements from Unity are that they are only proposing 24 students, the permit is for 90 students (and 10 teachers) with drop offs and pick ups through out the day, generating a ton of traffic. With approval of 90, be assured they will work to build to that number.

This is not the right place for a pre-school and nor for a playground.

Sincerely,

Alison & Don Greenfield
Sunny Cove, Hamilton

Michelle Johnson

From: Bustin Steven <stevenbustin@gmail.com>
Sent: Monday, August 14, 2017 8:34 PM
To: Michelle Johnson
Subject: Unity Church Construction in Hamilton

Hi Michelle,

I am emailing regarding the playground structure at Unity in Hamilton. I am very concerned about this in terms of not being in the historical nature of the church, the architecture of the neighborhood and the rules of the Hamilton Master Plan. Additionally, I understand they did not go through the proper build permit process. I am also concerned that this project is meant to create a revenue source for the church via a Montessori school. That is not appropriate in this venue without other commercial considerations. I hope the concerns of the neighborhood take precedent over those of a small group of the church.

Thank you for your consideration.

Steven Bustin
Southgate, Hamilton

Michelle Johnson

From: Kat Ryan <kryan@apr.com>
Sent: Monday, August 14, 2017 4:43 PM
To: Michelle Johnson
Cc: Kat Ryan
Subject: Unity of Marin Play ground and use permit

Hello Michelle,

I am a homeowner in South Gate and on South Gate's Architectural Committee there. I am emailing you to express my concern over the playground that has been built at the church. The master plan for the neighborhood was established many years ago with much thoughtful consideration. When we all moved into the area we knew that it was a planned community with stricter guidelines than other neighborhoods in Novato. I would like to see structures that are built in the neighborhood according to this beautiful plan. When I drive home at night I love coming down the gracefully curving palm-lined road. It is then rather jarring to see the steel and primary colors of the playground.

The reason we have architectural committees in each Hamilton neighborhood is to keep people within our current theme of our "Hollywood of naval bases" that has been refurbished into a consistent-looking, upscale neighborhood.

I will email you some photos of a play structure in old Mill Park in Mill Valley. It is tasteful, yet blends in with the natural environment. I'm sure the kids have just as much fun whether it's wood and earth tones or metal and primary colors. Of course, in Hamilton they could pick up a few of the elements from our buildings.

Kat Ryan

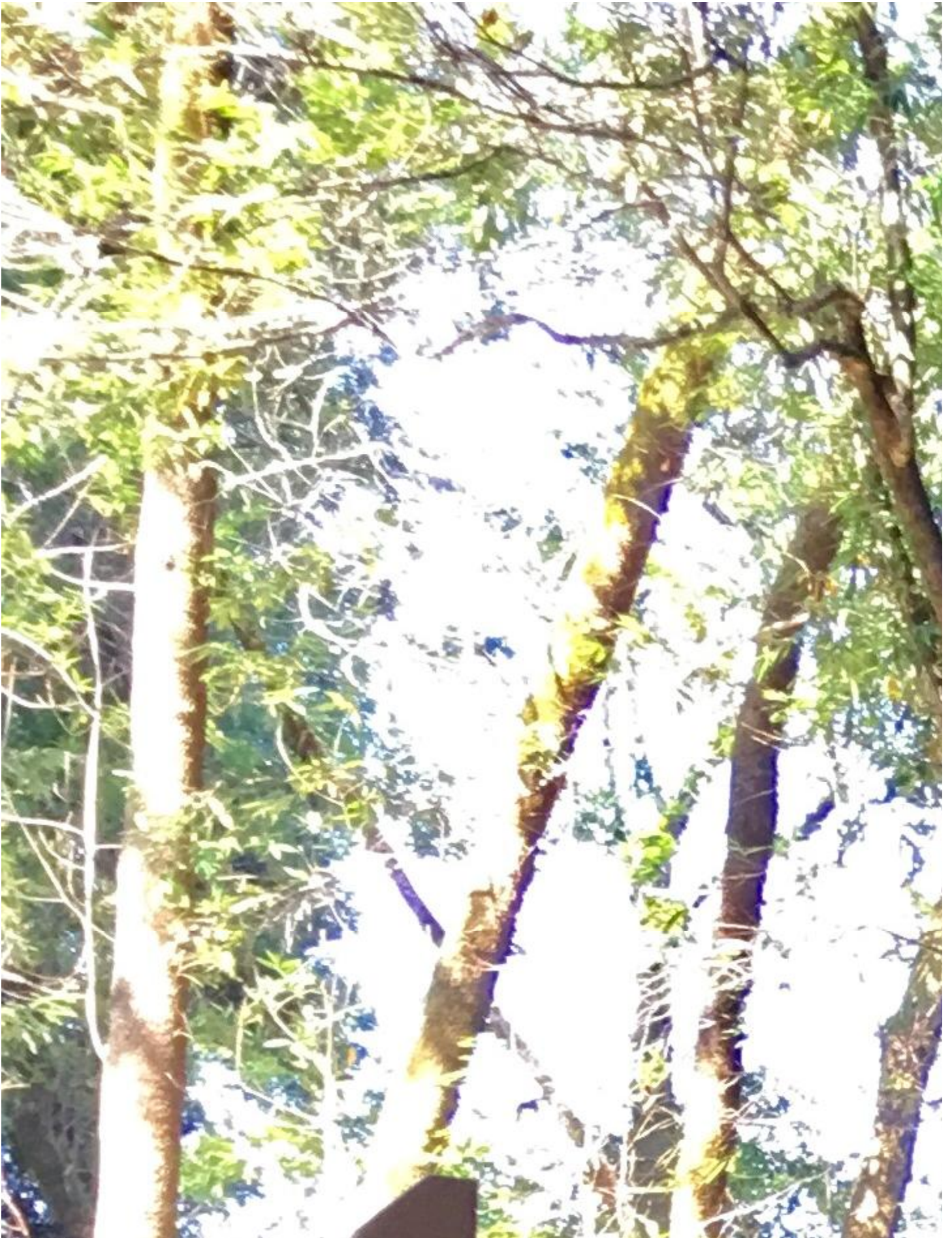
Alain Pinel Realtors
32 Miller Ave
Mill Valley, CA 94941
www.APR.com/KRyan
415-271-4994

Michelle Johnson

From: Kat Ryan <kryan@apr.com>
Sent: Monday, August 14, 2017 4:45 PM
To: Michelle Johnson
Subject: Unity of Marin play structure

Michelle, here are the photos of the tasteful play structure in Mill Valley.





Kat Ryan

Alain Pinel Realtors
32 Miller Ave
Mill Valley, CA 94941
www.APR.com/KRyan
415-271-4994

Michelle Johnson

From: Tracey Ruiz <totraceyruiz@gmail.com>
Sent: Monday, August 14, 2017 5:34 PM
To: Peggy Flynn
Cc: Steve Marshall; Annette Chavez; Michelle Johnson
Subject: Re: Zoning Administrator Meeting Thursday

Peggy,

Thanks for the clarification. Who should objections to the play structure be forwarded to?

Thanks,

Tracey Ruiz

Sent from my iPhone. Please excuse typos and brevity.

On Aug 14, 2017, at 5:27 PM, Peggy Flynn <pflynn@novato.org> wrote:

Hi Tracey—

Thanks much for reaching out. The City did receive a complaint that a playground was being constructed at the Unity Church site. After investigating, the City found that Unity has started construction of the playground, prior to securing a building permit—so we halted work and are working with them to go through the proper process to obtain a permit.

Separately and simultaneously, Unity is also going through a Conditional Use Permit process with our Planning Department to permit a Montessori school onsite. The Zoning Administrator meeting is the first step in that process—Steve Marshall serves as our Zoning Administrator and the proposed plans are preliminarily reviewed for completeness at this meeting. As soon as staff finishes the staff report, it will be posted online and I will forward to you. I have asked staff to include identifying/contact information on the Zoning Administrator [webpage](#), however, you can always contact the planning staff assigned to the project which you found on the public notice. I am sure Michelle will reach out to you as well.

I am copying Steve, Annette (our Chief Building Official), and Michelle, to answer any other questions you may have.

All my best,
Peggy

From: Tracey Ruiz [<mailto:totraceyruiz@gmail.com>]
Sent: Monday, August 14, 2017 4:24 PM
To: Peggy Flynn <pflynn@novato.org>
Subject: Zoning Administrator Meeting Thursday

Hi Peggy,

A big play structure went up without any notification on the lawn of Unity in Marin at Hamilton. We then received notice of a Zoning Administrator's meeting for a 90 student Montessori pre-school proposed for Unity in Marin. Some community members say that it will only house 25 students, so I want to be sure. There are concerns about safety of drop-off and parking. There is no crosswalk mid-span on Palm Drive and this has long been a problem for members of Unity crossing the busy street.

I have contacted Unity for the plans and also Michelle Johnson, who was listed as the city planner on the project. I have not received any plans via email or responses to my calls. (Neither has Marie Hoch.) The meeting is this Thursday at 2 p.m. so we are running against a deadline if we want to respond.

I'm turning to you to help get some information out to the public.

Is there a place where we can view the application for the permit for the school?
Did the play structure require a permit? Is there a final plan to view? I am concerned about preserving the aesthetics in the Hamilton Town Center which is part of the Discontiguous Historic District.
If we are unable to attend the 2 p.m. meeting, where can we submit comments to the Zoning Administrator? Who is the Zoning Administrator?

As always, thanks for your help.

-Tracey

Tracey Ruiz

Freelance Writer, Social Media

(415) 883- 6851 (home office)

(415) 845-9481 (cell)

totraceyruiz@gmail.com

Michelle Johnson

From: Gary Beretta
Sent: Tuesday, August 15, 2017 11:22 AM
To: Annette Chavez; Steve Marshall
Cc: Michelle Johnson
Subject: FW: play structure

FYI

From: Russ Thompson
Sent: Tuesday, August 15, 2017 10:47 AM
To: John Zorn <ceo@artsreach.com>
Cc: Gary Beretta <gberetta@novato.org>; Bob Brown <bbrown@novato.org>
Subject: RE: play structure

John,

This is not a Public Works item. I am forwarding your request to the Planning Department.

Russ Thompson, PE

Public Works Director, City of Novato
922 Machin Avenue, CA 94945
Phone: (415) 899-8963 Facsimile: (415) 8251
City Business Hours: M-Th 8am-5pm, closed every other Friday

From: John Zorn [<mailto:ceo@artsreach.com>]
Sent: Monday, August 14, 2017 9:21 AM
To: Russ Thompson <rthompson@novato.org>
Subject: play structure

Hi Russ,

This is John Zorn. I live in Hamilton Park.

I'm writing about the play structure that is going up outside the Unity of Marin church here in Hamilton. Personally I think it is really ugly and takes a great deal away from the beauty of our Town Center — something that I have greatly enjoyed since moving here 18 years ago. The beauty and harmony of the restored Hamilton buildings, especially in the Town Center, was a big selling point when I was looking to buy. My view is that this play structure and the fence that surrounds it takes a lot of that away. Just gone.

Was there any kind of review process for this play structure? I did not see one. Can there be one?

Please let me know.

Thanks.

John Zorn
415-883-3414

Michelle Johnson

From: Tracey Ruiz <totraceyruiz@gmail.com>
Sent: Wednesday, August 16, 2017 12:14 PM
To: Annette Chavez
Cc: Steve Marshall; Michelle Johnson; Peggy Flynn
Subject: Unity in Marin Playground

Dear Ms. Chavez,

I'm writing to object to the Unity in Marin play structure that was erected this month on the property located on Palm Drive in Novato. The church and Palm Drive itself are part of the City of Novato's "**Discontiguous Historic District of Hamilton**" located in the historic Town Center.

This area contains critical elements and character defining features that maintain the integrity of this historic site that served Hamilton Air Force base since the 1930's. Apart from the Hangars, the Hamilton Town Center and Palm Drive are two of the most recognizable elements of that historic district. The views of Palm Drive are also part of that historic district and design. The "Hamilton Master Plan" and the "Hamilton Central Design Concepts and Design Guidelines," on the City of Novato website, both refer to the preserving the ceremonial entrance of Palm Drive, as well as additional elements and "character defining features" which should be considered on Unity in Marin's building permit application.

On the Hamilton Reuse Plan, page 2-13, a map notes that the Chapel is "architecturally significant." On pages 3:32 and 3:33, the significance of the theater and the chapel are specifically noted in 3.6.2.8.2. "Any substantial renovation of existing structures and all new building shall be constructed with an architectural style compatible with, and shall reinforce the character of, the key buildings within the Town Center."

The historical significance of this parcel is so important, that three city documents deal directly with this site.

Unfortunately, without any notification or public building plans presented to the residents of this high-density, mixed-use, planned community, Unity in Marin has erected a brightly colored playground on the lawn of this historic property.

This play structure with its use of primary-colored metal equipment and chain-link fencing is visible from Palm Drive, South Palm Drive, and Hamilton Parkway creates a visual distraction to that historic view. The materials used are not in keeping with the stucco and Spanish style architecture of the Town Center.

There are alternate locations on the Unity in Marin property that might be more suitable for both visual and safety purposes. There is courtyard on the property that is fronted by a Spanish-styled walkway and has large shrubs so that activity is not seen from the street. It would be ideal for a playground. If Unity wanted an additional secure and private area, they could consider recreating the Spanish walkway and landscaping to mirror what currently exists, creating another courtyard in front of where the constructed playground currently stands, that would match the historic Spanish architecture. There are also areas behind the church that would provide easy access to the classrooms and distance from the busy streets. It would also shield what is a private-use playground from the general public.

Another playground and preschool located in Building 500, directly across the street from Unity, is generally invisible to the public. It has a high wood fence adjacent to the Spanish-styled building for a sheltered play area. It is located in a way that is not a visual distraction and is now a part of the existing building. That

preschool and another preschool within a block on Hamilton Parkway (two blocks from Unity) both make use of the park with larger play structures at Amphitheater Park.

When I first saw the structure, I emailed Unity in Marin directly regarding the play structure and did not receive a response regarding the plan, other than Reverend Engelhart was out of town and he would get back to me this week. I was requesting a plan for the general public to view.

On social media, Heidi Listug, a director from Unity has stated that a neighbor complaint halted construction. I later learned that Unity started construction without a building permit. Unity claims that this structure is primarily for their once-a-week Sunday school use. I suggest that it is really for the 90-student Montessori school that they are trying to establish but they have separated this playground permit from the school application.

I believe that Unity in Marin's need for a playground and others' desire to preserve a historic district can be accomplished. But I feel that there needs to be more opportunity for public engagement on this process, perhaps through the city's Design Review and review of the Hamilton-specific documents.

Thank you for considering these points. In the meantime, I wish to request a copy of the building plan for the structure and landscaping so that I can make it available to residents of the Hamilton community. Please let me know what other steps are part of our public process on this issue and if there is any other criteria that is being considered for this permit's approval.

Thank you,

-Tracey

[Tracey Ruiz](#)

35 Laconheath Avenue
Novato, CA. 94949
415-883-6851 hm/office
415-845-9481 cell

Michelle Johnson

From: Marie Hoch <mariehoch@gmail.com>
Sent: Thursday, August 17, 2017 3:42 PM
To: Michelle Johnson; Kiditals
Subject: Unity Use Permit - introducing Sharon Kern

Michelle,

Thank you for meeting with Tracey and I this afternoon. We appreciate the thoughtful approach you are taking to the Unity application. The purpose of this email is to introduce you to Sharon Kern (copied). Sharon lives above Unity of Marin on Chapel Hill Road. Sound carries upward. The neighbors on her side of Chapel Hill Road are the most impacted by activities at Unity.

Sharon can be reached at 415-706-7062. She would like to understand and weigh in on neighbor impacts. Sharon, Michelle's contact info is below.

Michelle Johnson, Planner II 415-899-8941 mjohnson@novato.org

Warm regards,

Marie

--

Marie K. Hoch
415-515-6040 mobile

marie@mariehoch.com

CAL BRE #0198108

Coldwell Banker Residential Brokerage

7250 Redwood Blvd. Suite 207

Novato, CA 94945

Michelle Johnson

From: Marie Hoch <mariehoch@gmail.com>
Sent: Thursday, August 17, 2017 3:59 PM
To: Michelle Johnson
Subject: Unity of Marin neighbor outreach - this is what it looked like

[Heidi Listug](#), Hamilton

[Final Interest Meeting for Hamilton Montessori](#)

Join us for our final Interest Meeting Friday, August 4th at 11:00 AM at Unity In Marin. We are gathering names of Parents interested in a new Montessori Toddler and Preschool Unity in Marin, located in Hamilton, is exploring the possibility of opening a Montessori preschool at our campus starting this September. If you have a toddler (2yrs old) or preschool age child (up to 6 yrs old) who you would like to attend a Montessori school, we can add your name to the interest list. Email Heidi at Heidi@unityinmarin.org

--

Marie K. Hoch
415-515-6040 mobile

marie@mariehoch.com

CAL BRE #0198108
Coldwell Banker Residential Brokerage
7250 Redwood Blvd. Suite 207
Novato, CA 94945

Michelle Johnson

From: Annette Chavez
Sent: Thursday, August 17, 2017 8:58 AM
To: Tracey Ruiz
Cc: Steve Marshall; Michelle Johnson; Peggy Flynn
Subject: RE: Unity in Marin Playground

Hello Tracy,

To date there has been no application made for a building permit for the play structure and there are no plans. My understanding is that the Church representatives are contacting a design professional to prepare plans for submittal for a building permit. The review of a building permit application is generally a ministerial process and does not require discretionary review. That said, the review process begins once an application is made for building permit. Let me know should you have further questions. Thank you.

Annette Chavez, Chief Building Official
City of Novato
922 Machin Avenue
Novato, CA 94945
Phone: (415) 899-8927/Fax: (415) 899-8216
Email: achavez@novato.org Website: www.novato.org

From: Tracey Ruiz [mailto:totraceyruiz@gmail.com]
Sent: Wednesday, August 16, 2017 12:14 PM
To: Annette Chavez <achavez@novato.org>
Cc: Steve Marshall <smarshall@novato.org>; Michelle Johnson <mjohnson@novato.org>; Peggy Flynn <pflynn@novato.org>
Subject: Unity in Marin Playground

Dear Ms. Chavez,

I'm writing to object to the Unity in Marin play structure that was erected this month on the property located on Palm Drive in Novato. The church and Palm Drive itself are part of the City of Novato's "**Discontiguous Historic District of Hamilton**" located in the historic Town Center.

This area contains critical elements and character defining features that maintain the integrity of this historic site that served Hamilton Air Force base since the 1930's. Apart from the Hangars, the Hamilton Town Center and Palm Drive are two of the most recognizable elements of that historic district. The views of Palm Drive are also part of that historic district and design. The "Hamilton Master Plan" and the "Hamilton Central Design Concepts and Design Guidelines," on the City of Novato website, both refer to the preserving the ceremonial entrance of Palm Drive, as well as additional elements and "character defining features" which should be considered on Unity in Marin's building permit application.

On the Hamilton Reuse Plan, page 2-13, a map notes that the Chapel is "architecturally significant." On pages 3:32 and 3:33, the significance of the theater and the chapel are specifically noted in 3.6.2.8.2. "Any substantial renovation of existing structures and all new building shall be constructed with an architectural style compatible with, and shall reinforce the character of, the key buildings within the Town Center."

The historical significance of this parcel is so important, that three city documents deal directly with this site.

Unfortunately, without any notification or public building plans presented to the residents of this high-density, mixed-use, planned community, Unity in Marin has erected a brightly colored playground on the lawn of this historic property.

This play structure with its use of primary-colored metal equipment and chain-link fencing is visible from Palm Drive, South Palm Drive, and Hamilton Parkway creates a visual distraction to that historic view. The materials used are not in keeping with the stucco and Spanish style architecture of the Town Center.

There are alternate locations on the Unity in Marin property that might be more suitable for both visual and safety purposes. There is courtyard on the property that is fronted by a Spanish-styled walkway and has large shrubs so that activity is not seen from the street. It would be ideal for a playground. If Unity wanted an additional secure and private area, they could consider recreating the Spanish walkway and landscaping to mirror what currently exists, creating another courtyard in front of where the constructed playground currently stands, that would match the historic Spanish architecture. There are also areas behind the church that would provide easy access to the classrooms and distance from the busy streets. It would also shield what is a private-use playground from the general public.

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Thank you for considering these points. In the meantime, I wish to request a copy of the building plan for the structure and landscaping so that I can make it available to residents of the Hamilton community. Please let me know what other steps are part of our public process on this issue and if there is any other criteria that is being considered for this permit's approval.

Thank you,

-Tracey

Tracey Ruiz

35 Laconheath Avenue

Novato, CA. 94949

415-883-6851 hm/office

415-845-9481 cell

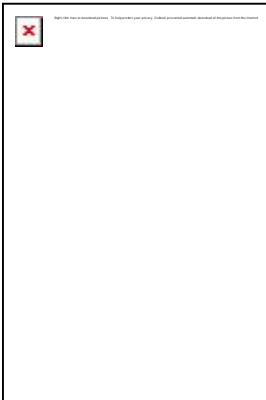
Michelle Johnson

From: MandyB <mandyb@pacbell.net>
Sent: Thursday, August 31, 2017 3:20 PM
To: Michelle Johnson
Subject: Re: Unity Montessori school

Thank you michelle.

Mandy Behbehani w/a Mandi Benet

Author | To Rome With Love |
<http://amzn.com/B01AO6MH96>



mandibenet.com
www.facebook.com/mandibenetauthor
<https://twitter.com/MANDYSCRIBEISTA>

Author | The Blasphemy Box |
<http://www.amazon.com/dp/0615736831>

On Aug 31, 2017, at 2:51 PM, Michelle Johnson <mjohnson@novato.org> wrote:

Thank you Mandy for your comments,

I spoke with the applicant; the “September” reference was an oversight from a previous post prior to the initial meeting date. Since the project is temporarily on hold; it is not feasible to meet a September deadline. I have added your comments to the file.

Please let me know if you have additional questions or comments.

-Michelle

From: MandyB [<mailto:mandyb@pacbell.net>]
Sent: Thursday, August 31, 2017 2:30 PM
To: Michelle Johnson <mjohnson@novato.org>
Subject: Re: Unity Montessori school

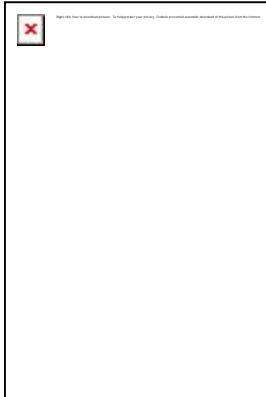
Hi Michele:

It's Mandy writing again. Not Heidi. I wrote to say Heidi of Unity Church is sending out messages of a meeting Saturday to take names for school to open THIS month. September.

I would like to go on record that many hamilton residents, the majority, do not want this school and that Heidi lied saying the play structure isn't for the school. Surely the church at least should be honest.

Mandy Behbehani w/a Mandi Benet

Author | To Rome With Love |
<http://amzn.com/B01AO6MH96>



mandibenet.com
www.facebook.com/mandibenetauthor
<https://twitter.com/MANDYSCRIBEISTA>
Author | The Blasphemy Box |
<http://www.amazon.com/dp/0615736831>

On Aug 31, 2017, at 1:24 PM, Michelle Johnson <mjohnson@novato.org> wrote:

Hi Heidi,

I was unaware of the post; however will reach out to the applicant. There is not a proposed hearing date as of today; therefore, it is not likely a preschool would be permitted for a September 2017 opening.

-Michelle

-----Original Message-----

From: MandyB [<mailto:mandyb@pacbell.net>]
Sent: Thursday, August 31, 2017 12:25 PM
To: Michelle Johnson <mjohnson@novato.org>
Subject: Unity Montessori school

Dear Michele:

I'm a hamilton resident and am inquiring as to why Heidi listug of unity church is sending emails to the nextdoor site advertising a meeting this Saturday about starting a school THIS month at the church.

I thought they needed a permit. The play structure they have put up is totally inappropriate for hamilton's general architectural plan and I'm not sure how they plan to open a school for NINETY toddlers this month.

This needs to go before the community for input before the permit is heard.

We do not need any more traffic, noise and construction in hamilton. There is more than enough. We already have two schools and four new building projects approved. Novato pledged to be transparent in its permit and approval plans. I am asking you to back that promise.

Tks

Mandy Behbehani

Michelle Johnson

From: Michelle Johnson
Sent: Thursday, August 31, 2017 4:28 PM
To: 'Tracey Ruiz'
Subject: RE: Montessori Interest Meeting

Importance: High

Good afternoon Tracy,

I spoke with the applicant; the "September" reference was an oversight from a previous post prior to the initial meeting date. Since the project is temporarily on hold; it is not feasible to meet a September deadline. Staff still has some research to do; however, it is leaning towards a Use Permit. I will have a more definitive answer next week. Thank you for your comments; I will add them to the file.

Moving forward if you have additional questions don't hesitate to send me an email or give me a call.

-Michelle

From: Tracey Ruiz [mailto:toruiz@yahoo.com]
Sent: Thursday, August 31, 2017 2:25 PM
To: Michelle Johnson <mjohnson@novato.org>
Subject: Fwd: Montessori Interest Meeting

Michelle,

A neighbor has forwarded me the NextDoor post below which is from Unity's director and was posted yesterday. It states that the school will be opening this September. If you are able to read the NextDoor posts or Unity's responses in the Marin IJ, they characterize the preschool very differently from the use permit.

Is there any update in the approval or approval process?

My concerns are now limited to:

- 1). Unity in Marin uses its own parking for students, employees and parents, rather than overflow parking across the street. Without mid-street crosswalk, it is dangerous and slows traffic to have people and small children jaywalk.
- 2). Temporary signage and signage structures be removed and tasteful permanent signage be used for the school.
- 3). Valet parking and drop off of students be held further into the grounds in order to avoid back ups on Palm Drive.
- 4). I remain opposed to the design of the playground but it appears that there is no city oversight of structural additions such as playgrounds in a Historic District. We have tried to set up meetings with Unity but they have been politely postponed.

Thank you,

Tracey Ruiz
415-845-9481

Sent from my iPhone. Please excuse typos and brevity.

Begin forwarded

Date: August 31, 2017 at 12:26:17 PM PDT
To: Tracey Ruiz <toruiz@yahoo.com>
Subject: Fwd: Montessori Interest Meeting

Begin forwarded message:

From: "Nextdoor Hamilton" <reply@rs.email.nextdoor.com>
Date: August 30, 2017 at 11:52:45 AM PDT

Subject: Montessori Interest Meeting
Reply-To:
[reply+GE4DCMBZGAZDGX3QOJXWI5LDORUW63S7KBHVGVC7GYZDC
NJYHE3TG===@hamiltonca.nextdoor.com](mailto:reply+GE4DCMBZGAZDGX3QOJXWI5LDORUW63S7KBHVGVC7GYZDCNJYHE3TG===@hamiltonca.nextdoor.com)

 Heidi Listug, Hamilton

Join us for an additional Interest Meeting Saturday, September 2nd at 11:00 AM at Unity In Marin. 600 Palm Drive in Hamilton.

We are gathering names of Parents interested in a new Montessori Toddler and Preschool, and we now have tuition information available at the meeting.

Unity in Marin, located in Hamilton, is exploring the possibility of opening a Montessori preschool at our campus starting this September.

If you have a toddler (2yrs old) or preschool age child (up to 6 yrs old) who you would like to attend a Montessori school, we can add your name to...[Read more](#)

Aug 30 in General to 27 neighborhoods

[View or reply](#) [Thank](#) · [Private message](#)

You can also reply to this email or use Nextdoor for [iPhone](#) or [Android](#)

This message is intended for mandyb@pacbell.net.

[Unsubscribe](#) or [adjust your email settings](#)

Nextdoor, 875 Stevenson Street, Suite 700, San Francisco, CA 94103

Michelle Johnson

From: ALISON MASTERS <dhgreenfield@yahoo.com>
Sent: Sunday, September 24, 2017 12:58 PM
To: Michelle Johnson
Subject: Unity Pre-school and Playground

Hello Michelle,

I understand that the proposed playground at Unity Church here in Hamilton is not subject to Design Review. Would you be able to let me know why and what projects require design review?

I am also opposed to the proposed Pre-school that has applied for a permit. I have been told that it is to generate funds for the church which to me, does not seem like a good reason to build an additional pre-school. I am not against schools, we have 4 children and 6 grandchildren and gladly pay our city and state taxes to support the schools and education, where sensible, but given the added traffic and congestion, it is a poor location. I believe there are 2 existing pre-schools in Hamilton and 4 Montessori schools to date in Novato. The area to the side of Unity has always been a lovely part of the neighborhood, even though they have let part of the lawn go brown and unwatered, and it has historic value. We have the old hospital being reconverted to Assisted Living, we have a neighborhood of "cottages" being built alongside the SMART train. It seems to me a better use of the City's money to plan the future of our community with forethought. The nice, old houses on the other side of Palm Drive and beyond the pool are ripe for reuse or tear down if not able to be renovated.

I like living in Novato, and I can't speak for the rest of Novato, but I don't always feel that the city makes the best choices for the residents of Hamilton.

Thank you for considering.

Regards,

Alison Greenfield

Michelle Johnson

From: Joan Goode <jgoode94949@yahoo.com>
Sent: Thursday, September 28, 2017 3:02 PM
To: Michelle Johnson
Subject: Unity Permit Request

Good Afternoon Ms. Johnson,

I am writing to express my concerns about the school permit Unity is seeking.

Many residents in the Hamilton community already have concerns about the way Unity is interacting with neighbors. They recently installed an unsightly play area in front of their facility, with no notice, which may also pose a safety and security risk for the children that play there. This location is adjacent a busy street and affords the children no privacy thus exposing them to all who pass by. Unity also regularly "takes over" the Town Center parking lot for their own events -- many of which are events for which they are being paid substantial sums. Therefore, when residents learned about this new venture for a school use permit, many were immediately wary about how traffic and security would be managed.

If a school permit is granted at all, I believe it should begin with the minimum allowed and contingent upon on a traffic plan and containment of all parking related to the school to their own lot. They should also not rely on using the Town Center lot to offset overflow parking to accommodate the school.

I hope Unity will demonstrate effort going forward to become a good neighbor for the benefit of all!

Sincerely,

Joan Goode