City of Bellevue
Development Services Department
Land Use Staff Report

Proposal Name:	**BK Play Academy**
Proposal Address:	14224 NE Bel-Red Road
Proposal Description:	To establish a private school with students from K-5th grades at the City of Bellevue's Highland Park and Community Center. The pre-school will have 25 students while the elementary school will have 18 students. Maximum student enrollment is limited to 43 students. No exterior changes are proposed to the existing building.
File Number:	**14-133390 LA**
Applicant:	BK Play Academy
Decisions Included:	Administrative Conditional Use, Process II
Planner:	Antoinette Pratt, Senior Planner, (425) 452-5374
State Environmental Policy Act Threshold Determination:	**Exempt**
Director's Decision:	**Approval with Conditions** Michael A. Brennan, Director Development Services Department By: Carol V Helland Carol V. Helland, Land Use Director

Application Date:	May 30, 2014
Public Notice (500 feet):	August 28, 2014
Public Meetings:	Not Required
Minimum Comment Period:	September 11, 2014
Bulletin Publication Date:	**November 20, 2014**
Appeal Deadline:	**December 4, 2014**

For information on how to appeal a proposal, visit Development Services at City Hall or call (425) 452-4570. Appeal of the Decision must be made by 5 p.m. on the date noted for appeal of the decision.

I. Request and Project Description

BK Play Academy has submitted an Administrative Conditional Use Application to locate a school (K-5) within the City of Bellevue's Highland Park and Community Center (HPCC). BK Play Academy's approval is subject to Administrative Conditional Use and life/safety approvals from the Building and Fire Departments. The student population will contain pre-school students 2.5 years and older to school-aged grades 1 through 5. Pre-school activities are permitted outright by the Land Use Code but the presence of the K-5th grade students requires the Administrative Conditional Use.

Temporary occupancy has been given for the preschool activities only per the City of Bellevue's Building and Fire Departments per 14-138880 DC (see attached letter from the Fire Marshal and Building Official). A building permit to obtain approval for a change of occupancy for a portion of the existing building is required prior to permanent occupancy of the pre-school. Improvements to the existing building may be required to comply with technical code requirements for the new occupancy.

BK Play Academy was developed out of a need to bring gifted education to highly capable learners. They will also offer a homeschooling extension program once a week on-site. BK Play Academy may instruct up to a maximum of 43 students at any time in two rooms within the HPCC. The limitation of the number of students is derived from the International Building Code (IBC). See Section VI.5 for further discussion on student count and life/safety requirements from the Building Department. The pre-school will have 25 students while the elementary program will have 18 students. BK Play Academy operates two programs: one for pre-school students who stay on-site for four hours or less which is not regulated by the Department of Early Learning (DEL) while the elementary students are subject to the Office of Superintendent and Public Instruction (OSPI). Per the arrangement with the City of Bellevue Parks Department, BK Play may not remain on-site beyond 3:00 p.m. with exception of Wednesday for a chess enrichment program from 2:30 p.m. to 3:30 p.m. as the City has its own activities to schedule in these rooms. If signage is proposed, a separate sign permit application is required. Written authorization shall be obtained from the Parks Department prior to submittal of said application. See Section X for related condition.

The Parks Department, on behalf of BK Play Academy will conduct a tenant improvement to modify the building interior to comply with the requirements detailed in 14-138880 DC. A tenant improvement permit has been reviewed and approved by Land Use per 14-141696 BY. However, this permit is still under review by Building. The remodel is scheduled to begin upon completion of City review..

II. Site Context and Description

This site is located north of NE Bel-Red Road between 140th Avenue NE and NE 20th Place. The existing building was constructed in 1940 and added onto in 1986. The site is surrounded by other commercial uses at its property boundaries. The site contains two sports fields, a play area and tennis courts. The school will be located within two rooms (the Art Room and Resource Room).

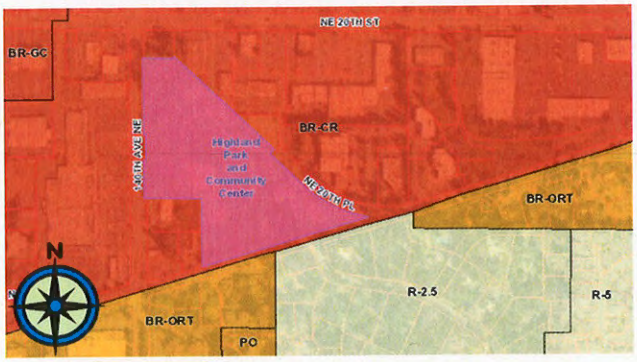
III Site and Building Design

No changes will be made to the site or building exterior with this application. Again, the purpose of this application is to approve the change of use to a school for a portion of the existing building. However, internal improvements will be required for this project because it is considered a change of use for the Building and Fire Departments. The existing occupancy under the International Building Code (IBC) for the structure is an A but with the inclusion of school activities, the occupancy is required to include an E. For further information regarding occupancy ratings, see Attachment A.

It is Development Services' understanding that BK Play Academy's presence within the City's community facility will be reviewed annually by the Parks Department. If it is determined in the future that the City cannot continue to accommodate this use, the applicant will need to look for an alternative location for this school and apply for any applicable discretionary permits and all associated ancillary permits. Permits issued for this location are not transferable by BK Play Academy. However, the City's Parks Department may rent out the facility to another school as long as they operate in a similar manner as BK Play Academy. See Section XI for related condition.

IV. Consistency with Land Use Code/Zoning Requirements

A. General Provisions of the Land Use Code



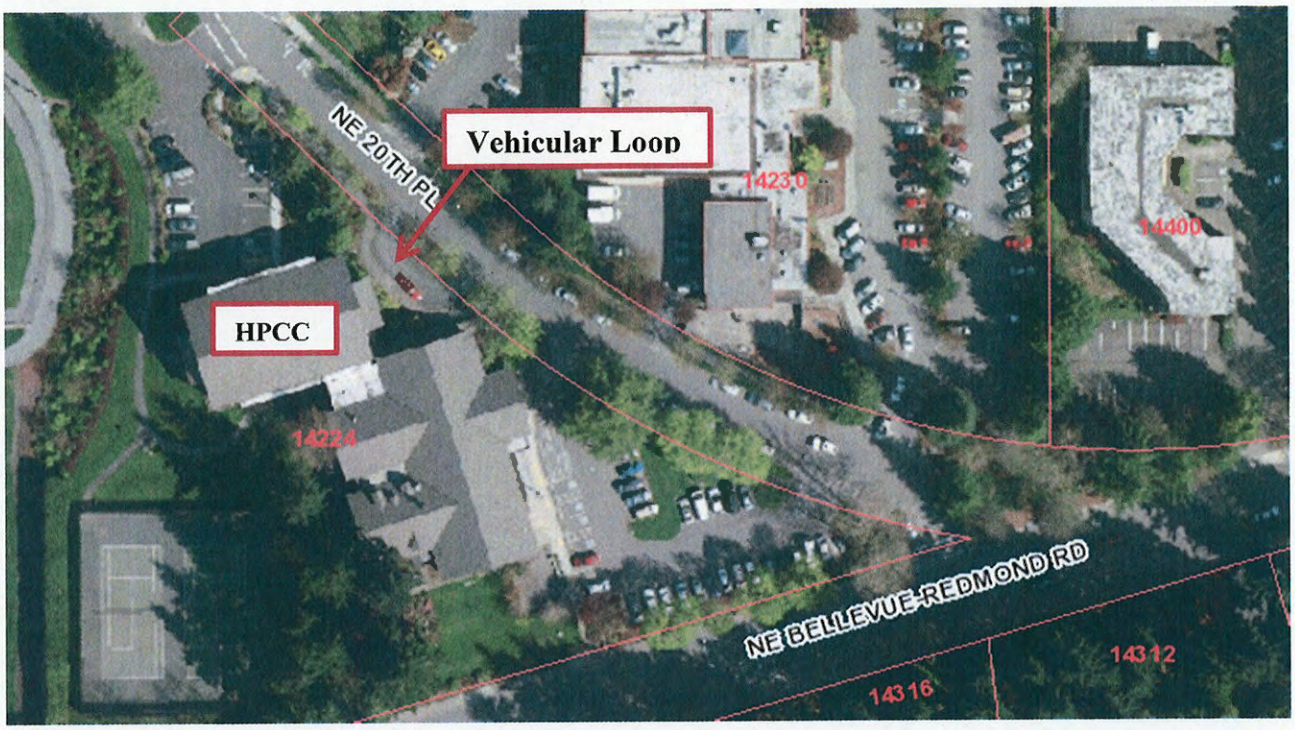
This site is located within the Bel-Red Commercial/Residential (BR-CR) zoning district. As such, the Land Use Code (LUC) 20.25D.070, Services (chart) permits primary and secondary educational facilities subject to prior Administrative Conditional Use approval. The applicant has fulfilled this requirement by submitting this application for review and approval.

B. Schools

LUC Chapter 20.20.740 provides development standards for schools. No exterior modifications will be made to this proposal.

C. Parking Standards and Site Circulation

LUC 20.25D.120.B.2 does not define the number of parking stalls required for an educational facility. This proposal is classified as an unspecified use per 20.25D.120.B.2. At this time, BK Play has eight students in their pre-school program. Maximum student count for both pre-school and K-5th grade students will be limited to 43 students. See Section VI.5 below for the Building Department analysis and limitations on students.



The Parks Department has assigned 10 parking stalls for BK Play Academy use. Two or three of these stalls may be used by staff. The HPCC has 73 parking stalls. There is a drop-off/pick up lane at the northeast corner of the building that may also be used for parents. See aerial above. Use of this lane can aid parents of older students with drop off/pick up activities from this site rather than turning into the parking lot and formally parking.

The school administration will be required to create a defined drop off/pick up procedure that requires a signed parent/guardian agreement (see Attachment B). Staff also understand that the Community Services Supervisor for the HPCC will ensure that drop off/pick up activities occur smoothly on this site. This system is operational Monday through Friday from 8:30 a.m. to 9:00 a.m. with afternoon hours from 2:30 p.m. to 3:00 p.m. One noted exception to this timeline is on Wednesday afternoons, BK Play Academy offers a chess enrichment program from 2:30 p.m. to 3:30 p.m. See Section XI for related condition.

Student count will be monitored. Because of the life/safety issues noted in Section VI.5, student count for BK Academy is limited to 43 students with no opportunity for growth beyond this number. If the applicant desires to increase student counts beyond this threshold, then a different location would be required for this facility. See Section XI for related condition.

V. Public Comment

Because this site is located within a commercial district, a public meeting is not required per LUC 20.20.740.C and 20.25D.070, subnote (8). The City has received one letter of comment contending that the Parks Department should not be permitted to lease its facilities for commercial rental activity. The Parks Department responded to this item by stating that this is not unique to the HPCC and is a common practice of their department. The email was subsequently forwarded to City Council by the commenter where the Councilmember responded that this indeed is a normal operation of the Parks Department. See file for applicable emails.

VI. City Department Analysis

1. Transportation Department

This application is for a combination of childcare and elementary school uses in the Art and Resource Rooms at the HPCC. These uses are treated differently by BCC 14.10 (Traffic Standards Code) and BCC 22.16 (Transportation Impact Fee Program). Following is a summary of how the requirements of each code apply to each use.

Regarding the proposed childcare use for a maximum of *25* children in approximately 1205 square feet: as a non-profit organization, this use is exempt from the provisions of the Traffic Standards Code per BCC 14.10.020.I. The applicant has provided a document from the Department of Treasury indicating that the BK Play Academy is a public charity, tax exempt organization as of December 24, 2008. In any case, this use, ending at 2:45 p.m. daily, will not generate 30 net new p.m. peak period average trips and, therefore, does not meet the threshold for requirement to undergo a concurrency analysis. The p.m. peak period is the two hours between 4:00 p.m. and 6:00 p.m.

In addition, this use is exempt from the requirement to pay a traffic impact fee per the exemption listed for child care services in BCC 22.16.070.B.1.

Regarding the proposed elementary school use for a maximum of *18* K – 12 students: this use does not meet the 30 net new p.m. peak hour trip threshold for concurrency analysis requirement (BCC 14.10.020.A). The childcare use will generate approximately 11 new trips and the school will generate approximately (and conservatively) eight new trips during the p.m. peak hour, totaling 19 new trips, which is below the 30-trip threshold. (The two uses are combined in this instance to provide a conservative analysis and reflect the likely trip generation given the 7:1 teacher/student ratio.) Further, per information provided by the Community Services Supervisor at the Highland Center, the Art Room and the Resource Room at the Highland Center have been previously used for trip-generating activities. The credit from these previous uses results in a net decrease in p.m. peak hour trips.

Due to the decrease in trips described above, payment of a traffic impact fee is not required per BCC 22.16.020.C.

2. Clear and Grade Division

The Clear and Grade Division has reviewed and approved this permit.

3. Utilities Department

The Utilities Department has no comment on this permit.

4. Fire Department

The Fire Department has reviewed and approved this permit. Further review of the tenant improvements will take place under 14-141696 BY.

5. Building Department

Although the Building Department is not a typical reviewer of Administrative Conditional Use applications, they have comments on this proposal due to life/safety issues raised within 14-138880 DC which details *temporary occupancy conditions* for BK Play Academy. The information below is applicable to the *final occupancy conditions* for use of the facility with an E Occupancy as noted below:

The proposed change in occupancy for two classrooms at the Highland Community Center will result in creation of two complying classrooms of 864 square feet and 366 square feet respectively (see Attachment C). Currently, the larger 864 square foot classroom is proposed to be utilized as a preschool (ages 2 ½ to 5) and the smaller 366 square foot classroom as a K-5 class. Both of these uses are considered to be E occupancies per IBC 305 but because of the specific age group and function, different occupancy loads are assigned per IBC 1004: Daycare or Preschool 1per/35sf net and K-12 1per 20sf. The change in occupancy will be approved subject to the following conditions:

a. Install a 2 hour fire-rated fire barrier separating all E occupancies into a separate fire areas per IBC Section 707.3.10.
b. Fire-rated Doors, openings, penetrations and joints in the fire barriers must be in accordance with IBC Section 714,715, 716 and 717.
c. Documentation of confidence testing by a qualified third party showing that the existing fire alarm system is in good working order.
d. The larger classroom (864 square feet) is to be used as a daycare or preschool with a maximum allowed occupancy load per IBC 1004 of 25 students.
e. The smaller classroom (366 square feet) is to be a K-5 class with a maximum allowed occupancy per IBC 1004 of 18 students.
f. **The total combined student count shall not exceed 43 students unless the pending determination by the State Fire Marshal's Office reduces that number as detailed in 14-138880 DC, in which case, the lesser student number shall control.**

The Parks Department has submitted 14-141696 BY which is currently in review to gain approval for items a through c above. BK Play Academy is subject to the limitations noted in items d through f. See Section XI for related condition.

VII. State Environmental Policy Act (SEPA)

This proposal is SEPA *exempt* because although the applicant is proposing a change of use, the proposed tenant improvement is less than 4,000 square feet in size and does not trigger 30 p.m. peak hour trips. This also conforms to interpretive guidelines dated April 13, 2012, which guides tenant improvements within the City of Bellevue.

VIII. Applicable Decision Criteria

Administrative Conditional Use: The Director may approve or approve with modifications an application for Administrative Conditional Use if it complies with the decision criteria of Land Use Code Section 20.30E.140. Approval of an Administrative Conditional Use may at any time be revoked if the use of on-site facilities is changed from the stated application. See Section XI for related condition.

After conducting the various administrative reviews of this project, including Comprehensive plan goals and policies and the Land Use Code provisions, the following conclusions are made with regard to the Administrative Conditional Use decision criteria:

1. **The Administrative Conditional Use is consistent with the Comprehensive Plan.**

   This proposal is located within the Bel-Red Subarea. The Comprehensive Plan designation for this site is Bel-Red, Commercial/Residential (BR-CR), which is consistent with the BR-CR zoning classification. This proposal is consistent with the Comprehensive Plan's goals and policies.

   The following are applicable Comprehensive Plan policies for the Bel-Red subarea:

   Policy S-BR-2. *Promote a differentiated economic niche for Bel-Red, retaining many existing businesses while attracting new businesses in a form not found elsewhere in Bellevue. Take advantage of opportunities afforded by Bel-Red's strategic location between Downtown Bellevue and Redmond's Overlake employment center, as well as the opportunities brought about by light rail and high capacity transit coming through the area.*

   Policy S-BR-10. *Accommodate the continued operation of existing, and allow new, service uses that are compatible with planned future land uses. Accommodate existing service uses that are less compatible with residential and higher intensity, mixed use development (i.e., those that create noise, odor, fumes, aesthetic or other impacts), but preclude the new establishment of these types of service uses in transit nodes and in stand-alone residential areas.*

   Finding: This facility is located within a mixed use land use district. The presence of this school in this location provides additional educational needs to parents who are considering gifted education—particularly in the northeast area of the City.

2. **The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity.**

   Finding: The building exterior will remain in its current form. As required, on behalf of the applicant, the Parks Department filed a tenant improvement permit 14-141696 BY that is currently in review to comply with the identified life/safety modifications.

3. **The Administrative Conditional Use will be served by adequate public facilities, including streets, fire protection and utilities.**

   Finding: The site will be served by adequate public facilities including fire protection and utilities upon conclusion of 14-141696 BY. The Transportation Department determined that the project will be served by adequate streets, provided that the proposed operation does not change in a way that would generate significantly more traffic.

4. **The Administrative Conditional Use will not be materially detrimental to uses or property in the immediate vicinity of the subject property.**

   Finding: As conditioned, this facility will not be materially detrimental to adjacent uses in the vicinity of this site. Staff finds this proposal acceptable, as conditioned, based upon the conclusions identified in this report. See Section X and XI for related conditions.

5. **The Administrative Conditional Use complies with the applicable requirements of this Code.**

   Finding: New school facilities are permitted to be located within commercial land use districts as Administrative Conditional Uses. As conditioned, the proposal meets the requirements of the LUC. See Sections X and XI for related conditions.

IX. Decision of the Director

After conducting the various administrative reviews associated with this proposal, including applicable Land Use consistency, SEPA and City Code and Standard compliance reviews, the Director of the Development Services Department does hereby **APPROVE WITH CONDITIONS**:

X. Conditions of Approval Prior to Issuance of the Tenant Improvement Permit:

1. **Signs:** If any change is made to the existing sign, a separate sign package shall be submitted to DSD for staff review and approval. Any proposed sign shall be architecturally compatible with the existing building. Written authorization shall be obtained from the Parks Department prior to submittal of said application.

   Authority: BCC 22B.10.040.B.1,2
   Reviewer: Antoinette Pratt, (425) 452-5374

XI. Conditions of Approval Prior to Certificate of Temporary Occupancy and Certificate of Occupancy:

1. **Revocation of Administrative Conditional Use permit:** Approval of an Administrative Conditional Use permit may at any time be revoked if the uses of on-site facilities, traffic pattern/parking or transportation methods are changed from the submitted application.

   Authority: LUC 20.30E.175.B
   Reviewer: Antoinette Pratt, (425) 452-5374

2. **Implement Drop-off and Pick-up Procedure:** The applicant must implement and continue to enforce a drop-off and pick-up procedure as described in the applicant's materials, or equivalent.

   Authority: LUC 20.20.740.A.6
   Reviewer: Antoinette Pratt, (425) 452-5374

4. **Future Park Department Determinations:** BK Play Academy's presence within the City's community facility shall be subject to annual review by the Parks Department. If it is determined in the future that the City cannot continue to accommodate this use, the applicant shall look for an alternative location for this school and apply for any applicable discretionary permits and associated ancillary permits. Permits issued for this location are not transferable by BK Play Academy. The City's Parks Department may rent out the facility to another school as long as they operate in a similar manner as BK Play Academy.

   Authority: LUC 20.20.740 and 20.10.440, subnote (25)
   Reviewer: Antoinette Pratt, (425) 452-5374

5. **Change of Occupancy Requirements/Student Count Limitations:** The proposed change in occupancy for two classrooms at the Highland Community Center shall result in creation of two complying classrooms of 864 square feet and 366 square feet respectively. Currently, the larger 864 square foot classroom is proposed to be utilized as a preschool (ages 2 ½ to 5) and the smaller 366 square foot classroom as a K-5 class. Both of these uses shall be considered E occupancies per IBC 305 but because of the specific age group and function, different occupancy loads shall be assigned per IBC 1004: Daycare or Preschool 1per/35sf net and K-5 1per 20sf. The change in occupancy shall be approved subject to the following conditions:

    a. Install a 2 hour fire-rated fire barrier separating all E occupancies into a separate fire areas per IBC Section 707.3.10.
    b. Fire-rated Doors, openings, penetrations and joints in the fire barriers shall be in accordance with IBC Section 714,715, 716 and 717.
    c. Documentation of confidence testing by a qualified third party showing that the existing fire alarm system is in good working order.
    d. The larger classroom (864 square feet) shall be used as a daycare or preschool with a maximum allowed occupancy load per IBC 1004 of 25 students.
    e. The smaller classroom (366 square feet) shall be a K-5 class with a maximum allowed occupancy per IBC 1004 of 18 students.
    f. The total combined student count shall not exceed 43 students unless the pending determination by the State Fire Marshal's Office reduces that number as detailed in 14-138880 DC, in which case, the lesser student number shall control.

    Authority: IBC Sections 707.3.10, 714,715, 716 and 717, 1004
    Reviewer: Bob Snyder, (425) 452-4475

Attachments

A. Letter from Fire Marshal and Building Official
B. Drop Off/Pick Up Procedures and Parental Parking Agreement
C. Floor Plans

ATTACHMENT A
(Letter from City Fire Marshal and Building Official)

City of Bellevue

Post Office Box 90012 ▪ Bellevue, Washington ▪ 98009 9012

August 20, 2014

Shelley Brittingham
Glenn Kost
City of Bellevue Parks Department
450 110th Ave NE
Bellevue, WA 98004

RE: Bellevue Parks Facilities Used for Educational (E-Occupancy Preschool or School) Purposes

Shelley & Glenn;

The purpose of this letter is for the City of Bellevue Fire Marshal and Building Official to approve the temporary use of several Parks Facilities as E-occupancies at the locations and with the conditions defined below. The temporary approval is to allow time for Parks staff, or the facility tenants, to complete the formal change of occupancy via the BY tenant improvement building permit review and inspection process.

Please note that a final decision on the application of IBC Section 903.2.3 related to sprinkler system scoping requirements and the determination of occupant load in the E-occupancy versus the Fire Area in the building is pending confirmation with the Washington State Building Code Council.

Temporary occupancy is approved at the following four Parks facilities for preschool classes with students in the age ranges and with the conditions listed below until the formal change of occupancy is permitted via the BY permit process, however, temporary occupancy at each facility shall not extend beyond 4pm, Friday, January 16, 2015 unless approved by the Fire Marshal and Building Official.

1. **Highland Community Center:**
   - The larger room indicated on the floor plan is permitted to be used as an E occupancy, and the smaller room may be used as an office, but not as a classroom. The combined floor area used as classroom cannot exceed either 1,000 square feet, or 50 occupants, as calculated at 1 occupant per 20 square feet (2012 International Building Code (IBC) Table 1004.1.2).
   - This facility is temporarily approved for preschool students of ages 2.5 to 5 years. The Administrative Conditional Use (ACU) permit must be approved before any grade 1 through grade 5 students can attend the school. It will take approximately 4 to 6 months to complete the ACU permit.
   - Documentation of confidence testing by a qualified 3rd party company showing that the existing fire alarm is in good working order must be provided.
   - Should the WA State Building Code Council rule that the occupant load within the fire area is to be considered, fire barriers or fire sprinklers must be installed for approval of this use after January 1, 2015.
   - Submit an application for a change-of-use (BY) building permit no later than 9-30-14.

2. **Kelsey Farm House:**
   - The upper floor and lower floor are permitted to be used as an E occupancy, so long as the combined floor area used for classrooms does not exceed either 1,000 square feet, or 50 occupants, as calculated at 1 occupant per 20 square feet (2012 IBC Table 1004.1.2).
   - Storage areas must be limited to no more than 10% of the floor area on each of the floors.
   - Should the WA State Building Code Council rule that the occupant load within the fire area is to be considered, fire barriers or fire sprinklers must be installed for approval of this use after 1-16-2015.
   - This facility is temporarily approved for preschool students of ages 2.5 to 5 years.
   - Submit an application for a change-of-use (BY) building permit no later than 9-30-14.

3. **Crossroads Community Center:**
   - This facility is temporarily approved for preschool students of ages 2.5 to 5 years.
   - Submit an application for a change-of-use (BY) building permit no later than 9-30-14.

4. **South Bellevue Community Center:**
   - This facility is temporarily approved for preschool students of ages 2.5 to 5 years.
   - Submit an application for a change-of-use (BY) building permit no later than 9-30-14.

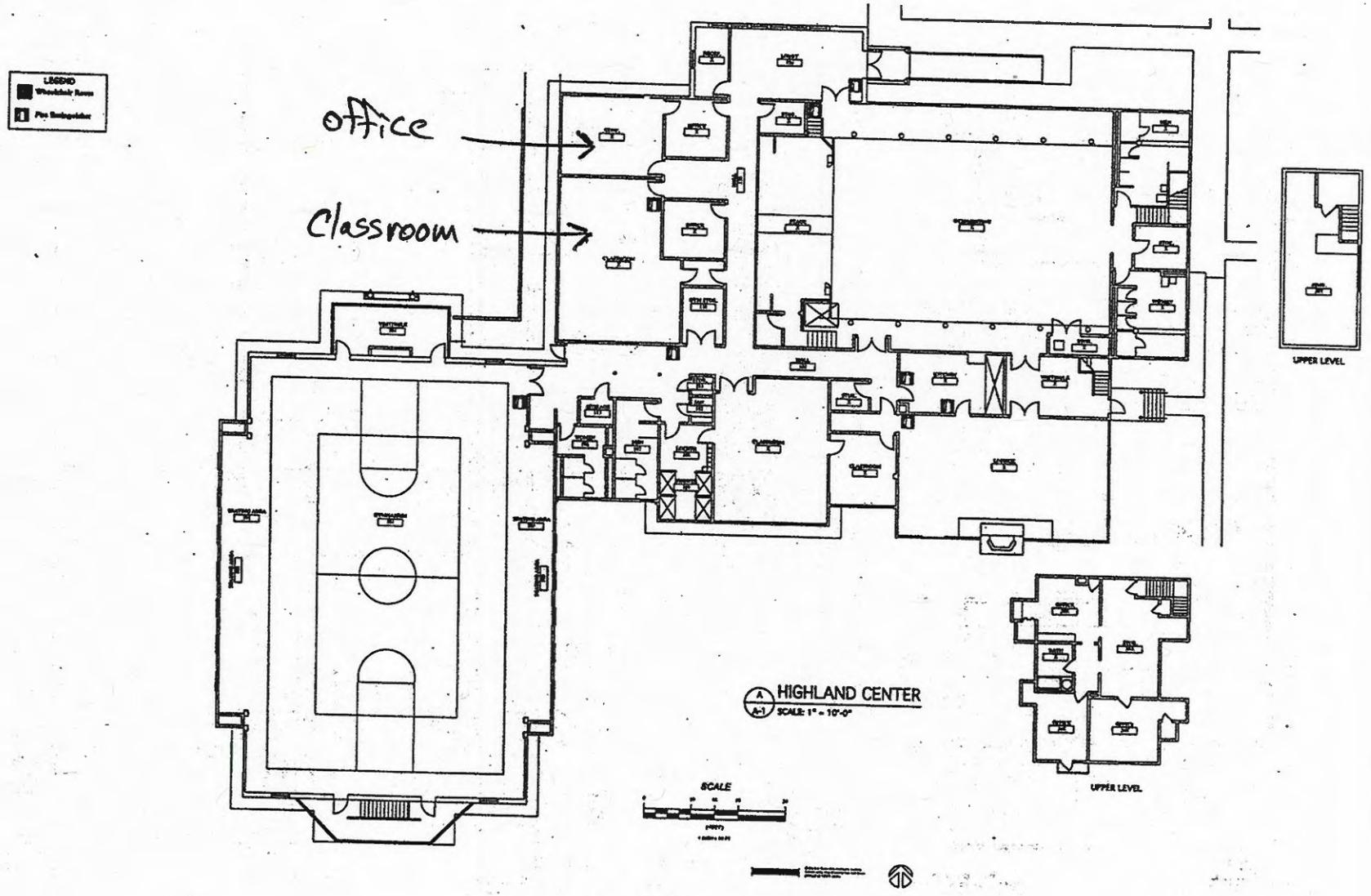
Please let us know if you have any questions.

Ken Carlson
Fire Marshal
425-452-6874

Gregg Schrader
Building Official
425-452-6451

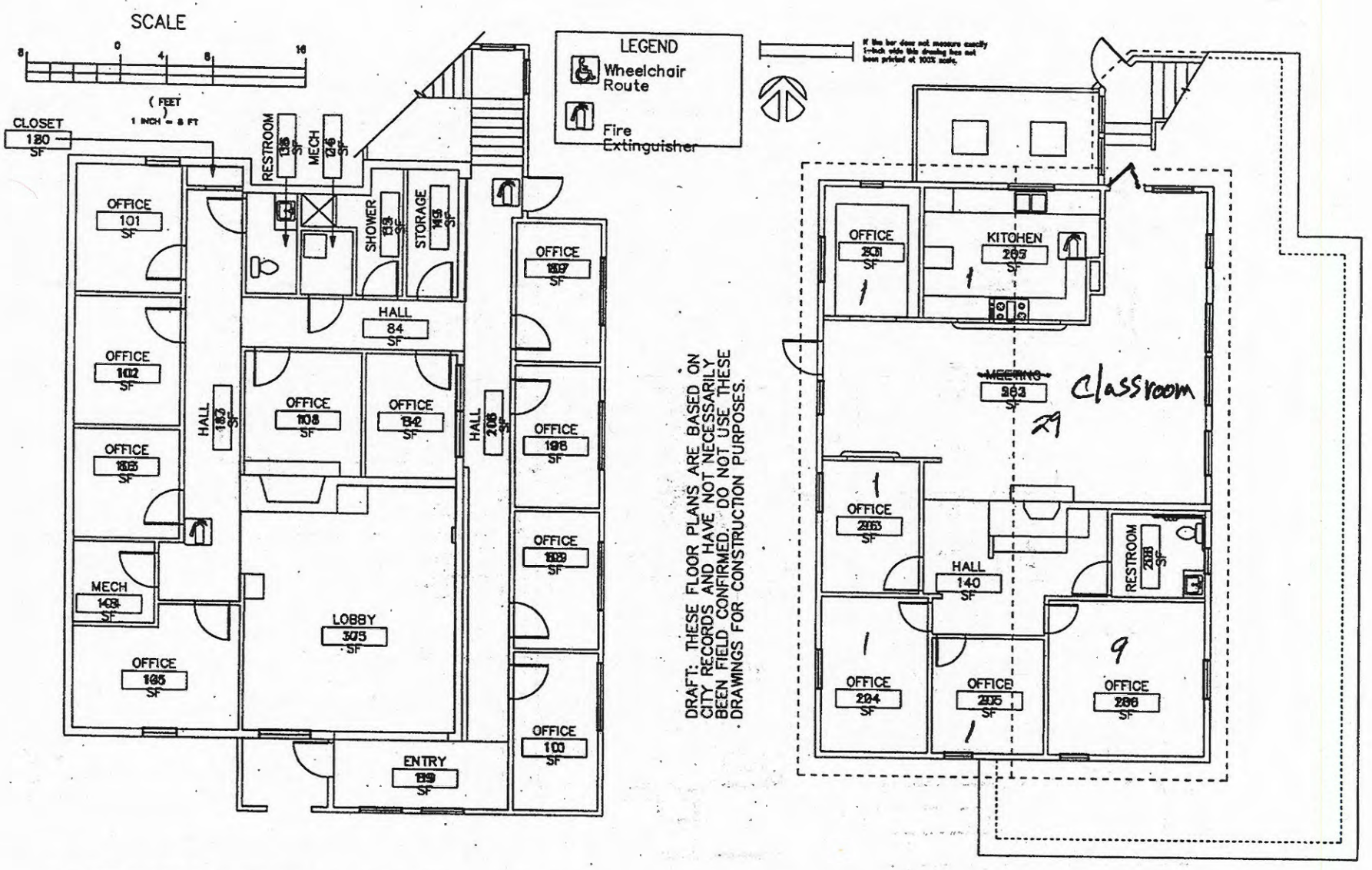
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

Highland



Kid Magic Preschool

8-18-14



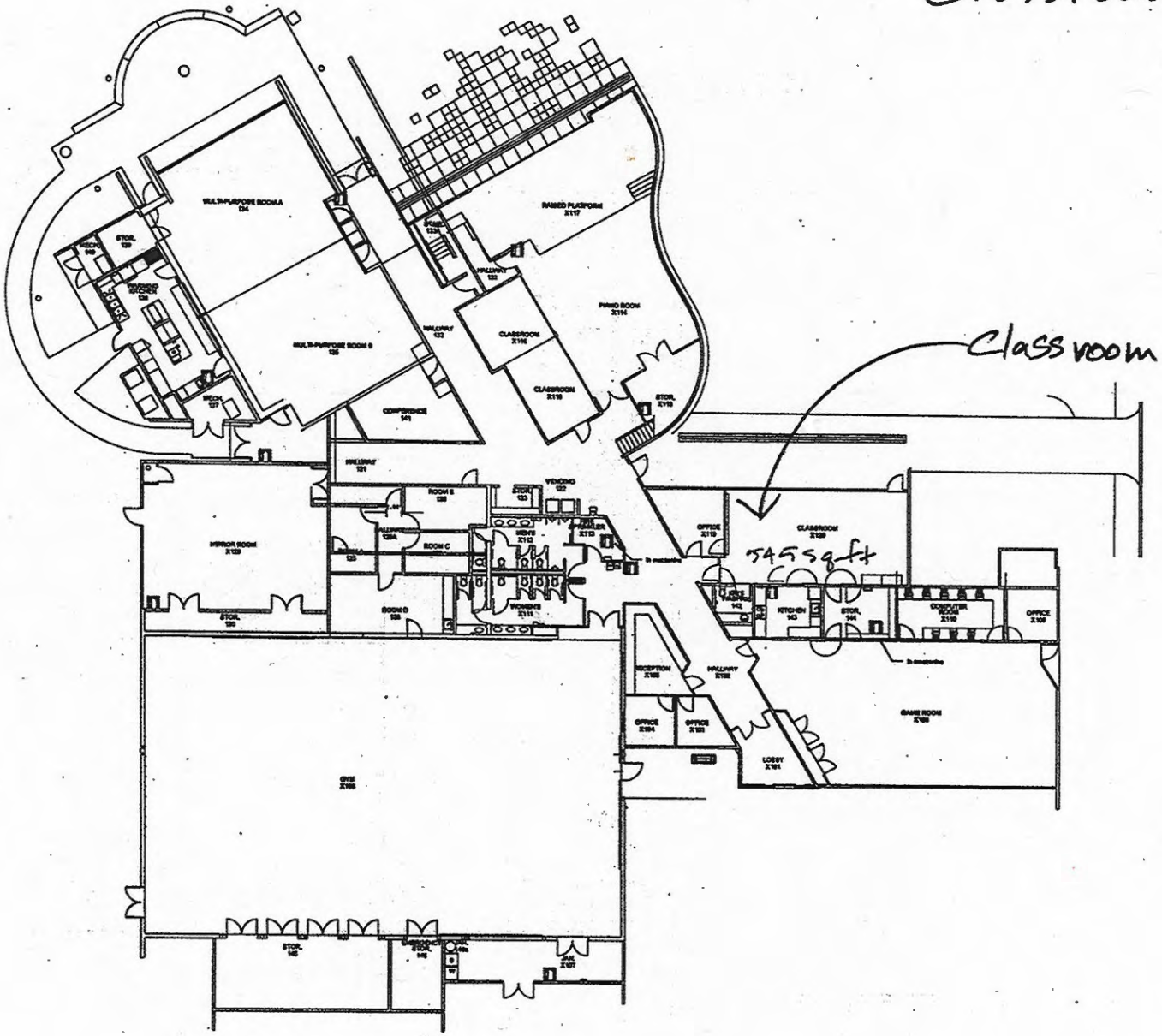
B / A-1 **KELSEY FARMHOUSE LOWER FLOOR**

SCALE: 1/8" = 1'-0"

A / A-1 **KELSEY FARMHOUSE UPPER FLOOR**

SCALE: 1/8" = 1'-0"

Crossroads Community Center



A / A-1 CROSSROADS COMMUNITY CENTER
SCALE: 1/8" = 1'-0"

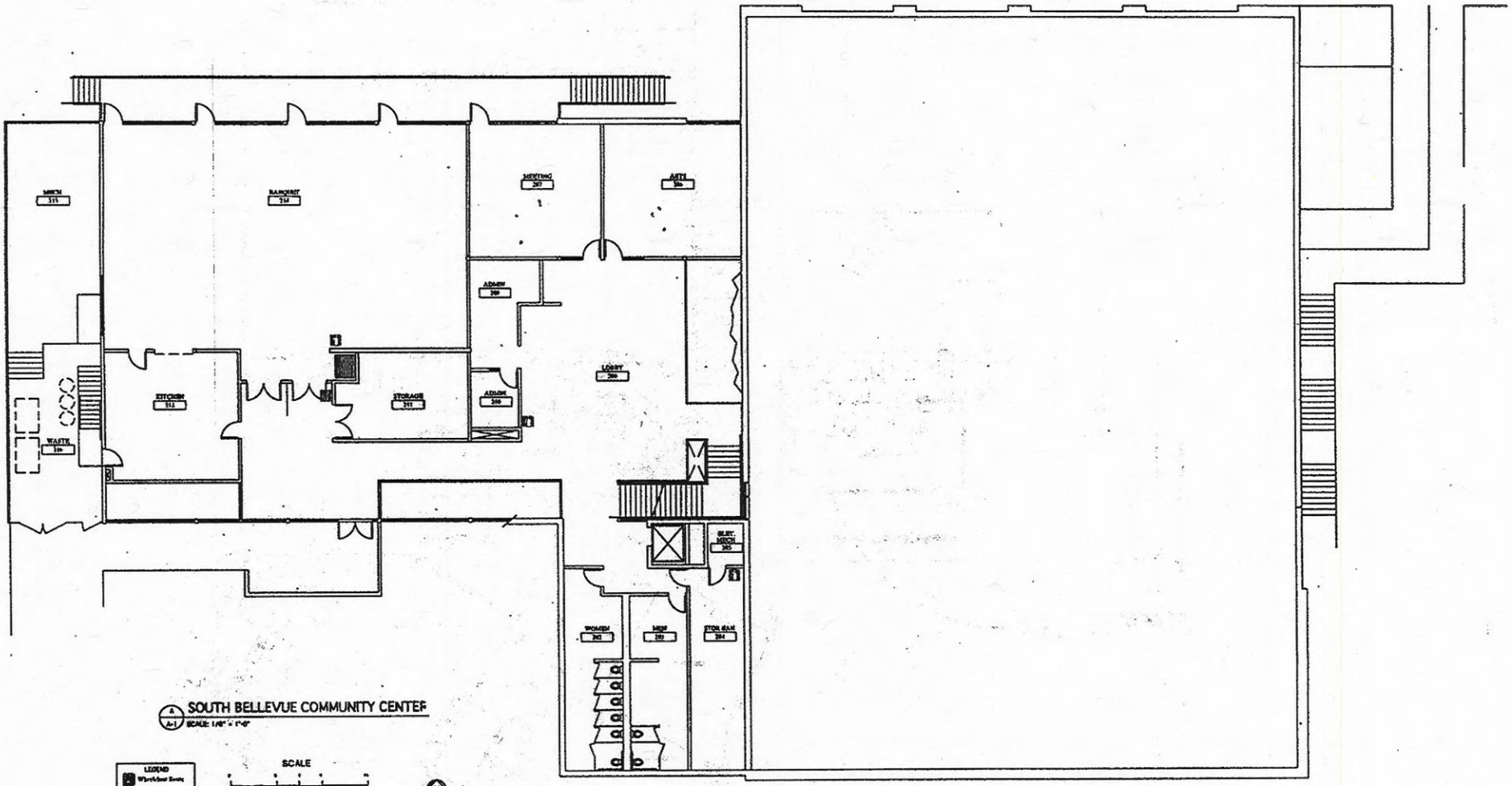
LEGEND
Wheelchair Route
Fire Extinguisher

SCALE

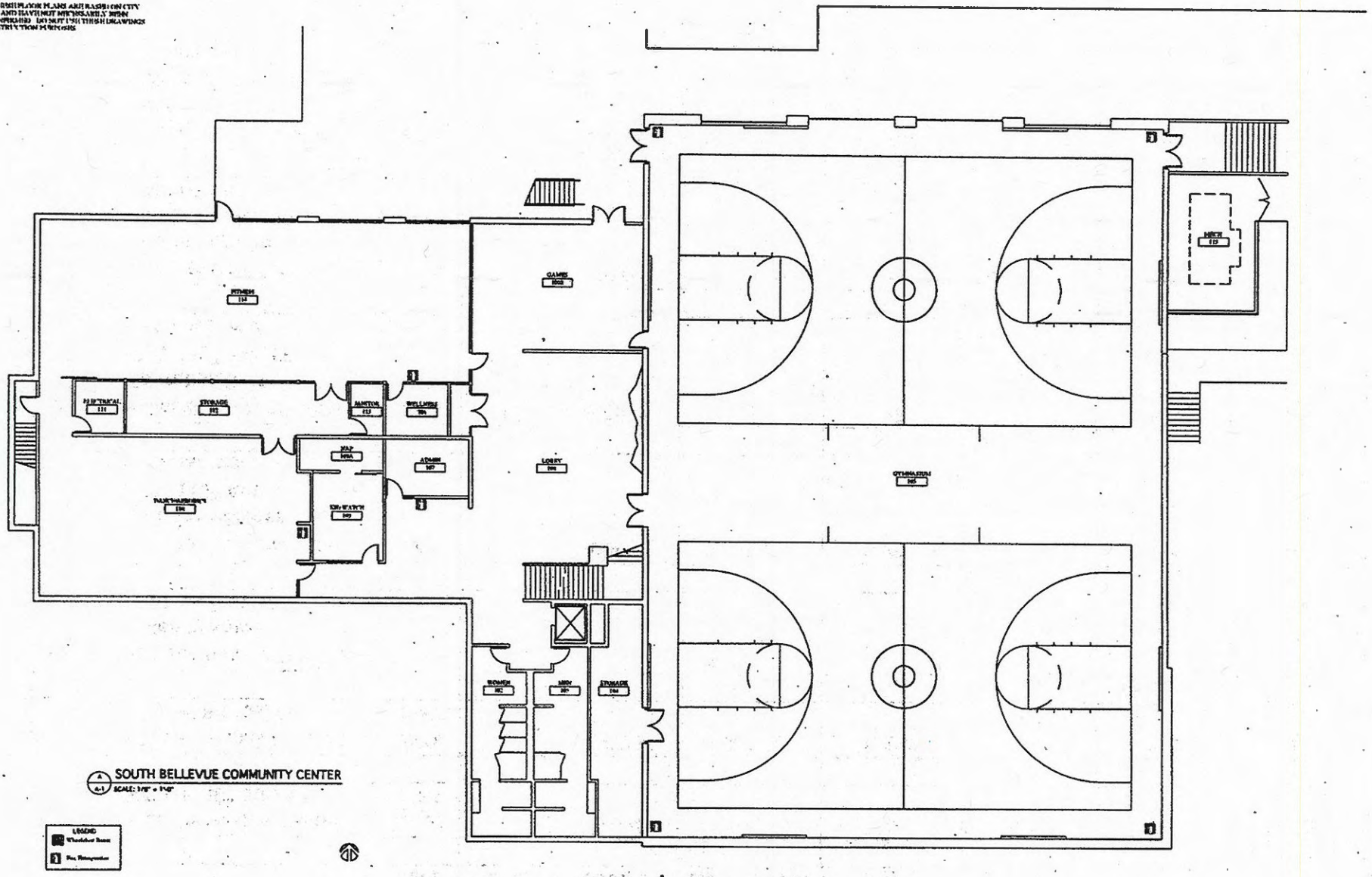
DRAFT - THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES

Natural Start Pre. School

DRAFT THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES



Middle Floor



Lower Floor

PARKS FACILITY STUDY

Park Facility	Year Built	No. Stories	Square Footage	Occupancy Classification	Construction Type	Occupancy Load	Fire Alarm	Sprinkler
Crossroads Community Center 16000 NE 10th Street	1979/ 2005	1	4895 sf	A-3	VB	736	Yes	Yes QR
Highland Community Center 14224 NE Bel-Red Rd	1940/ 1987	1	18,827 sf	A-2.1	V-1HR	1064	Yes	No
Kelsey Creek Community Farm Park Kelsey House 410 130th PL SE								
Mercer Slough Environmental Education Center 1625 118th Ave. SE Classroom 1	2006	1	2008 sf	E	VB	100	Yes	Yes
Mercer Slough Environmental Education Center 1625 118th Ave. SE Classroom 2	2006	1	2008 sf	E	VB	100	Yes	Yes
Mercer Slough Environmental Education Center 1625 118th Ave. SE Multi-Purpose 3	2006	1	2263 sf	E	VB	113	Yes	Yes
Mercer Slough Environmental Education Center 1625 118th Ave. SE Wet Lab 4	2006	1	888 sf	E	VB	44	Yes	Yes

PARKS FACILITY STUDY

Park Facility	Year Built	No. Stories	Square Footage	Occupancy Classification	Construction Type	Occupancy Load	Fire Alarm	Sprinkler
Robinswood Community Park Barn 2430 148th Ave SE	1900/ 1988	1	24,968	B2	V-1HR	200	No	No
South Bellevue CC 14509 SE Newport Way	2004	2 B	34,917 sf	A2.1 A-3	VA	2041	Yes	Yes-QR
NW Art Center 9825 NE 24th Street	1984	1	4300+/-	B A-2.1	VN		Yes	No

ATTACHMENT B
(Sample Parent Agreement)

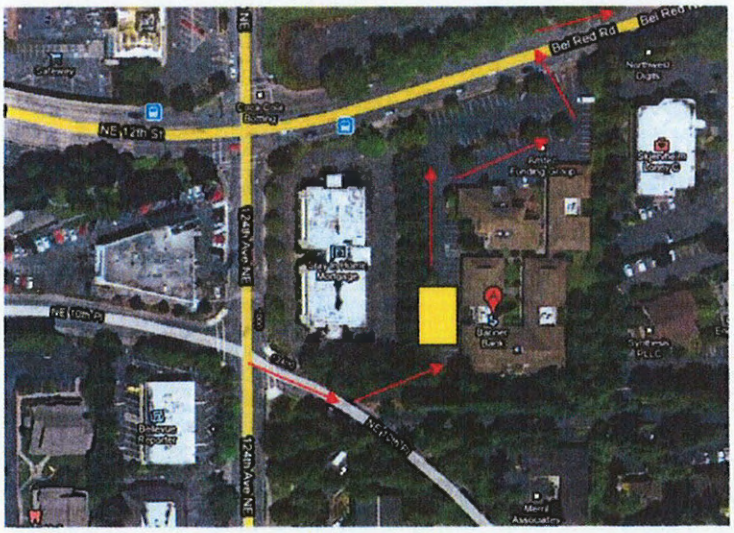
Eastside Learning Community
Drop Off and Pick Up Procedure

Sample

- Please arrive through the South driveway off NE 10th Place (accessible via 124th Ave NE or NE 8th)
- Wait until you are directly in front of our entry door in the designated Unloading Zone before allowing your student to get out. This area is marked by lime green traffic cones and signs.
  - Teachers will be positioned in this drop off area to supervise students entering and exiting the school
- Once your child is dropped off, continue through the parking lot to the north exit
- Exit eastward onto Bel-Red Road (only right-hand turns are permitted)
- Please use the map below as a reference

Please Note

- This system must be executed Monday through Friday from 8:30 a.m.–8:45 a.m. and from 3:00p.m.–3:15 p.m.
- Cars should never be left unattended during drop off or pick up. If you need to come into the school, please use one of our designated parking spots.



Key:

→ Drop Off/Pick Up Route ■ Loading Zone Area

Updated 10/2010

Eastside Learning Community
Drop Off and Pick Up Procedure Agreement

Please sign and date the agreement below. Once both parents/guardians have signed this agreement, please return it to the front desk.

I, _____, have read and understand the Drop Off and Pick Up Procedure. I agree to comply with this procedure at all times.

_____

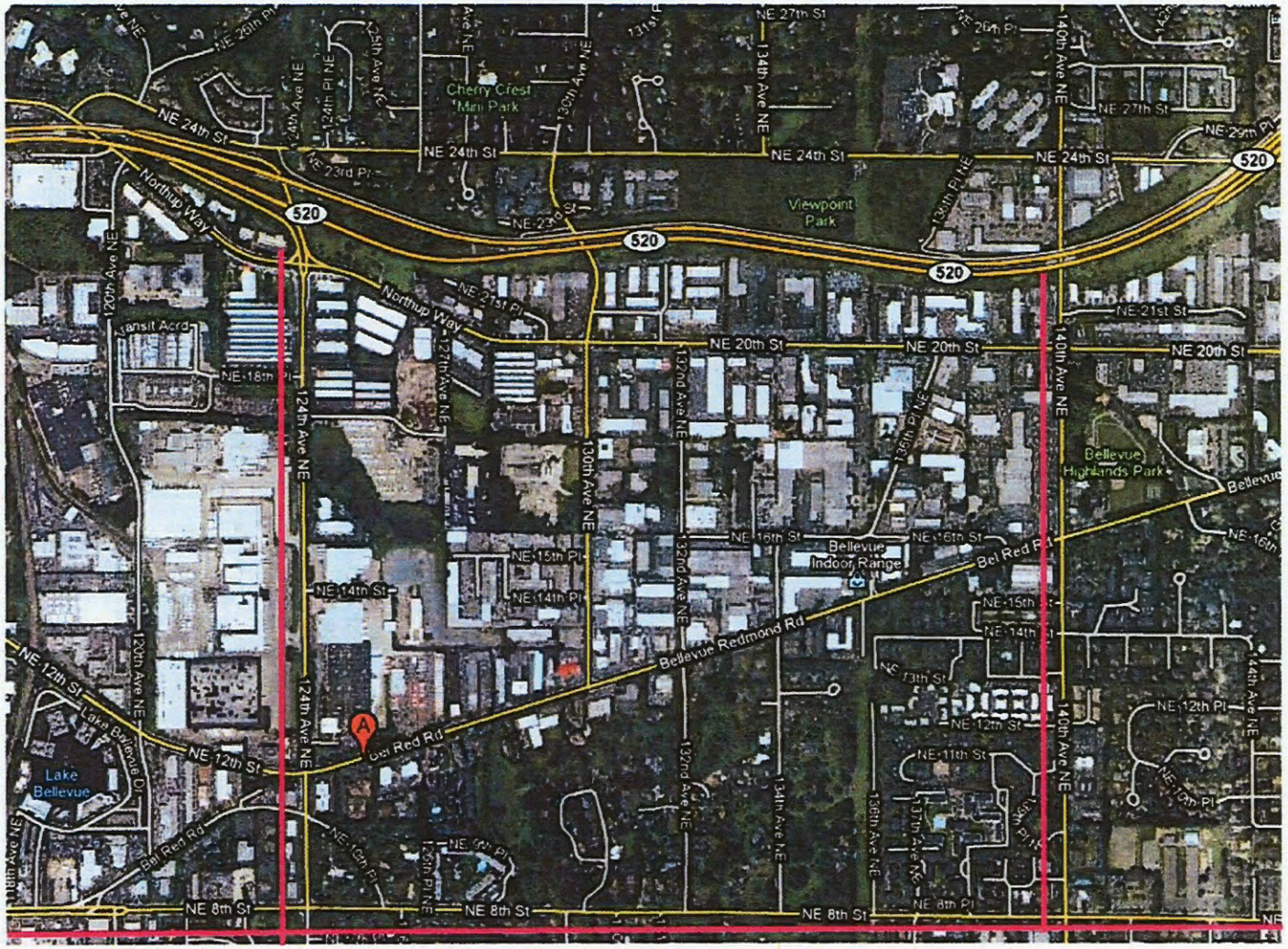
Parent / Guardian Date

I, _____, have read and understand the Drop Off and Pick Up Procedure. I agree to comply with this procedure at all times.

_____

Parent / Guardian Date

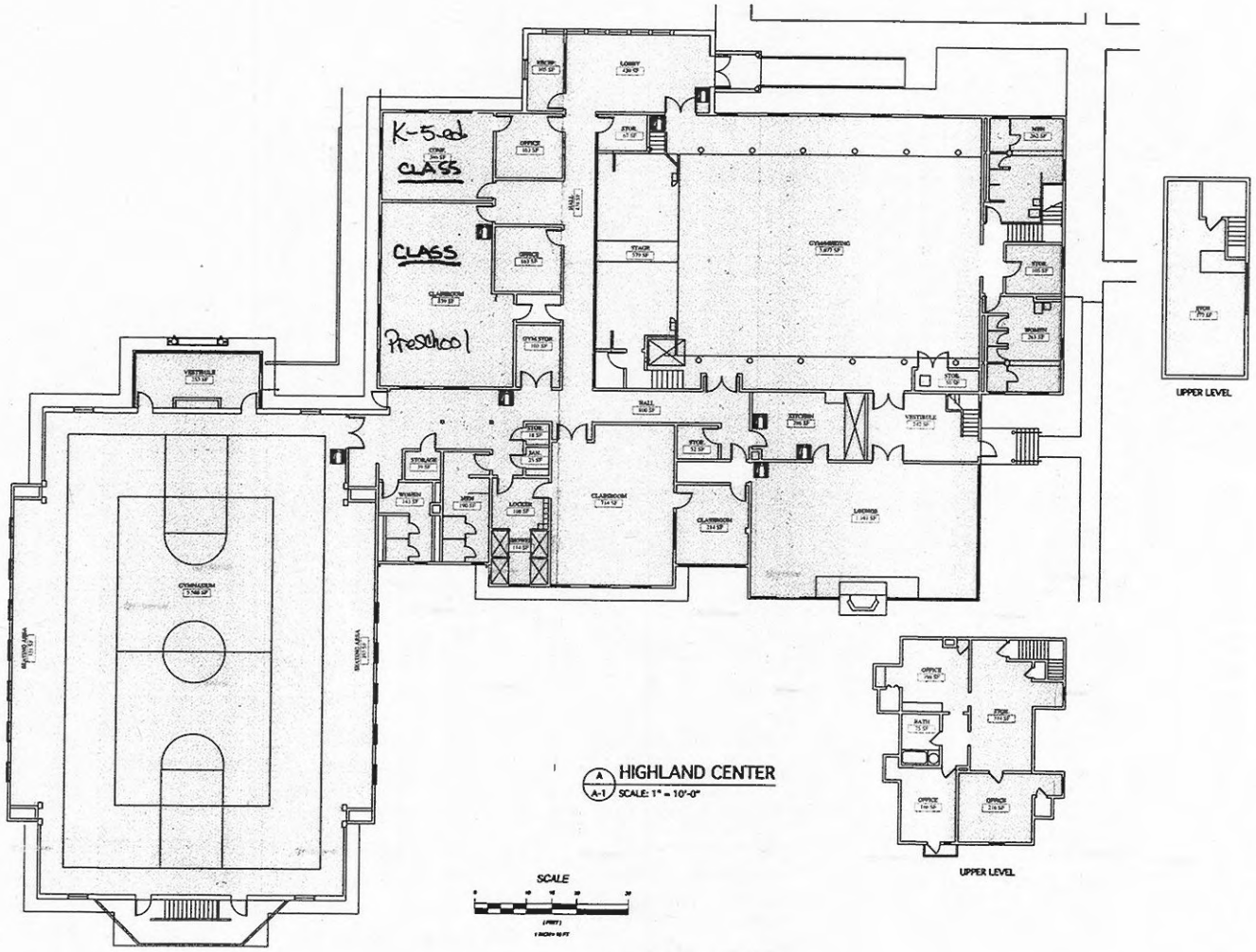
Major Arterials for Access to Eastside Learning Community



ATTACHMENT C
(Floor Plans—Highland Park and Community Center)

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

LEGEND
- Wheelchair Route
- Fire Extinguisher



A / A-1 HIGHLAND CENTER
SCALE: 1" = 10'-0"

SCALE

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MAY 30 2014
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CLASSROOM #1

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CLASS #1 CLASS #2

HIGHLAND C.C.

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