NCRC
National Child
Research Center

Susan L. Piggott
Director

August 22, 2003

Dear Families,

I am writing to advise each of you of ***important transportation procedures*** that will be in effect at NCRC when you arrive in September. As you know, NCRC has for many years maintained various procedures designed to respect the needs of homeowners on Highland Place and surrounding streets and to ensure the safety of our children. At the request of our Board of Trustees, we have recently reviewed these procedures and made various enhancements to further improve traffic flow, particularly during drop-off and pick-up. Please take note of the following important items and read carefully the enclosed materials.

1. ***You and any person (parent, caregivers, grandparents, etc.) who drives your child to or from school for any reason must comply with the NCRC Transportation Procedures*** (a copy of which is enclosed).

2. ***The enclosed Transportation Agreement must be signed and returned before your child can attend school.*** This form acknowledges that you have read the NCRC Transportation Procedures, agree to abide by them, and understand that continued enrollment at the school depends upon compliance with these rules.

3. ***You must place a colored sticker (enclosed) on the back of the rear view mirror of ALL vehicles that you anticipate may be driven to NCRC during the course of the year.*** Diligent use of these stickers (which must be visible through the windshield) is vital to the success of our plan.

One of the great assets of NCRC is its location in a beautiful old home in a quiet residential neighborhood. Our unique location carries with it certain responsibilities. While I appreciate that these transportation procedures may feel uncharacteristically formal, NCRC takes very seriously its obligation to be a good neighbor and you play a critical role in this regard. I believe you will find it easy to comply with NCRC's Transportation Procedures and that your doing so benefits every member of our community – yourself included! Thank you very much for your cooperation and assistance.

I hope you enjoy the last of the summer, and I look forward to welcoming you to the new school year.

Sincerely,

Susan L. Piggott, Director

3209 Highland Place, NW • Washington, DC 20008
202.363.8777 • Fax 202.244.3459

BZA
Board of Zoning Adjustment
District of Columbia
CASE NO.16970
EXHIBIT NO.323
Case No. 16970
Exhibit No. 323

NCRC
National Child
Research Center

Transportation Procedures

FOR THE 2003-2004 SCHOOL YEAR

These transportation procedures are required to ensure safety, to show respect to our neighbors, and to ease traffic congestion in the community. Please acquaint yourself with these regulations, and give the information to all persons involved in the transportation of your child.

Every NCRC student, both carpool riders and walkers, will be assigned a transportation number. Teachers will distribute these numbers and instructions on Orientation Day. **You must complete, sign and return the enclosed Transportation Agreement form by Sept. 2. This Agreement must be returned to NCRC before your child can attend school.**

Families are encouraged to carpool whenever possible.

Carpool Drop off/Pick up

APPROACHING THE SCHOOL

Cars approaching the school should turn at the stop sign where Highland Place and Ashley Terrace meet Newark Street. Do not turn on 33rd Place to park or approach the school.

Cars should form a single line on the school side of Highland Place for arrivals and dismissals. When all four spaces in front of the school are taken, stop at the white lines before the curve on Highland Place as you approach the school to avoid blocking driveways. Plan to arrive no more than 10 minutes before arrival or dismissal. Turn engines off until staff are at the curb.

ARRIVAL

NCRC staff members will be at the curb in front of the school to escort children from cars. Children will be released from the sidewalk side of the car only. Drivers are to remain in their cars at all times.

Children will be released from cars between 8:30 and 8:50 a.m. for morning arrivals and at 12:40 p.m. for afternoon arrivals.

DISMISSAL

Carpool line for dismissal forms at 11:30 a.m. for morning classes and 3:00 and 3:30 p.m. for afternoon classes. A staff member will relay the transportation number to teachers who will organize children for carpools.

Children will be escorted to cars and assisted with seat belts. Drivers should have seat belts and car seats ready for use and remain in their cars.

Walk-in Drop off/Pick up

ARRIVAL

Parents may park legally on Ordway Street, behind the school.

Children may arrive between 8:30 and 8:50 a.m. for morning classes and at 12:40 p.m. for afternoon classes.

DISMISSAL

Follow the transportation procedures for arrival. Children must wait with their class until they are released to an adult.

Early Bird/Lunch Bunch/Later Gator

Children in the Early Bird and Lunch Bunch programs must be escorted to the Playhouse by a parent or caregiver. Drivers should park on Ordway Street, behind the school, entering the school grounds via the back gate to the playground. Please be sure to secure the gate *at all times*.

EARLY BIRD
Children should arrive no earlier than 8:00 a.m. A teacher will take them to their classes at 8:30 a.m.

LUNCH BUNCH
AM students who participate in Lunch Bunch must be picked up promptly at the Playhouse at 12:30 p.m.; teachers are not available to care for the children after 12:30 p.m.

PM students who participate in Lunch Bunch should arrive at 11:30 a.m at the Playhouse. A teacher will take them to their classes at 12:40 p.m.

LATER GATOR
Later Gator parents should park legally and proceed to the Playhouse to pick up their child.

Changes in Transportation Arrangements

Any change in a child's dismissal arrangement should be made in writing. Please write a note and pin it to your child for quick recognition by teachers. Do not put notes in bags since these can be easily overlooked. Please note whether the change is permanent or just for the day.

Any designated adult picking up your child must comply with all the enclosed Transportation Procedures. For security, teachers will honor only written changes or those that have been relayed by a parent and verified by the office.

Late Arrivals and Pick-Ups

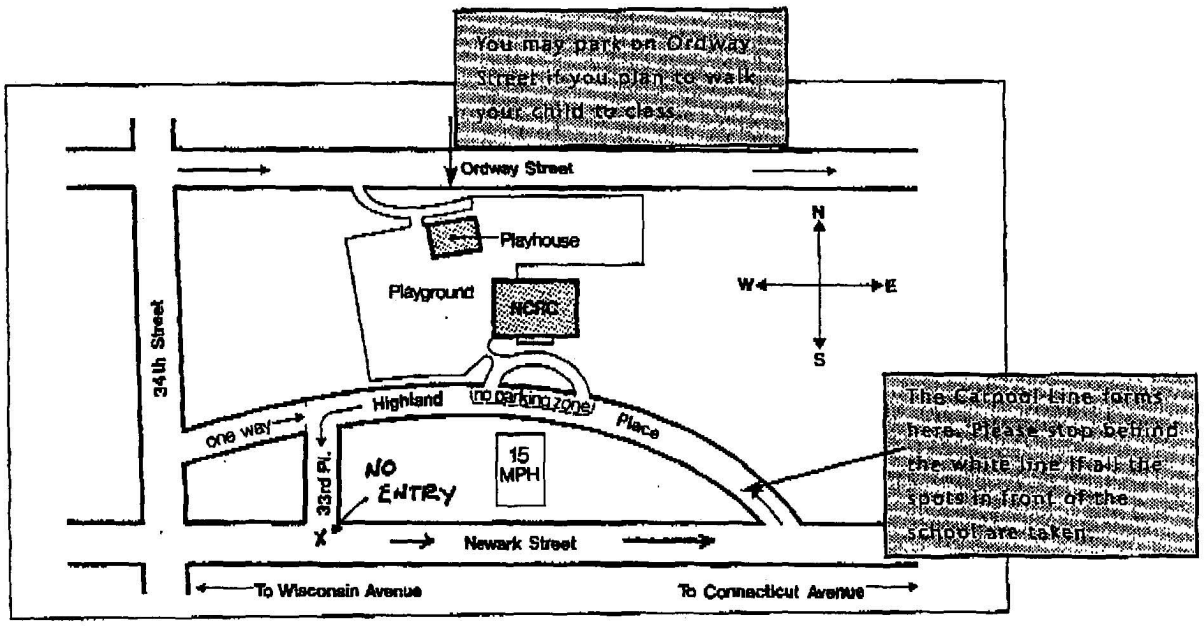
ARRIVALS
It's in the children's best interest to arrive on time so they can participate in the start of class. If the parent or caregiver is unavoidably late, it is their responsibility to bring the child to class and release the child to a teacher. Please park legally and do not allow children to come in unattended.

PICK-UPS
It is each parent's responsibility to ensure that children are picked up on time. Children are often upset and worried when they are the only ones left. Teachers and office staff are not available to supervise children after dismissal.

UNDER NO CIRCUMSTANCES IS A PARENT OR CAREGIVER TO RELEASE CHILDREN ON OR REMOVE CHILDREN FROM THE SCHOOL PREMISES WITHOUT THE ACKNOWLEDGMENT OF A STAFF MEMBER.

◆QUESTIONS? PLEASE CONTACT US AT

Maryann McGowan
Business Manager
3209 Highland Place, NW
Washington, DC 20008-3299
202.363.8777 202.244.3459 (fax)



Phase-in Period

Most of the enclosed transportation procedures are similar to those that have been in place at NCRC for the past several years, so we do not think you will find it difficult to comply with them. The adoption of enforcement measures is new this year. In order to make sure that everyone is clear on the procedures and how they will be enforced, we will have a "Phase-in-Period" from the beginning of school through Friday, September 26. During this time, you will receive periodic reminders about the transportation procedures but the enforcement provisions will not yet be implemented. In addition, staff will be available to answer any questions you might have. We encourage everyone to go through the transportation procedures with your caregivers and anyone else who might drop off or pick up your child. Please use the enclosed "Do's and Don'ts" list as a reference for what may or may not be permitted.

We know that every one of you wants to help NCRC be the best neighbor we can be. We appreciate all of your cooperation, and want to ensure that you have an opportunity to understand these procedures before the end of the phase-in period.

Please call Maryann McGowan at 202-363-8777 Ext. 27 or ask any staff member if you have any questions.

Enforcement

Following the Phase-in period, the following enforcement provisions will be in effect beginning Monday, September 29.

ENFORCEMENT PROVISIONS FOR VIOLATIONS OF TRANSPORTATION PROCEDURES

First violation.....Written warning

Second violation.....Written warning accompanied by telephone call

Third violation .....$250 fine

Fourth violation.....One day suspension from school

Fifth violation.....One week suspension from school

Sixth violation.....Subject to expulsion

NCRC TRANSPORTATION PROCEDURES (cont'd.)

DO.....

.....Display your NCRC colored sticker on the back of your rearview mirror so that it is visible through the windshield

.....Make every effort to have seatbelts and carseats ready for staff prior to pulling up in carpool

.....Stay in your car at all times during carpool

.....Stay behind the white lines on Highland Place while waiting in carpool until a space opens in front of the school

.....Approach NCRC only from the intersection of Newark Street and Highland Place

.....Use only the curbside door only for carpool

.....Park legally

.....Be respectful of our neighbors

DON'T.....

.....Turn onto 33rd Place from Newark Street

.....Approach NCRC from the one-way portion of Highland Place

.....Pull up in front of NCRC for carpool if there are already four cars there

.....Plan to arrive more than ten minutes before the beginning of carpool

.....Park in front of NCRC for any reason other than lining up for carpool

.....Park illegally

.....Block driveways or block traffic

.....Make a U-turn or turn around in a neighbor's driveway

Continuación de los procedimientos de transporte en NCRC.

Cosas que puede **hacer...**

.....Pegue su autoadhesivo de color en la parte de atrás del espejo retrovisor, de esta manera será visible a través del vidrio parabrisas.

.....Haga todo lo possible para tener los cinturones de seguridad y los asientos de los niños (as) listos para el personal de la escuela, antes de avanzar en la línea para autos compartidos.

.....Manténgase en su auto todo el tiempo durante el despacho de los niños (as) cuando haga uso de la línea para autos compartidos.

.....Quédese detrás de las líneas blancas en Highland Place mientras este esperando en la línea para autos compartidos , hasta que haya un espacio enfrente de la escuela.

.....Para llegar a la escuela NCRC hágalo solo desde la intersección de de la calle Newark y Highland Place.

.....Use sólamente la puerta que esta al lado de la acera para la línea de autos compartidos.

.....Estaciónese legalmente.

.....Sea respetuoso. con nuestros vecinos.

Cosas que **no** *puede* **hacer...**

.....Doblar en la calle 33^{ri} desde la calle Newark

.....Llegar a la escuela NCRC desde el tramo de una sola dirección de Highland Place.

.....Avanzar enfrente de la escuela por la línea de autos compartidos habiendo ya cuatro autos espernando.

.....Llegar a la escula con mas de diez minutos de anticipacion antes de comenzar la línea de autos compartidos.

.....Estacionarse enfrente de la escuela por cualquier razón , a menos que sea parte de la línea de autos compartidos.

.....Estacionarse ilegalmente.

.....Bloquear las salidas de autos o bloquear el trafico.

.....Doblar en U o dar vuelta en la entrada de auto en la casa de un vecino.

RETURN BY SEPTEMBER 7, 2003

NCRC Transportation Agreement

FOR THE 2003 2004 SCHOOL YEAR

THIS FORM MUST BE COMPLETED FOR ALL CHILDREN ATTENDING NCRC.

Child's Name _____ Class _____

My child's most frequent form of transportation to and from NCRC will be: ☐ Walking ☐ By car

Vehicle #1 used for transportation: Make/Model _____ Tag No._____ State._____

Vehicle #2 used for transportation: Make/Model _____ Tag No._____ State._____

Vehicle #3 used for transportation: Make/Model _____ Tag No._____ State._____

Other children in carpool (if applicable):

NAME	CLASS

Other adults designated to pick-up my child:

NAME	RELATIONSHIP/PHONE	DRIVER'S LICENSE

I have received and read a copy of the 2003-2004 NCRC Transportation Procedures. I agree to comply with these procedures in all respects. I understand that I am responsible for compliance with the Transportation Procedures by every person (including parents, caregivers, grandparents, etc.) who drive my child to or from school for any reason or who might otherwise have occasion to visit NCRC in connection with my child. I acknowledge that **my enrollment contract requires compliance with the Transportation Procedures** and that failure to comply gives NCRC the right to impose various enforcement measures, including fines and suspending or terminating my child from NCRC, as outlined in the Transportation Procedures. In the event any such enforcement measures are imposed, NCRC is under no obligation to refund tuition.

Parent/Guardian#1_____ Print _____ Date_____

Parent/Guardian#2_____ Print _____ Date_____

PLEASE RETURN THIS FORM TO

NCRC • 3209 Highland Place, NW • Washington, DC 20008-3299
202.363.8777 (fax) 202.244.3459



NCRC
National Child
Research Center

Susan L. Piggott
Director

September 3, 2003

Dear neighbors,

I am writing to let you know that school begins this week. Because we serve preschoolers and children with special needs, the first few days can be difficult for both parents and children as they adapt to the routine. At first, parents will want to bring their children into the school in order to meet teachers and establish a smooth and happy separation. After a few days, they will be more comfortable using the carpool line.

Carpool will be up and running this Thursday, September 4. We have sent all of our parents detailed information regarding carpool and parking procedures. We have hired two uniformed traffic guards to help. Our trustees and staff members will be out front wearing orange vests to help new families understand the importance of the procedures and our commitment to them. We will put out orange cones at the beginning of the day. Staff will continue to use the walkie-talkie system to move things along efficiently and safely. I will be outside to help, as well.

We want to be good neighbors, get off to a great start, and be accessible should problems arise. We will be visible and vigilant. However, if you need assistance, please call or e-mail Maryann McGowan, NCRC's Business Manager (202-363-8777or mmcgowan@his.com).

All-school events are as follows: Back-to-School night is Thursday, September 25 at 7:00 pm; Family Work Day is Saturday, September 20, from 9:30 to 12:30; and the Pumpkin Party is Saturday, October 25, from 11:00 to 1:00. If you'd like to join us for the Pumpkin Party and bring your children or grandchildren, please do! Also, remember that the playground is available for your use after school hours.

I look forward to seeing you soon. Please keep in touch and let me know if I can be of help to you in any way.

Sincerely,

Susan L. Piggott, Director

3209 Highland Place, NW • Washington, DC 20008
202.363.8777 • Fax 202.244.3459

Carpool Plan, 2003 (Draft)
September 4, 2003

Morning drop-off

Uniformed traffic guards:
Marcus (Highland); Kevin (Newark and 33rd)

8:30 Carpool begins promptly – please synchronize your classroom clocks to the office clock and be down early to put on your orange vests and be ready to go out

8:25 Ordway staff should go out early, as parents will begin parking

8:50 Carpool ends, (stay 5+ more min., inclement weather)

Clipboards: There are 4 clipboards – 3 for Highland and 1 for Ordway. Marcus and Kevin will have one, and there will be one at the bottom of the walkway for NCRC staff. Ordway staff should take one out as well. For now, the clipboards contain extra blue Transportation Procedures and extra yellow stickers. If you see someone breaking the rules or without a sticker, explain and give them another set of Procedures or place a sticker on their rearview mirror. If anyone refuses or is rude to you, report them to Susan right away.

Orange vests: Everyone must wear one. They are in a basket by the front door or on the porch.

Captains: Someone will be designated as the captain for each drop-off or pick-up time. This person is responsible for the following:

- Making sure the clipboards are outside
- Making sure that everyone has an orange vest
- Making sure there is a person or two at the white line and enough walkers (you may send someone to the office to call for more)
- Assigning walkie-talkies and walkers
- Letting the office know if new batteries are needed
- Troubleshooting if an unusual situation develops
- Finding a sub if you're out for any reason and making sure that person knows what to do
- Calling brief meetings after carpool to iron out glitches
- Letting Susan know what is needed
- Captains may help walk, but should hang back until needed, in order to be surveying the entire procedure

8:30 Drop-off:

Highland:

Captain:	Catherine
White line:	Susan/Tiffany
33rd and Highland:	Gretchen/Roseann/Brooke
Walkers:	Catherine Katy Margita Vincent Kate Eleanor Shona Marian, Carla when possible 1 more Treetop teacher (IF NECESSARY)
Ordway:	Maryann/Bridgid/Ronke

11:30 Pick-up: **PLEASE BE ON THE PORCH A FEW MIN. EARLY**

Highland:

Captain:	Heather
White line:	Sarika/Sheela
33rd and Highland:	Gretchen/Roseann/Brooke
Walkers:	all available teachers, Resource teachers specialists,
Ordway:	Maryann/Bridgid/Ronke

At pick-up, please buckle up children completely and securely; report (to Susan) anyone without carseats

12:40 Drop-off:

Highland:

Captain:	Katy
White line:	Susan/Katy
33rd and Highland:	Gretchen/Roseann/Brooke
Walkers:	Katy Catherine Renee other available specialists
Ordway:	Maryann/Bridgid/Ronke

3:00 Pick-up:

Highland:

Captain:	Katherine
White line:	Betsy
Walkers:	all teachers, available specialists, Resource

3:30 Pick-Up: **PLEASE BE ON THE PORCH A FEW MIN. EARLY**

Highland:

Captain:	Tiffany
White line:	Tiffany/Diane
Walkers:	all teachers, available specialists, Resource Renee
Ordway:	Maryann/Bridgid/Ronke

At pick-up, please buckle up children completely and securely; report (to Susan) anyone without carseats

Date: _____

Student: _____

We want to remind you about NCRC's written Traffic Procedures and ask you to review them carefully, both for yourself and for anyone who may bring or pick up your child. The procedures are available in Spanish or English. Call the office and we'll put a copy in your child's bag, along with more yellow stickers if you need them.

We are still in our "education/phase-in" period. The following situation was reported to the school, and we want to call it to your attention to make sure you understand the procedures. Please call Maryann McGowan at 202-363-8777 if you have questions.

_____

_____

_____

_____

_____

Violations: must be written up!

Regular cars must display stickers (grandparents/neighbors or rentals, etc. must be given a sticker on-site).

Drivers MUST stay in the car.

Drivers must stay behind the white lines until there is room for their cars to pull all the way up without sticking out at the curve.

Drivers must not block driveways, by parking too close or by pulling up behind the first white line so that the carpool line blocks traffic.

Drivers must follow the traffic pattern – no turning into 33rd (for any reason, including parking).

Children can be put into cars at the curbside door only.

Drivers must park legally.

U-turns and turning around in neighbors' driveways are not permitted.

Blocking traffic is not permitted (double parking, stopping to let someone out)

No parking is allowed in front of the school except for carpool or for very quick drop-off, pick-up (picking up a sick child, dropping off cupcakes, etc.). This does not include parking to come in to read to a class, for example.

October 1, 2003

We understand that the past week has been difficult with regard to traffic and parking. We want to take this opportunity to remind you about NCRC's written Traffic Procedures (attached for your review) and ask that you read them again carefully. Be sure to go over them with anyone who may bring or pick up your child. The procedures are also available in Spanish – call the office and we'll put a copy in your child's bag if that would be helpful. NCRC's traffic procedures are in effect for all school events, including those scheduled during evenings and weekends.

Although we will remain in our "education/phase-in" period until October 14, the following situation was reported to the school, and we are calling it to your attention to ensure that you understand our procedures. Please call Maryann McGowan at 202-363-8777 if you have questions.



NCRC
National Child
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Susan L. Piggott
Director

October 2, 2003

We loved seeing so many of you at Back to School Night! I hope you found it both informative and fun, and are looking forward to sharing the remainder of the year with us. A number of you asked for a copy of my talk, so I've reconstructed it as best I could and attached it. By the way, I'm working on learning to take my own advice.

Carpool is up and running again and we have resumed our regular arrival and dismissal times. Thank you for following our Traffic Procedures! These are in place primarily for the safety of the children. They also help us to be good neighbors in this residential area that we love so much. We have extended our education/phase-in period for two weeks. Enforcement measures go into effect on Tuesday, October 14. If you have questions, now is the time to get them answered – call Maryann McGowan, NCRC's Business Manager, at 202-363-8777. If you would like a copy of the procedures in Spanish, call and we'll put a copy in your child's bag, or you may pick up one in the office.

Next week we will return for another in our series of hearings at the **Board of Zoning Adjustment.** Our case will be heard **Tuesday, October 7,** from 2:00 to 7:00. The address is 441 4th St./One Judiciary Square, Room 220 South. The much-needed project we are proposing for NCRC is critical in carrying out the goals of some of the wonderful programs you saw or heard about Tuesday night. For those of you who had to stand outside the playhouse, you can see why we need an indoor space in which we can gather comfortably. This same space would provide a more appropriate space for the extraordinary motor program described by Cathy Parker, and be used in inclement weather for children to get the exercise that is so important for their development. The project also calls for a teacher workroom, where teachers can gather to eat lunch, share ideas and plan curriculum.

In your bags this week, you will find a number of exciting things. You will enjoy the profiles of our new staff members, put together by Gretchen Hall, our Director of Development. Besides considering credentials, personality, and the ability to work well in a team, I do my best to gather the most fascinating individuals that I can find to work with your children. All of these wonderful people bring rich and special gifts to the school, as you will see.

I hope you're already enjoying your child's time at NCRC. To put your experiences in context, I'd like to call your attention to the school's mission statement and ask you to take a moment to read it. Since its founding, the mission has remained essentially the same. We're proud to have kept alive the vision of those pioneers in the field of early childhood education:

> Founded in 1928, the National Child Research Center provides a *collaborative approach* to preschool education in an environment that nurtures the *whole child*, fosters *partnerships with families*, and is committed to the *inclusion of children with special needs*. A *highly trained, multi-disciplinary* faculty employs *developmentally appropriate practices*, supported by ongoing *professional development* and *sound research*. Essential to its role as a *model* of early childhood education is the creation of a *diverse, respectful community*. Both *within and beyond* the school community, NCRC seeks opportunities to *advocate for all children* and their *families*.

I keep the mission statement close by and use it everyday; I encourage my staff to do the same. If I am in a quandary about a decision, I read the mission and the answer is always there to guide me. In the weeks to come, I'll highlight different parts of the mission statement so that you can see how it directly relates to your family's experiences at NCRC.

Have a great weekend!



NCRC
National Child
Research Center

Susan L. Piggott
Director

October 22, 2003

Mr. Tom Malatesta
3085 Ordway Street NW
Washington, DC 20008

Dear Mr. Malatesta,

Regarding the vehicle parked in front of you home at approximately 3:00 pm on September 26, NCRC did identify the driver. Following the school procedures for transportation management, this individual has been further instructed on NCRC's procedures for arriving to and departing from the school. Any further violation of procedures will result in additional sanctions.

We regret this incident and continue to tighten the enforcement of our Transportation Management Plan. Please do not hesitate to call me at 202-363-8777 x27 with any concern related to this issue.

Sincerely,

Maryann McGowan
Business Manager

CC: Susan Piggott

3209 Highland Place, NW • Washington, DC 20008
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