

Los Altos Chinese School
P.O. Box 582
Los Altos, California 94023

February 18, 2020

Mr. Sean Gallegos, Associate Planner
City of Los Altos Community Development Department
One North San Antonio Road
Los Altos, California 94022

Re: 461 Orange Ave (Application No. 19-UP-02)

Dear Mr. Gallegos:

We wish to amend our application for a Conditional Use permit and our Traffic Management Plan as shown in the Amendment which is enclosed with this letter.

Sincerely



Jane Bai, Director

Los Altos Chinese School

Our Mission

To deliver the highest quality immersion Chinese program and after-school program in Silicon Valley. To provide children a supportive environment to learn Chinese speaking, listening, reading and writing with a focus on the practical application of the language for everyday life.

Our goals

- To deliver the highest quality Chinese immersion afterschool program in Los Altos.
- To promote children's successful Chinese learning through workbooks, audio-visuals, and interactive class sessions.
- To provide a pleasant and natural environment where students can learn Chinese language and enjoy the rich culture with teachers, students build their vocabulary and language capability in a fun environment.

Curriculum

- Chinese immersion classes at Los Altos Chinese School are taught in Mandarin and HanYu Pinyin phonics by native Chinese speaking teachers
- Lessons Include Chinese language, literature, traditional and modern poetry, and calligraphy
- Children will build a solid Mandarin language foundation, which enables them to gradually and fully develop their Chinese listening, speaking, reading and writing skills.

Current Situation

LACS, a highly demanded and recommended Chinese enrichment afterschool program, currently located at Los Altos Community Center, 97 Hillview Ave, Los Altos. Our after-school program ranges from kindergarten to 5th grade. **About 95+ % of our students are from Los Altos Unified Schools.** Because our excellent Chinese immersion program, LACS enrolls students from diverse ethnic backgrounds, where about 20% are non-Chinese Speaking families.

Los Altos Chinese School offers daily enrichment program that includes Chinese language immersion, Chinese Culture, Story Telling classes thought by native Chinese speaker teachers; However, Los Altos Community Center was approved for a tear-down renovation. Our afterschool program was asked to vacate. We are now using facilities at Grant Park.

We plan to partner with Foothills Congregational Church, 461 Orange Avenue, Los Altos, a new location for our afterschool kinder – 5th grade students not far from the community center. This location will minimize drop-off and pick-up driving for our families, continue to provide a safe, challenging and enrichment program to our existing Los Altos School students and serve our community, we feel strongly

that the church will provide seamless transition for our afterschool program, where our school families can feel at ease attending classes and drop-off / pick up routine.

Description of Usage

- Number of Employees: We anticipate maximum of 10 teachers and teaching assistances for kindergartener to 5th grade student
- Number of Students: We estimate about 85 students from kindergarten to 5th grade
- Hours of Operation: Monday – Friday afternoons from 2:30 – 6pm. After school calendar will match los Altos School District calendar.
- Pick up & Drop off: Will be confined to the Lincoln Avenue side of the church buildings.
- (See Table on Page 3.) Additional parking is available across the median on the Lincoln Park side of Lincoln Avenue.
- Building usage: We plan to use the church building as classrooms for the language instruction and related enrichment classes for our students.
- Outside play: There is no outside playground on the church grounds. The students will go to Shoup Park for grade level recess.
- Starting Date: LACS hope to move to Foothills Congregational Church by the second week of January, 2020.

Room Assignments at Foothills Congregational Church

Room Name	Grade	Time	Number of Students	Number of Staff
Maple Room #101	K	2:30 – 6pm	15	2
Nursery #102	K	8:30am – 11:30 am	15	2
Nursery #102	K	12:15 pm-6 pm	15	Same as am
Room 112	1	2:30 – 6pm	15	2
Room 113	4	2:30 – 6pm	15	2
Room 117	3	2:30 – 6pm	15	2
Total			90	10

Pick-up and Drop-off Schedule

1. Majority (~80%) of the students are picked up from their regular schools by independent contracted drivers so during arrival time, there are about 6 - 8 cars with 4 – 8 students per vehicle.
2. Students are picked up by their own parents or care givers at a variety of times between 4:30 – 6pm.
3. All pick-up and drop-off will be escorted to class and signed-in and out by caregivers or parents.

Grade	Arrival ¹	Depart ²	Number of Students/Staff
Kinder – noon class	12pm	4:30 - 6pm	17
Kinder – afternoon class	2:30pm	4:30 - 6pm	15
1st – 2nd	2:50pm	4:30 - 6pm	20

3 rd – 4 th	3:15pm	4:30 - 6pm	20
5 th	3:30pm	4:30 - 6pm	20
Staff – noon kinder class	12pm	6pm	2
Staff – afternoon K – 5 th classes	2pm	6pm	6
Total			100

For additional information about Los Altos Chinese School, please contact

Jane Bai



Director of Los Altos Chinese School

650-564-4183

Los Altos Chinese School

乐山中文学校 (樂山中文學校)

<http://after.losaltoschinese.school/>

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	Number of attendees	Day/Time
Room # 102/19: NURSERY	FCC Church use	2-5	Sunday: 8:30am - 12:00pm
	LACS Kindergarten	15	Mon-Thurs: 8:30am - 11:30 pm
	LACS Kindergarten	15	Mon-Fri: 12:15pm- 6:00 pm
Room #101/15 MAPLE ROOM	FCC Church use	5-8	2 nd Sunday: 11:15 – 12:15pm
	FCC Church use	6-11	Sunday: 11:15 – 12:15pm - 5 times/year
	FCC Church use	2-4	Sunday: 11:15 – 12:15pm - 4 times/year
	FCC Church use	2-3	Mon: 9:00-10:30 am
	LACS	15	Mon-Fri 2:30pm - 6:00pm
	FCC Church use	2-12	2 nd Mon: 7:30pm -9:00pm
	FCC Church Use	2-10	2 nd Sat: 9:00-10:30 am
Room #108 ASSOCIATE MINISTER OFFICE	FCC Church Use	1-3	Mon -Thurs., Sunday: 8:00-2:00pm plus other irregular hours
Room #112/19 MIDDLE MEETING CLASSROOM		5-20	
	FCC Church use		Sunday: 8:30am -12:00pm
	FCC Church use	3-6	Mon: 10:00-12:00pm
	LACS	18	Mon-Fri 2:30-6:00
	FCC Church use	8-12	4 th Mon: 7:00-9:00pm
	Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
	Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
FCC Church use	10-20	Wed: 6:00pm -7:30pm	

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Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	Number of attendees	Day/Time
Room #113/21 MIDDLE MEETING ROOM/LIBRARY	LACS	20	Mon-Fri 2:30-6:00
	Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
	Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
	FCC Church use	5-12	Thurs: 11:00am -12:15pm
	FCC Church use	5-16	2 nd Thurs: 7:00pm-8:30pm
	FCC Church use	12-18	3 rd Thurs: 7:15pm-8:45pm
Room #117/ 20 CHOIR ROOM	FCC Church use	10-20	Sunday 8-12:00
	LACS	19	Mon-Fri 2:30-6:00
	FCC Church use	1-25	Wed: 6:00-9:30pm
	Cantabile	2-4	Fri 12:00-7:00
Learning Center SECOND Floor	Organization	# of attendees	Day/Time
Rm #201/ 14 PF-YOUTH ROOM	FCC Church use	4-10	Sunday: 8:00 – 1:00pm
	Cantabile	10-12	Mon & Tues: 4:00-8:30
	Cantabile	10-12	Thurs: 3:30-7:30
Room #204/ 14 UPPER MEETING ROOM	FCC Church use	varies	Sunday: available for use
	LACS OFFICE SPACE	1-3	Mon – Fri: 9:00 am -5:00 pm
	Cantabile	6-8	Wed: 5:00pm -7:30pm THIRD WEEK OF THE MONTH

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Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	# of attendees	Day/Time
Rm #205&206/ 20 UPPER CLASSROOM	FCC Church use	varies	Sun: 8:00 – 12:00 pm
	FCC Church use	3-5	2 nd Sun: 11:15-12:15pm
	Cantabile	14-20	Mon, Tues, Thurs: 3:30-6:30
	Cantabile	2-4	Fri: 12:00-7:00
	FCC Church use	4-6	2 nd Tu 7:30 pm – 9:00 pm
Room #209/ 16 MIDDLE SCHOOL RM	FCC Church use	4-10	Sunday: 11:45-1:00pm
SANCTUARY/Office Building	Organization	# of attendees	Day/Time
Room #300/ 155 SANCTUARY	FCC Church use	80-155	Sunday: 9-12
	Peninsula Women's Chorus	15-20	Irregular meeting times
Room 402 SENIOR MINISTER OFFICE	FCC Church use	1-6	Mon, Wed-Friday, Sunday: 9:30- 2:00pm plus other irregular hours
Room 400 ADMINISTRATIVE ASSISTANT OFFICE	FCC Church use	1	Monday-Friday: 9-4
Room # 404/ FIRESIDE MEETING ROOM	FCC Church use	1-20	Sunday 8:00 - 12:00pm
	Pilgrimage Home Meditation	20-35	Tues 6:30 am-8:30 am
	FCC Church use	6-9	Monday: 3:00 – 4:00pm
	FCC Church use	10-12	4 th Tues 10:30-11:30pm
	FCC Church use	3-6	Wed: 8:00-9:30am
	FCC Church use	2-10	1 st Wed: 2:00pm -3:30 pm
	FCC Church use	2-5	2 nd Wed: 1:00 2:30pm

**FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019**

For Church Members, Community Members and future Los Altos Chinese School use

COMMUNITY PARISH HALL Room # 600/ PARISH HALL	Organization	# of attendees	Day/Time
	FCC Church use	40	Sunday; 8:00-12:00pm
	Boy Scouts Troop 76	6-17	Tues 7:30-9:00 pm
	Cantabile Youth Singers	30-50	Mon-Thurs: 3:30-9:00 pm
	A-Sharp Chorus	60	Fri: 7:30-9:30
	INSIGHT Meditation Group	10-20	Sat: 9:00-6:30 Monthly
	Discovery Shop/Los Altos	20-35	Irregular meeting times
	Discovery Shop/Los Altos	60-70	Christmas Party
Room # 607/ BALCONY	Cantabile Youth Singers	Storage	Sun - Sat

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Proposed Room reservation for future Los Altos Chinese School (LACS) use

LACS Conditional Use Permit Amendments

1. Heritage School.

a. The Los Altos Chinese School (LACS) operating at Foothills Congregational Church (FCC) shall be in compliance with all applicable Heritage School Requirements as set forth in Title 2 of the Education Code, specifically Section 33195, including (but not limited to):

i. The students registered for the after-school Chinese program at FCC are at least 4 years and 9 months of age.

ii. All students that attend the after-school Chinese program attend a public or private full-time day school.

iii. It has regular hours of operation (as set forth below)

b. LACS does not enroll students in pre-school or above 6th grade.

2. Hours of operation:

a. There will be no morning kindergarten classes.

b. LACS operates during after school hours. In the case of kindergarten students, the after-school Chinese program typically begins after 12 PM. In the case of grade school students, the after-school Chinese program typically begins after 3 PM. Some variability in start time exists on specific days because of school variability (for example: early release days, special field trips).

c. The kindergarten children will arrive in two to four vans, depending on actual enrollment. The first and second grade students will arrive in four vans at about 3:00 pm. The older children will arrive in four vans at about 3:30.

b. LACS operation ends at 6 PM. Students depart when picked up by an adult. The majority of students depart between 4:30 PM and 6 PM. The departure will be by individual cars except for those children who live in the immediate neighborhood. At the current time 63% of the enrollment consists of siblings. It is estimated that 50 cars will be required to pick up the 75 children.

3. Number of students.

a. The number of students in the after-school Chinese program for kindergarten to 6th grade will at no time exceed 75 students.

b. The number of students in the kindergarten program will be limited to no more than 20 students. Therefore, no more than 20 students will be in the after-school Chinese program between the hours of 12pm until 3pm.

Dated February 18, 2020

A handwritten signature in blue ink, appearing to be 'Jane Bai', written in a cursive style.

Jane Bai

Los Altos Chinese School