

TRANSPORTATION MANAGEMENT PLAN
CHILDWAY

Revised March 2011

The Childway child day care center (“Childway”) has developed the following Transportation Management Plan (“TMP”) for the implementation of its special exception for a child day care facility at 220 W. University Boulevard, Silver Spring (the “Property”).

Childway Operations

- Maximum number of children and staff:
 - 94 children total enrolled for child care and on-site at any one time;
 - 20 staff employed and on-site at any one time.
- Hours of Operation (Monday through Friday, year-round):
 - Staff begin arriving – 7:00 a.m.;
 - Children begin arriving – 7:00 a.m.;
 - Staff - latest departure – 7:00 p.m. (except evening events);
 - Children - latest departure – 6:15 p.m., although after-hour pick ups may occur until 7:00 p.m.
- Peak Arrival/Departure Period: between 8:00 a.m. and 9:15 a.m., and between 5:00 p.m. and 6:15 p.m. (“Peak Period”)

Transportation Coordinator

The TMP will be managed by an administrative staff person, who will be designated to act as the Transportation Coordinator. The Transportation Coordinator or his/her designee shall be responsible for drop off and pick up coordination during the Peak Period to assure that the facility operates in a safe and efficient manner, and that passenger vehicles use the appropriate parking spaces and to access and exit the site only in accordance with posted signs, County regulations and approvals. When there is a pick up or drop off of a special needs child(ren) via a school bus or van, the Transportation Coordinator and/or his/her designee shall direct the bus and passenger vehicle traffic on site to assure safe and efficient operations. The Transportation Coordinator will also act as the contact and liaison with the community to facilitate the initiatives described in this TMP. The Transportation Coordinator contact information (phone number and mailing address) shall be provided to the neighboring community representatives in advance of the opening and occupancy of the Childway center on the Property.

The Transportation Coordinator will encourage the use of transit, carpooling and vanpooling and public transportation opportunities for its staff. The Transportation Coordinator will invite the Montgomery County Department of Transportation personnel to make presentations to Childway staff or to explain County programs and to educate staff and answer questions to encourage mass transit, public transportation and carpooling/vanpooling programs (including Emergency Ride Home Program).

Access, Circulation and Parking

1. There are a total of 28 parking spaces on the Property for the use of client-parents to drop off and pick up children enrolled at Childway, visitor parking, and Childway staff parking during the Childway hours of operation. Parents are responsible for escorting children into the building, and for signing children in and out during drop off and pick up, so the surface parking spaces closest to the buildings shall be open and available to facilitate that process.

2. The parking spaces on the Property can be accessed from the Gilmoure Drive driveway and egress is provided via both the Gilmoure Drive driveway and the Brunett Avenue driveway (right out only). There shall not be any queuing of cars off the Property on either of these roadways.

3. During regular hours of operation, the Childway staff that do not take public transportation will primarily utilize the parking spaces opposite the drive aisle from the building to leave the convenient front parking spaces available for client-parents and therefore facilitate the drop off and pick up process.

4. Childway staff and client-parents shall not park on the neighborhood streets to access the Property and shall not block neighborhood driveways (nor do U-turns in neighborhood driveways) to access the Property. Further, Childway staff and client-parents shall not park at the property other than for child drop off or pick up or for otherwise visiting or working at the Childway facility (the parking lot is not to be used as a commuter parking lot).

5. In no event may a child be dropped off before a staff member is present to supervise that child; nor may a child be left alone if a parent is late in making a pick up.

6. All refuse collection and deliveries shall be scheduled to occur outside the Peak Period.

Parking & Transportation Information:

Each year (and for each new client-parent), every staff member and client-parent shall receive a copy of this TMP and any additional information necessary to explain the parking and circulation procedures and requirements, which may be part of the contract with parents. Upon receipt of the above-described materials, each parent and staff member shall sign an acknowledgement indicating that he or she has been advised of Childway's parking and transportation policies, and agrees to comply. The Transportation Coordinator will maintain records of the acknowledgement for each staff member and client-parent.

Special Events:

In addition to daily day care operations, Childway may offer a maximum of 8 special events during the year, which will occur during the hours of operation, and may hold a maximum of 3 staff meetings, which would occur in the weekday evening hours.

It is anticipated that these events will not generate more attendees than the on-site parking facilities can manage because most events only serve a limited number of attendees, and other

events will be held on an age group basis. However, if any event does generate more attendees than the available parking on site will allow, arrangements will be made by the Transportation Coordinator or his/her designee to utilize off-site parking and/or shuttles for anticipated attendees. The Transportation Coordinator shall coordinate and monitor parking at all evening and special events as necessary to insure that overflow parking does not negatively impact the neighboring properties.

Community Liaison and Annual Report:

The Transportation Coordinator shall be the designated contact with the community relating to implementation of this TMP and any transportation or parking matters. The Transportation Coordinator contact information (phone number and mailing address) shall be provided to the neighboring community representatives of the South Four Corners Civic Association (the "SFCCA") in advance of the opening and occupancy of the Childway center on the Property.

The Transportation Coordinator shall meet with the SFCCA representatives and interested neighbors twice a year for the first four (4) years of operation to review the implementation of the TMP. These meetings, referred to as the Community Liaison Council (CLC), can either be part of the regular SFCCA meeting agenda or a separate meeting to be organized and hosted by the Transportation Coordinator. By joint agreement of the designated SFCCA representative and the Transportation Coordinator (in writing), the meeting can be waived if deemed unnecessary.

Upon the approval of the special exception and until the Childway center has been operational for four (4) years (from issuance of use and occupancy permit), Childway shall submit an Annual Report to the Board of Appeals providing a status of the implementation of the TMP, which shall include:

1. The current enrollment and number of staff at the site,
2. The current number of staff using public transportation regularly,
3. A description of any parking and transportation issues, and how addressed, and
4. The CLC (or SFCCA if applicable) meeting notice, agenda and minutes (or written agreement to waive CLC meeting).

A copy of each Annual Report shall be sent to the designated representative(s) for the SFCCA.