



**Childcare Grant Funding  
Request Application**

Childcare Center Name: Learn And Play Montessori San Carlos, Inc.  
Childcare Center Address: 510 Laurel St. San Carlos, CA 94070  
Funding Amount Requested: \$100,000  
Number of Anticipated New  
Childcare Spaces Created: 120  
Contact Person & Title: Harpreet Grewal, CEO  
Phone Number: 510-916-1501  
Email Address: hgrewal@lapms.com  
Childcare Website  
(if applicable): www.LAPMS.com

**Type of Childcare:**

- ☒ For-profit or commercial  
☐ Nonprofit  
☐ Faith-based Organization  
☐ Family childcare homes

**Application Priorities- Check all the apply:**

- ☐ Serves infant children group (birth-2 years old)  
☒ Accepts vouchers  
☒ Serves children with special needs

**Application Checklist:**

- ☒ Copy of State of California License; or schedule for licensing, as applicable
- ☒ Copy of City of San Carlos business registration unless exempt
- ☒ Proper documentation for reimbursement
- ☒ Copy of financial statements
- ☒ Copy of property deed or lease, as applicable
- ☐ Proof of nonprofit status, as applicable

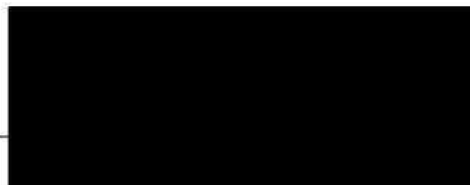
**Applicant must acknowledge the following requirements:**

- ☐ Applicant has reviewed and understands the terms in the "Agreement for Receipt of Grant Funds" attached
- ☐ The City will request five years of reporting from the receipt of the final grant payment to ensure the increased childcare spaces are maintained. Reporting may include, but not be limited to the following:
  - ☐ Proof of current insurance and license, as applicable
  - ☐ Number of total childcare spaces
  - ☐ Submittal of annual financial statement
- ☐ The City retains sole discretion to evaluate and make grants available and is under no obligation until an agreement is executed.

***\*Please use additional pages to respond to the following request:***

Provide a detailed description of the capital improvement activities to be funded. Include how the capital improvement project will help meet the adopted purpose, goals, policies and provisions of the City's Childcare Development Impact Fee Ordinance (Ord. 1585) and 2024 San Carlos Strategic Plan Goals and Objectives to encourage and support the creation and expansion of quality childcare spaces available to residents and employees in San Carlos. Include detail project plan with project schedules, site plans (as applicable), and itemized cost estimate.

Signature: \_\_\_\_\_



Date: 08/29/2024

## **Learn And Play Montessori School San Carlos, Inc**

### **ADDITIONAL PAGES**

**Please use additional pages to respond to the following request:**

**Provide a detailed description of the capital improvement activities to be funded. Include how the capital improvement project will help meet the adopted purpose, goals, policies and provisions of the City's Childcare Development Impact Fee Ordinance (Ord. 1585) and 2024 San Carlos Strategic Plan Goals and Objectives to encourage and support the creation and expansion of quality childcare spaces available to residents and employees in San Carlos. Include detail project plan with project schedules, site plans (as applicable), and itemized cost estimate.**

### **Capital Improvements**

Learn And Play Montessori School San Carlos, Inc. is requesting a grant in the amount of \$100,000 for small capital improvements, including shelving for the children's materials, flooring and an upgrade to the fire alarm system, for our childcare center located at 510 Laurel St., San Carlos, CA 94070. The capital improvements at the San Carlos campus will create 120 new childcare spaces, serving children ages 2-6. This includes 74 spots for toddlers aged 2-4 and 46 spots for preschoolers entering TK to First Grade.

On March 22, 2024, Learn And Play Montessori School San Carlos, Inc. entered into a lease with Cal Car Shops 2 for the operation of a for-profit, full-service, child care center and out-door area for a playground. On July 1, 2024, we started renovations of an existing building (6,500 square feet) and adjoining outdoor playground (3,000 square feet). We anticipate construction to be completed on October 4, 2024, and opening our new licensed child care center for the children and their families in October 2024.

Our requested grant funding is for the following small capital improvements that are currently in-progress:

- **Shelves for Children's Materials = \$29,040**

*Innovative WoodWorks* is providing a total of 116 shelves for children's materials at cost of \$250 each plus delivery of \$400 for a total cost of \$29,040. This includes the fabrication and furnishing of 80 bookshelves with 2 fixed shelves, and 36 bookshelves with 1 fixed shelves. See invoice dated 8/8/24 .

- **Flooring = \$45,177**

*Flooring Solutions* is furnishing and installing high performance tile (HPT) at open area classrooms, LVT flooring in the office, vinyl at restrooms and kitchen, and HPT and LVT in flooring areas, including the removal of existing carpet, LVT and VCT flooring. The total estimate is \$45,177.00. See proposal dated 7/11/24.

- **Fire Alarm System = \$30,448**

*Trojan Systems, Incorporated* to upgrade the existing fire alarm system by providing new components, and installation as required by new fire code regulations. See proposal dated 7/24/24.

**A. Project Schedule**

| Phase        | Project Activities  | Estimated date of completion |
|--------------|---|------------------------------|
| Acquisition  | Entered into a lease with the landlord Cal Car Shops 2            | 3/22/24                      |
| Construction | Construction Contract   | 7/1/24                       |
| Construction | Start Construction  | 7/1/24                       |
| Construction | Interior/Exterior Painting  | 8/1/24                       |
| Construction | Security cameras in all classrooms                                | 8/5/24                       |
| Improvements | Flooring  | 9/16/24                      |
| Improvements | Fire Alarm  | 9/20/24                      |
| Improvements | Shelving for Children's Materials                                 | 9/16/24                      |
| Construction | Fixtures (LED lights), Equipment, Furniture, Children's Materials | September 2024               |
| Construction | Finish Construction   | 10/4/24                      |
| Move-In      | Start Operations  | October 2024                 |

**B. Itemized Costs**

| <b>Improvement Items</b>         | <b>Costs</b> |
|----------------------------------|--------------|
| Shelves for Children's Materials | \$29,040     |

|                   |                  |
|-------------------|------------------|
| <i>Flooring</i>   | <i>\$45,177</i>  |
| Fire Alarm System | \$30,448         |
| <b>Total</b>      | <b>\$104,665</b> |

### **Creation & Expansion of Childcare Spaces in San Carlos**

The capital improvements will support the construction of a new licensed child care center at the San Carlos campus, expanding the number of childcare spaces by 120 for children ages 2-6. This expansion of our top-quality childcare will benefit families, their children and employees within the San Carlos community. These improvements align with City's Childcare Development Impact Fee Ordinance (Ord. 1585) and 2024 San Carlos Strategic Plan Goals and Objectives, which prioritize childcare and encourage the creation, operation and accessibility to quality childcare facilities while reducing barriers to their creation and expansion within the City.

The San Carlos campus will also serve the unmet needs of the San Carlos community by expanding access to quality toddler/preschooler care options for families of 74 toddlers and 46 preschoolers. According to the San Mateo County Child Care Needs Assessment, prepared by the San Mateo County Child Care Partnership Council in 2017, the City of San Carlos faces a shortage of over 650 spaces for infant and preschool-aged children. The addition of our childcare center will help address this shortage, increasing available spaces by over 18%.

Learn And Play Montessori School began in 2003 with a young mother's desire to educate her child, supported by her mother-in-law, a Montessori teacher. This passion grew into a mission shared with her husband, leading to the establishment of their first licensed daycare in Fremont on July 1, 2008. Since then, they have expanded to 13 childcare facilities throughout the Bay Area, dedicated to providing high-quality childcare with compassion and kindness, while enhancing access to enriching educational environments for children and their families.

Funding from the City of San Carlos Childcare grant program will allow Learn And Play Montessori San Carlos, Inc. to meet the parents' preferences for quality childcare, address the unmet needs for more toddler and preschooler care, and enhance accessibility for families, their children and the City.



Childcare Grant Funding  
Request Application

Childcare Center Name: Happy Campers Preschool Daycare Center Inc.  
Childcare Center Address: 1776 Laurel Street, San Carlos  
Funding Amount Requested: \$100000  
Number of Anticipated New  
Childcare Spaces Created: 122  
Contact Person & Title: Audra Tsirikas  
Phone Number: 650 678 8244  
Email Address: audra@happycampers123.com  
Childcare Website  
(if applicable): www.Happycampers123.com

**Type of Childcare:**

- ☒ For-profit or commercial  
☐ Nonprofit  
☐ Faith-based Organization  
☐ Family childcare homes

**Application Priorities- Check all the apply:**

- ☒ Serves infant children group (birth-2 years old)  
☒ Accepts vouchers  
☒ Serves children with special needs (within our abilities)

**Application Checklist:**

- ☒ Copy of State of California License; or schedule for licensing, as applicable
- ☒ Copy of City of San Carlos business registration unless exempt
- ☒ Proper documentation for reimbursement
- ☒ Copy of financial statements
- ☒ Copy of property deed or lease, as applicable
- ☐ Proof of nonprofit status, as applicable

**Applicant must acknowledge the following requirements:**

- ☒ Applicant has reviewed and understands the terms in the "Agreement for Receipt of Grant Funds" attached
- ☒ The City will request five years of reporting from the receipt of the final grant payment to ensure the increased childcare spaces are maintained. Reporting may include, but not be limited to the following:
  - Proof of current insurance and license, as applicable
  - Number of total childcare spaces
  - Submittal of annual financial statement
- ☒ The City retains sole discretion to evaluate and make grants available and is under no obligation until an agreement is executed.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

9/11/2024



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## Happy Campers

### Infants Toddlers Preschool PreK

Happy Campers Preschool  
1776 Laurel Street  
San Carlos, CA 94070  
650.593.2005

Happy Campers Infant Toddler Center  
300 El Camino Real  
San Carlos, CA 94070

Happy Campers at Carlmont  
1400 Alameda de las Pulgas  
Belmont, CA. 94070

Audra V. Tsivikas  
Owner/Executive Director  
Happy Campers Preschool  
1776 Laurel Street  
San Carlos, CA 94070

September 23, 2024

Dear San Carlos Childcare Grant Reviewing Committee,

I am writing to express Happy Campers Preschool's interest in the Childcare Grant Program. We are applying for the maximum amount of \$100,000. The timing could not be more perfect. We are in the middle of remodeling our future home, 1776 Laurel Street. The construction costs are enormous, so we hope Happy Campers will be selected. With 36 years of experience in early childhood education and 28 years of dedicated service to families in San Carlos, I am confident that our organization is well-positioned to make a meaningful impact with these funds.

Happy Campers Preschool was founded in 1996 and has become a cornerstone of the community, providing high-quality childcare services to San Carlos and surrounding families. Our commitment to fostering a nurturing and educational environment for infants, toddlers, and preschoolers has never wavered. Over nearly three decades, we have cultivated a reputation for excellence and built strong relationships with families from diverse backgrounds.

Potential grant funding would enable us to undertake critical capital improvements. These upgrades will enhance our facility and increase our capacity to serve more children. By expanding our resources and capabilities, we aim to provide additional childcare opportunities for families in San Carlos and beyond, truly addressing the growing demand for quality early childhood education in our area.

While the grant funds will be used 100% on our physical space, the grant will ultimately enable us to invest in state-of-the-art educational resources and facilities that align with best practices in early childhood development. This commitment to quality reflects my extensive educational background, including a Master's Degree in Early Childhood Education: Administration, Management, and Leadership, but also demonstrates our dedication to continuous improvement and innovation in the programs we offer.

At Happy Campers, our mission transcends mere childcare - we aim to nurture the whole child by promoting their physical, emotional, and cognitive development. We understand the profound impact that high-quality early childhood education can have on a child's future success, and we are committed to ensuring that all families in our community have access to the resources they need.



The San Carlos Childcare Grant would significantly enhance our ability to serve local families with infants, toddlers, and preschoolers, enabling us to expand our reach and uphold our mission to provide the best possible start for every child. I humbly urge you to consider Happy Campers Preschool as a serious contender for this grant. Together, we can invest in our children's and our community's future.

Thank you for considering our application. I am happy to provide any additional information or answer any questions you may have about our proposal.

Warm regards,

A handwritten signature in black ink that reads "Audra W. Tsivikas". The signature is fluid and cursive, with a stylized "A" and "T".

Audra Tsivikas  
Executive Director/Owner  
Happy Campers Preschool  
650-593-2005 (office)  
650-658-8920 (direct)  
650-678-8244 (cell preferred)



### Childcare Grant Funding Request Application

Childcare Center Name: Challenge School

Childcare Center Address: 1225 Greenwood Ave, San Carlos

Funding Amount Requested: 100,000

Number of Anticipated New  
Childcare Spaces Created: 28

Contact Person & Title: Grace Yee (Exec Director)

Phone Number: 6508232683

Email Address: gracey@challengeschool.us

Childcare Website: www.challengeschool.us

(if applicable):

#### Type of Childcare:

- ☒ For-profit or commercial
- ☐ Nonprofit
- ☐ Faith-based Organization
- ☐ Family childcare homes

#### Application Priorities- Check all the apply:

- ☒ Serves infant children group (birth-2 years old)
- ☒ Accepts vouchers
- ☒ Serves children with special needs

#### Application Checklist:

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Signature: \_\_\_\_\_



Date: 10/4/2024 \_\_\_\_\_

10/4/2024

To whom it may concern,

This is Grace Yee, exec director of Challeng School. Challenge School is an NAEYC, QRIS, and WASC accredited bilingual preschool and schoolage center. We have 5 campuses around the peninsular. We serve children from toddlers to 12th grade.

We are thrilled to learn about the grant opportunity offered by San Carlos city. We recently acquired a lease at 1225 Greenwood Ave San Carlos. The site was originally occupied by Kindercourt with a capacity of 32 (see figure 2). Our plan is to increase 28 slots for toddler, preschools and reach capacity of 60 children.

In order to increase the capacity, San Carlos city planning and licensing required us to meet the most updated code including:

- Add additional ADA toilet
- Build new roof
- Add inside square footage to meet 35 sq ft x 60 licensing requirement
- Upgrade outdoor playground so we have special area for toddlers/twos

The resulting site will have additional 1000+ sq feet and a separated toddler playground to accommodate future toddlers/twos. The site will also meet all the up-to-date fire and planning code.

**Our timeline is as the following:**

- Submitted permit to San Carlos Planning and received on comments Sept 23, 2024. Our permit number is BLD2024-00527. (See figure 1)
- Plan to start construction Jan 2025 and finish around beginning of May 2025
- Apply Title 22 license and San Carlos Business License in March 2025
- Licensing visit in April/May 2025 and get approval
- Start Operation June 2025

**Our proposed construction cost is about \$500k** and we are here for long term to serve the San Carlos and nearby communities. Following is our breakdown of the construction cost and our financial projections.

- 150k Roof
- 350k General Construction
  - ADA Toilet
  - 1000 additional sq feet
  - Toddler playground
  - 50k for Air Conditioning to support extra sq ft

Again, we are very excited to be able to start a campus in San Carlos and serving the nearby communities. The construction cost is very high and we are grateful for the San Carlos ECE grant.

Sincerely,

Grace Yee  
Executive Director, Challenge School



**Childcare Grant Funding  
Request Application**

Childcare Center Name: THE CHILDREN'S PLACE

Childcare Center Address: 1336 ARROYO AVE. BLDG B, SAN CARLOS, CA 94070

Funding Amount Requested: 322,839.54

Number of Anticipated New  
Childcare Spaces Created: 12 (3 RESERVED FOR SUBSIDY)

Contact Person & Title: MICHELLE MYHRE

Phone Number: 650-465-1056

Email Address: MICHELLE@TCPPRESCHOOL.ORG

Childcare Website  
(if applicable): WWW.TCPPRESCHOOL.ORG

**Type of Childcare:**

- ☐ For-profit or commercial
- ☒ Nonprofit
- ☐ Faith-based Organization
- ☐ Family childcare homes

**Application Priorities- Check all the apply:**

- ☒ Serves infant children group (birth-2 years old)
- ☒ Accepts vouchers
- ☐ Serves children with special needs

**Application Checklist:**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/18/24





**Applicant Information:**

The Children's Place  
1336 Arroyo Ave.  
Building B  
San Carlos, CA 94070

**Contact Information:**

Michelle Myhre, Board of Directors Chair  
Phone: 650-465-1056  
Email: [Michelle@TCPPreschool.org](mailto:Michelle@TCPPreschool.org)

Application for Grant Funds for Expansion

***Provide a detailed description of the capital improvement activities to be funded. Include how the capital improvement project will help meet the adopted purpose, goals, policies and provisions of the [City's Childcare Development Impact Fee Ordinance \(Ord. 1585\)](#) and [2024 San Carlos Strategic Plan Goals and Objectives](#) to encourage and support the creation and expansion of quality childcare spaces available to residents and employees in San Carlos. Include detail project plan with project schedules, site plans (as applicable), and itemized cost estimate.***

**1. Executive Summary:**

On behalf of the Children's Place and the San Carlos Community families we proudly serve, we are pleased to submit this capital improvement project request to support significant expansion of childcare capacity and resources for low-income families in the City of San Carlos.

For four decades, The Children's Place has been the sole provider of affordable, accessible and early childhood-focused child care programs, specifically serving working families and employees in the City of San Carlos. Our current facility dba The Children's Place, which is fully owned by the Community United Church of Christ, offers immediate capacity to expand

otherwise unavailable services for local families. With your support, we will convert an existing garage space directly adjacent to our current facility into a bright and accessible new classroom, add an ADA-accessible child bathroom, and 12 additional child care spots for children ages 18 months to 5 years old.

Our expansion is shovel ready, with the exception of this requested grant support, which would provide the final funding necessary to advance construction. With your investment, we can expand care, empower families and offer a strong start in life to generations of children in our San Carlos community.

## **2. About The Children's Place:**

Founded in 1981, The Children's Place was established to offer a loving and engaging environment where children can learn through play—a concept that was innovative at the time, especially given the limited resources available for local dual-income families.

Today, The Children's Place continues to fulfill a crucial role in our community as the sole provider of affordable, high-quality, play-based early childhood education for low-income, working families in San Carlos. The facility is currently equipped to serve 36 children; adding 12 slots would be a significant increase. This capacity growth is vital, as The Children's Place is currently the only preschool in San Carlos that accepts subsidies and provides culturally-sensitive care to children from diverse socio-economic backgrounds.

The Children's Place Board of Directors continues to prioritize provision of quality and affordable care to local San Carlos families who need us most. In recent years, we have been able to improve staff salaries, ensuring competitive compensation and benefits. This has helped us maintain better child/staff ratios, reduce turnover, enhance caregiver professionalism, and create a thriving, positive environment for students, families, and staff.

We invite you to learn more about The Children's Place at [www.tcppreschool.org](http://www.tcppreschool.org).

## **3. Community Need:**

In San Mateo County, where 2,005 to 3,646 children under age 5 live in poverty—making up 5.5 to 10% of the total child population—the services provided by The Children's Place are especially significant. The county's high cost of living presents unique challenges for working families and local employees who are striving to meet basic needs in providing for their children. The 2017 San Mateo County Child Care Needs Assessment highlighted that only 60%

of our community demand for infant and toddler care is being met, with only 13% of the need for subsidized care being fulfilled.

The Children's Place child care expansion project is in alignment with the 2024 San Carlos Strategic Plan Goals and Objectives as well as the City of San Carlos Childcare Development Impact Fee Ordinance, which supports the growing need for accessible, affordable early childhood education in our community. It additionally supports the vision behind the 2022 San Carlos ChildCare Development Fee, which sought to expand the number of quality child care spaces available to residents and employees in San Carlos.

With 69% of children aged 0-5 in San Mateo County living in families where all parents work, and some of the nation's highest housing costs exacerbating financial pressures, The Children's Place's mission is more critical than ever. By prioritizing high-quality, affordable play-based early childhood education, we can support a trajectory of success for working San Carlos families.

#### **4. Project Summary**

The Children's Place seeks to expand vitally-needed affordable early childhood programs for working San Carlos families by renovating an existing garage space to create a new accessible classroom, accessible ADA child restrooms—and most importantly, 12 additional childcare slots for local San Carlos children ages 18 months to 5 years old.

Located on the Community United Church of Christ Campus at 1336 Arroyo Avenue in San Carlos, our current facility is located in Building B, also referenced as Mahany Hall. The center's 5,500+ square foot yard is bordered by a garage space that is connected to the Callis & Elaine Center. The Children's Place has the opportunity to convert this 420 square foot unused garage space into a vibrant, accessible classroom that can accommodate child care for up to 12 children. Adjacent to the current child care yard and facility, conversion of this garage space offers seamless integration with existing facilities and services.

The Children's Place project will also include construction of a much-needed ADA-accessible bathroom, to serve our staff and families across the facility, as well as all those utilizing the adjacent community space at Mahany Hall.

We will also utilize this opportunity to redesign The Children's Place facility entrance to enhance security, ensure a cohesive and safe entry for our students and families. The preschool was designed in the 1950's, and The Children's Place implemented an initial security upgrade in the mid 2000's—but the site entrance is long overdue for an upgrade to address evolving community safety needs.

In the current design, the red door was installed to create a secure barrier between the public use areas of the building and the child care facility. Students utilizing the Orca Room must enter through the red door, then use an interior pocket door to enter their classroom. This creates disturbances in the Penguin Room as well as a vulnerable area when the children are accessing their cubbies during the day. The front entrance part of the expansion project will move all three existing classroom entrances so they are located behind the secure red door. The redesign would also change the swing direction of the doors from the Mahany Hall Breezeway to The Children's Place hallway, bringing increased safety to the vulnerable children we serve.

The proposed classroom expansion and child care slot creation project is shovel ready. The Children's Place owns the land that the facility is located on, and has completed design work and all project bidding to ensure timely execution. Of the 12 new licensed child care slots being created at The Children's Place, 3 will be reserved as subsidized, ensuring that early childhood programs are able to reach the families in our community that are most in need. Receipt of grant funding from the City of San Carlos would be the final element needed to bring this vital project to fruition—as The Children's Place does not have other resources for this capital build out, and cannot utilize reserves which are required for financial sustainability.

Project budget, project schedule and detailed site plan are enclosed below for reference.

## 5. Project Budget

| Description                        | Budget              | Notes  |
|------------------------------------|---------------------|--|
| Architectural Costs                | \$10,000.00         | Budget for drawings to be submitted to SC Building and Planning Department   |
| Construction Labor                 | \$93,000.00         | Budget for LABOR only (Per quote received from I-One Construction for <a href="#">garage</a> and <a href="#">entrance</a> .) |
| Construction Materials             | \$93,000.00         | Materials needed for both classroom and bathroom redesign  |
| Fire Alarm Improvements            | \$50,603.32         | <a href="#">Fire Alarm Improvement required by RWC FD for existing facility</a>  |
| Fire Alarm Improvements            | \$19,999.34         | <a href="#">Fire Alarm Improvements to existing system in new classroom (changing to group E)</a>                            |
| HVAC Modifications                 | \$9,665.00          | <a href="#">Install electric Mitsubishi Ductless Split Heating and Cooling in new classroom</a>                              |
| Fire Alarm Permit Fee              | \$1,753.00          | <a href="#">Per email from Andrea Mardesich</a>  |
| Fire Alarm Sprinkler Modifications | \$1,461.00          | <a href="#">Per email from Andrea Mardesich</a>  |
| City of San Carlos Building Fees   | \$11,840.00         | <a href="#">Estimated from City</a>  |
| Classroom Furnishings              | \$31,517.88         | <a href="#">Lakeshore Learning Quote</a>   |
| <b>TOTAL</b>                       | <b>\$322,839.54</b> |  |

## 6. Project Schedule

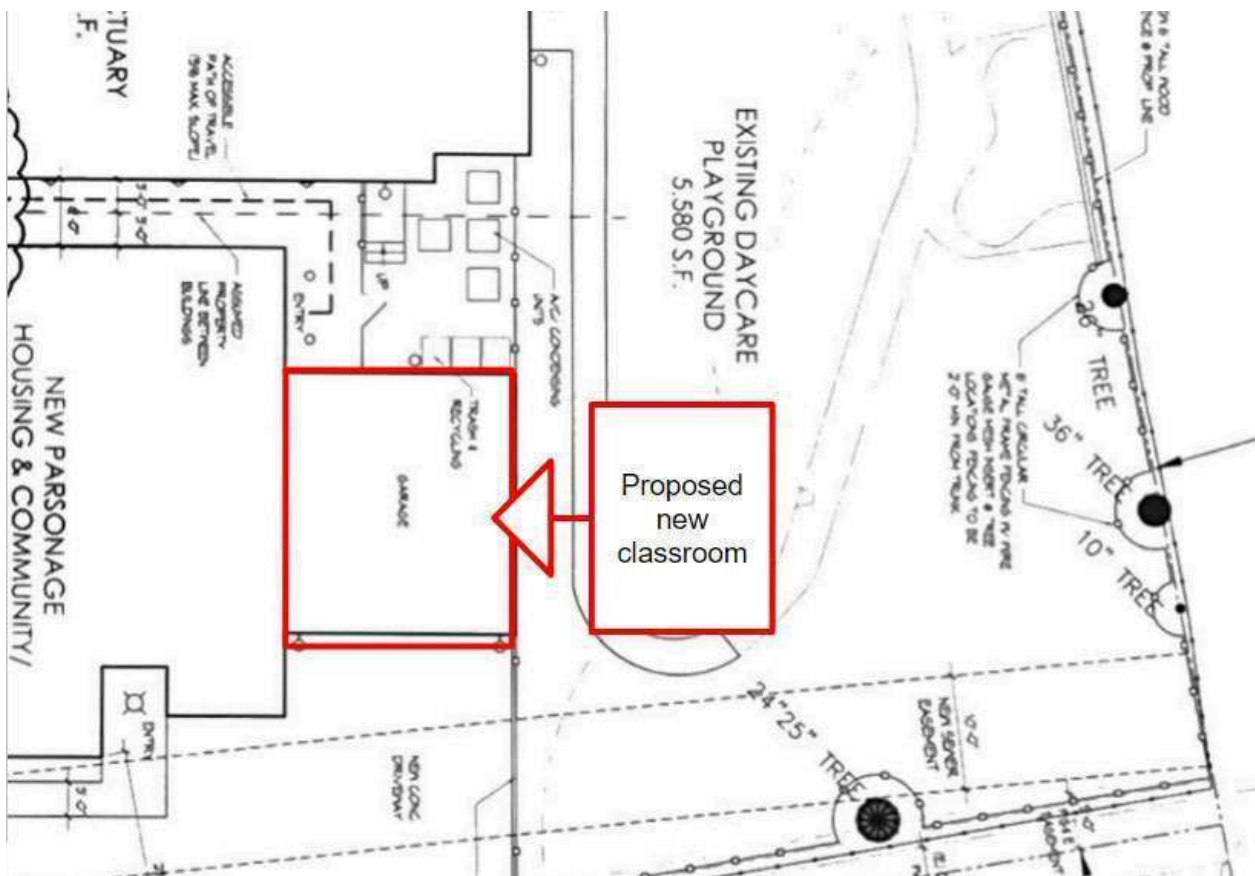
| Item   | Start Date | Completion Date | Notes   |
|--|------------|-----------------|---|
| Submit Grant to City of San Carlos                                       | 10/18/24   | 11/18/24        | Grant review and approval                           |
| Notify Licensing of Intent to Expand                                     | 11/18/24   | 11/19/24        | Notification per CDSS requirements                  |
| Drawings started and submitted to City of San Carlos                     | 11/19/24   | 12/15/24        | Plans finalized to submit to City of San Carlos     |
| Planning and Building Division Review                                    | 12/15/24   | 1/30/25         | Review and approval of plans.                       |
| Start Demo and Construction on Garage                                    | 2/1/25     | 5/1/2025        |   |
| <i>HVAC Modifications - vents and install control</i>                    |            |                 |   |
| <i>Fire Alarm Modifications</i>  |            |                 |   |
| <i>Change window to sliding window</i>                                   |            |                 |   |
| <i>Frame door and remove garage door</i>                                 |            |                 |   |
| <i>Remove window and add door</i>  |            |                 |   |
| <i>Move bathroom sink</i>  |            |                 |   |
| <i>Close existing bathroom door and closet, move to C&amp;E Location</i> |            |                 |   |
| <i>Move tankless water heater out - to exterior of building</i>          |            |                 |   |
| <i>Move and install voice prompt fire panel</i>                          |            |                 |   |
| <i>Change ducting to galvanized ducting pipe</i>                         |            |                 |   |
| <i>Build subfloor and install laminate flooring</i>                      |            |                 |   |
| <i>Prime and paint</i>   |            |                 |   |
| <i>Cabinet installation</i>  |            |                 |   |
| <i>Sink install for kitchenette and kids sink</i>                        |            |                 |   |
| <i>Wall mount baby changer</i>   |            |                 |   |
| Start demo and construction on entrance to school                        | 3/18/25    | 3/25/25         | Complete children impacted areas over spring break. |
| <i>Remove the red door and move forward a few feet.</i>                  |            |                 |   |

|  |         |         |  |
|--|---------|---------|--|
| <i>Change swing on doors from MH Breezeway</i>                               |         |         |  |
| <i>Split the lounge area off of existing womens bathroom to ADA bathroom</i> |         |         |  |
| <i>Move sink and relocate in existing womens bath</i>                        |         |         |  |
| <i>Bring water lines for new sink</i>  |         |         |  |
| <i>Bring sewer for new toilet</i>  |         |         |  |
| <i>Remove stall from existing mens - turn to single use bath</i>             |         |         |  |
| <i>Build closet for W&amp;D</i>  |         |         |  |
| <i>Run 220 power for dryer</i>   |         |         |  |
| <i>Add fire panel to existing childcare center</i>                           |         |         |  |
| <i>Add smoke and voice prompts to existing childcare center</i>              |         |         |  |
| Building inspection  | 5/1/25  | 5/5/25  |  |
| Fire Inspection  | 5/5/25  | 5/6/25  |  |
| Furniture and materials delivery and install                                 | 5/6/25  | 5/16/25 |  |
| DSS Licensing Inspection   | 5/16/25 | 5/20/25 |  |
| Welcome children!  | 6/1/25  |         |  |

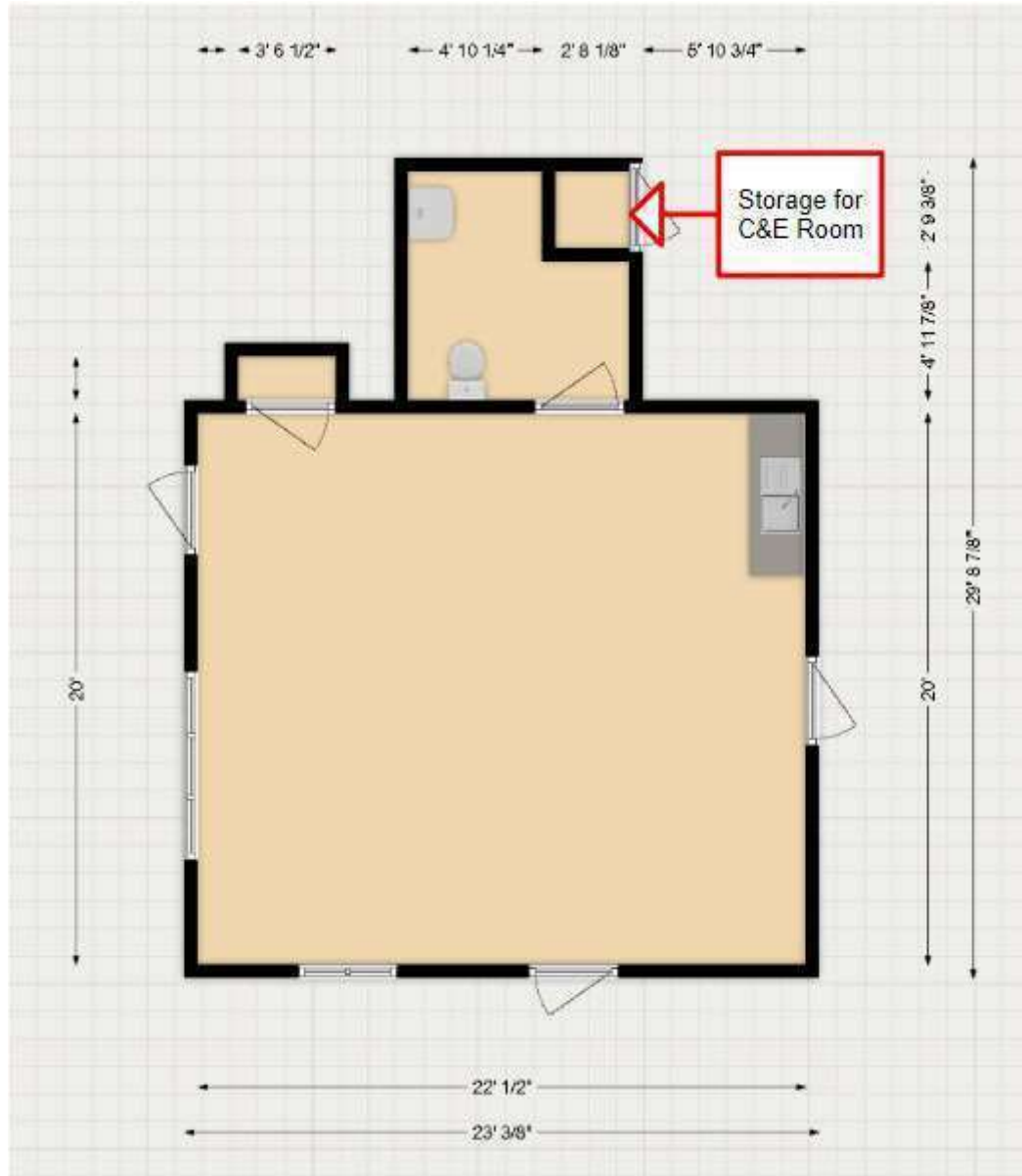
## 7. Project Site Plan



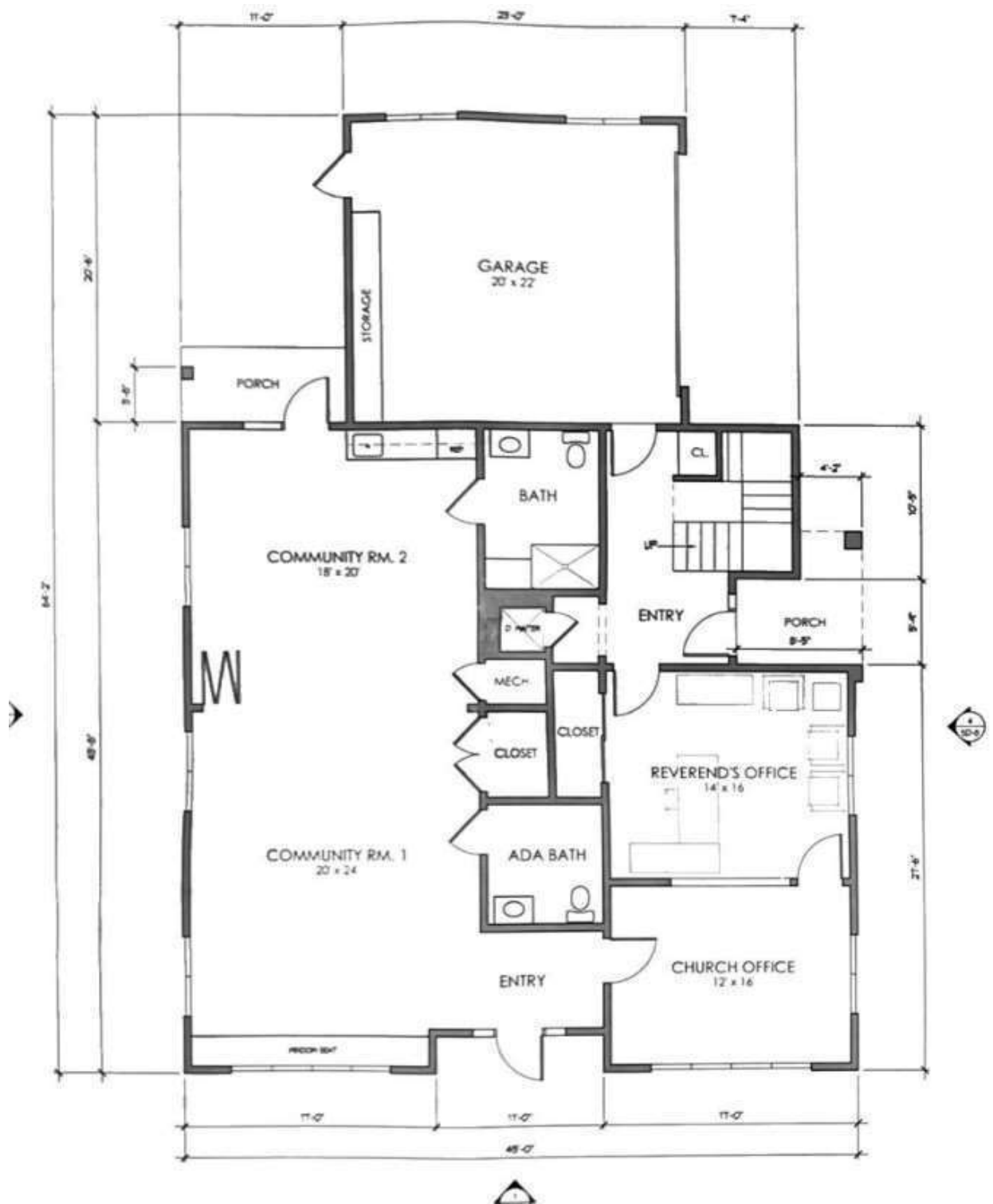
Site plan detail is provided below, including the current facility and proposed expansion.



**PROPOSED CLASSROOM FLOOR PLAN:**

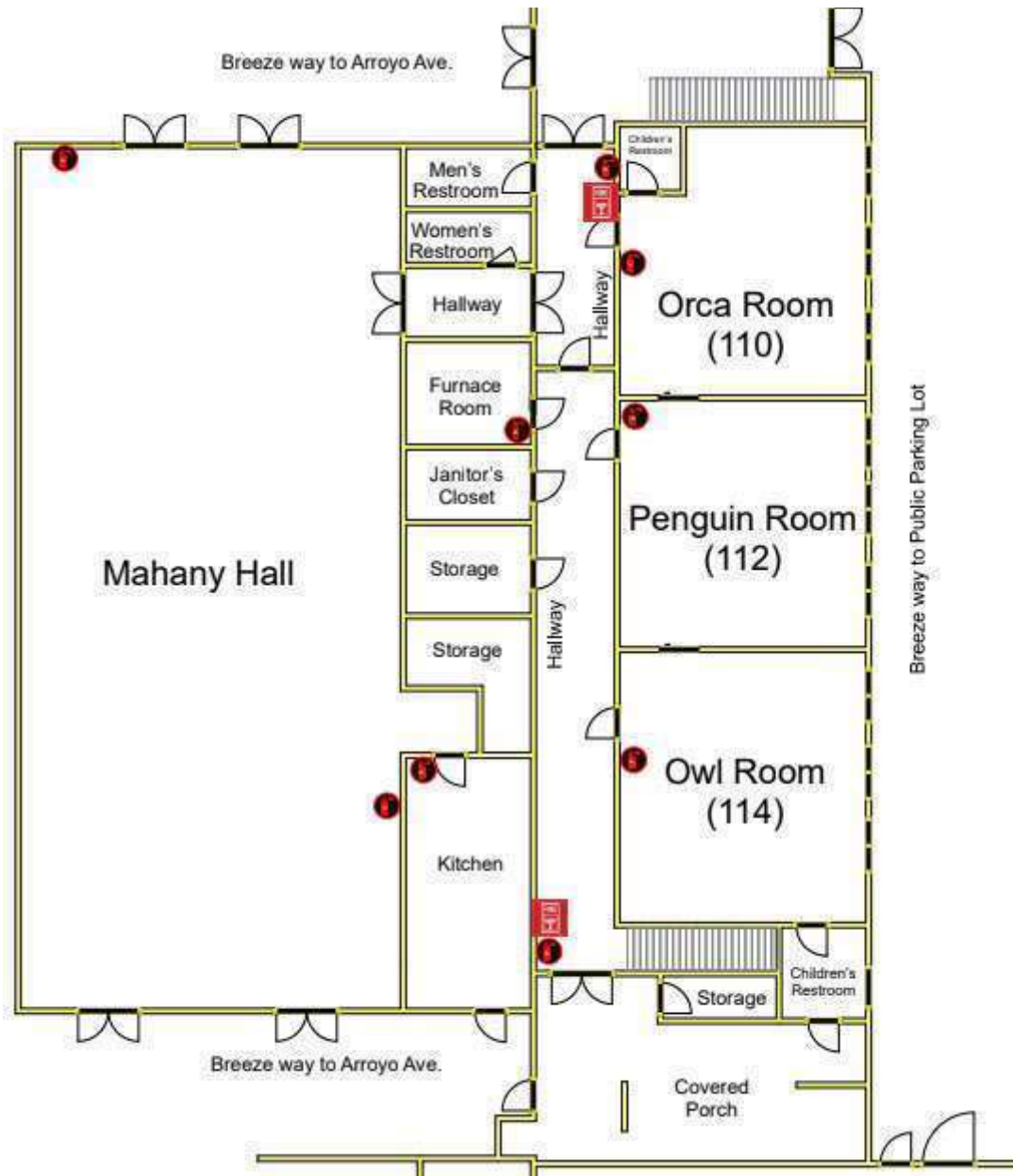


**EXISTING FLOOR PLAN FOR 1ST FLOOR OF PARSONAGE (C&E ROOM):**



[illegible]

**EXISTING FLOOR PLAN FOR BUILDING B - THE CHILDREN'S PLACE:**



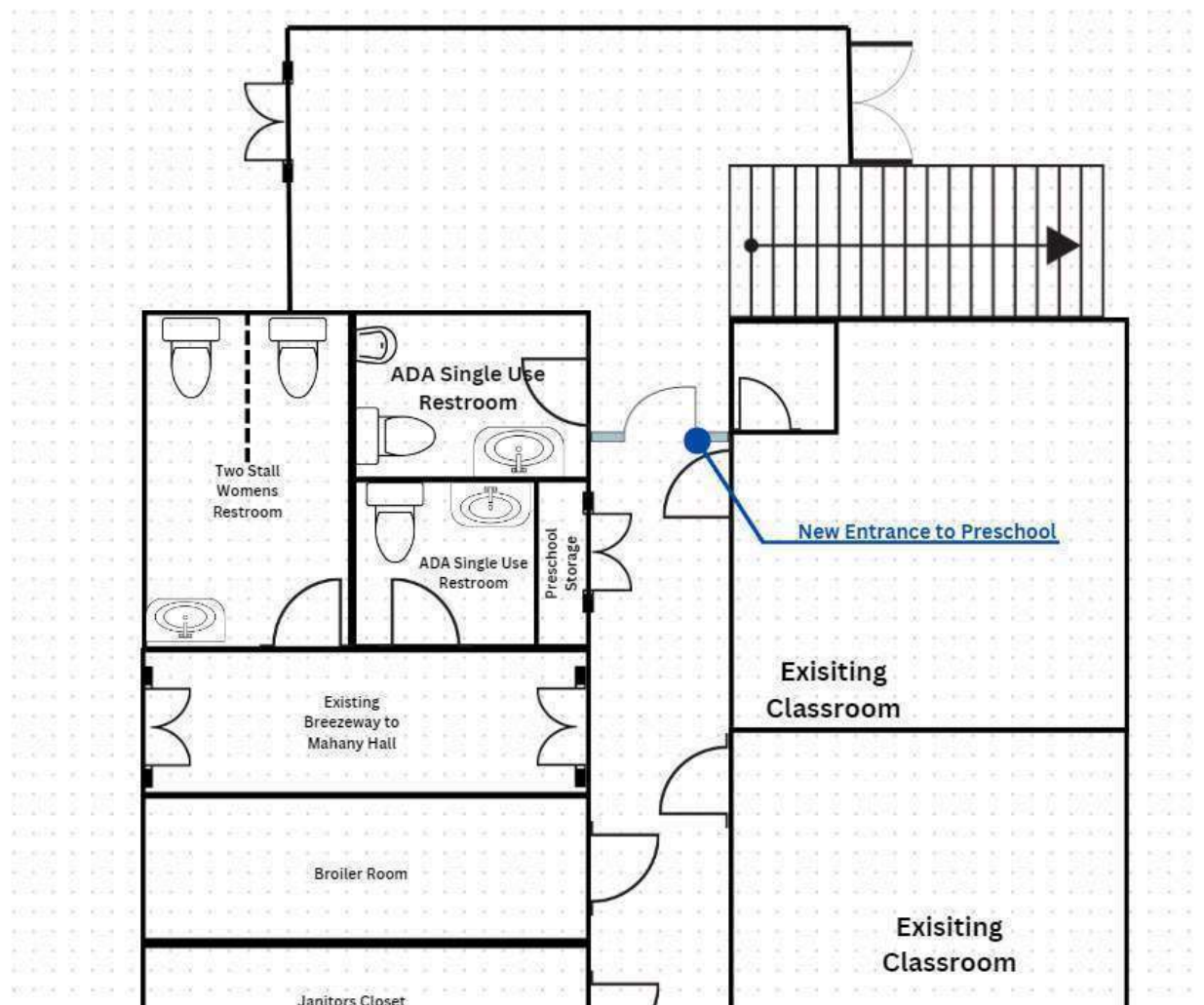
**CURRENT ENTRANCE TO THE CHILDREN'S PLACE AND BATHROOM DETAIL:**





### PROPOSED CHANGE TO THE CHILDREN'S PLACE ENTRANCE:

The renovated The Children's Place entrance will provide secure access to all three classrooms, and children's cubbies, along with creating two single use ADA bathrooms that will be accessible to staff members, The Children's Place families, as well as community users utilizing Mahany Hall.



### 8. Conclusion

Investment in The Children's Place through a capital improvement project grant from the City of San Carlos would provide transformational expansion of child care services for low-income families and employees in our region. As the only licensed facility in San Carlos that accepts subsidies, project support would directly impact access for families who need our support most.

We are truly proud to be a member of the San Carlos community, and grateful for your consideration of The Children's Place's shovel-ready construction project, which will

immediately expand child care access for generations of children, families and employees in the City of San Carlos.

## **9. Attachments**

- [Childcare Grant Funding Request Application](#)
- [Confirmation of subsidy acceptance](#)
- [DSS License for Child Care](#)
- [DSS Licensed Facility Data and Reports](#)
- [San Carlos Business License](#)
- [FY 23-24 Balance Sheet](#)
- [FY 23-24 Profit and Loss](#)
- [FY 24-25 Budget](#)
- [Budget post expansion](#)
- [Control of Property](#)
- [The Children's Place Program of CUCC](#)
- [Nonprofit Status](#)



**Childcare Grant Funding  
Request Application**

Childcare Center Name: Little Troopers.

Childcare Center Address: 1032 Inverness Dr. San Carlos, CA. 94070

Funding Amount Requested: \$100,000.00

Number of Anticipated New  
Childcare Spaces Created: 5

Contact Person & Title: Ana Navarro (owner).

Phone Number: (650) 218 1009

Email Address: ana.navarro9@yahoo.com

Childcare Website  
(if applicable): littletrooperschildcare.com

**Type of Childcare:**

- ☐ For-profit or commercial  
☐ Nonprofit  
☐ Faith-based Organization  
☒ Family childcare homes

**Application Priorities- Check all the apply:**

- ☒ Serves infant children group (birth-2 years old)  
☒ Accepts vouchers  
☒ Serves children with special needs

**Application Checklist:**

- ☒ Copy of State of California License; or schedule for licensing, as applicable
- ☒ Copy of City of San Carlos business registration unless exempt
- ☒ Proper documentation for reimbursement
- ☒ Copy of financial statements
- ☒ Copy of property deed or lease, as applicable
- ☒ Proof of nonprofit status, as applicable

**Applicant must acknowledge the following requirements:**

- ☒ Applicant has reviewed and understands the terms in the "Agreement for Receipt of Grant Funds" attached
- ☒ The City will request five years of reporting from the receipt of the final grant payment to ensure the increased childcare spaces are maintained. Reporting may include, but not be limited to the following:
  - o Proof of current insurance and license, as applicable
  - o Number of total childcare spaces
  - o Submittal of annual financial statement
- ☒ The City retains sole discretion to evaluate and make grants available and is under no obligation until an agreement is executed.

***\*Please use additional pages to respond to the following request:***

Provide a detailed description of the capital improvement activities to be funded. Include how the capital improvement project will help meet the adopted purpose, goals, policies and provisions of the City's Childcare Development Impact Fee Ordinance (Ord. 1585) and 2024 San Carlos Strategic Plan Goals and Objectives to encourage and support the creation and expansion of quality childcare spaces available to residents and employees in San Carlos. Include detail project plan with project schedules, site plans (as applicable), and itemized cost estimate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/17/2024





# LITTLE TROOPERS

## CHILDCARE

October 2024

Dear City of San Carlos,

My name is Ana Navarro, owner of Little Troopers Childcare. My family childcare home-based business is located in the East Greater San Carlos city limits. I am applying for the 2024 San Carlos Childcare Grant Program. I am requesting a grant of \$100,000.00 to cover labor and materials to make capital improvements to my current in-home Little Troopers Childcare center. This grant will continue to support Little Troopers Childcare, and create extra childcare space, in compliance with the City's Childcare Development Impact Fee Ordinance (Ord. 1585) and the 2024 San Carlos Strategic Plan. Currently I have sufficient space for 14 students. **This grant money will be used to build a structural extension, a sunroom (14' x 14'), which will then allow for five more available spaces, five more children, in my program.**

The new space (the sunroom) would be designated for three students, babies- ages three months and up. The capital improvement also allows me to take in an addition of two more students, 5 years and older. **This will add a total of five more spaces, which includes my new program with the three babies.**

### **General details about the funding use:**

#### ➤ **The sunroom building (14' x 14'), will have the following:**

- door: opens from the indoor student play/working space
- windows: all three sides of the building extension
- skylight: in the ceiling, facing west
- carpet: entire area

#### ➤ Due to the sunroom addition, my current daycare space will need to be modified.

#### **Total space for the daycare is as follows:**

- 2,600 square feet for total use
- indoor space: 280 square feet
- outdoor space: 1,900 square feet

#### ➤ With the sunroom being built, 196 square feet of outdoor space will no longer be available for outdoor play.

#### **Modifications will be made as follows:**

- Current storage sheds that are on site will be moved to the east side of the new building, allowing toddlers and young students to play in the area which previously had the storage sheds.

As a licensed provider, I take great pride in providing a safe and nurturing, affordable, educational daycare for children. As someone who personally loves children, and having two grown children myself, I feel it is incredibly important to provide a space and environment where children can be, and feel, safe, providing an environment where children can grow socially and academically. As a Mexican woman, who runs and owns a small business, I am very proud to have had my licensed daycare business for the last 20 years.

My program, and its overall curriculum have grown over the past 20 years. 15 of those years were in the city of San Carlos. Currently our curriculum includes the Montessori approach (play-based) with a bi-lingual curriculum which also includes singing, dancing and art. When we add the babies, we will include singing, reading, crawling, and tummy time. We'll have indoor and outdoor time with naps and snacks! Our currently enrolled toddlers (8 children daily) include: 18 months (2 children), 2 years (3 children), and 3 years (3 children).

Little Troopers is open year-round, Monday through Friday, 7:30am- 5:30pm. It is an S-corporation with two full-time helpers along with me, as teachers. Our License number is #414002550. Little Troopers is a high quality, community supporting daycare that has successfully provided great care for children under five for 20 years. I am excited to continue this daycare program for another twenty years, growing and increase more space for children and evolving to best meet their social, emotional and academic learning needs.

Little Troopers Childcare has taken great pride in providing 20 years of excellence for children and their families. Since our 15 years in San Carlos, we have adhered to required city ordinances, and will continue to do so with the expansion of the organization. With your help, my team and I, will continue to provide incredible value, and consistently increase spaces, for the next 20 years!

***Please see attached documents for extensive details requested by the City Council and the City of San Carlos.*** Thank you for your consideration and approval of the requested grant.

Sincerely,

Ana Navarro

Owner, Little Troopers