

Date Application Received: 6/29/18 1#0

Total Fees Due: \$ 455  
Date Paid: 6/29/18 1#0

## Application for Special Use Permit

### City of Harrisonburg, Virginia

[www.harrisonburgva.gov/zoning-applications](http://www.harrisonburgva.gov/zoning-applications)

Application Fee: <sup>\$425</sup>~~\$375.00~~ plus \$30.00 per acre

#### Section 1: Property Owner's Information

Property Owner's Name: Gabriel and Justice Kreider  
Street Address: 661 Northfield Ct. Email: justiceseward@gmail.com  
City: Harrisonburg State: Virginia Zip: 22802  
Telephone: Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile/Home: 757-202-6628

#### Section 2: Owner's Representative Information

Owner's Representative: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile/Home: \_\_\_\_\_

#### Section 3: Description of Property

Location (Street Address): 661 Northfield Court  
Tax Map Number Sheet: 32 Block: T Lot: 6 Lot Area: 2,348 sf  
Existing Zoning Classification: R-4, Planned Unit Residential  
Special Use being requested: Major family day home

#### Section 4: Certification

I certify that the information contained herein is true and accurate.

Signature: Justice Kreider  
Property Owner

#### Section 5: Required Attachments

- ☒ Survey of Property or Site Map
- ☒ Letter explaining Proposed Use & Reasons for Seeking a Special Use Permit
- ☒ TIA Determination Form OR Accepted TIA, signed by Public Works Department\*

\* Applicant should consult with Community Development or Public Works staff to determine if a TIA Determination Form is required. If required, the applicant is responsible for coordinating with Public Works Department prior to submitting a Special Use Permit application. If a Traffic Impact Analysis is required, this application shall not be considered accepted until the TIA has been reviewed and TIA fees paid. More information at [www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis).

NOTE: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.





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Creative Hearts Daycare  
661 Northfield Ct.  
Harrisonburg, VA 22802

To Whom It May Concern,

I, Justice Kreider, am asking your permission to have a major family day home at the location, 661 Northfield Ct. Harrisonburg, VA 22802. I will be working with a friend, Amber Hess, as the sole provider and I as the substitute provider. We have created an LLC called Creative Hearts daycare, LLC. We are also working with a daycare specialist to guide us through this process.

Our plan is to become a licensed day care by March. We are required to get the special use permit before finalizing the licensing process. The maximum number of children Creative Hearts can have, as a licensed facility, is 12. However, with the point system we will probably have 10. Also, some will be siblings which would limit number of drop offs/pick-ups per day. Our operating hours will be 6:30am-6:00pm.

For parking, there will be two parking spots for drop off and pick up in the front of the house. My husband and I will park across the street so as to not interfere with any parking available to parents. Parents will access the daycare by coming through the front door and then down the stairs to the basement. Creative Hearts has a drop off/pick up policy.

**Check in/Check out procedures:** When dropping off and picking up children please make it brief. We don't want to disrupt the flow of the morning/day. Please be sure to directly hand child off to the staff. There is an attendance sheet that we ask for parents to sign when dropping off and picking up. Please limit dropping off and picking up to no more than 5 minutes.

All parents will have read and signed this handbook with this policy in place. I have attached the handbook with all of our policies and procedures.

Thank you so much for your time,

Justice Kreider

## Thanh Dang

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**From:** Amber Pierce <amberpiercecc@yahoo.com>  
**Sent:** Monday, July 30, 2018 5:58 PM  
**To:** Thanh Dang  
**Subject:** Special Use Permit Items  
**Attachments:** Special use permit letter (3).docx; Letter.pdf; Handbook.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Evening,

I have attached the handbook which has all of our policies including a pick up/drop off policy. Also, we have attached a letter that has been signed by one neighbor. We will bring the other one to the August 8th meeting as he works nights and it has been hard to get a hold of him. He has verbally told us he is fine with the daycare but we will get the letter signed as well. We have also attached the special use permit letter which should have all information in it.

As far as the HOA goes, we have talked with them and they are fine with it. They have told us that they do not need to sign a letter because there is nothing in the policy handbook that forbids it. They sent us the handbook if you would like me to send you that as well. Please let me know if there is anything else I can get for you.

Amber Hess  
Creative Hearts Daycare, LLC.



## **Program Handbook**

### **Contact Information**

Amber Hess (804)543-6141

Email: [creativeheartsdaycarellc@gmail.com](mailto:creativeheartsdaycarellc@gmail.com)

Address: 661 Northfield Ct. Harrisonburg, VA 22802

**Mission Statement:** Our mission is to contribute a nurturing and fun environment to provide early learning and child care experience which promotes each child's social/emotional, physical, and cognitive development. We promote learning from our mistakes, making our own choices, and having fun. We also promote a transparent relationship with families. We believe communication is a paramount part of the childcare environment.

**Vision Statement:** Our vision is to inspire children to learn, challenge themselves, and dream big. We also strive to teach children how to have a relationship with God, teach Godly habits, and help them become fruits of the Spirit through prayer, songs, and having fun.

### **Our Core Values:**

**Living Faith:** We believe the Holy Spirit inspires all that we do. We embrace the Gospel of Jesus Christ and encourage a personal relationship with God the Father. We acknowledge the diversity of others and their beliefs.

**Integrity:** We believe in cultivating a sense of honesty and integrity in all that is said and done.

**Fun:** We believe in adopting a joyful spirit, celebrating life, and being adventurous. We believe in embracing the wonder of being a child.

**Positivity:** We believe that we are all created in the image of God. We believe positive patterns are developed at a young age. We believe in being positive and encouraged in our interactions and environments. We believe in uplifting children to see themselves through God's eyes and their value to Him and promote a good self-image.

**Showing love:** we believe in showing unconditional love for children as God showed His unconditional love for us.

**Our Verse:** Proverbs 22:6 Start children off on the way they should go, and when they are old they will not turn from it.



**Hours of Operation:** We are open Monday-Friday 6:30am-6pm.

**Registration:** There is a \$50 registration fee to hold your child's spot. There are some forms to fill out with basic information for the child. All paperwork must be filled out/completed by the child's first day.

**Fees:** The weekly rate is \$175. A check is due the first Monday of the week. There is a \$20 fee added to late checks. There is a \$25 fee for any returned checks. You are able to pay for more than one week at a time. If this is of interest to you, please get with me.

The \$175 covers any meals, snacks, and supplies. Parents are responsible to bring pacifiers, diapers, wipes, diaper cream, blankets, and anything else specified to your child.

**Check in/Check out procedures:** When dropping off and picking up children please make it brief. We don't want to disrupt the flow of the morning/day. Please be sure to directly hand child off to the staff. There is an attendance sheet that we ask for parents to sign when dropping off and picking up. Please limit dropping off and picking up to no more than 5 minutes.

**Late Pick-up:** If the child is picked up late, an additional \$10 will be charged per 10-minute increment may be assessed. If late pick-ups begin to be a problem, your child may be dismissed from the Program.

**Vacation Policy:** Each child is granted one week of vacation free of charge. We do need a two week notice of the vacation. This can be written or verbal.

**Sick policy for child:** It is the staff's responsibility to notify a parent when a child is sick. It is the parent's responsibility to arrange to have the child picked up as soon as possible if so requested by the daycare. The parent must inform the family day home within 24 hours or the next business day after his/her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening disease, which must be reported immediately. Each child must be adequately immunized prior to admission and must reviewed additional immunizations as required by state law. A child may not come to daycare if they are exhibiting 1 or more of the following:

- Has a temperature of 100.4 or higher
- Has a communicable disease (this includes lice)
- Mouth or throat sores
- Nausea
- Vomiting within the last 24 hours
- Pink eye
- Persistent green runny nose
- Recurrent diarrhea within the last 24 hours
- Severe pain
- Rash, unless a physician has determined it is not contagious
- Earache or Enlarged Glands
- Severe coughing
- Difficulty breathing or wheezing
- \*\*Lice
- Other symptoms of communicable diseases

**\*\*Please remember-children, especially infants have a weakened immune system and we want to do our best to not spread any sickness.**

**Sick policy for staff:** If staff needs to cancel daycare due to illness- there will be no charge. There will be a refund. **\*\*Remember to have a backup to daycare.** Example: Staff is sick on Wednesday and has to cancel care. The following week you would only pay for four days.

**Withdrawal:** A two week notice prior to kids leaving the program is required. Fees are still applicable through the two-week period. If a two-week notice is not given- parents are responsible to pay the two weeks following leaving.

**Qualifications:** 4 years experience at Good Shepherd School and Daycare (worked with infants up to 4 years of age). MAT trained. First aid/CPR trained. Graduated from James Madison University with a Health Science degree and currently completing my Early Childhood Education degree from Liberty University.

**Absents:** If a child is going to be absent, the rate will still be applied. Please let staff know as soon you can to let them know of any absents.

**Child Abuse:** All childcare professionals are required by law to report any suspected cases of child abuse or neglect to Social Services.

#### **Discipline Policy:**

This daycare operates with three simple rules for children.

1. A child may not participate in anything that could hurt themselves, another child, or staff member.
2. A child may not destroy property.
3. Child should use appropriate and respectful language

Creative Hearts focuses on positive reinforcement of good choices. We believe in redirection as the best method of stopping unproductive behavior. We do not use time-out. IF the child's behavior regularly violates the three basic rules, the following steps will be taken.

1. Talking with Parent/Guardian
2. A behavior plan is discussed between staff and Parent/Guardian
3. Staff does reserve the right to ask a child to leave the program if the behavior continues to put themselves or another child in harms way.

**Food:** Staff will provide all meals and snacks. All meals will be recorded on daily report that will go home with the child every day. Please notify staff with any food allergies.

**Communication:** Open communication is essential to the operation of this program. Staff will encourage close contact between parents and staff members. Parent participated and sharing of ideas are considered a valuable asset to the Program.

**Social Media Request:** It is our commitment to ensure confidentiality and safety of all the children in our program. We ask that you refrain from posting pictures of other children in our program on social media sites such as Facebook, Twitter, Instagram, etc.

**Holiday Schedule:** Creative Hearts will be closed in observance of the following Holidays. Please mark your calendars

- Thanksgiving November 22<sup>nd</sup>, 2018
- Thanksgiving November 23<sup>rd</sup>, 2018
- Christmas Eve December 24<sup>th</sup>, 2018
- Christmas December 25<sup>th</sup>, 2018
- New Year's Eve December 31<sup>st</sup>, 2018
- New Year's Day January 1<sup>st</sup>, 2019
- Independence Day July 4<sup>th</sup>, 2019

**\*\*Holidays will still be charged the normal rate.**

**Staff must notify parents:**

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation
- Daily about the child's health, development, behavior, adjustment, or needs
- Prior to when a substitute provider will be caring for the children (for provider's vacation, appointment, etc.)
- When persistent behavioral problems are identified, and such notification shall include any disciplinary steps taken in response.
- Immediately when the child- has a head injury or any serious injury that requires emergency medical or dental treatment, has an adverse reaction to medication administered, has been administered medication incorrectly, is lost or missing, or has died.
- The same day whenever first aid is administered to the child
- Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. Life-threatening diseases must be reported to parent's immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.
- In writing, whenever there are changes in the home's emergency preparedness and responses plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan given to parents prior to the child's first day of attendance.)
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situation) and the provider will have written parental permission)
- As soon as possible of the child's whereabouts if an emergency or relocation is necessary



### General Schedule of Daily Activities

6:30-8am- Open play and breakfast for early arrivals

8-8:40am- Circle Time: Opening songs, learning of basic items (the day, weather outside, etc.)

8:40-9am-Inside Play

9-9:30am- Outside play (if applicable)

9:30am- Morning snack, followed by inside play

10-10:30am- Craft Time

10:30-11am- Inside play

11-11:30am- Library Time (followed by a coloring activity) or show

11:30- Lunch Time

12pm- Naptime

1:30pm (or when child wakes up)- inside play \*\*snack provided if child wants ☺

2pm- outside play (if applicable)

2:30pm- afternoon snack with a bible story

3pm- Learning time

3:30pm- Inside play

4pm- outside play (if applicable)

4:30pm- pick up- inside play

\*\* Snacks are provided at child's request- this is just a general idea of what the day will look like

\*\*Please pack appropriate weather clothing to play outdoors

\*\*Please dress your child in clothes that can get messy and pack at least one extra pair of clothes

## **Signature Page**

I have read, understand, and agree to adhere to all policies and procedures in the Creative Hearts Daycare Handbook

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Parent Signature

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Date



Creative Hearts Daycare  
661 Northfield Ct.  
Harrisonburg, VA 22802

To whom it may concern,

Creative Hearts is asking your permission to have a major family day home at the location, 661 Northfield Ct. Harrisonburg, VA 22802.

Our mission is to contribute a nurturing and fun environment to provide early learning and child care experience which promotes each child's social/emotional, physical, and cognitive development. We promote learning from our mistakes, making our own choices, and having fun. We also promote a transparent relationship with families. We believe communication is a paramount part of the childcare environment.

Creative Hearts will be courteous and follow some basic rules such as:

- We will not leave toys in the front yard
- We will watch our noise level (we will be located in the basement)
- We are willing to work with you if anything becomes an issue
- We will be mindful of parking and our parents will not park in your spots without your permission.

Creative Hearts will be a licensed facility. Our hours of operation will be from 6:30-6pm. We hope to be licensed for twelve kids but due to the point system we will most likely have around 10. We believe this community needs more child care avenues.

If you are willing to allow us to start this major family day home, please sign below.

Thank you,

Creative Hearts

We approve Creative Hearts starting a major family day home at the location of 661 Northfield Ct. Harrisonburg, VA 22802.

Address: 659 Northfield Ct  
Harrisonburg VA 22802

Signature: Bill Halteman



City of Harrisonburg, VA  
Department of Public Works

Determination of Need for a  
Traffic Impact Analysis (TIA)

[www.harrisonburgva.gov/traffic-impact-analysis](http://www.harrisonburgva.gov/traffic-impact-analysis)

<b>Contact Information</b>			
Consultant Name:	N/A		
Telephone:			
E-mail:			
Owner Name:	Gabriel and Justice Kreider		
Telephone:	757-2202-6628		
E-mail:	Justiceseward@gmail.com		
<b>Project Information</b>			
Project Name:	SUP for Day Care - Northfield Ct.		
Project Address: TM #:	661 Northfield Court, TM# 32-T-6		
Existing Land Use(s):	R-4, Planned Unit Residential		
Proposed Land Use(s): (if applicable)	Major Family Day Home		
Submission Type:	Comprehensive Site Plan <input type="radio"/>	Special Use Permit <input checked="" type="radio"/>	Rezoning <input type="radio"/> Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Applicant is requesting a special use permit to operate a day care serving not more than 12 children.		
<b>Peak Hour Trip Generation (from row 15 on the second page)</b>			
AM Peak Hour Trips:	12		
PM Peak Hour Trips:	11		

(reserved for City staff)

TIA required? Yes \_\_\_\_\_ No ☒

Comments:

Accepted by: Em Jurey

Date: 7/2/18

Revised Date: May 2017



### Peak Hour Trip Generation by Land Use

Row	Land Use	ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	565	students	12	13	12
2	Proposed #2					
3	Proposed #3					
4	Proposed #4					
5	Proposed #5					
6	Proposed #6					
7	Total New Trips				13	12
8	Existing #1	230	DU	1	1	1
9	Existing #2					
10	Existing #3					
11	Existing #4					
12	Existing #5					
13	Existing #6					
14	Total Existing Trips					
15	Final Total (Total New – Total Existing)				12	11

#### Instructions

Determination of trip generation rates shall be in conformance with ITE guidelines.

1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.

Revised Date: May 2017