

RECEIVED

JUN 14 2016

CITY OF PLEASANTON  
PLANNING DIVISION

EXHIBIT B

PIU-1115

6/10/2016

City of Pleasanton  
Planning Department

**RE: Conditional Use Permit for 6640 & 6642 Owens Drive, Pleasanton, CA**

Dear Ladies and Gentlemen,

This is written on behalf of Yani Rong, the owner of Red Dragonfly Tutoring Inc. dba. Red Dragonfly Learning Center (RDLC) for the aforementioned property, a 4309 square foot office suite. We are proposing to obtain a conditional use permit to accommodate 40 students in the future for an existing license number 110178. That means the total number of students on site at any one time will be 40. (The current license allows maximum 20 students at any time.)

**Business History:**

Yani Rong has been a director at a tutoring center for 4 years. She has been teaching at various schools and obtained her Assistant Teacher Certificate at Las Positas College. She loves children and it is her dream to create a fun environment for children while helping them learn. During her 4 year tenure, Rong has earned an excellent reputation and received high remarks from the student and the parents.

Currently, Red Dragonfly Learning Center has 20 students. Many other students have been waiting for over 2 years to enroll at the school, so Red Dragonfly Learning Center's extension would allow for acceptance of students on the waiting list. RDLC is currently operating at 6640 Owens Drive in Pleasanton, but the facility will be extended, where a lease agreement will be signed to occupy approximately in total 4309 square foot (1859 square foot for 6642 Owens Drive, next door and 2450 square foot for 6640 Owens Drive, current facility.)

**Operation Hours:**

RDLC will be open from 9:00am to 6:30pm from Monday to Friday and 9:00am-11:30am on Saturday. The facility will be used by the administrative and the teachers to prepare lessons in the morning during weekdays.

RDLC will be used 11:30am to 6:30pm for school age students, Monday through Friday, while school is in session. The facility will be used by staff for administrative duties and by teachers for preparing lessons on weekdays while the students are in school.

We will have two separate instructional sessions:

**Kindergartener's Program**

11:30am to 2:30pm

Student number: 6

**G1-8 After school program**

3:30pm to 6:30pm

Max Admissions: 31

The Class schedule is attached (Attachment 1)

## **Program:**

RDLC is an afterschool tutoring center, offering Heritage School Curriculum as well as homework assistance and tutoring. Other more individualized classes for middle schoolers are also offered such as reading, writing and history. RDLC serves school-aged children from K-8.

RDLC focuses on the children's development and comprehension of language (Chinese and English) and Chinese culture introduction.

We will offer Heritage School Curriculum with a language option of Chinese and English, as well as reading, writing, and mathematics. Other more individualized classes for middle schoolers will also be offered such as reading, writing and history. We will offer Drama and Art class to enrich our students' knowledge and development.

RDLC will serve school-aged children from K to 8. RDLC is registered with California Department of Education as a Heritage School.

## **Program Description**

**Class name:** Chinese Beginner for Kindergarten

**Textbook Name:** Better Chinese for the Beginner

**Description:** This textbook is designed for beginning students who are studying Chinese without a Chinese speaking community. This set of books introduces the basic Chinese characters and focuses on listening, speaking, and mastering 120 basic Chinese characters.

**Class name:** Chinese 1-5 for the students G1--5

**Textbook Name:** ShuangShuang Chinese

**Description:** *Shuang Shuang Chinese* textbooks are created especially for overseas students and suitable for children and teenagers mastering basic Chinese. We will use the first five volumes for grades 1 to 5. Students will learn basic Chinese knowledge of pinyin, words, sentence patterns, passages, knowledge about Chinese culture, 200-250 Chinese characters per grade, geography, history and more. Each package includes one textbook, two workbooks, 120 flashcards, and one CD-ROM.

**Class name:** MPM math for the students K-G5

**Textbook Name:** MPM math package

**Description:** MPM is a math enrichment program designed for students K-6 to understand the Multi-Process and Multi-Model mathematics for K. It helps students develop their skills in problem solving and independent logical thinking.

It allows students to learn with minimal guidance from the instructor. Students work with Multi-Process

Model to solve problems in various areas of math. Through MPM, students learn math without pressure and boredom. Furthermore, they will be able to apply learned skills to real life.

**Class name:** Math Olympiad for the students G5

**Textbook Name:** Art of Problem Solving

**Description:** The Art of Problem Solving curriculum is offered for brilliant students who are interested in math. Students will understand the beauty and process of problem solving and critical thinking skills.

**Class name:** Phonics-Pre-reading for kindergarteners

**Textbook Name:** A Beka Book

**Description:** This textbook is designed for students to develop early word-analysis and comprehension skills. With phonics instruction, children learn to read based on phonics, verbal comprehension, reading fluency, vocabulary building and more. Students will develop strategies for reading comprehension through activities. Students will understand phonics, letters, and sound recognition.

**Class name:** Reading and Writing class for G1--5

**Textbook Name:** Wordly Wise 3000 for reading for G1—5; Writing based on teaching content

**Description:**

We will use Wordly Wise 3000 for our reading materials for G1 to G5. The students will expand their critical vocabulary and improve reading comprehension through this instructional class.

The writing class for 2<sup>nd</sup> grade students will introduce students to parts of speech and how to recognize and use them in a sentence. Students will learn how to recognize and create a complete sentence with a subject and predicate. Students will also understand to recognize general capitalization rules and proofreading techniques.

The writing class for 3<sup>d</sup> grade will help students learn the parts of a paragraph as well as how to put them together to formulate a perfect paragraph. Learning to write different types of paragraphs and writing them in chronological order offers students the foundation for writing essays.

The writing class for 4<sup>th</sup> grade will teach students how to create longer forms of writing. It prepares students for essay writing by engaging them in the process of writing different types of paragraphs such as expository, persuasive, narrative, and more.

The writing class for 5<sup>th</sup> grade introduces students to using narratives to entertain their readers. Students will also work through the five stages of the writing process: prewriting, planning, drafting, revision, and editing. Our writing teachers will help students gain valuable skills in research, plot and character mapping, and recognizing their own writing mistakes.

**Class name:** Private Writing class G6--8

Textbook Name: No textbook; Writing based on teaching content

Description: This class is designed for students interested in writing for publication. It will expose students to a variety of writing genres and require and enable them to understand, analyze, imitate and then produce pieces of writing which conform to these genres. The writing process will be emphasized, as will be teacher, peer and self-review of pieces of writing. The students will write, revise, and finalize their own creative works.

**Class name:** Art class for K-G5

Textbook Name: No text book; the class based on teaching content

Description: Students will be taught drawing, painting, shading, mixing colors, dimensions, and more in art class. This class will expose students to materials such as graphite, charcoal, oil pastel, watercolor, acrylic, pencil, and more.

Students will also discover Chinese Brush Painting. Students will learn how to use a Chinese brush, including how to wield it, load it with ink and watercolors, and paint with rice papers. This class is designed for beginners and intermediate students.

**Class name:** Drama for K-G5

Textbook Name: No textbook; the class based on teaching content

Description: Students will be introduced to the fundamentals of performance through improvisation, study of monologue materials, and more. Students will be especially introduced to interpretation of the dramatic script as well as exploration of characterization, transition, and movement.

**Transportation( Pick-up and Drop-off Procedures):**

Students may be picked up from their respective schools by RDLC's school vans through parental request. Two of the vans are owned by RDLC. These two vans have six seats for students in the back of the van. All RDLC van drivers will be required to have fingerprints and maintain unblemished driving records. Their fingerprints will be kept on school's file.

There are other two personal vans owned by employees used for pickup with five back seats. Other students will be dropped off by their parents from their respective schools.

These vans are standard passenger vans and will require standard parking. Please see the pictures attached below.



Due to the neighboring school districts' staggered Bell Schedules, pick-up and drop-off schedules will be spaced out throughout the day. For example, PUSD's Early Kinders program finishes at 11:35am, the Late Kinders program concludes at 12:35pm, and PUSD Grades 1-5 concludes at 2:50pm.

Students are picked up by their parents or guardian at RDLC when they finish their courses. Each parent will generally pick up more than one child due to sibling relations, allowing for faster flow of cars. Other parents also carpool, reducing the traffic further during pickup time. RDLC will guide and manage the patrons when the parents pick up their children.

The RDLC vans will be parked and stored in the standard parking stalls.

**Parking Density:**

RDLC will have no more than seven instructors on-site at any one time and will only need approximately seven parking spaces with an occasional need for three to four additional parking spaces for parents dropping off their kids rather than using the van service. There are currently 204 shared and unreserved parking stalls on the parcel (Ratio = 4.02:1,000sf) at this time. Therefore, RDLC is allotted approximately 10 parking stalls ( $4309\text{sf} \times 4.02 / 1,000 = 17$  parking stalls). We believe that based on RDLC's needs there is adequate parking available.

Traffic Observation Form is attached (Attachment 2)

**Security:**

RDLC will require all students be signed in and signed out in a log book. The students can only be signed out by their parents or an authorized adult on file. All authorized adults are required to show their driver's licenses for identification at the time of pickup. The doors are closed when there are no people

entering or leaving the property. RDLC will impose a closing pickup time with a late fee policy for parents who fail to meet this time. After 6:30, the late pickup fee policy will be enforced.

All students need to report before they go to bathrooms and students go in pairs to the restrooms.

All exits will have cameras and alarms.

Sign In & Out sheet is attached (Attachment 3)

**Staff/Students:**

The center is staffed with approximately 2 instructors in the first session and 7 instructors in the 2<sup>nd</sup> session during the afternoon sessions. RDLC will enroll students on a 12 week cycle.

**Space Plan:**

The space is to be partitioned into a Parent Waiting Area/Reception area, a staff office, a storage room, six classrooms, a library area, and a kitchen, and an Open area (Big Room) as the attached space plan indicates.

RDLC will use 6642 as an Entrance and Exit. This is a secure doorway and adjacent to the vanpool parking. All students and parents will use this entrance. The Sign-In and Sign-Out binder will be maintained in this doorway.

The door for 6640 will be an emergency exit.

**Summary:**

In conclusion, I feel that the minimal parking requirements needed by RDLC will not pose any issues for nearby existing businesses and that the city, parents, and students will highly benefit from allowing RDLC to quickly obtain a CUP to increase the number of students allowed at this location.

Sincerely,

Red Dragonfly Learning Center

***Yani Rong***



# Class schedule: Attachment1

## Kinder's Program

Time	Grade	Class				# students	Room#
11:30am-12:00pm	Kinders	Drop off				Vanpool/Carpool to Elementary school	
12:00pm-12:30pm		Lunch				6 students 1 teacher	Big Room
12:30-1:15		Chinese Beginner (M-F)				6 students 1 teacher	A
1:15-1:30		Break				6 students 1 teacher	Big Room
1:30-2:15		M	Tu, Th	W	F	6 students 1 teacher	A
		Phonics and Pre-Reading	MPM	Chinese Art	Drama		
2:15-2:30		Pick up					Parent pick up

### After school Program (G1—5)

Time	Grade	Class				# of students	# of teacher	Room #
3:30-4:15	1st	M-F				6	1	A
		Chinese I						
	2nd	M	Tu, Th	W	F	6	1	C
		Reading-writing	MPM Math	Chinese Art	Drama (Big Room)			
	3rd	M-F				6	1	D
		Chinese 3						
	4th	M, W	Tu	Th	F	6	1	E
MPM math		Reading-Writing	Drama (Big Room)	Chinese Art				
5th	M-F				6	1	F	
	Chinese 5							
6-8 <sup>th</sup>	Private Writing class				1	1	B	
4:15-4:30	Break							
4:30-5:15	1st	M	Tu, Th	W	F	6	1	A
		Reading-Writing	MPM Math	Chinese Art	Drama (Big Room)			
	2nd	M-F				6	1	C
		Chinese 2						
	3rd	M, W	Tu	Th	F	6	1	D
		MPM Math	Reading-Writing	Drama (Big Room)	Chinese Art			
	4th	M-F				6	1	E
Chinese 4								
5th	M	Tu	W	Th	F	6	1	F
	Olympia Math	Debate (Big Room)	Chinese Art	Writing	MPM Math			



	G6-8	Private Writing	1	1	B
5:15-5:30	Break				
5:30-6:15	1st	Homework	6	1	A
	2nd	Homework	6	1	C
	3 <sup>rd</sup>	Homework	6	1	D
	4 <sup>th</sup>	Homework	6	1	E
	5 <sup>th</sup>	Homework	6	1	F
	6-8th	Private Writing class	1	1	B
6:15-6:30	Parent Pickup				

Weekend Schedule: English and Chinese Writing classes will be scheduled from 9:30am to 11:30am on Saturday for school age students.

Saturday English Writing Classes:

English Writing Grade 6--8	1 teacher : 1 student	Saturday	9:30am-10:30am	60 minutes	Room B
English Writing Grade 6--8	1 teacher : 1 student	Saturday	10:30am-11:30am	60 minutes	Room B



## On Site Parking Observation

Conducted by Yani Rong

Day	Date of the week	Time	# of the cars in Front Parking Lot	# of the cars in Back Parking Lot
6/3/2016	Friday	5:00pm	14	2
6/6/2016	Monday	3:00pm	24	5
6/6/2016	Monday	4:09pm	23	9
6/7/2016	Tuesday	3:30pm	23	8
6/7/2016	Tuesday	4:40pm	24	7
6/7/2016	Tuesday	5:45pm	19	5
6/8/2016	Wednesday	11:30am	23	7
6/8/2016	Wednesday	2:40pm	25	8
6/8/2016	Wednesday	3:30pm	26	8
6/8/2016	Wednesday	4:00pm	24	7
6/9/2016	Thursday	12:00pm	25	5
6/9/2016	Thursday	1:15pm	29	7
6/9/2016	Thursday	1:00pm	25	9
6/9/2016	Thursday	5:00pm	26	6
6/9/2016	Thursday	5:30pm	25	6
6/9/2016	Thursday	6:00pm	19	8
6/10/2016	Friday	12:00pm	22	6
6/10/2016	Friday	12:30pm	18	8
6/10/2016	Friday	1:00pm	17	8
6/10/2016	Friday	2:00	16	8
6/10/2016	Friday	3:30	19	9
6/10/2016	Friday	4:00	16	9
6/10/2016	Friday	5:00pm	15	7
6/10/2016	Friday	6:00pm	17	5



## Annual Heritage School Transaction Page

[Return to Heritage School Information](#)

### Transaction Information

Transaction Number	17232016124172732730
Submitted Date and Time	1/15/2016 10:24:17 PM

### Heritage School Information

Name of Heritage School	Red Dragonfly Learning Center
Name of the person, firm, association, partnership, or corporation under which this heritage school does business	Yani Rong
Additional name (if any) of the person, firm, association, partnership, or corporation under which this heritage school does business	
County in which heritage school is located	Alameda
Address at which Heritage School delivers services	6640 Owens Dr
City	Pleasanton
School Zip Code	94588 -
Type of heritage school	1
Heritage School telephone number	( 925 ) 353-6020
Name of the state or national cultural or language association in which membership is maintained	Chinese School Association in the United States

### Statistical Information

Range of student ages. Youngest: 5 Years

(Youngest may be no younger than 4 year and 9 months and older no more than 18 years)

Oldest Student age Oldest: 12 Years

Enrollment by grade span (Elementary, K-6) 25

Enrollment by grade span (Secondary, 7-12) 0

Enrollment by grade span (Ungraded) 0

Total enrollment 25

Number of teachers 4

### Administrative Staff

Director or Principal Officer name Ms. Yani Rong

Director or Principal Officer address 6640 Owens Dr

Director or Principal Officer City Pleasanton

Director or Principal Officer Zip Code 94588 -

E-mail Address reddragonfly.us@gmail.com

**An additional Director or Principal Officer is optional but if a name is entered; the address, city, and zip code must be entered.**

Additional Director or Principal Officer name (optional)

Additional Director or Principal Officer address

Additional Director or Principal Officer City

Additional Director or Principal Officer Zip Code -

Additional E-mail Address (optional)

## Acknowledgements and Statutory Notices

By completing and submitting your Heritage School Registration Form, the filer has indicated that he/she has read and understands each statement and each referenced EC section, below, and that this heritage school is in compliance.

- All Heritage School Registration Forms are public documents viewable by the public.
- This Heritage School Registration Form is filed on behalf of only one heritage school. Each heritage school must submit a separate Heritage School Registration Form annually, even when two or more heritage schools are under the control or supervision of a single administrative unit, consistent with [33195 \(b\)](#).
- This heritage school maintains true and accurate records of the following at the address stated: i) Courses of study offered. ii) Faculty names, addresses, and the educational qualifications of each faculty member.
- Criminal record summary information has been obtained pursuant to [EC Section 44237](#).
- The Heritage School Registration Form is not a license or authorization to operate a heritage school.
- Filing of the Heritage School Registration Form shall not be interpreted to mean, and it shall be unlawful for any school to expressly or impliedly represent by any means whatsoever, that the State of California, the Superintendent of Public Instruction, the State Board of Education, the CDE, or any division or bureau of the Department, or any accrediting agency has made any evaluation, recognition, approval, or endorsement of the school or course unless this is an actual fact (see [EC Section 33195](#)).
- Heritage school officials are responsible for initiating contact with the appropriate local authorities (e.g., city and/or county) regarding compliance with ordinances governing health, safety and fire standards, business licensing, and zoning requirements applicable to heritage schools.
- This heritage school will retain a copy of this document and record of payment to the CDE.
- A person, firm, association, partnership, or corporation offering or conducting heritage school instruction shall not employ a person who would be prohibited from employment by a public school district pursuant to any provision of [EC Section 33195](#) because of his or her conviction for any crime [see [EC Section 33195.1\(a\)\(1\)](#)].
- The Heritage School Registration process is not complete until the required payment has been received by the CDE for the Heritage Enrichment Resource Fund.
- Filing of the Heritage School Registration Form does not grant a heritage school any right to receive state funding [see [EC Section 33195\(d\)](#)].
- In the case of any heritage school where an instructor also serves as the administrator of the school, the heritage school shall make the electronic registration form available upon request to the parents or guardians of all pupils currently enrolled in the school and to any parent or guardian considering whether to enroll his or her child [see [EC Section 33195.1\(b\)](#)].
- The heritage school will ensure that criminal record summary information for the employees of any entity that has a contract with the heritage school has been obtained through a manner authorized by the Department of Justice (DOJ) and used appropriately, pursuant to [EC Section 33195.2\(a\) through \(i\)](#).
- A heritage school contract with an entity for the construction, reconstruction, rehabilitation, or repair of a school facility where contract employees will have contact, other than limited contact, with pupils shall ensure the safety of the pupils by one or more specific methods, consistent with [EC Section 33195.3\(a\) through \(c\)](#).
- Filing the electronic Heritage School Registration Form with the California Department of Education is required annually between January 1 and 31, and must be accompanied by a fee, as determined by the Superintendent of Public Instruction [see [EC 33195.5](#)].
- The director and staff of this heritage school are in compliance with all health, safety, and parent notification requirements [see [EC Section 33195.6\(a\) through \(f\)](#)].
- The director and all employees of this heritage school are mandated reporters and subject to the requirements established by the Child Abuse and Neglect Reporting Act (Article 2.5 commencing with Section 11164 of Chapter 2 of Title 1 of Part 4 of the *Penal Code*), consistent with [EC Section 33195 \(a\)\(8\)](#).
- This heritage school's employer acknowledges that he/she is encouraged to provide heritage school employees with training in the duties imposed by the Child Abuse and Neglect Reporting Act, consistent with [EC Section 33195 \(a\)\(8\)](#).
- The employees of this heritage school have signed a statement provided by the employer certifying that the employees have knowledge of the Child Abuse and Neglect Reporting Act and will comply with its provisions, consistent with [EC Section 33195 \(a\)\(8\)](#).

- The employees of this heritage school have signed a statement provided by the employer certifying that the employees have knowledge of the Child Abuse and Neglect Reporting Act and will comply with its provisions, consistent with [EC Section 33195 \(a\)\(8\)](#).
- The employees of this heritage school have been notified by the employer of their reporting obligations and confidentiality rights, pursuant to [Penal Code Section 11165.9](#).

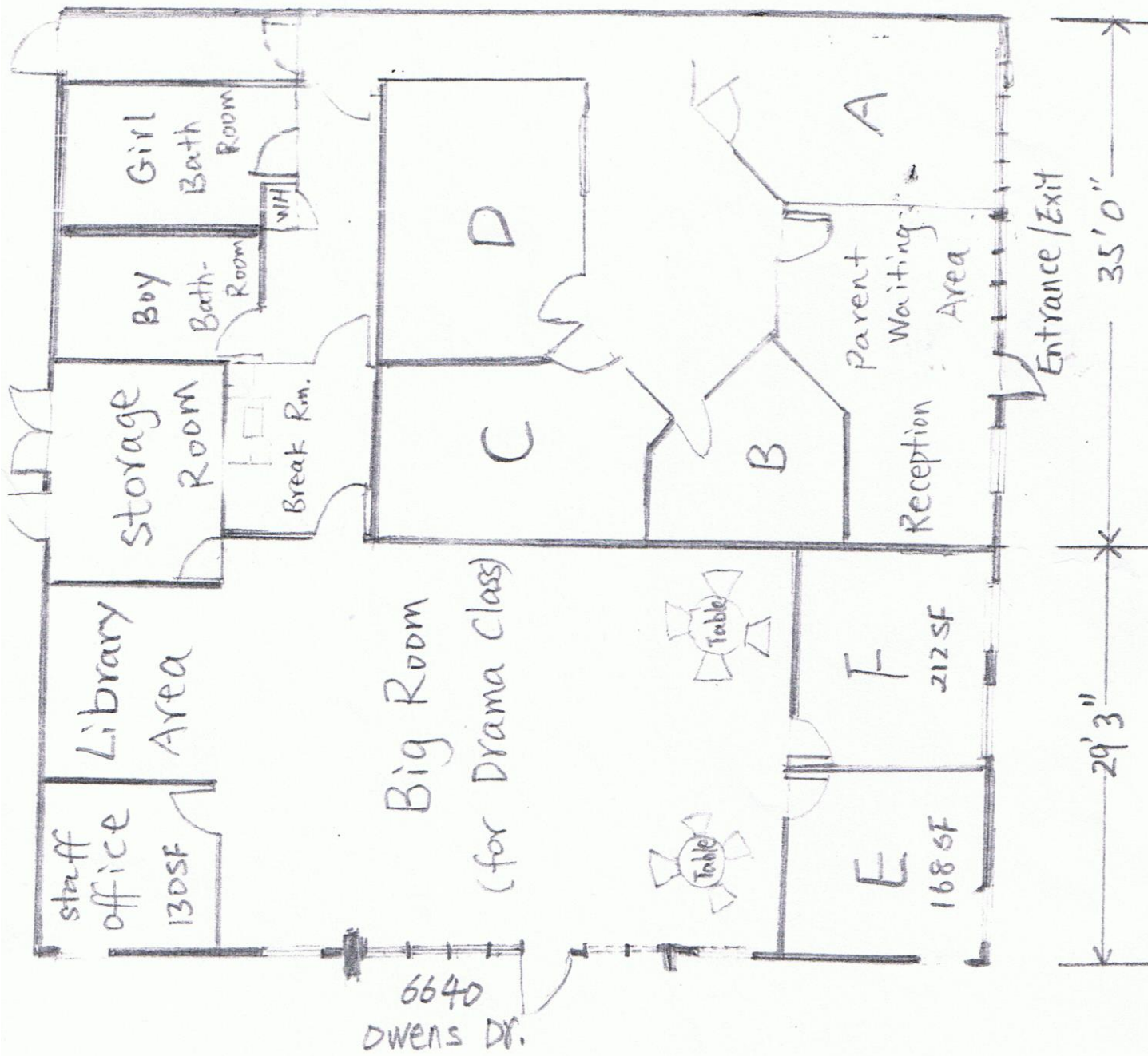
## Electronic Signature

By submitting this form and the electronic signature, the filer of this Heritage School Registration Form has declared under penalty of perjury and the laws of the State of California that he/she is the owner or other head of the school, and the information contained herein is true, accurate, and complete.

The filer also acknowledged compliance with the following:

A person, firm, association, partnership, or corporation offering or conducting heritage school instruction shall not employ a person who would be prohibited from employment by a public school district pursuant to any provision of this code because of his or her conviction for any crime.

Name of owner or head of this heritage school	Yani Rong
Electronic signature - Birth Month	***** Not displayed for security purposes.
Electronic signature - Birthday	***** Not displayed for security purposes.
Electronic signature - Question	***** Not displayed for security purposes.
Electronic signature - Answer	***** Not displayed for security purposes.



staff office  
130 SF

Library Area

Storage Room

Break Rm.

Boy Bath Room

Girl Bath Room

Big Room  
(for Drama Class)

D

C

B

Parent Waiting Area

F 212 SF

E 168 SF

Reception

Entrance/Exit

29'3"

35'0"

6640  
DWENS DR.



**EXHIBIT D**

(Site Plan)

6630-6666 Owens Drive

Pleasanton CA

