

Amended Transportation Management Plan

1. INTRODUCTION

1.1. STATEMENT OF PURPOSE

This Amended Transportation Management Plan (TMP) has been prepared by the French-American School of New York (FASNY) in compliance with the State Environmental Quality Review (SEQRA) Statement of Findings adopted by the White Plains Common Council for the proposed FASNY Upper School. The Findings at J-24 requires the preparation of a TMP to identify specific strategies for managing transportation of its students, faculty, staff, and visitors to and from the Upper School, as well as the on-site circulation of vehicles and pedestrians within the site. In addition, this plan details FASNY's policies with regards to on-site parking, special events management, and communications with the City of White Plains. FASNY's Director of Facilities will have the primary responsibility for implementing the TMP and will coordinate with the Head of School on any necessary enforcement actions.

This Amended TMP, which accompanies the Alternative Site Plan Application, is substantially similar to the TMP submitted with the Original Site Plan Application. As discussed below, the Alternative Plan still provides for mandatory busing for eligible students, real-time monitoring of FASNY vehicular trips, and enforcement mechanisms if the requirements of the TMP are not met. The main differences between the Original TMP and this Amended TMP, submitted with the Alternative Plan, are that this Amended TMP only considers the Upper School and development on Parcel A; the enrollment cap is 640 students; the maximum number of peak hour trips is reduced from 530 to 415; and bus and vehicular queuing areas around the Upper School have been switched.

2. ENROLLMENT & ATTENDANCE POLICIES

2.1. STATEMENT OF INTENDED FASNY ENROLLMENT (J-16, J-22, J-24.1)

This Amended TMP is based on an enrollment of up to 640 students in Grades 6 to 12. Maximum enrollment would be less than the Phase I enrollment of 750 students previously considered. There would be no Phase II enrollment as the Lower School has been removed from consideration.

FASNY has a current enrollment of 433 students in Grades 6-12 and anticipates approximately 480 students in Grades 6-12 when the Upper School opens in 2019, allowing the eventual full capacity for 640 students. FASNY is committed to not exceeding the enrollment maximum of 640 students so that the maximum number of peak hour vehicular trips is no more than 415. FASNY respectfully reserves the right to manage enrollment in each academic year and at each grade level in a manner consistent with its educational mission and in compliance with the Amended TMP.

2.2. STUDENT ATTENDANCE POLICY (J-24.1, J-24.2)

Students are expected to arrive on time to class. Students arriving late for first period must report to the School Office. Repeated unexcused lateness will be addressed by the Dean of Students with the student’s parents. Students that will be absent for one or more days must contact the School Office to give notice. Students leaving early must be signed out by their parents at the School Office. FASNY expects all students to attend school on a daily basis, but recognizes that a certain proportion of its students will be absent. FASNY anticipates that 98% of students will be present in school on a daily basis.

2.3. FACULTY ATTENDANCE POLICY (J-16, J-22, J-24.3, J-24.16)

All full-time staff (including faculty, administrative, and support personnel) are expected to report to school on a daily basis. FASNY encourages any staff required to be present for first period classes to arrive in advance of School starting time to be properly prepared. Early arrival of FASNY staff to the Upper School will also help to reduce peak hour traffic. Some staff (including teachers) work only part-time and may arrive after classes have begun. At full projected enrollment for all FASNY divisions, FASNY anticipates employing approximately 121 staff at its Upper School (see **Table 1**). Based on an hourly census of existing FASNY staff, FASNY has estimated the varying numbers of FASNY staff that would occupy the Upper School at different times of the day. **Table 2** presents *estimates* for the total number of staff on site on an hourly basis from 6:00 AM to 6:00 PM.

**Table 1
Projected Staff**

	FASNY Staff
Faculty & Staff	83
Administrative Staff	22
Maintenance/Kitchen Staff	10
Technology Staff	3
Security Staff	3
TOTAL	121
Source: FASNY	

2.4. BUS UTILIZATION POLICY (J-1, J-2, J-5, J-16, J-22, J-24.7 – J-24.9)

To avoid, minimize, or mitigate potential traffic impacts associated with the operation of the Upper School, FASNY is required to implement a mandatory busing program and to achieve a minimum of 50% bus utilization. FASNY is currently targeting 60% bus utilization. The details of the mandatory busing program are provided in Section 3.1 below. FASNY has adopted a policy implementing this mandatory busing program (see **Attachment A**) and has updated the Enrollment Agreement that each family must sign to acknowledge its requirement to abide by FASNY policies (see **Attachment B**).

FASNY’s estimation of trip generation for the Upper School will be based on the bus utilization (60%) and bus occupancy (15 students per bus).

Table 2
Estimated Number of Staff On-Site

Time Period	Staff Arriving/Departing	Total Staff On-Site
6:00 AM - 7:00 AM	+ 15	15
7:00 AM - 8:00 AM	+ 78	93
8:00 AM - 9:00 AM	+ 11	104
9:00 AM - 10:00 AM	+ 9	113
10:00 AM - 11:00 AM	+ 2	115
11:00 AM - 12:00 PM	- 5	110
12:00 PM - 1:00 PM	- 6	104
1:00 PM - 2:00 PM	+ 7	111
2:00 PM - 3:00 PM	- 37	74
3:00 PM - 4:00 PM	- 32	42
4:00 PM - 5:00 PM	- 20	22
5:00 PM - 6:00 PM	- 23	15
Note: For Staff Arriving/Departing, a positive (+) number indicates number of staff arriving while a negative (-) number indicates staff departing.		
Source: FASNY		

3. TRAFFIC DEMAND MANAGEMENT

3.1. MANDATORY BUSING PROGRAM (*J-1.1-10, J-22.1, J-24.4, J-24.13*)

3.1.1. POLICY

FASNY students in Grades 6 to 12 who live in a community where public school district busing is available will be required to register for and use that service. Students whose public school district provides busing to the FASNY Upper School must apply for that service each year. Eligible students must use the bus service to and from the FASNY Upper School when arriving and departing during normal scheduled arrival and dismissal times. FASNY will allow exemptions to this policy only in limited circumstances (see below at 3.1.2) and on a case-by-case basis. FASNY families will be required to certify upon registration each year that they have properly registered for transportation with their host school district or that they have received an exemption. FASNY will maintain these records. Non-compliance with this requirement will result in progressive disciplinary action up to, and including, dismissal of students from the School (*J-24.5*). Various forms of communication will be used to inform FASNY parents of this policy and FASNY’s intent to strictly enforce it.

As required by the Amended Transportation Management Plan, FASNY must take all necessary measures to ensure that it does not exceed 415 peak hour vehicle trips. It is recognized that many factors affect the implementation of a mandatory busing program, including those listed in Finding J-1. Compliance with the 415 peak hour vehicle trip maximum will be assessed using real-time traffic data sensors and video cameras linked to the City’s central traffic control system. In addition, FASNY is required to submit annual reports documenting the effectiveness of the travel demand management program.

Should the City of White Plains identify more than 415 peak hour vehicle trips three (3) times in any given month using the trip detection system to be installed at the FASNY driveway off Hathaway Lane, FASNY will be required to take corrective action such that within thirty (30) days of being notified by the City of White Plains any of a series of short-term measures will be employed to ensure that the trip count does not increase beyond 415 peak hour trips. If the trip count continues to exceed 415 trips on a regular basis, FASNY will be required to take longer-term corrective action by the end of the semester.

Short-term corrective action could include:

- increasing the number of students and staff car-pooling;
- increasing the number of students and staff using public transportation;
- increasing the number of students and staff reaching the Upper School as bicyclist or pedestrian;
- implementing shuttle van service for students and staff;

Longer-term corrective action could include:

- implementing private busing through a contracted bus vendor;
- implementing additional off-site mitigation to improve traffic flow.

Should a school district change its busing policy for private school students, it is assumed that FASNY would have sufficient advance warning to properly plan for transportation of its students. Should factors outside of FASNY's control (and prior knowledge) cause a school district to be unable to transport FASNY students by bus (e.g., natural disaster, labor strike), FASNY will implement as many of the above measures as realistic as quickly as possible to minimize the number of vehicle trips required to transport FASNY students to the Upper School. FASNY would coordinate with the City of White Plains Deputy Commissioner of Parking for Transportation Engineering on any temporary measures (such as hiring of a traffic control agent at the FASNY entrance or other affected intersections) that may be required to handle a temporary increase in FASNY traffic.

3.1.2. EXEMPTIONS (J-24.7)

FASNY will allow limited exemptions to this requirement on a case-by-case basis. Applications for exemptions must be made in writing annually by the parents of students to the Head of School. Exemptions shall be based on one of the following conditions:

1. Unique curricular circumstances (e.g., class at area college)
2. Unique extra-curricular circumstances (e.g., internship after school)
3. Unique personal circumstances, including medical circumstances.

FASNY will determine how many exemptions can be granted on an annual basis based on the number of bus-eligible students and projected vehicle trip count. FASNY will ensure that the number of exemptions does not cause the maximum peak hour trip count of 415 to be exceeded. FASNY will maintain these written records and may share them with the City of White Plains to demonstrate its compliance with the Amended Transportation Management Plan. Non-compliance with this requirement may result in penalties up to, and including, dismissal of students from the School.

3.1.3. SITE DESIGN TO ACCOMMODATE BUSES (J-2)

FASNY has developed a design for its Upper School to accommodate the mandatory busing program. Bus queue lanes for the Upper School have been designed and sized to accommodate the anticipated number of buses (both short and long buses), to provide flexibility should the actual number or distribution of short and long buses differ from year to year, and to address public safety needs.

Based on an analysis of its existing student database and existing utilization of school buses and projecting forward to future enrollment and arrival/departure patterns, FASNY estimates that 55% of all school buses will be long buses (40 feet) and 45% will be short buses (20 feet). These assumptions, as well as the assumption of 60% bus utilization and 15 students per bus, were used to calculate the number of buses and the length of the bus queue for each FASNY division (Middle School and High School).

The Upper School will generate approximately 21 buses. The queue length required to accommodate all buses at one time will be approximately 640 feet. The bus lane for the Upper School is approximately 580 feet. Additional bus queuing would be provided in the southwestern portion of the Northern parking lot. However, as the High School and Middle School have different dismissal times, it is unlikely that 21 buses will need to queue at the same time and the 580 foot queuing lane will be sufficient.

In the afternoon departure time, school buses will arrive prior to the dismissal time and queue within designated areas. Buses serving the High School (3:40 dismissal time) will be directed to queue in the bus lane with additional buses being directed to queue in the parking lot, but not in the area of the main driveway adjacent to 57 Hathaway Lane. As stated in Section 5.3 below, FASNY monitors will ensure that all diesel buses adhere to City of White Plains anti-idling regulations which limit the duration of idling to no more than three (3) minutes.

3.2. PUBLIC TRANSPORTATION

FASNY may provide a shuttle bus for students and staff using the Metro-North Railroad to arrive at either the White Plains train station or a station along the New Haven Line (Harrison or Mamaroneck). The shuttle bus would be operated on a schedule to be determined by FASNY and based on the then-current Metro-North Railroad schedule. Students and staff that would intend to regularly utilize the shuttle bus must apply to the Head of School so that appropriate arrangements can be made.

The Westchester Bee-Line bus service provides regular scheduled service along Mamaroneck Avenue (Route 60) and North Street (Route 5) and currently provides scheduled service that will allow students on Route 60 to walk from the bus stop to the Upper School and arrive before the start of classes. A sidewalk is available along the north side of Ridgeway from the bus stop on Mamaroneck Avenue to the Upper School. Students and staff are encouraged to use these bus lines to access the Upper School.

3.3. CAR-POOLING (J-22.2, J-24.14)

In an effort to reduce the number of automobile trips entering and exiting the site during peak hours, FASNY will encourage families and/or staff that live near each other and must drive to the Upper School to car pool. Preferred parking spaces will be reserved for car-pooling vehicles that register with the School. In addition, FASNY will maintain an electronic

bulletin board to facilitate car-pooling. This board will be available to FASNY students, staff, and families. FASNY will strive to achieve a car-pooling ratio of 1.5 for all vehicles delivering students to the Upper School.

3.4. MONITORING AND REPORTING (J-23, J-24.21)

FASNY's Hathaway Lane driveway will include system sensors connected to the City's Central Traffic Control System (or video cameras if determined necessary by the City) that count the number of vehicles (buses and cars) entering and exiting the Upper School and noting direction of travel. Data from these system sensors will provide hourly and daily trip counts.

3.4.1. ANNUAL REPORTING ON TRAFFIC DEMAND MANAGEMENT

FASNY will submit to the City of White Plains an annual report on its compliance with the requirements of the Amended Transportation Management Plan. The report will be provided to the Deputy Commissioner of Parking for Transportation Engineering in October or November of each year, once registration has been finalized and counts can be conducted without intervening holidays. Traffic counts and bus utilization and car-pooling counts will be conducted over a continuous five (5) day period reflecting normal operations for FASNY. Data for each morning drop-off and afternoon pick-up in that five (5) day period will be provided as well as an average for the week. Bus utilization and car-pooling ratio targets identified in the Findings Statement may vary, but in no case shall FASNY be allowed to exceed 415 peak hour vehicle trips.

Specifically, the report will include:

3.4.1.1. Trip Counts

1. The total number of vehicle trips by 15-minute period from 7:00 AM to 9:30 AM and 2:00 PM to 6:00 PM at the Hathaway Lane driveway and the Ridgeway service area driveway.

3.4.1.2. Bus Utilization (J-24.5, J-24.6, J-24.7, J-24.8; J-24.9)

1. The number of students by public school district by grade, indicating which districts provide busing for which grades (J-24.5).
2. A list of locations of bus drop-offs, if any, if other than the FASNY Upper School and a description of how FASNY students would reach the site (J-24.6).
3. A list of exemptions to the mandatory bus ridership policy, including the number of students receiving such an exemption (J-24.7).
4. The number and size of buses transporting students and the number of FASNY students on each bus (J-24.8).
5. The number of students riding buses by grade (J-24.9).

3.4.1.3. Car-Pooling (J-24.11)

1. The number of students car-pooling (J-24.11).
2. The car-pooling ratio (J-22.2, J-24.11).

3.4.1.4. Mass Transit Utilization

1. The number of staff and students using mass transit to access the Upper School.

3.4.2. *TRIP SENSITIVITY (J-22.7, J-23, J-24.12; J-24.15)*

FASNY will submit to the City of White Plains an annual report on the number of vehicle trips entering and exiting during the AM peak period (7:00 AM – 9:30 AM) and PM peak period (2:00 PM – 6:00 PM), as well as the number of vehicle trips entering and exiting during the peak hour within each of those periods. The methodology used to collect and report the data is subject to approval by the Deputy Commissioner of Parking for Transportation Engineering. The peak hour is defined as the 60 consecutive minutes that have the highest number of vehicle trips during the peak period. The numbers presented will be presented as a daily average, as well as include the peak values for each time period. Daily and hourly averages will be determined by vehicle counts conducted using automatic traffic recorders (ATRs) or in-pavement system sensors placed at the Upper School entrance on Hathaway Lane over a continuous five (5) day period free of holidays, determined by FASNY in coordination with the Deputy Commissioner of Parking for Transportation Engineering. This methodology will be subject to approval by the City’s Deputy Commissioner of Parking for Transportation Engineering.

3.4.3. *VEHICLE TRIP MAXIMUM*

FASNY will abide by a maximum hourly trip count of 415 vehicle trips. Annual reporting will include a description of peak volumes by time period. Section 3.1.1 describes the measures to be taken by FASNY should peak hour trip count exceed 415 vehicle trips three (3) times in any one (1) month. The Deputy Commissioner of Parking for Transportation Engineering may decide to refer a pattern of exceedances to the Common Council for its review of the data and consideration of appropriate enforcement.

3.5. GREENHOUSE GAS REDUCTIONS (K-12)

Through the implementation of the Traffic Demand Management program laid out in this Section of the Amended Transportation Management Plan, FASNY believes that a significant reduction in greenhouse gas emissions can be achieved. The reduction in greenhouse gas emissions is effected through a reduction in total vehicular trips through implementation of a mandatory busing program, encouragement of public transit use, encouragement of bicycle/pedestrian access to the site, provision of preferred parking for no/low emission vehicles, encouragement of car-pooling, and enforcement of an anti-idling policy (see Section 5.3) for vehicles (buses and automobiles) picking up students. FASNY is committed to environmental protection and protecting the health of its staff and students and will make all reasonable efforts to communicate its policies with respect to transportation and environmental protection to members of the FASNY community.

4. ACCESS TO THE UPPER SCHOOL

4.1. GENERAL POLICY

Figure 1 provides an overview of the Upper School access. Students, staff, and visitors traveling to the site by automobile must enter and exit via the Hathaway Lane driveway. Vehicles shall not utilize the local residential streets (including Hathaway Lane north of the Upper School entrance, Oxford Road, Heatherbloom Road, Heather Lane, Robinhood Road,

Little John Place, Sherman Avenue, Burling Avenue, Gedney Park Drive, Gedney Esplanade, Hotel Drive, Murchison Place, Seymour Place, or Dupont Avenue) in order to gain access to the Upper School Driveway. A limited number of maintenance, kitchen, and security staff (only nine (9) parking spaces are provided) will be granted parking privileges for the service lot that is accessed via the driveway on Ridgeway. No other vehicles, except for service vehicles, will be permitted to utilize this parking area during the school day. This policy, along with the potential penalties for non-compliance, will be provided to FASNY families and staff in their respective handbooks. A copy will be provided to the Deputy Commissioner of Parking for Transportation Engineering.

4.2. SECURITY

A gate house and turn-around will be provided at the Hathaway Lane entrance to control access to the site (see **Figure 1**). The gates will be open on school days from 7:30 AM to 9:30 AM (FASNY’s morning drop-off period) to allow traffic to enter freely without creating a queue. To regulate vehicular access to the site, from 9:30 AM to 2:15 PM, the gates will be closed and will be operated either with electronic access control (vehicle transponder or remote control from the FASNY administration office) or FASNY staff. From 2:15 PM to 6:15 PM on school days (FASNY’s afternoon pick-up period and after-school activities) the gates will be open to allow traffic to enter freely without creating a queue. From 6:15 PM to 7:30 AM on weekdays and all day on weekends, the gates will be closed and will be operated either with electronic access control or FASNY staff. For certain events later than 6:15 PM on weekdays, and on weekends, the gates will be left open and only closed after the event is over. The gates will be wired to the emergency alarm system such that activation of an emergency alarm within the Upper School will automatically cause all of the gates to open and remain open until reset.

The service area located off of Ridgeway will be access-controlled with a swing-arm gate and remote keypad/intercom located approximately 70 feet north of Ridgeway. This distance will allow for a variety of vehicles to queue outside of the gate without affecting the flow of traffic along Ridgeway. FASNY staff permitted to park in this area and regular vendors/delivery vehicles will be provided a unique keycode or key fob to activate the gate. Others seeking to access the service area will use the intercom to communicate with FASNY staff inside the building who can operate the gate remotely. Video surveillance of this area will assist FASNY in controlling access.

Table 3
Operation of Hathaway Lane Driveway Access Gates

Time Period	Weekday (School Days)	Weekend
7:30 AM – 9:30 AM	Gates open. FASNY staff monitoring entry.	Gates closed. Access by keycode/remote entry.
9:30 AM – 2:15 PM	Gates closed. Access by keycode/remote entry.	Gates closed. Access by keycode/remote entry.
2:15 PM – 6:15 PM	Gates open. FASNY staff monitoring entry.	Gates closed. Access by keycode/remote entry.
6:15 PM – 7:30 AM	Gates closed. Access by keycode/remote entry.	Gates closed. Access by keycode/remote entry.
Notes:	During FASNY events on weeknights or during the weekend, gates will be open. Gates will be raised automatically should an emergency alarm within the Upper School be activated.	

4.3. ACCESS MANAGEMENT (J-24.19)

FASNY intends to be good neighbors within the Gedney Farms neighborhood and intends to protect the safety and well-being of its students, staff, and the general public. Toward that end, FASNY will require its students, their families, and staff to adhere to the following restrictions with regards to automobile access to the site.

4.3.1. CUT-THROUGH TRAFFIC

In connection with FASNY's efforts to prevent cut-through traffic, each FASNY family and staff member will be instructed that they are prohibited from using local side-streets to access the Upper School unless they are residents of that neighborhood. The on-Site monitors during pick-up and drop-off periods will ensure that no students are being picked-up or dropped-off on local side streets. FASNY families authorized to drive to the Upper School, as well as FASNY staff, will be issued a sticker or placard that must be displayed in the left rear window of the vehicle. In addition to normal auditing of parked cars for the FASNY sticker, FASNY will conduct periodic spot checks of every vehicle entering the Upper School to verify that they have the appropriate sticker. With all FASNY vehicles displaying the appropriate sticker/placard, FASNY would be able to periodically monitor the neighborhood traffic during peak drop-off or pick-up times to ensure no vehicles with FASNY stickers/placards are using neighborhood streets. FASNY will also routinely monitor the on-Site driveway for any vehicles turning left into or out of the main driveway to further prevent cut-through traffic.

4.3.2. VEHICULAR DROP-OFF

All students and staff traveling to the site by automobile must utilize the Upper School driveway on Hathaway Lane. Students and staff may not pick up or drop off along Ridgeway, Murchison Place, Hotel Drive, Gedney Esplanade, Hathaway Lane, or any other local street within the Gedney Farms neighborhood (see **Figure 1**). Picking up or dropping off on these streets will subject the student or staff member to the disciplinary actions outlined below. FASNY staff supervising pick-up and drop-off activities on site will monitor the surrounding streets for these unsafe and unauthorized pick-up and drop-off activities and promptly report any such occurrences to the Head of School (see Section 5.2). FASNY will communicate to bus companies serving the FASNY Upper School that no drop-off/pick-up activity can occur on local streets.

4.4. SERVICE ENTRANCE

Except for the small number of authorized maintenance, kitchen, and security staff permitted to do so, FASNY students, their families, and staff shall not utilize the service entrance and parking lot located off the driveway on Ridgeway. This access is intended only for service vehicles for the Upper School as well as for limited staff parking. The service area will be access-controlled via an electronic gate and monitored by video to ensure compliance. All doors leading to Upper School buildings from this entrance shall be access-controlled, so that only authorized users can gain access to the buildings from this parking lot. In addition, FASNY staff monitoring the pick-up and drop-off activities on site will monitor the use of this entrance and promptly report any unauthorized access to the Head of School.

4.5. ENFORCEMENT

The restrictions on vehicular access to the site is intended to provide for safe, efficient, and orderly access to the site, while preserving the quality-of-life enjoyed by FASNY's residential neighbors. Adhering to these restrictions is important to FASNY and is critical to the success of its Upper School. Therefore, violations of these policies will result in progressive disciplinary action up to and including the loss of on-site parking privileges and/or dismissal from the School. The first infraction will result in a written warning to parents. The second infraction will require a meeting between the parents and the Head of School. Upon the third infraction the Head of School may exercise the authority to expel the student.

4.6. EMERGENCY ACCESS (F-3, G-3, J-28.C)

Access to the site for emergency service vehicles will be provided in compliance with New York State Fire Code regulations at Chapter 5, Section 503 and Section 8 of the City of White Plains Zoning Ordinance (see **Figure 2**). Emergency access shall be approved by the Commissioner of the Department of Public Safety. A minimum 20-foot clear drive aisle, combined with a minimum 30-foot curb radius shall be provided within the Upper School driveways and all designated fire-lanes (including those portions of the parking lots designated as emergency access routes). These dimensions will ensure proper turning radii within the site for emergency vehicles. All designated fire lanes shall be posted with "No Parking Fire Lane" signs.

The main driveway on Hathaway Lane and the service driveway on Ridgeway shall operate as primary emergency access routes. The access control gates at these locations will be wired to the emergency alarm system such that activation of an emergency alarm within the Upper School will automatically cause all of the gates to open and remain open until reset.

5. ON-SITE CIRCULATION

5.1. CIRCULATION PLAN (J-24.18)

Once inside the site, buses, vehicles intending to park, and vehicles intending to drop off students will follow different routes. These vehicular routes are designed to minimize the potential for conflicts between pedestrians and vehicles. See **Figure 3** for the circulation plan.

The main Upper School driveway provides access to an internal roundabout that would distribute traffic to the Eastern parking lot, the Northern parking lot, the bus driveway to the north of the Upper School buildings, and the parent pick-up/drop-off driveway that surrounds the Eastern parking lot. The main Upper School driveway will operate with two-way directional flow from the entrance at Hathaway to the roundabout. From the roundabout, vehicles would access one of two one-way circulation routes as described below.

Vehicles destined for the Northern parking lot and buses driving to the bus queue area would travel in a one-way aisle (counterclockwise) around the Northern parking lot. Parking spaces for staff would be accessed from several drive aisles. Buses would continue on that drive aisle as it curves south toward the drop-off/pick-up zone.

Vehicles heading to the Eastern parking lot or the parent queuing area would exit the roundabout at its southern side and travel enter a one-way circulation flow that provides

access to the drop-off/pick-up zone for parents and the Eastern parking lot. This drive aisle would permit one-way counter clockwise flow around the Eastern lot. The Eastern parking area would be accessed from the north western corner of the lot. All vehicles exiting the eastern parking lot would travel around the lot in a counter clockwise fashion until they reach the main driveway.

All vehicular routes and access restrictions will be appropriately marked with MUTCD-compliant signage and/or pavement striping to delineate the proper direction and usage (automobiles, buses, bicyclists and pedestrians). The specific location and type of signs are detailed on the Site Plans.

The School arrival and dismissal times presented in this Amended TMP are identical to those used in the analysis of traffic impacts in the environmental review of the School. Pursuant to the SEQRA Statement of Findings, FASNY must not exceed 530 vehicle trips in any hour as well as install various improvements to the traffic network. With the Amended Site Plan and this Amended TMP, FASNY will not exceed 415 vehicle trips in any hour and, as shown in the Environmental Analysis, will not be required to make any off-site traffic improvements to the traffic network to accommodate those trips. If FASNY determines that arrival or dismissal times require adjustment, a technical analysis must be prepared for the review of the Deputy Commissioner of Parking for Transportation Engineering to ensure that the 415 vehicle trip maximum would not be exceeded.

5.1.1. MORNING (AM) DROP-OFF (J-3)

5.1.1.1. Upper School (High School and Middle School)

Both the High School (Grades 9 to 12) and Middle School (Grades 6 to 8) will start at 8:00 AM. All vehicular access will be from the Hathaway Lane driveway. In general, staff working in the Upper School will park in the Northern parking lot. The Eastern parking lot would be for student parking and visitors. Parents dropping off children will do so to the east of the quadrangle, while buses dropping off will do so to the north of the Upper School.

Staff

Staff will enter the site at Hathaway Lane and use the main driveway to access the Northern parking lot. Staff would travel through the roundabout and enter the parking lot from the north side.

Parents

Parents dropping students off will navigate around the internal roundabout to the one-way driveway east of the quadrangle. They will proceed into the drive aisle to the east and drop off their children in the designated area. This driveway will be wide enough for cars exiting the site to bypass another vehicle stopped at the curb. Exiting parents will then exit the drive aisle and turn right at the main driveway to Hathaway Lane.

Buses

School buses will also access the site from Hathaway Lane. School buses serving the Upper School will proceed along the main driveway and through the internal roundabout and through the drive aisle in the Northern parking lot. The buses would follow the drive aisle as it curves to the south and eventually to the east where they would discharge their students at a designated drop-off zone along the

curb north of the Upper School. Buses will exit the drop-off zone and proceed back through the internal roundabout to Hathaway Lane.

5.1.2. AFTERNOON PICK-UP (J-4, J-5)

Dismissal times in the afternoon follow a different pattern from the morning start times. Middle School students are dismissed at 2:45 PM. High School students are dismissed at 3:40 PM. FASNY will operate a study-hall period for Middle School students staying late to be picked-up at the same time as their sibling(s) in High School. Both the Middle School and High School pick-ups will operate in the same manner.

5.1.2.1. Middle School & High School

Parents

Parents will enter the site at Hathaway Lane and use the main driveway to access the designated Upper School drop-off/pick-up area to the east of the Upper School quadrangle. This portion of the main driveway can accommodate approximately 39 queued vehicles. FASNY anticipates a maximum of 44 vehicles may arrive to pick-up students during the afternoon dismissal at one time. Vehicles would not be permitted to queue into the roundabout. Any late arriving vehicles (i.e., vehicles that arrive after the queuing loop is full) will be directed to park in the Eastern parking lot.

Buses

Buses will pick up students from the bus queuing area adjacent to the Upper School. Buses will queue along the inside of the bus driveway. The bus driveway will be 26 feet wide to allow buses to exit the drop-off/pick-up area so long as buses ahead of them are not actively loading. (See Section 3.1.3, above, for a description of how the length of the bus drop-off/pick-up area was calculated pursuant to the SEQRA Findings.)

5.2. FASNY MONITORS ON-SITE (J-24.20)

While the circulation plan has been designed to rely on physical separation of different traffic flows, enhanced by appropriate signage, to minimize the need for enforcement by monitors, FASNY monitors will be used during drop-off and pick-up operations to facilitate safe and efficient movement of pedestrians and vehicles.

The monitors will help direct internal traffic, avoid potential conflicts, and direct students and parents to safely access the buildings and navigate the internal driveways and pedestrian paths. In addition, the monitors will be trained to identify any off-site pick-up and drop-off activities, which are strictly prohibited.

Figure 3 identifies the locations where FASNY monitors will be posted in both the morning and afternoon periods.

Morning Drop-Off

Total Monitors Required: 4

Bus Operations (8:00 AM)

Monitors Required

- Head Monitor (1)
- Assistant Monitor (1)

Upon arrival, students will exit the bus and proceed to the main entrance of the Upper School (using the path provided). The Head Bus Monitor will control the flow of buses out of the bus driveway. The Assistant Monitor will oversee students as they depart the buses and will be available to assist as necessary.

Automobile Drop-Off (8:00 AM)

Monitors Required

- Head Monitor (1)
- Assistant Monitor (1)

Upon arrival at the front of the queue, the monitors will oversee the unloading of approximately five (5) vehicles at one time. Parents will be instructed not to discharge passengers until they reach the designated drop-off zone to ensure proper oversight by FASNY monitors. The Head Monitor will control the flow of vehicles out of the drop-off zone. The Assistant Monitor will oversee students as they exit vehicles and will assist as necessary. The Assistant Monitor will communicate verbally with the Head Monitor if the queue needs to be held to ensure safety of students. Students will use the pathway into the quadrangle to reach the entrance to the Upper School building.

Site Monitors

FASNY will use additional “Site Monitors” twice per month (on random days) to monitor for any drop-off activity that may occur on side streets. These Site Monitors would observe, for example, along Gedney Esplanade and Ridgeway for any FASNY students entering the Site from these locations. Any student not known to be a resident of the neighborhood (and, thus, walking to School) would be identified in a log kept by the Site Monitors and reported to the Head of School for appropriate disciplinary action (see Section 4.5, “Enforcement”).

Afternoon Pick-Up

Total Monitors Required: 5

Bus Operations (2:40 PM/3:40 PM)

Monitors Required

- Head Bus Monitor (1)
- Assistant Monitor (1)

The Middle School (2:40 PM) and High School (3:40 PM) have separate dismissal times, but the operations for bus pick-up will be identical for each division. At dismissal time, Middle School and High School students will depart the building and will report to the appropriate bus. The Head Bus Monitor and Assistant Monitor will oversee the loading of students. The Head Bus Monitor will control the flow of vehicles out of the bus driveway.

Automobile Pick-Up (2:40 PM/3:40 PM)

Monitors Required

- Head Monitor (1)
- Assistant Monitor (2)

The Middle School and High School have separate dismissal times, but the operations for automobile pick-up will be identical for each division. At dismissal time, Middle School and High School students will depart the building and will report to the automobile pick-up area. Students will enter vehicles at curbside. The Head Monitor will control the flow of vehicles out of the pick-up area. The Assistant Monitors will observe students as they load into vehicles and will communicate verbally with the Head Monitor if the queue needs to be held to ensure safety of students. If a vehicle at the front of the queue is not ready to pick-up its student(s), the Head Monitor will direct the vehicle to depart the queue and drive to the Eastern parking lot to receive its student(s).

Site Monitors

FASNY will use additional “Site Monitors” twice per month (on random days) to monitor for any pick-up activity that may occur on side streets. These Site Monitors would observe, for example, along Gedney Esplanade and Ridgeway for any FASNY students exiting the site from these locations. Any student not known to be a resident of the neighborhood (and, thus, walking from School) would be identified in a log kept by the Site Monitors and reported to the Head of School for appropriate disciplinary action (see Section 4.5, “Enforcement”).

5.3. ANTI-IDLING ENFORCEMENT (K-3)

FASNY’s Director of Facilities will be responsible for ensuring that drivers comply with anti-idling regulations. FASNY monitors will enforce that all diesel buses adhere to City of White Plains anti-idling regulations which limit the duration of idling to no more than three (3) minutes. FASNY feels that its monitors can simultaneously monitor and enforce safety provisions for its students while observing for compliance with anti-idling regulations. FASNY intends to implement a policy similar to the White Plains City School District that does not permit any idling by school buses. Drivers of vehicles observed to be violating anti-idling regulations will be warned and the appropriate bus company or school district will be notified of the potential violation.

6. PARKING

6.1. LOCATION AND AMOUNT OF PARKING (J-24.22)

The FASNY Upper School will have the ability to provide 248 striped parking spaces (see **Figure 4**). This amount of parking represents a reduction from 348 parking spaces in the Original Site Plan due to the reduction in enrollment from 950 students to 640 students. Included in this number are preferred parking spaces for electric and low-emission vehicles, as well as the required handicap spaces. The 248 spaces will be spread across three (3) parking lots summarized in **Table 4**. Initially, FASNY proposes construction of 173 parking spaces. 49 spaces within the Northern parking lot along the western-most row and 26 spaces within the middle bay of the Northern parking lot will be land-banked and constructed only upon a later determination by FASNY or the City that they are necessary. FASNY believes

that sufficient parking will be available for its staff, students, and visitors during the initial years of operation of the Upper School when enrollment will be approximately 480 students with approximately 100 staff (teaching, administration, support). The anticipated demand for parking at full Upper School completion is shown in **Table 5**. This demand assumes a maximum enrollment of 640 students. See Section 7.4 regarding Special Event parking.

**Table 4
Parking Supply**

Parking Lot	Number of Spaces	Use
Northern Lot	172*	Staff
Eastern Lot	67	Students, Visitors
Service Area	9	Maintenance, kitchen, and security staff
TOTAL	248	
Note:		
* 75 spaces will be land-banked and constructed only if necessary.		

**Table 5
Parking Demand**

	Total
Faculty & Staff	83
Administrative Staff	22
Maintenance/Kitchen Staff	10
Technology Staff	3
Security Staff	3
Total FASNY Employee Parking	121
Student Parking	50
Visitors	77
Total Parking Demand	248
Note: Parking for special events will be accommodated on-site because most FASNY staff will not attend all special events. A special event attracting 350 people will require approximately 233 vehicles assuming an occupancy rate of 1.5 persons per vehicle. For larger special events, FASNY has additional overflow parking on-site or will make arrangements for parking off-site, but not on local streets (see Section 7.4).	

6.2. STAFF PARKING RULES (J-24.3)

The only restricted parking area on the site will be the service area lot. The service area lot will be reserved for the exclusive parking of maintenance, kitchen, and security staff assigned by FASNY. The Northern Lot will be primarily used by staff, but would also accommodate visitors. The Eastern Lot will be for students and visitors. The Director of Facilities will enforce rules against parking in non-designated areas (e.g., within drive aisles or at ends of aisles).

6.3. STUDENT PARKING (J-24.10)

FASNY will permit a limited number of students to park on site. This privilege will be reserved for approximately 50 students. Students will only be allowed to park in the Eastern Lot to ensure student activity in the parking lot can be monitored by FASNY staff to avoid any potential behavior that may disturb neighbors. Any students found to be parking elsewhere or to be driving in a manner considered reckless by FASNY will have their parking privileges revoked. Students observed driving to the Upper School without parking privileges or students parking on local streets will be subject to disciplinary procedures (see Section 4.5, “Enforcement”).

6.4. PARKING LOT MAINTENANCE AND SNOW REMOVAL PROTOCOL (J-24.23)

Parking lots will be maintained by FASNY so as to ensure their continued ability to safely provide for parking and pedestrian circulation. Parking space and crosswalk striping will be painted as necessary to ensure visibility. Pedestrian and traffic control signs will be inspected to ensure their continued correct placement and legibility.

FASNY will be responsible for snow removal. FASNY will clear the main driveway, parking lots, crosswalks and other pedestrian paths, and the internal vehicle queuing areas. During times of light and moderate snow events, snow storage is not expected to be an issue. FASNY will plow the roadways to their curb-line allowing them to remain fully functional. During periods of intense snow events and/or periods of prolonged need for significant snow storage, specific areas of the site will be used to store snow that is removed from the parking and driveways. The following areas will be used for snow storage (see **Figure 4**):

- The landscaped areas within the Eastern parking lot and Northern parking lot
- The area to the southwest of the Upper School building
- The lawn area to the north and west of the Upper School lot and roundabout

6.5. PARKING LOT NOISE (L-10, L-17.7)

Students, staff, parents, and visitors to FASNY’s Upper School are to respect the residents adjacent to the site at all times by limiting potential noise disturbances. All faculty, staff, students, and parents will receive, as part of the Handbook, a reminder to restrict the use of car horns to times when it is needed for immediate safety reasons and to keep the volume of car radios down to reasonable levels that respect FASNY’s neighbors. Failure to comply with these instructions could result in disciplinary action by FASNY, up to and including revoking parking privileges and/or dismissal from the School.

6.6. SATELLITE PARKING

For certain special large events, FASNY may in the future consider the use of off-site “satellite” parking areas to satisfy potential demand. In such instances, drivers and their passengers will park at locations pre-approved by FASNY in coordination with the City of White Plains Deputy Commissioner of Parking for Transportation Engineering and Commissioner of Public Safety and will utilize shuttle buses to access FASNY’s site. Potential satellite parking locations include the Shinnyo-en Temple (where the lot has approximately 106 spaces), Westchester Hills Golf Club (where the lots east of the clubhouse have approximately 90 spaces), Ridgeway Alliance Church (where the lot has approximately 158 spaces), and White Plains Women’s Club (where the lot has approximately 101 spaces).

It should be noted that FASNY has not entered into any agreements with any of these locations for satellite parking.

7. SPECIAL EVENTS MANAGEMENT

7.1. SCHOOL-YEAR SPECIAL EVENTS (*J-24.24, L-11, L-17.8*)

The following presents a list of special events to be held at the FASNY Upper School during the school year, some of which occur in the evening. Dates and times for special events will be posted on FASNY's website. This list may be amended from time to time and such amendments will be communicated to the City as described below.

- A Back-to-School evening is held one evening in September. It typically concludes by 9:45 P.M. and is typically attended by 200 parents.
- Parent/Teacher meetings are held 2 times per year for parents to meet with teachers to discuss student performance. Short appointments are scheduled and are held over a three day period. Middle School and High School appointments are held in the evening until 9:00 PM. Approximately 100 to 200 parents attend on each day the meetings are held.
- Student dances are held twice each trimester (6 times per year). The dances occur within the cafeteria and run from 7 PM to 11 PM. Typical attendance is 80 to 100 students.
- High School musical, which typically attracts 200 to 300 people, is held in the evening. Accounting for carpooling, this will be equivalent to 100 to 150 vehicles.
- The Middle/High School holds Winter and Spring concerts that attract 100 to 300 people. The Upper School concerts are held in the evening.
- The FASNY Spring Fair is held on a Saturday in June and attracts 500 or more people throughout the day, and will generate 200 to 300 vehicles over the course of the day. Therefore, it is anticipated that the peak hour of this event will generate less vehicles than the peak hour of a typical school day.
- An art show is held in the Spring from 7:30 PM to 9:00 PM. Typical attendance is 250 people.
- Graduation ceremonies for the 8th and 12th grades are held in the spring. The 8th grade ceremony is held at 9:00 AM and attracts 100 to 200 people. The 12th grade ceremony is held on a Sunday afternoon and attracts approximately 350 people.

7.2. EVENTS DURING SUMMER AND SCHOOL BREAKS

FASNY operates a summer camp, as well as mini-camps during school breaks, for students. Traffic circulation and parking for a summer camp will follow the same plan as regular operation of FASNY depending on which building or buildings are being used.

FASNY will limit the number of students enrolled in a summer camp so that the maximum number of vehicle trips in any one hour does not exceed 415, as measured by the equipment described in section 3.4 above.

As the number of background trips on the traffic network, including on Ridgeway, would be lower in the summer than during the school year, the trips associated with any potential camp would not cause any new or significant adverse impacts to the traffic network. In addition, the cumulative number of trips on Ridgeway in the summer (summer background trips plus

camp-generated trips) would be significantly lower than the cumulative trips on Ridgeway during the school year (background trips plus school-generated trips). As such, there would be no change to the current functional role or character of Ridgeway from the operation of any potential summer camp.

7.3. COORDINATION WITH CITY

FASNY will appoint a school official to serve as a liaison between the City and the local community on issues related to traffic and transportation management. The school official will be available during school hours and after-school special events. The name and phone number of this official will be provided to the Mayor's Office and the Deputy Commissioner of Parking for Transportation Engineering.

Through this liaison, FASNY will provide advance notice of special events to appropriate City Officials, including the Deputy Commissioner of Parking for Transportation Engineering, and the Commissioner of Public Safety. In addition, the liaison will coordinate with the Mayor's Office to resolve any potential traffic and transportation issues.

7.4. ADDITIONAL PARKING (J-24.25, L-12)

While not likely, certain special events may require more than the 248 striped spaces on the site. The grass area along the northwestern edge of the Northern lot will be graded and can be used for overflow parking. Likewise, the area of the multi-purpose playing field in the northwest corner of Parcel A can be used for overflow parking. Combined, these areas could accommodate approximately 200 vehicles, an amount similar to what was included in the Original Plan. Any overflow parking must be reviewed by the Deputy Commissioner of Parking for Transportation Engineering and the Commissioner of Public Safety to ensure necessary access to and through the site for emergency vehicles.

8. COMMUNICATIONS

8.1. FASNY TRAFFIC/TRANSPORTATION LIAISON

FASNY will appoint a school official to serve as a liaison with the City on issues related to traffic and transportation management. The school official will be available during school hours and after-school special events. The name and phone number of this official will be provided to the Mayor's Office and the Deputy Commissioner of Parking for Transportation Engineering.

8.2. ADVANCE NOTICE OF SPECIAL EVENTS AND MODIFICATIONS TO SCHEDULE

Through its liaison, FASNY will provide the City advance notice of special events. Dates and times for special events will be posted on FASNY's website. In addition, if FASNY contemplates changing scheduled start or dismissal times, FASNY will coordinate with the appropriate City officials prior to implementing any such change. The coordination efforts will address topics including potential conflicts with start/dismissal times for neighboring schools, potential disruptions to the Gedney Farms neighborhoods, and potential impacts on key intersections used by FASNY traffic.

All FASNY AM start times and PM dismissal times identified in this Transportation Management Plan are consistent with the traffic analysis contained in the environmental record for the School. Any proposed change in start or dismissal times may trigger the requirement for additional technical analysis and review by the Deputy Commissioner of Parking for Transportation Engineering and/or the Common Council.

9. OFF-SITE IMPROVEMENTS

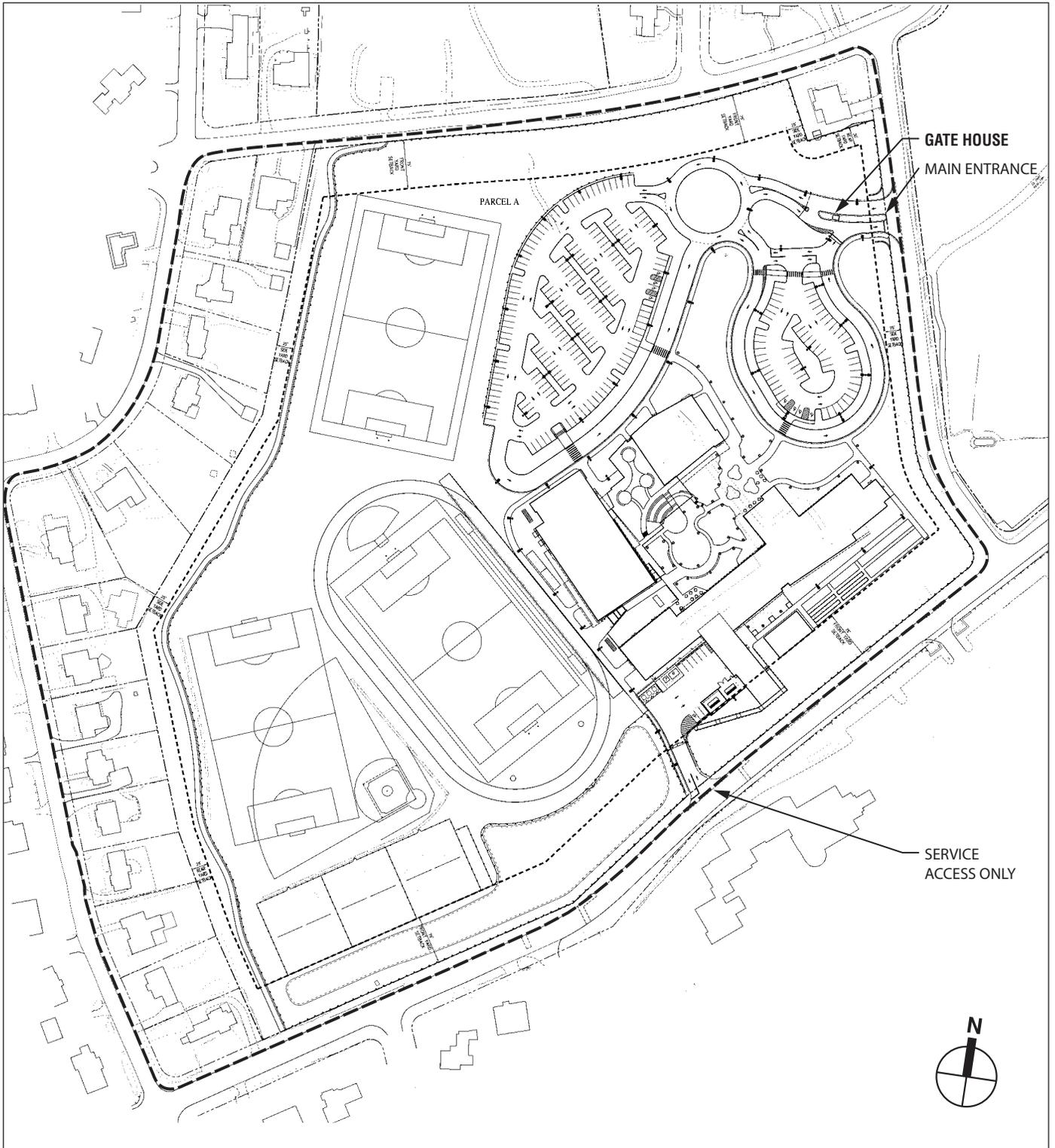
9.1. OFF-SITE IMPROVEMENTS (J-13 THROUGH J-25, J-28)

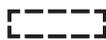
No off-site improvements to the roadway network or City of White Plains traffic signal system will be required. The reduced Alternative Plan, as demonstrated in the Environmental Analysis, would not have any significant adverse impacts to the traffic network. Therefore, the only mitigation measure that will be implemented is the installation of a system detector at FASNY's driveway connected to the City's traffic control system to provide a continuous and up-to-date count of vehicles entering and exiting the site.

9.2. POTENTIAL FUTURE OFF-SITE IMPROVEMENTS (J-19)

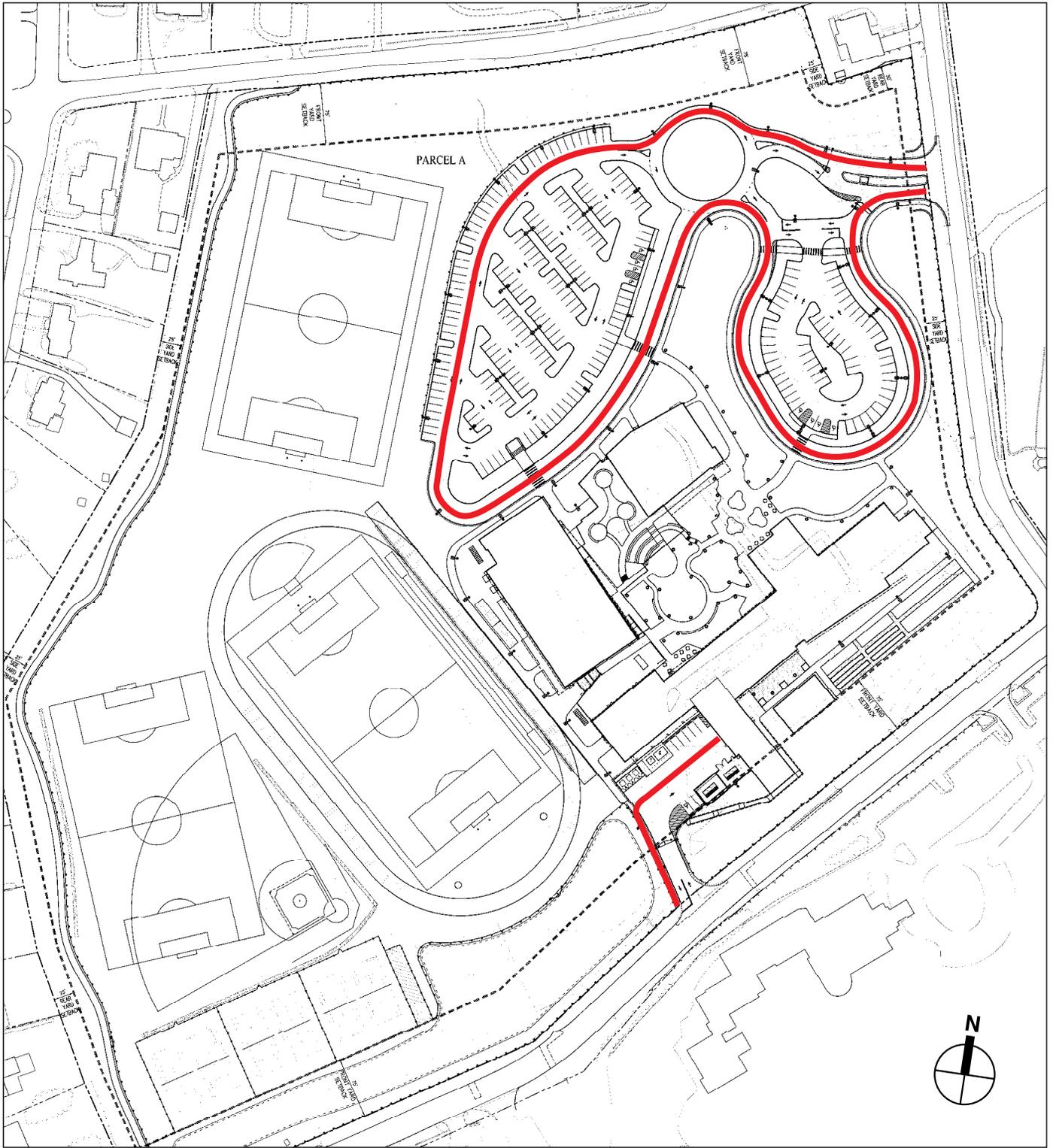
Should the total number of vehicular trips regularly exceed 415 in any peak hour, FASNY shall be required, after review of then-current traffic conditions and coordination with the Deputy Commissioner of Parking for Transportation Engineering, to provide further mitigation. Any additional mitigation measures will also have to be approved by Westchester County Department of Public Works and New York State Department of Transportation. *

Figures



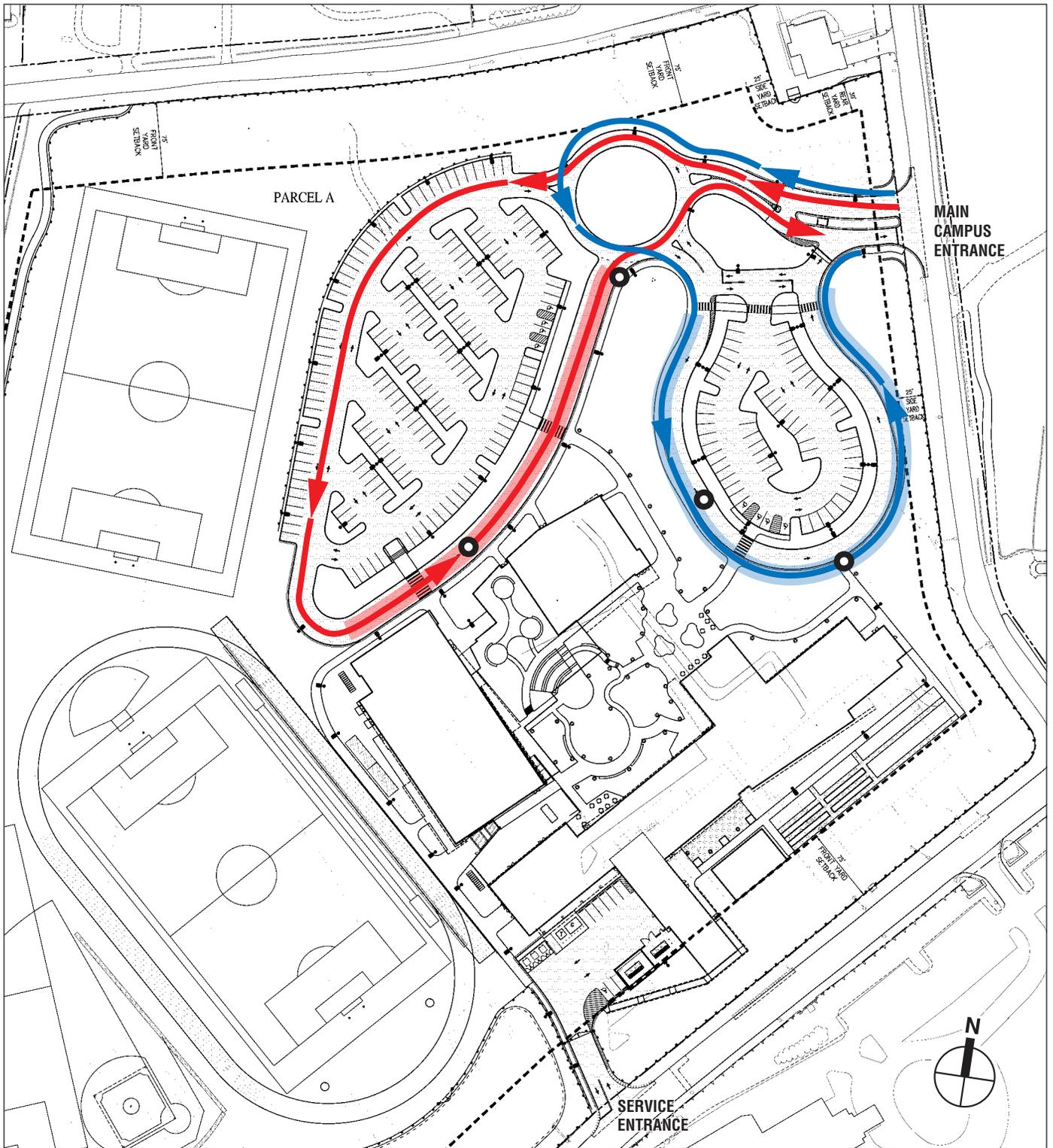
 No Parking, No Student Drop-Off/Pick-Up

0 400 FEET
SCALE



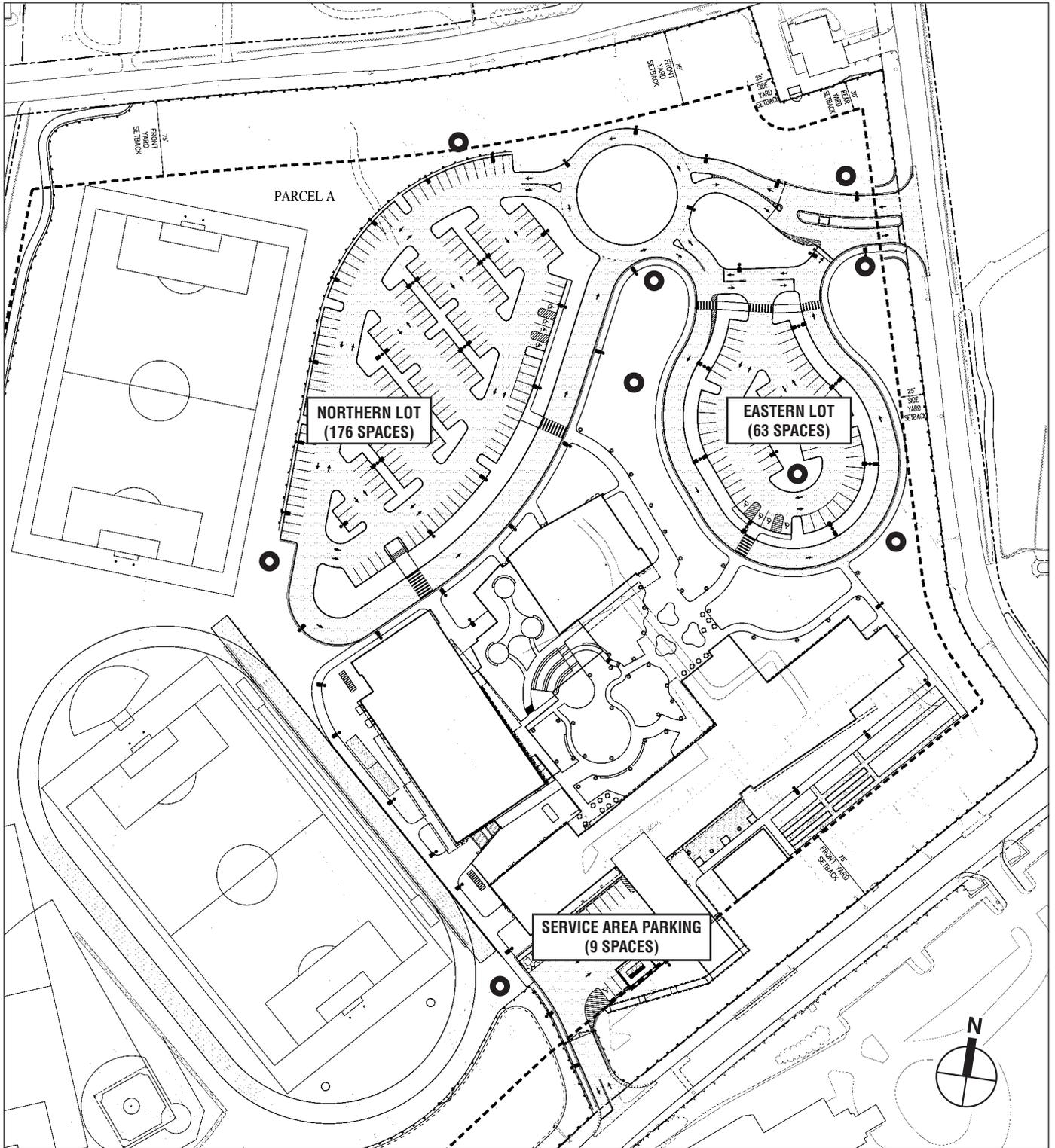
 Asphalt or Concrete Paved Emergency Access Driveway
(Must be 20-ft Clear)

0 400 FEET
SCALE



- Bus Circulation*
- Parent Circulation*
- Bus Queuing Zone*
- Parent Drop-Off Pick-up Zone*
- Monitor Location*

0 400 FEET
SCALE



● Snow Storage

0 400 FEET
SCALE

Attachment A
Busing Policy

Proposed Carpooling & Traffic Management Policy

1. What is FASNY's Carpooling & Traffic Management Policy for Ridgeway?

In order to limit the amount of private vehicle traffic going to and from the Upper School, FASNY has implemented a Carpooling and Traffic Management Policy (CTM) as part of the School's commitment to the City of White Plains and its neighboring community.

The proposed CTM Policy lists clearly what FASNY is committed to implementing at the Upper School. FASNY will make every attempt to ensure that the School community respects the CTM policy established herein.

2. Notifying FASNY parents of CTM policy

Families at FASNY will be notified of the CTM policy through School communications such as newsletters, push pages, and via classroom delegates. All families will be required to acknowledge that they agree to comply with the policy as it will be included in the School's Enrollment Agreement.

3. Implementation of the CTM policy

a. Contractual language

The following CTM Policy will be included in the School's Enrollment Agreement:

"The French-American School of New York has a commitment to the City of White Plains to implement a Transportation Management Plan (TMP). The goal of the Transportation Management Plan is to control the number of vehicles entering and leaving the school premises. For this reason, FASNY students in Grades 6 to 12 who live in a community where public school district busing is available will be required to register for and use that service. Students whose public school district provides busing to the FASNY Upper School must apply for that service each year, and must contact their respective School Districts for details and an application each academic year. Eligible students must use the bus service to and from the FASNY Upper School when arriving and departing the site during normal scheduled arrival and dismissal times.

FASNY will allow exemptions to this policy only in limited circumstances and on a case-by-case basis. FASNY families will be required to certify upon registration each year that they have properly registered for transportation with their host school district or that they have received an exemption.

Applications for exemptions must be made annually by the parents of students to the Head of School. Exemptions shall be based on one of the following conditions: unique curricular

circumstances; unique extra-curricular circumstances; unique personal circumstances, including medical circumstances.

FASNY will maintain these records. Non-compliance with this requirement may result in penalties up to, and including, dismissal of students from the School.

For students living in areas where public school district busing to the FASNY Upper School is not available, parents may organize private bus transportation through a third party bus company, which bills the parents directly. Such private bus transportation is the responsibility of the parents.

For those students who do not qualify for the public school bus system, the School reserves the right to request that car pools be organized.

Parents who use taxis, buses or car pools in transporting their children to and from School are responsible for all such arrangements and should exercise such supervision of the details as is necessary.

All students traveling to the Upper School by automobile must utilize the entrance off of Hathaway Lane via Ridgeway. Parents may not pick up or drop off students along Ridgeway, Murchison Place, Hotel Drive, Gedney Esplanade, Hathaway Lane, or any other local street within the Gedney Farms neighborhood. Picking up or dropping off on these streets will subject the student to disciplinary actions. The first infraction will result in a written warning to parents. The second infraction will require a meeting between the parents and the Head of School. Upon the third infraction the Head of School may exercise the authority to expel the student. FASNY staff supervising pick-up and drop-off activities at the Upper School will conduct periodic and random monitoring of the surrounding streets for these unsafe and unauthorized pick-up and drop-off activities and promptly report any such occurrences to the Head of School.

Details can be found in the Parents and Students Handbook which lists all rules and regulations.”

b. Parents and Students Handbook

The CTM Policy has been included in the Parents and Students Handbook. Details include penalties should there be a violation of the policy.

c. Communications

FASNY will communicate the policy to the School community on a regular basis throughout the year. In addition to the Enrollment Agreement and Parents/Students handbook, the policy will be on the agenda of:

- all back-to-school meetings
- New parents café and lunches
- Orientation meetings with students and parents
- Emails at the end of all school breaks
- School newsletters

Reminders of the CTM Policy will be sent out to the School community via email and posted regularly on parent and student school portals.

d. Zipcode directory

The School will provide the contact information to parents of all other families who live in the same zipcode and encourage these families to make use of car pools.

4. Monitoring traffic and carpooling

FASNY will put into place a monitoring system to ensure that traffic limits that were agreed upon with the City of White Plains are respected. A digital system will be put into place to count the number of vehicles entering the School grounds. Arrival and departure of all buses will be monitored by School personnel to ensure that students who are signed up to use the bus service are indeed using it.

5. Penalty for non-compliance

The School will monitor and establish weekly and monthly reports in order to identify the parents who are in violation of FASNY's CTM policy. Penalties will include warnings and repeat offenders will face expulsion.

Attachment B
Enrollment Agreement

FRENCH-AMERICAN SCHOOL OF NEW YORK
ENROLLMENT AGREEMENT for the _____ Academic Year

This Enrollment Agreement is made by and between French-American School of New York (the "School") and the undersigned who is/are the parent(s) or guardian(s) of the student(s) listed below (the "Student(s)"), or who has/have otherwise agreed to incur certain obligations under this Agreement on behalf of the Student(s).

In consideration of the mutual promises contained herein, the School and the undersigned agree as follows:

1. **Tuition:** The undersigned agrees to pay in full the tuition for the Student(s)' grade(s), as listed on the attached Tuition Table.

2. **Payment schedule:** Tuition is payable as follows:

Upon signature of this Agreement:	\$ _____ non-refundable deposit per student
Before June 1:	Total tuition minus non-refundable deposit. However, this payment may be split, provided a minimum of
50% of the balance due is paid before June 1.	
Before November 1:	Final balance, if any.

If the present Agreement is signed after June 1, tuition and charges shall be due as follows:

Student starting school before January 1:	Total tuition to be paid: <ul style="list-style-type: none">• A minimum of: \$ _____ plus ___% of balance, upon signature of this Agreement• Final balance before November 1
Student starting school before spring break:	2/3 of tuition to be paid upon signature of this Agreement.
Student starting school after spring break:	1/3 of tuition to be paid upon signature of this Agreement.

Financial Aid granted by the French Government or other organizations, and paid directly to the School, shall be credited to unpaid tuition when received by the School. The portion of tuition not covered by financial aid, shall be paid in two installments as per the schedule indicated above.

3. **Cancellation:** Enrollment in the School may be canceled by written notification on or before June 01, in which case the School shall retain the \$- _____ tuition deposit. In the absence of a cancellation at that date, the undersigned shall be liable for the full tuition for the entire academic year. The undersigned understands that no portion of such tuition paid or outstanding will be refunded or canceled, notwithstanding the subsequent delay, absence, withdrawal or dismissal of the Student(s). In view of this obligation, an option to participate in the Tuition Refund Plan is offered to protect the undersigned's yearly financial obligation under the present Agreement. This program gives the undersigned the opportunity to recover part of the tuition and fees paid in the event of separation according to the terms of the policy. Unless the following waiver is signed, the undersigned shall be automatically entered in the Plan, and the relating charges billed to their account. The undersigned authorize the School to process and collect any claim payment to which they may be entitled to under the Tuition Refund Plan, and credit their account, paying any excess to the undersigned.

WAIVER OF TUITION REFUND PLAN

I do not wish to be a participant in the Tuition Refund Plan. I realize that I am responsible for the full year's tuition and fees for the academic year, regardless of the reason for separation, be it withdrawal or dismissal.

Signed: _____ Date: _____
Responsible Party: Type full name here as form of signature

**Note: By signing this waiver the Undersigned decline(s) participation in the Tuition Refund Plan.
By not signing the Undersigned elect(s) to participate in the Plan.**

4. **Default in Payment:** Before the beginning of the academic year, attendance by a Student shall not be guaranteed unless all advance payments provided for in paragraph 2 above, have been made. Student(s) shall not be admitted at the beginning of the academic year if any amount to be paid by the undersigned to the School is outstanding. Student(s) shall not be permitted to attend any classes if, at any time after the beginning of the academic year, any outstanding amount has been overdue by more than 15 days, without any other notice being necessary. Furthermore, finance charges shall be due, for any late payment, at the rate of 1.5% per month, or part thereof.

5. **Compliance with School rules and Regulations/School's rights reserved:** The Undersigned understand that by signing this enrollment agreement, he/she/they agree(s) to cooperate fully with the School and to comply with all rules and regulations of the School. The Undersigned further acknowledge(s) and agree(s) that the student(s) agree(s) to comply with all rules and regulations of the School, and further agree(s) to comply with all directives of School administrators, faculty and staff. The Undersigned acknowledge(s) and agree(s) that the School has the right to discipline, suspend or terminate the enrollment of any student at any time at the school's sole discretion. Such discipline, suspension or termination may result where: (i) a student fails to abide by the rules and regulations of the School; (ii) the School determines that a student's conduct or performance demonstrates an unwillingness or inability to be productive within the School's community; (iii) a parent, guardian, or other individual closely associated with the student fails to cooperate with the school or fails to abide by the rules or regulations of the School; (iv) the School determines that the continued attendance of a student in the School is not in the best interests of the student or the School; (v) the School determines that the continued involvement of a parent or guardian with the School is not in the best interests of the Student or the School.

6. **Communicable disease:** Recognizing that the School is a residential community in which students and teachers live in very close proximity to each other, the undersigned accept the responsibility of informing the School immediately upon becoming aware that their student(s) has(have) been diagnosed as having a communicable disease (other than a common cold). The undersigned understand that the School will maintain the confidentiality of any information relating to the health status of its students. The undersigned understand that failure to inform the School immediately of diagnosis with a serious communicable disease is grounds for suspension and/or dismissal.

7. Dispute between parents or legal guardians: The Undersigned agree that if the School incurs expenses or costs, including legal fees, with respect to its obligations in any dispute or disagreement between the parents or legal guardians (or other financially responsible person) with respect to the Student, or the rights of the parents or legal guardians (or other financially responsible person) with respect to the Student, they will jointly and severally be responsible for the payment of such amounts, or for the reimbursement to the School of any amounts paid by it.

8. Re-enrollment: The Undersigned understand(s) and agree(s) that the enrollment of the Student(s) in the academic year does not guarantee the Student(s)' enrollment in the subsequent year.

9. Force majeure: The undersigned, jointly and severally, understand that the duties and obligations of the School under this Agreement may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Agreement may be suspended or postponed until such time as the School, in its sole discretion, may safely re-open. The undersigned further acknowledge and agree that the sole remedy for a force majeure event is future service delivery, if and when possible, and that their obligations under this contract will continue. No portion of any amounts paid or outstanding will be refunded or cancelled if the School is closed or is unable to provide classes, instruction, or other services to the extent that such closing or inability has been caused by force majeure. Any failure or delay in the performance of the School because of force majeure will not relieve the undersigned of their obligations to pay any amounts owed under this contract.

10. Transportation Management Plan for White Plains Campus: The French-American School of New York has a commitment to the City of White Plains to implement a Transportation Management Plan (TMP). The goal of the Transportation Management Plan is to control the number of vehicles entering and leaving the school premises. For this reason, FASNY students in Grades 6 to 12 who live in a community where public school district busing is available will be required to register for and use that service. Students whose public school district provides busing to the FASNY campus must apply for that service each year, and must contact their respective School Districts for details and an application in each academic year. Eligible students must use the bus service to and from the FASNY Campus when arriving and departing the Campus during normal scheduled arrival and dismissal times.

FASNY will allow exemptions to this policy only in limited circumstances and on a case-by-case basis. FASNY families will be required to certify upon registration each year that they have properly registered for transportation with their host school district or that they have received an exemption. Applications for exemptions must be made in writing annually by the parents of students to the Head of School. Exemptions shall be based on one of the following conditions: unique curricular circumstances; unique extra-curricular circumstances; unique personal circumstances, including medical circumstances. FASNY will maintain these written records and may share them with the City of White Plains to demonstrate its compliance with the Transportation Management Plan. Non-compliance with this requirement may result in penalties up to, and including, dismissal of students from the School.

For students living in areas where public school district busing to the FASNY campus is not available, parents may organize private bus transportation through a third party bus company, which bills the parents directly. Such private bus transportation is the responsibility of the parents. For those students who do not qualify for the public school bus system, the School reserves the right to request that car pools be organized. Parents who use taxis, buses or car pools in transporting their children to and from School are responsible for all such arrangements and should exercise such supervision of the details as is necessary.

All students traveling to the Campus by automobile must utilize the Campus entrance off of Hathaway Lane via Ridgeway. Parents may not pick up or drop off students along Ridgeway, Murchison Place, Hotel Drive, Gedney Esplanade, Hathaway Lane, or any other local street within the Gedney Farms neighborhood. Picking up or dropping off on these streets will subject the student or staff member to disciplinary actions. The first infraction will result in a written warning to parents. The second infraction will require a meeting between the parents and the Head of School. Upon the third infraction the Head of School may exercise the authority to expel the student. FASNY staff supervising pick-up and drop-off activities on Campus will conduct periodic and random monitoring of the surrounding streets for these unsafe and unauthorized pick-up and drop-off activities and promptly report any such occurrences to the Head of School.

Details can be found in the Transportation Management Plan and Parents and Students Handbook which lists all rules and regulations.

11. Miscellaneous: Each of the Undersigned agrees to be jointly and severally liable for the entire amount that is owed to the School under this Agreement. If any provision of this Agreement is invalid or unenforceable, the other provisions of the Agreement will still apply. This Agreement shall be binding upon the Undersigned and the School and their respective successors, heirs, executors and administrators. This Agreement shall be governed by New York State law. This Agreement constitutes the entire agreement between the School and the Undersigned regarding the matters contemplated herein and may not be amended except in a writing instrument signed by the School and the Undersigned.

12. Students Registered and Grade / Class* **As of / à partir du:** 1st day of School

*The School reserves the right to change the child's grade level in accordance with his/her academic performance.

13. Acceptance of Agreement: In order to enroll the Student(s) in the School for the 2016-2017 academic year, this agreement must be signed by both parents or guardians (unless a single parent or guardian has sole custody rights, in which case this person may sign alone) and returned to the Registrar's Office. This Agreement shall not be effective until dated and signed by (1) the Head of School, and (2) the Director of Finance. After acceptance one original shall be returned to the undersigned.

PARENT 1

Date:

Kinship:

PARENT 2

Date:

Kinship:

I have read the enrollment agreement above and agree.

Type full name here as form of signature

I have read the enrollment agreement above and agree.

Type full name here as form of signature