

# **Summer School 2022**

## **Admission Policy (Kindergarten・Kanto )**



**SAKURA  
INTERNATIONAL  
SCHOOL**

1. Class hours: 10:00–14:00  
Opening hours: 8:00–18:00
2. Extended childcare services are available on request. If you wish to extend your child's stay, please let the school know at least one day in advance. Details are as follows. Payment should be made at the reception desk on the day of the service.

Long Course	Short Course
7:30–8:00 (30-minute increments)	7:30–10:00 (30-minute increments)
18:00–19:00 (30-minute increments)	14:00–19:00 (30-minute increments)
In order to ensure fairness, extended childcare fees shall be calculated in 30-minute increments after the requested time has elapsed. Please check with each campus for unit prices and application procedures.	

3. Teachers may change as necessary due to school circumstances.
4. In case of absence, please let the school know as soon as possible. Please contact the school by e-mail and refrain from calling.

Internal students: Please contact the school through ManageBac.

Bunkyo Campus:(info-bunkyo@kansai-intlschool.jp)

Chiyoda Campus:(info-chiyoda@kansai-intlschool.jp)

Azabu Campus:(info-azabu@kansai-intlschool.jp)

Nihonbashi Campus:(info-nihonbashi@kansai-intlschool.jp)

Yokohamaaoba Campus:(info-yokohamaaoba@kansai-intlschool.jp)

5. If your child has a fever of 38°C or higher, you will be asked to pick up your child from the school. Please check your child's temperature every morning, and if it is 38°C or higher, please do not bring your child to school. Even if your child does not have a fever, he/she should not come to school if he/she is suspected of having a contagious disease (chickenpox, influenza, measles, norovirus, etc.) in order to prevent the spread of the disease.
6. The school does not give any medication to children. We also strictly prohibit children from bringing their own medication due to safety concerns. If your child needs to take medication, he/she should be excused from school and come to school only after he/she is completely recovered. However, if your child has a chronic illness and needs to take medication on a regular basis, we may allow it. In that case, please be sure to bring the prescription from the hospital with the child. We will not accept any medication without a prescription.
7. If you need to change the schedule after registering, please check with the respective campuses. If there are no vacancies in a class, we may not be able to meet your request. Make-up classes are available with notice by 11:00 a.m. one day in advance.
8. School Lunch  
We do not provide allergy-friendly school lunches. If your child has allergies, please prepare his/her own lunch. If you have ordered school lunch and wish to change the schedule or make

a substitution, we may not be able to meet your request. Please note that once you have registered for school lunch, we cannot accept changes to bento.

9. Registration fees, tuition, school lunch fees, etc., once paid, are non-refundable for any reason. Other miscellaneous fees (craft materials, etc.) may be charged as necessary.
10. When a weather warning is issued:
  - If a storm warning or more severe emergency warning is issued for the area where the school is located (\*see below) after 6:00 a.m., students are required to stay home. In case of other warnings (heavy rain, waves, storm surge) or advisories, the school will be open as usual.
  - If the warning is still in effect at 10:00 a.m., the school will be temporarily closed.
  - If the warning is lifted at 10:00 a.m., please check the safety by yourself and come to school. However, no school lunch will be provided. Students are required to bring their own lunch. In this case, the school lunch fee is not refundable.
  - If a warning is issued in the area where the school is located (\*) after the children arrive at school, the school will be temporarily closed or the children will stay at the school temporarily. We will notify you by phone or email and ask you to pick your child up.
  - Please note that classes may be rescheduled in the event that staffing is different from normal due to transportation disruptions. In addition, after school programs will be rescheduled but if it is difficult to adjust the schedule, the fee will be refunded.
  - In the event of a school closure, a make-up class may be provided once only, and no refunds will be provided. Please note that no refunds will be provided for those who have attended all days of school. If the school is temporarily closed after a child has arrived at the school, no make-up classes will be provided.

\*Areas where our campuses are located

Bunkyo Campus : Bunkyo-ku, Tokyo

Chiyoda Campus : Chiyoda-ku, Tokyo

Azabu Campus : Minato-ku, Tokyo

Nihonbashi Campus : Chuo-ku, Tokyo

Yokohama Aoba Campus : Aoba-ku, Yokohama

11. We do not offer any sibling discounts. The registration fee is subject to the Refer-a-Friend Campaign.
12. Please make sure you keep the space for your child's belongings in the classrooms empty each day. Please take your child's crafts and prints home with you.
13. Please leave the school promptly after the end of the childcare hours or after picking up your child. We do not have any empty classrooms. We are not responsible for any accidents that occur in the school.
14. Please be sure to close the entrance door of the school when you drop off and pick up your child. There is a possibility that a child may leave through a door that is not closed and cause a traffic accident. If you notice that the door is open, we ask for your cooperation in closing the door at that time.
15. The school takes safety measures such as installing SECOM surveillance cameras. As part of these measures, we ask that parents/guardians always wear parent name tags while in the school.

16. For the safety of our students, we ask all parents to sign in and out on the sign-in/out sheet when dropping off and picking up your child at the school. We cannot accept your child or send him/her home for any reason under the following circumstances:
- If a parent or guardian does not sign in or out at the time of pick-up or drop-off ( Please do not leave your child at the entrance to the school and return home without signing in or out, as this is unsafe.)
  - When a child arrives at or leaves school alone using public transportation or a taxi
  - Drop-off and pick-up by other children, brothers and sisters
  - Once you have signed out, childcare by staff is not available. Please leave the school promptly.
17. The use of recorders, video recording, or photography in the school is strictly prohibited for reasons of personal information protection. Please refrain from taking photographs of the school's displays.
18. Photos taken by our staff in the school are available for purchase on online sales sites. Please note that it is strictly prohibited to post purchased photos on social networking sites (LINE, Facebook, etc.).
19. Parking  
Parking on the street is strictly prohibited even for a short time, as it may cause trouble for neighbors. Please use metered parking lots.

Sakura International School

Director Kumiko Nakamura