

# **Summer School 2022**

## **Admission Policy (Kindergarten - Kansai )**



**KANSAI INTERNATIONAL ACADEMY  
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.  
External students: Please pay the fee at the registration desk on the day of the event.  
Internal students: The fee will be deducted as a tuition fee as usual.

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.  
External students: Please contact the school by phone.  
Internal students: Please contact the school using ManageBac.
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 return 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. 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.
9. 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 changed in the event that staffing is different from normal due to transportation disruptions. In addition, after-school programs for internal students will be rescheduled but if it is difficult to adjust the schedule, a refund will be provided.
- In the event of a temporary school closure, there will be no make-up classes or refunds.
  - \* Areas where our campuses are located
  - Higashi Osaka Campus-Higashi Osaka city
  - Ashiya Campus-Nishinomiya city
  - Kobe Campus-Kobe city
  - Kyoto Campus-Kyoto city
  - Hirakata Campus-Hirakata city
  - Akashi Campus-Akashi city
  - Himeji Campus-Himeji city
  - Tennoji Campus-Osaka city

10. We do not offer any sibling discounts. The registration fee is subject to the Refer-a-Friend Campaign.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.)
  - 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.
16. 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 using your cellphone.
17. 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.).
18. Parking
- Ashiya Campus・Kobe Campus・Akashi Campus・Tennoji Campus
    - Parking on the street is strictly prohibited, even for short periods of time, as it may cause trouble for neighbors and may affect children's walking activities. Please use public transportation or metered parking lots.
  - Higashi-Osaka Campus
    - Application for use of the parking lot must be completed. Please have your parking permit in a visible position on the dashboard of your car.
    - Please be sure to use the school' s parking lot when coming to the school by car to avoid any problems with neighbors. Dropping off your child in front of the school gate is prohibited as a measure to prevent accidents.
    - Please purchase a parking ticket at the reception desk in advance and use the ticket to pay at the reception desk each time you use the parking lot. 【Temporary use: 510 yen per day】
  - Kyoto Campus
    - Parking on the street and unapproved parking at neighboring stores is prohibited as it may cause trouble for neighbors. We will issue a strict warning as soon as we find out.
    - There are 5 parking spaces on Kyoto campus premises and 12 other contracted monthly parking spaces nearby.  
In order to ensure that as many people as possible can use the school parking lot efficiently, we have regulations for its use. If you commute to the school by car, please submit a car registration form and place your parking permit where it is visible from the outside to use the school parking lot. Please be sure to read the regulations for use of the parking lot.
    - Please move your car promptly after pick-up and drop-off your child. As a rule, each person may use the school parking lot for no more than 10 minutes, regardless of whether the course is a long course or a short course. If you are required to stay longer to meet a staff member, please use a metered parking lot other than the

school parking lot or make an appointment and come back to the school at a time other than during the busy arrival and departure times.

- Those who are pregnant or have children under 1 year and 3 months of age will be issued a priority parking permit, so please apply for it.
- Please note that those who use the parking lot are required to pay parking fees based on the number of days you attend.
- Himeji Campus
  - Application for use of the parking lot is required. Please have your parking permit in a visible position on the dashboard of your car. Use of the parking lot for purposes other than pick-up and drop-off is prohibited.
  - If you pick up or drop off your child by car, please be sure to use our parking lot to avoid inconveniencing neighbors. Dropping off your child in front of the school gate is prohibited as a precautionary measure to prevent accidents.
  - If the parking lot is full when you drop off or pick up your child, please take some time and come again. Waiting on the street is prohibited as it may cause trouble for neighbors.
  - For events, priority for parking will be given to monthly parking users. However, there may be cases when parking is not available even for those who have a monthly parking ticket.
- Hirakata Campus
  - Parking at nearby stores (7-Eleven, Life, Kohnan, etc.) and parking on streets and sidewalks are prohibited even if only for a short time.
  - Those who are pregnant or have children under 1 year and 3 months of age may use the parking lot on campus. Please apply at the office and receive a permit.

Kansai International Academy  
Sakura International School  
Director Kumiko Nakamura