

## EtonHouse International Pre-School Tokyo - Registration Package (2017/2018, 2018/2019)

Dear Parents and Guardians,

Thank you for your interest in EtonHouse International Pre-School Tokyo. Enclosed in this Registration Package, you will find information about our school and pre-school and after school programmes. The admission process starts with a guided school visit and an informal meeting with the pre-school director and teachers. Please contact the school office to arrange a school visit if you have not already done so. To enrol your child(ren) in our pre-school and/or after school programmes, please submit the following documents:

- |   |  |
|---|--|
| <input type="checkbox"/> EtonHouse Registration Form & Questionnaire (one per child)      | <input type="checkbox"/> Copy of mother's passport(s) or residence card          |
| <input type="checkbox"/> After School Registration Form (where applicable, one per child) | <input type="checkbox"/> Copy of child's passport(s)                             |
| <input type="checkbox"/> One passport sized photograph                                    | <input type="checkbox"/> Health Check Report (current, within the last 4 months) |
| <input type="checkbox"/> Copy of child's immunization records                             | <input type="checkbox"/> KeptMe form   |
| <input type="checkbox"/> Copy of father's passport(s) or residence card                   | <input type="checkbox"/> AboutMe form  |

The above documents can be submitted in person to the school office or sent to:

Mail: EtonHouse International Pre-School  
9-2-16 Akasaka, Minato-ku Tokyo 107-0052

Email: [enquiry@etonhouse.co.jp](mailto:enquiry@etonhouse.co.jp)  
Fax: 03-6804-3323 (Please also submit originals)

Upon registration, your child will be allotted a class depending on his/her year level and a date of commencement, and an invoice will be sent to you. Upon confirmation of receipt of payment, a confirmation letter will be sent from the school office before your child begins at EtonHouse. If there are no spaces available, your child will be placed on the EtonHouse waiting list. If you have any questions or require any further information, please do not hesitate to contact the school office at 03-6804-3322 or [enquiry@etonhouse.co.jp](mailto:enquiry@etonhouse.co.jp).

Best Regards,  
EtonHouse International Pre-School Tokyo

## INTRODUCTION

Our goal at EtonHouse International Pre-School Tokyo is to provide a thoughtfully considered and aesthetically beautiful learning environment, designed to stimulate the learning and development of young children 15 months to six years of age.

Our curriculum is inspired by our understandings of the work undertaken by colleagues working in the world re-known preschools and infant toddler centers in Reggio Emilia, in Northern Italy. The *Inquire o Think o Learn* curriculum focuses on inquiry based learning where children's ideas, interests and theories inform the design of curriculum experiences.

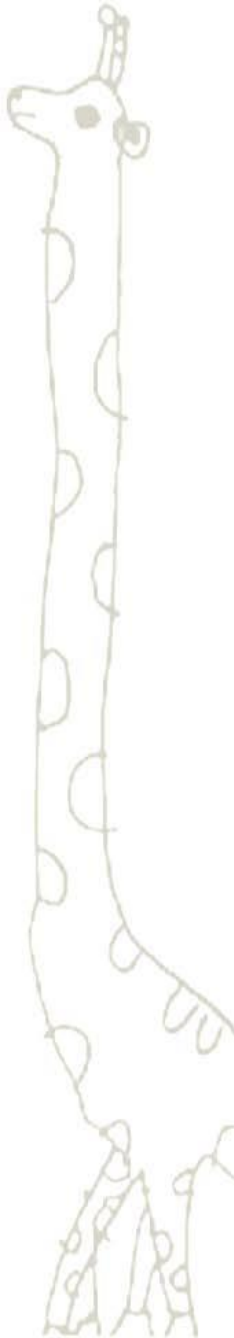
Young children at EtonHouse are respected as competent thinkers and communicators who are offered many opportunities to engage with a wide range of materials and resources to extend and challenge their thinking. Our curriculum invites children to explore, discover, hypothesise, predict, problem solve, construct, and document their deepening understandings of the world in which we live. Our approach acknowledges the significance of socio-cultural theory in that children learn via quality interactions and relationships with people, places and things.

We encourage young children to explore their environment and express themselves using multiple **languages** which may include speaking, singing, movement, drawing, painting, writing, building and designing, collage, dramatic play, and music. Topics of study for project work may be captured from the children's current competencies, skills, ideas and theories, through family and community events as well as the best known interests of children (enduring childhood themes e.g., relationships, roles and responsibilities, identity).

Housed in a stand-alone building with 5 floors, EtonHouse International Pre-School Tokyo offers a unique programme for children aged 15 months to 6 years within an international pre-school environment. The language of instruction At EtonHouse International Pre-School Tokyo is English. However, we also offer a Mandarin immersion programme where there is a Mandarin teacher in the classroom. Children therefore learn the language in a more contextual and relevant environment.

In Reggio Emilia, they refer to the learning environment as the 'third teacher'. At EtonHouse International Pre-School Tokyo, our teachers pay great attention in the look and 'feel' of the classrooms (ambience) carefully organizing spaces for small and large group work. We believe that children have a right to a respectful environment. Through careful choice of colour, natural materials and the use of natural light, we hope not only to build relationships between the indoor and outdoor learning spaces, but to ensure our classrooms are aesthetic as well as functional spaces.

The resourceful Hinokicho Park that is right next to our school provides an environment that our children can build deep relationships with the natural world.



INQUIRE ▪ THINK ▪ LEARN

At EtonHouse International Pre-School Tokyo, we believe inquiry is a process which involves...

Inquire



Think



Learn

- Accessing the children's interests and prior knowledge. Questions arise out of the child's experience which initiates a process of exploring, investigating and discussing ideas with others to build new theories and new meanings.
- Taking action around curiosity, building layers of knowledge and understanding regarding topics that are of interest to individuals and groups. What children already know, and what they want to find out becomes the starting point for curriculum design.
- Learning by experience – exploring possibilities and testing ideas, trial and error exploration either individually or in small groups. Inquiry is about hands on, experiential learning. Learning experiences must be engaging and meaningful to young children.
- Collaboration and dialogue with others, recording and communicating one's thoughts, ideas and feelings to others through a wide range of languages including drawing, painting, sculpting, constructing.
- Supporting children to re-visit and reflect on their own learning - articulating the experience to oneself.
- Creating an environment where children are supported to research and collaborate with their peers, teachers, families, and the wider community; where materials are open ended, diverse, real life and challenging.

**ACADEMIC CALENDAR**

Our school's academic year runs from late-August to mid-June. The academic year is divided into three terms per academic year. The school is closed on Japanese public holidays and during school breaks. We may also offer school holiday programmes, dates for which will be announced closer to the time.

**2017/2018 School Year**

**Term 1 28 August 2017 to 15 December 2017**

Closed on Public Holidays 18 September, 9 October, 3 November, 23 November  
School Holidays 18 December 2017 to 8 January 2018

**Term 2 9 January 2018 to 23 March 2018**

12 February, 21 March  
School Holidays 26 March to 1 April

**Term 3 2 April 2018 to 15 June 2018**

Closed on Public Holidays 30 April, 3 May, 4 May

**Summer School 18 June 2018 to 10 August 2018**

Closed on Public Holidays 16 July  
School Holidays *Dates to be confirmed*

**PRE-SCHOOL YEAR LEVEL PLACEMENT**

We accept children from the age of 15 months\* to 6 years. Children are placed into levels according to the age they turn during the school year (September 1 to August 31).

**2017/2018 School Year**

<b><u>Level</u></b>	<b><u>Age</u></b>	<b><u>Date of Birth</u></b>
Pre-Nursery	Turning 2	1 September 2015 – 31 May 2016
Nursery 1	Turning 3	1 September 2014 – 31 August 2015
Nursery 2	Turning 4	1 September 2013 – 31 August 2014
Kindergarten	Turning 5 & 6	1 September 2011 – 31 August 2013

\* Due to health and safety reasons we may not be able to accept children who are not walking

**PRE-SCHOOL PROGRAMME 2017/2018 TUITION FEES**

Level & Schedule			Tuition per Term			Annual Tuition
Year Level	Hours	Days/Week	Term 1	Term 2	Term 3	
Pre-Nursery (Turning 2)	Full Day (8:30-14:00)	5 Days	¥926,000	¥637,000	¥637,000	¥2,200,000
		3 Days	¥648,000	¥446,000	¥446,000	¥1,540,000
		2 Days	¥556,000	¥382,000	¥382,000	¥1,320,000
Nursery 1 (Turning 3)	Full Day (8:30-14:00)	5 Days	¥842,000	¥579,000	¥579,000	¥2,000,000
		3 Days	¥590,000	¥405,000	¥405,000	¥1,400,000
		2 Days	¥506,000	¥347,000	¥347,000	¥1,200,000
Nursery 2 (Turning 4)	Full Day (8:30-14:00)	5 Days	¥842,000	¥579,000	¥579,000	¥2,000,000
		3 Days	¥590,000	¥405,000	¥405,000	¥1,400,000
Kindergarten (Turning 5 & 6)	Full Day (8:30-14:00)	5 Days Only	¥842,000	¥579,000	¥579,000	¥2,000,000

**Registration Fee: JPY 200,000 (per family, non-refundable, covers pre-school and after school programmes)**

All fees are exclusive of sales tax. Please inquire for details on our sibling discounts

## After School Programs

### Integrated English Classes

#### Cooking

Age	3 years old and above	
Days	Wed	
Hours	2:30 - 3:30pm	
Room	TBA	
Fees	(EtonHouse Member)	JPY2800/hour
	(Non Member)	JPY3300/hour

#### Music

Age	3 years old and above	
Days	Mon & Tue	
Hours	2:30 - 3:30pm	
Room	TBA	
Fees	(EtonHouse Member)	JPY2800/hour
	(Non Member)	JPY3300/hour

#### Nature Study

Age	3 years old and above	
Days	Fri	
Hours	2:30 - 3:30pm	
Room	TBA	
Fees	(EtonHouse Member)	JPY2500/hour
	(Non Member)	JPY3000/hour

#### Gymnastics & Movement

Age	3 years old and above	
Days	Mon	
Hours	2:30 - 3:30pm	
Room	TBA	
Fees	(EtonHouse Member)	JPY2500/hour
	(Non Member)	JPY3000/hour

#### Art & Literacy

Age	3 years old and above	
Days	Thu	
Hours	2:30 - 3:30pm	
Room	TBA	
Fees	(EtonHouse Member)	JPY2500/hour
	(Non Member)	JPY3000/hour

## After School Programs

### Mandarin Language Programme

Age	2 years old and above	
Days	Monday - Friday	
Hours	2:30-3:30/3:30-4:30	
Room	TBA	
Fees	(EtonHouse Member)	JPY2500/hour
	(Non Member)	JPY3000/hour

### Ballet Class

Age	3 years old and above
Days	Thursdays
Hours	2:15 - 3:00pm
Room	TBA
Fees	Contact <a href="mailto:funkidsballet@gmail.com">funkidsballet@gmail.com</a>

### Extended Day Care

Age	15 Months and above	
Days	Monday - Friday	
Hours	2:00 - 6:00pm	
Room	2B (Front)	
Fees	(EtonHouse Member)	JPY1500/hour
	(Non Member)	JPY2000/hour
	If your child stays after 5:00pm, please book in advance.	

### STEMON

Age	4 years old and above
Days	Thu
Hours	3:00-4:00/4:10-5:10
Room	4A
Fees	Contact <a href="mailto:info@viling.co.jp">info@viling.co.jp</a>

All fees are exclusive of sales tax.

Non Members are students not attending our regular pre-school programme.

Please inquire for details on our preferential rates for EtonHouse Members who require after-school English Day care everyday.



**ETONHOUSE REGISTRATION FORM**

Date: (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

**Student Information**

Name: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Gender:  Boy  Girl

Date of Birth: (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Age: \_\_\_\_\_

Please attach your  
child's Photo

**Parent / Guardian Information**

Name: Father:  Dr.  Mr.  Other ( )  
 Ms.  Miss.  Other ( ) Mother: \_\_\_\_\_

Nationality: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Occupation: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

**Contact Information**

Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Father: Mobile: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Mother: Mobile: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_

To which address should invoices be addressed to?  Home  Business (Father)  Business (Mother)

To which email address should general email correspondence be sent to?  Father  Mother

**Emergency Contact Details**

If we cannot be reached in case of emergency or cannot collect our child on a normal day, the following person(s) is(are) authorized to act on our behalf:

(1) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Contact Number: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Enrolment Preferences**

Pre-School Programme      Days per Week:  5     3 (preferred days: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_)     2 (preferred days: \_\_\_\_\_/\_\_\_\_\_)

**Preferred Starting Date:** \_\_\_\_\_ (Year) \_\_\_\_\_ / (Month) \_\_\_\_\_ / (Day) \_\_\_\_\_

School Fee Invoice Method:     Annual Basis       Term Basis

**Consent**

Do you consent to making your name and contact details available to other parents in your child's class for social purposes?       Yes       No

Do you consent to your child's photograph and/or work being used for the purpose of the demonstration or promotion of our school? This includes magazine, website and social network site.       Yes       No

**Parent/Guardian Signature**

I hereby verify that the information provided in this registration form is complete and correct. I hereby agree to promptly notify EtonHouse International Pre-School in writing of any change in information contained in this registration form.

I am responsible for the payment of all fees, including a registration fee plus sales tax upon enrolment, and understand that all registration and school fees are non-refundable.

I have read and agree to abide by the Terms and Conditions of Enrolment with JIA Co., Ltd under the brand name of "EtonHouse International Pre-School" in full.

**Parent/Guardian Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**QUESTIONNAIRE**

*Please tell us about your child, so that we may better understand and support him/her.*

**■Medical Information**

Has your child suffered any major illness or had any major operations? If yes, please provide details:

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Does your child have any allergies? If yes, please provide details:

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Does your child take any medication? If yes, please provide details:

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Did your child encounter any difficulty during birth? If yes, please provide details: (e.g. pre-mature birth, complications on arrival)

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**■Siblings**

Name: \_\_\_\_\_ (Boy / Girl) Age: \_\_\_\_\_ Present School: \_\_\_\_\_

Name: \_\_\_\_\_ (Boy / Girl) Age: \_\_\_\_\_ Present School: \_\_\_\_\_

**■Language**

What language(s) does your child generally speak at home? \_\_\_\_\_

Is your child speaking his/her own language at an appropriate level for his/her age? If no, please provide details:

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Does your child speak English? Yes / Some / A little / No

Does your child speak Mandarin? Yes / Some / A little / No

Does your child speak Japanese? Yes / Some / A little / No

**■Development and Life Skills**

Is your child toilet-trained? Yes / In Progress / No

Did your child reach development milestones (e.g., sitting up, crawling, walking, talking) at the appropriate time? If no, please provide details:

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Does your child have any specific fears? If yes, please provide details and any ways you have found to help ease your child's fears:

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Does your child have any specific learning, physical or behavioral difficulties? If yes, please provide details:

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Do you have any general comments, including characteristics, learning strengths, special interests or talents, about your child that you wish to place on record?

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*If there is any further information you think might be of help to us in understanding your child, please attach a separate sheet to this form.*

## After School Registration Form

Date:(Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

### Enrolment Preference

**Integrated English Classes**

Cooking Preferred Starting Date: \_\_\_\_\_

Music  Monday  Tuesday

Nature Study Preferred Starting Date: \_\_\_\_\_

Preferred Starting Date: \_\_\_\_\_

Art & Literacy Preferred Starting Date: \_\_\_\_\_

Gym Preferred Starting Date: \_\_\_\_\_

**Mandarin Language Class**

Mandarin Preferred Starting Date: \_\_\_\_\_

**For Ballet & STEMON, please contact them directly.  
Please let the office know once you sign up for Ballet & STEMON class.**

**English Day care - Term basis**

Monday to Friday Time : ~ : Preferred Starting Date: \_\_\_\_\_

### Parent/Guardian Signature

I understand that EtonHouse International Pre-School will try to accommodate my scheduling preferences indicated above, but may not be able to do so. I am responsible for the payment of all fees and understand that all fees are non-refundable and the school does not offer makeup classes.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## TERMS AND CONDITIONS OF ENROLMENT

The Terms and Conditions of Enrolment with JIA Co., Ltd under the brand name of “EtonHouse International Pre-School” (hereinafter referred to as "the School") are to be read in conjunction with the School's calendar. These form part of the agreement between the School and the parent/guardian of the student (hereinafter referred to as "the Parent") as named herein.

### 1. ENROLMENT

- 1.1. All enrolments are subject to the following terms and conditions, which become legally binding on written confirmation of acceptance by the School.
- 1.2. The School reserves the right to withhold acceptance of an enrolment at its discretion, if such action is deemed to be in the best interests of the student or the School.

### 2. LAW

- 2.1. This Agreement is subject to the laws of Japan.

### 3. REGISTRATION FEE

- 3.1. A one-time non-refundable registration fee is payable upon registration of the student at the School.

### 4. INSURANCE PREMIUM

- 4.1. An annual insurance premium for the Student Group Protection Plan is paid by the School.

### 5. SCHOOL UNIFORMS

- 5.1. The wearing of school uniform is compulsory for students from Nursery 1 onwards.

### 6. SCHOOL MEALS

- 6.1. The school fees are exclusive of meals and snacks.

### 7. SPECIAL EDUCATIONAL REQUIREMENT STUDENTS

- 7.1. The School must be informed of any academic, physical or behavioural issues relating to a student prior to formal enrolment application. In such cases, all relevant supporting documentation will be requested.

Where necessary, further documentation or evaluation may be required. Failure to inform the School of any relevant issues may jeopardise the enrolment or continued enrolment of the student.

- 7.2. Where a student with special educational requirements is enrolled in the School, subsequent ongoing placement will be based upon the student's ability to continue to function independently (or with student funded support personnel) within the School's regular programme and with positive outcomes for the learning or well-being of other children.
- 7.3. A provisional or, in the case of behavioural issues, a probationary placement may be offered. In such cases, the student may be requested to terminate their enrolment if this is considered to be in the best interests of that student and/or of the school community as a whole.

### 8. SCHOOL FEES

- 8.1. School fees are billed on Term or Annual basis. The full term fees are payable in advance, before the beginning of each term. The term billing periods cover: Term 1: August -December, Term 2: January – March, Term 3: April – June.
- 8.2. Additional fees for after school programme and holiday activities will be billed separately.
- 8.3. For new students commencing within the term, fees will be pro-rated on a weekly basis according to the duration of the school term. Please refer to the school calendar for the academic term dates.
- 8.4. All fees are subject to sales tax.
- 8.5. All payments must be within 7 days from date of invoice.
- 8.6. Where any fee or part of a fee remains unpaid after the due date, the School reserves the right to:
  - 8.6.1. charge interest on the overdue amount at the rate of 1% per month from the due date until payment; and/or
  - 8.6.2. cease supplying any course materials and tuition services to the student without prejudice to the obligation to pay fees; and/or
  - 8.6.3. demand payment in full of all fees and instalments outstanding to that date.
- 8.7. The School shall cancel registration of the student with no recourse to a refund of registration and administration fees if at any time payments fall in arrears without prior written arrangements.

- 8.8. The Board of Management reserves the right to terminate the enrolment of a student if the account remains outstanding after final reminder has been served.
- 8.9. The Parent shall pay all legal fees and other administrative costs and disbursements incurred in connection with the demand or enforcement of the payment of money due.
- 8.10. The School shall be entitled to increase the school fees as the School, in its absolute discretion deems fit, from time to time during the student's enrolment in the School. Any such increase shall be notified to either the Parent and the revised fee shall be payable, effective from the date stipulated in the notice.
- 8.11. All bank charges involved in the electronic transfer of payments, to the School's bank account, including those of the receiving bank, shall be borne by the remitter.
- 8.12. In the event of some incident or event occurring within or affecting Japan such that the School is required by the relevant authorities of the Japanese Government to close during the period and/or aftermath of such incident or event, the School will not be obliged to refund all or any part of the fees or refundable deposit.
- 8.13. All School fees are non-refundable.

## **9. PARENTAL OBLIGATIONS**

- 9.1. The School operates to a regular timetable and it is a contractual obligation on the part of the parent to ensure that the child attends all school days.
- 9.2. Parents must inform the school in writing of any potential or prolonged absence of the child.

## **10. SERVICE OF NOTICES**

- 10.1. Any notice given under this Agreement shall be:
  - 10.1.1. by registered or recorded delivery mail;
  - 10.1.2. by facsimile transmission (confirmed by post);
  - 10.1.3. by any other means which any party specifies by notice to the others.
- 10.2. Each party's address for the service of notice shall be as indicated herein or such other address as specified by notice to the others.

## **11. AMENDMENT**

- 11.1. The School shall have the rights to change the contents of this 'terms and conditions' document and/or create new terms and conditions from time to time as it may in its absolute discretion deem fit. Amendments and/or additions to these terms and conditions may be made by notifying you by ordinary post to the last known address of the parents in the School's record. You shall be bound by the amendment or the new terms and conditions, whether or not you shall have actual notice thereof, from the date of such posting.

## **12. ILLNESS OR INJURY**

- 12.1. The School is unable to refund fees when the student is absent from programmes due to illness or injury or other emergency, unforeseen event or change in personal circumstances.

## **13. RESERVATION OF RIGHTS**

- 13.1. The School reserves the following rights:
  - 13.1.1. to alter the content, nature and venue of a programme at any time;
  - 13.1.2. to alter the details of any published information at any time;
  - 13.1.3. to alter method of payment if deemed necessary at any time; and
  - 13.1.4. to assign the whole or any part of the agreement between the person responsible for the fees and the School, to any person or body, at any time.

## **14. MISCELLANEOUS**

- 14.1. The School shall not be liable for any loss suffered by the student resulting from any event that is beyond the reasonable control of the School.
- 14.2. The School shall not be liable for any error, omission or misstatement in the School website, literature or publications.
- 14.3. The School reserves the right without prior notice to make changes as deemed appropriate in course offerings, curricula, academic policies, and other rules and regulations affecting students and to substitute any teaching staff at any time.

*Updated on 05 July 2014.*