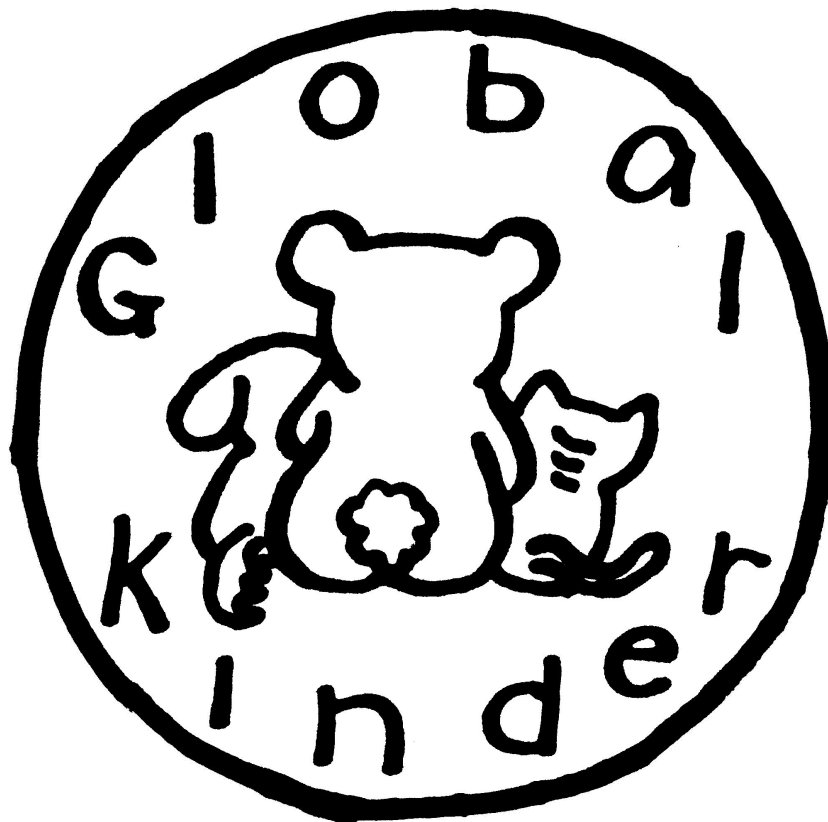


YMCA Global Kindergarten

Handbook
2023-2024



Yokohama YMCA

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About the YMCA

The YMCA, Young Men's Christian Association, is a voluntary, international, Christian, ecumenical movement that strives to reflect the cultural identity of the Nation in which it exists and serves. First started in London, England, in 1844 by a group of young men, the YMCA concept spread rapidly to every continent of the world. Today, there are YMCA's serving in 122 countries and regions of the world, as nonprofit organizations, sharing the ideals of a life of love and service manifested in the life and teachings of Jesus Christ. They offer opportunities for individuals and families to grow in spirit, mind and body at every life stage.

Encounter

YGK is a place where children can encounter good friends and caring teachers.

YGK is a place where they can learn that differences are beautiful.

YGK is a place where they get to know the pleasure of expressing themselves.

Connect

YGK is a place where children can connect themselves to the world out there.

YGK is a place where they can make friends from all over the world.

YGK is a place where they can learn that they are part of nature.

Transform

YGK is a place where children can develop their sense of independence.

YGK is a place where they can grow their challenging spirit.

YGK is a place where they can learn to respect the differences of others.

YGK is a place where children love themselves for who they are.

The YMCA's Instills These Basic Principles & Values in Their Activities:

- To respect one's own life & values as well as those of others.
- To feel & understand the responsibilities of being a citizen and a family member.
- To view the world & the earth with an open mind.
- To appreciate the spirit of volunteering & learn leadership skills.
- To enhance one's own health & to encourage healthy lifestyles.
- Caring, Honesty, Responsibility, & Respect.

YMCA Global Kindergarten

Tel 045-641-5492 / Fax 045-651-0223

<https://language.yokohamaymca.org/ygk/>

Email ygk@yokohamaymca.org

Office Hours Tue.-Sat. 9:30-17:00

□ Life in General □

■ School Hours ■

【Regular school hours】

Mon.-Fri. 9:30-14:30

【Before and after school hours】

Mon.-Fri. 8:30-9:30 / 14:30-18:00

*Please check below for more information.

■ Attendance and Absences ■

- Children need to come to school between **9:25-9:40**. It makes it difficult for them to adjust to the school life and/or the school activities when they come in late.
- Parents have to hand in their children directly to their teacher at the designated place. Parents cannot drop off and/or pick up their children at places, like the park, the gymnasium, etc. other than the classroom. **Leaving children alone in the classroom is not allowed under any circumstances.**
- When a child will be absent or late for school, parents need to contact the school office **by 9:00 on the day** via "Hi Cheese! Note". Parents who need to contact us before 9:30 can contact us at **070-7517-7508*** from 8:30-9:30.

*Please note that this number is reachable on Mondays, from 8:30-18:00 and 8:30-9:30 from Tuesdays to Fridays.

- As a general rule, parents are asked to drop off/pick up their children daily. Parents whose circumstances don't allow for assiduous daily drop-off and/or pick-up have to provide a list of guardians and/or friends who will take on the responsibility of picking up and/or dropping off their children. In case someone other than parents come to drop off/pick up their children, parents must notify the school in advance. The function of the drop-off/pick-up list is to guarantee the safety of your children. When a person not registered on the drop-off/pick-up list shows up to pick up their children and does not produce an I.D. or is not listed on the drop-off/pick-up list, we may have to keep the child with us until clearance has been acquired properly.
- Please be sure to let us know if you will be late picking up your child. For care outside of pre-registered childcare hours, an extra charge will be added after the scheduled time. Please be aware of this. (450 yen/30 minutes, however, after 6:00 p.m., 1,050 yen per 15 minutes will be charged.)
- Parking on the street is strictly prohibited. We ask parents to park their cars in the YMCA parking lot or a nearby parking lot. You can purchase coupon tickets for the YMCA parking at the general information on the 1st floor of the YMCA building. YGK does not issue any kind of discount ticket for parking.
- YMCA bicycle parking lot is also available. Parents are required to lock and park their bicycles in the designated area. We do not take responsibility or liability for any damage or loss.

■ Extended Child Care ■

【Extended Child Care】 Before-school: 8:30-9:30 After-school: 14:30-18:00

- Extended child care Fees: 450 yen per 30 minutes (Regular Fee^{*1})
315 yen per 30 minutes (Monthly Discount Fee^{*2})
- Extended child care is available until 18:00. If parents come in later than 18:00, an extra fee of 1050 yen per 15 minutes will be charged. YMCA Global Kindergarten closes at 18:30. We ask for parent's cooperation.
- Extended care is billed in 30-minute increments. Fees will not be refunded in the event that a child is picked up earlier than the previously requested pick-up time. Please understand this in advance. This does not apply to cancellations or pick-up time changes that are notified by 2:00 p.m. on the day of pick-up with a "Hi Cheese" note.
- Application or cancellation for the before-school extended child care service should be made by 23:59 of the previous day. If the previous day is a national holiday, a Saturday or a Sunday, then, please hand in notice the day before that. **In case parents drop off their child ahead of the predetermined time, an extra fee will be charged.**
- Application to the day's after-school child care should be called or emailed in **by 14:00.**

- Parents must contact the school office in case they are unable to pick up their child by the scheduled time.
- We can also see your child off to after-school swimming or gymnastics classes at the Yokohama Chuo YMCA Wellness Sports Club. In this case, please inform us in advance of the day of the week and meeting time. A drop-off fee of 210 yen per class will be charged. If you would like to use this service, please let us know in advance.

Note: Please enter this information in the remarks column when registering your child's schedule. If the class meeting time is after 2:30 p.m., extended care fee will be charged until that time. In addition, please contact the department in charge directly to inform us of any absences or substitutions for the relevant class.

- A pick-up service from swimming and/or gym classes is also available. After-school child care is also available after the pick-up service. An extra child care fee will be charged based on the time utilized. Minimum length of time is 15 minutes.
- All children spend the extended child care hours together, regardless of the classes they attend.
- During extended child care hours, children mainly spend time engaged in free play. No lesson is provided.
- For extended care, please apply through the "Hi Cheese! Notebook" schedule registration page. The deadline is 23:59 on the 25th of the month prior to the month of use. After the deadline, the form will be automatically closed. If you wish to apply after the deadline, please contact us by email. Please note that the monthly discount will not apply to applications submitted after the deadline, regardless of the frequency of use. Please be sure to submit your schedule by the deadline.
- For cancellations after applying for extended care, please contact us via "Hi Cheese Note" by 14:00 on the day for afternoon care, and via email by 23:59 the day before for morning care, as the Hi Cheese Note system does not allow us to enter the next day's schedule. If you do not notify us by the designated time, you will be charged the same application fee as you reserved. If the number of times the monthly fee is not applied due to a cancellation or other reason, the fee will be calculated based on a Spot Care rate.
- The child care fee for the month is calculated at the end of each month and the amount will be withdrawn from the registered bank account in the following month.
- Additional child care hours made after the submission of the application form for the month will not be applied as the monthly discount hours.
- Snacks are provided during after-school child care hours. The charge is 150 yen per day. Parents need to inform the school office if children have any food allergy or limitations. We may not always be able to provide allergy-free snacks. In these cases, we ask parents to supply their own snacks.

*1 A Monthly Discount Fee is applicable when you use more than half of the days of the relevant month. However, before school and after school days are calculated separately and not combined. Please be aware of this.

*2 Spot care refers to childcare hours that are not eligible for the monthly discount.

■Summer School and Spring School■

- Summer and Spring schools (child care) are available during the scheduled holidays.
- Extended child care service is also available during summer/spring school. (8:30-9:30 / 14:30-18:00)
- The basic child care timetable is 9:30-14:30.
- Due to the yet-to-be-scheduled timetable for outings during Spring school, the basic child care timetable is subject to change and will be different from that of summer school. More detailed information will come in due time.
- Summer and spring childcare services are optional for those who wish to use them and are charged separately from the monthly childcare fee.
- During the summer and spring childcare periods, children will spend their time mainly playing and will not have regular lessons.

- During the summer and spring childcare periods, YGK teachers will take turns providing care.

■Belongings■

- Parents need to select things that are easy for their children to handle. (Size, design, etc.)
- Parents are asked to select a backpack which is big enough to hold their daily belongings but not so big that their children can no longer carry it with ease.
- Parents need to write their children's names in Roman letters on their belongings even on small things such as a toothbrush, a spoon, a fork, etc. Parents need to check regularly if the name didn't come off.
- Parents need to teach their children to recognize their belongings at home ahead of time.
- Children cannot bring in toys, accessories, valuables, etc. We shall not bear any liability for any cost in case of any damage or loss under any circumstances.
- Please understand that there are always chances that key holders, and other backpack accessories will accidentally get broken. To prevent this kind of accidents, we see it best if they could avoid wearing accessories.
- Should anything else need to be brought to school, parents will always be notified beforehand.

■Supplies■

- Parents have to pay the full expense of their children's school supplies.
- Parents need to take home their children's supply pack at the end of each trimester to check if there is anything to be replaced, such as crayons, colored pencils, etc.
- There may be times when an extra pair of underpants is needed and YGK provides an unused and clean pair, on occasions like park time, excursions, etc. In this case, parents need to replace the "emergency" underwear.

■Lunch■

- Parents have to bring their children's lunches every day or order school lunches.
- No refrigeration pads are allowed inside the classroom to prevent accidental ingestion except during excursions. The lunch boxes are kept in a cooler box in each classroom. (Excluding field trips)
- To prevent accidental allergen exposure, we do not allow children to exchange their lunches and/or desserts.
- School lunches are also available for 400 yen per meal with tax. We may need to revise the fare due to the purchase price fluctuation, etc. Lunch Vendor: [Aquila Volans](#)
- Parents need to provide cutlery even on the days they order school lunches.
- Please do not put sweets, jelly, yogurt, cupcakes, etc. in lunch boxes.
- In case children forget to bring their lunches, we may purchase lunches for them. Please note that we may not be able to contact parents beforehand. The payment should be made in cash.

■Lunch order■

- Parents can place monthly lunch orders online from Google Classroom of each class by choosing the desired dates. The payment will be deducted from your bank account the following month that you placed the order.
- Lunch orders cannot be made after the deadline. No cancellation is accepted once the order form is sent.
- We do not offer allergy-proof dishes.
- The menus are subject to change depending on unforeseeable circumstances.
- If a child is absent from school and wishes to take home his/her ordered lunch, parents need to contact the school office by 12:00 on the day. In case there is no contact from home, we shall dispose of it.

■Attire■

- Children have to wear the school uniform, either YGK t-shirts or sweatshirts, during school hours.
- Parents need to have their children wear comfortable clothes that they do not mind getting dirty and

which they can easily put on and take off by themselves. Pants or skirts with elastic waistbands would work.

- Parents need to prepare comfortable shoes, both indoor and outdoor shoes, which can be easily put on and are the right fit. Sandals and boots are not appropriate during school hours.
- Hooded clothes or clothes with strings are not allowed in school to avoid choking.
- Parents need to add a hanging loop on their children's jackets so that they can hang their jacket on a hook with ease. Please see the figure to the right.
- Wearing accessories is not allowed at school.
- Children have to wear their school uniforms during outside-school activities, such as excursions, etc. as well.
- For some special occasions, such as opening and closing ceremonies, we may ask parents to dress their children in semi-formal clothes. On those occasions, we inform parents about the details ahead of time.



■Rental Underwear■

- When a child borrows an extra pair of underwear from school, parents are required to replace an unused clean pair of underwear within a week. Parents need to hand it directly to the class teacher to avoid confusion. Parents need not to return the borrowed pair to school.

■Ordering School Uniforms■

- School uniform orders can be placed twice a year.
- Parents will be notified of the ordering period and prices via Google Classroom.
- Orders can be placed via Google Classroom during the specific ordering period. The payment will be deducted from your bank account the following month that you placed the order.
- No change or cancellation will be admitted once an order has been processed.
- Size and color samples of short-sleeve shirts and sweatshirts are available in the school office.
- Although stitched-on patches, embroiders, etc. are not prohibited, parents need to make sure that they are firmly stitched and free of sharp pieces, such as pointy studs, etc. Please make sure the YGK logos are not covered.

■Excursions■

- Detailed information shall be distributed via Hi Cheese Note.
- Parents will pay for the expenses of excursions, including the bus fares, admission fees, etc.
- Parents need to put a refrigeration pad in their children's lunch-boxes on excursions. (It should be a sturdy refrigeration pad)
- The cub class will have a sleep-over once a year.

■Special Events■

- We have many opportunities for volunteer activities such as Sports Day, Welcome Festa (YMCA-wide charity event), Graduation Ceremony, etc. We look forward to your cooperation. Details will be announced prior to the event.
- We ask parents to prepare costumes for their children for the Operetta (July) and the Christmas Concert (December).
- The annual event schedule is on the back of this booklet. The schedule is subject to change depending on the situations, etc.

■Family-School Communication■

- Our main means of communication is Hi Cheese Notebook.
- In case we have any printed information, we shall put them in the children's communication bag.

Parents are asked to check it regularly.

【Parent-Teacher Individual Conference (First and Third Trimester)】

Parents and teachers have a conference on the children's development, how they are in the class or at home, etc. On the individual conference day, no child care, including normal school programs and child care services is available.

【Presentation on Occupations or Culture】

Parents are welcome to make a presentation on their talents or specialized skills. It would be preferable if parents could do their presentations in English. Parents who would like to make a presentation on their occupation or culture are asked to contact their class teachers or the school administration. Should there be too many applicants, Cub parents will be prioritized.

【Child care Participation Day】

We will hold child care participation days as an opportunity for parents to participate in child care activities and enjoy them with their children.

■Teachers■

- Teachers may have to take days off at times. In that case, either teachers of other classes or other personnel will substitute for the absent teacher.

■Storybook Borrowing Policy (Kitten and Cub Classes)■

- We put in place a storybook borrowing system as part of the Language Arts Learning in the Kitten and Cub class.
- Children take a storybook home once every three to four weeks. Parents are asked to read the storybook and listen to the CD with their children as homework and to refer to the take-home card for further activities. Please note that some books don't have any take-home cards. The books, CDs and take-home cards should be returned directly to the class teacher the following school day.
- When returning the books and the CDs, parents are asked to hand them directly to their class teacher and sign in on the relevant form to confirm that the homework is returned properly. Please note that the teacher will check if there is no damage on the book or the CD.
- Returning homework in their communication bag is not appropriate.
- In case a book is lost or damaged to the point that it cannot be reasonably used, the borrower will be held responsible for the replacement of the actual item. YGK does not take monetary compensation.
- In case of a lost CD, a replacement fee of 550 yen will be charged.
- If there was a problem with sound quality, parents are asked to inform the school of it.

■Distributing Souvenirs or Gifts■

- To avoid any misconducts or accidents, we do not distribute any souvenirs or gifts in place of parents to children. When parents wish to give out something to their children's friends, we request them to do so directly. As for food-gifts, as there may be children with food allergies, tolerance, or limitations we ask all children to bring the gift home and to check with their parents whether they can eat it.

□Illness, Diseases or Accidents□

■Criteria for Temporary Suspension Due to Illness■

- Parents are advised to keep children home when they show the following symptoms of illness:
 - The child had a fever over 38 celsius within 24 hours, took fever reducer or has a fever over 37.5 celsius on the day.
 - The child has a bad cough.
 - The child has no vitality and/or no appetite.

- The child threw up more than two times within 24 hours or has nausea and higher temperature.
- The child had watery diarrhea more than 2 times within 24 hours, has diarrhea every after meal and/or has no urination in the morning.
- The child has a rash with fever, cannot eat meals because of canker sore, and/or has impetigo that cannot be covered on the face.
- When the doctor deemed it necessary for the child to stay home

■Infectious Diseases■

- The School Health and Safety Act indicates that a child has to stay home when he/she gets any infectious disease. (YGK observes this ACT rigorously.)
- Major infectious diseases and the standard suspension terms for those diseases are as follows.
- Once the condition is cured, parents need to obtain and show YGK an official doctor certificate. No specific format is required.
- When a child gets an infectious disease that is not featured on the chart, parents need to consult with a doctor to determine whether that child can come to school and is not contagious.
- When a child presents with fever higher than 37.5 Celsius or +1.0 Celsius than his/her normal temperature, has diarrhea, is vomiting or is in an extremely ill mood, we may contact his/her parents. Parents are expected to pick up their child as soon as possible. It should be noted that we return the vomit-soiled clothes unwashed to prevent infection when a child throws up in school.
- A child who is taking antipyretics won't be allowed to come to school considering febrile convulsion risks are significant.
- We may ask parents to go see a doctor when their children get injured on the way to school, or if signs of an infectious disease are detected.
- A child is not allowed to have water-play when they get water warts, lice or impetigo.

■Infectious Diseases■ (School Health and Safety Act Article 18)

Group	Name of disease (Incubation period)	Lengths of suspension
1	Eleven kinds of Class 1 and Class 2 diseases designated by law, except tuberculosis	Until recovery ※New or reemerging influenza infections or designated infections, infection designated by government ordinance and new infectious disease are regarded as infectious diseases of Group 1.
2	Influenza (1-2 days) Specific avian influenza is not included.	Until 5 days from the outbreak, and 3 days have passed after alleviation of fever
	Whooping cough (6-15 days)	Until the symptomatic (whooping a.k.a. multiple rapid paroxysms) cough stops or for 5 days have passed since the start of effective antimicrobial treatment
	Measles (10-12 days)	Until 3 days have passed after the alleviation of fever
	Mumps (14-24 days)	Until 5 days have passed after initial swelling of the parotid salivary glands, and if the general state of recovery is good
	Rubella (14-21 days)	Until the rash goes down
	Chickenpox (11-20 days)	Until all of the blisters dries up and scabs over
	Pharyngoconjunctival fever (5-6 days)	Until 2 days have passed after the major symptoms have gone down
Tuberculosis, Meningococcal meningitis	Until a doctor declares the state of the condition as non-contagious	

However, as for the second type of infectious diseases except tuberculosis and meningococcal meningitis, this provision shall not apply in case it is diagnosed non-contagious any more.

3	Cholera (2-3 days)	Until a doctor declares the state of the condition as non-contagious
	Shigellosis (1-5 days)	
	EHEC infection (4-8 days)	
	Typhoid fever/paratyphoid (7-14 days)	
	Epidemic keratoconjunctivitis (8-14 days)	
	Acute hemorrhagic conjunctivitis (1-2 days)	

As for other infectious diseases written below, no permission form is required as a basic rule.

Other	Hemolytic streptococcal infection	24 hours after the appropriate antibiotics are applied, and if a child's general condition is good, he/she can come to school.
	Viral hepatitis	Type A/E: A child can come to school when his/her liver function returns to normal. Type B/C: Suspension is not required.
	HFMD	A child should be suspended from school during the acute phase that comes along with fever, rash and blisters inside the mouth and throat. When his/her general condition becomes better, he/she can attend school.
	Erythema infectiosum	If a child's general condition is good, he/she can attend school.
	Herpangina	A child should be suspended from school during the acute phase that comes along with fever, rash and blisters inside the mouth and throat. When his/her general condition becomes better, he/she can attend school.
	Mycoplasma infection	A child should be suspended during the acute phase. If his/her general condition is good, he/she can attend school.
	Epidemic diarrhea and vomiting	When a child has no more symptoms of diarrhea and vomiting stops and his/her general condition recovers, he/she can attend school.
	Head Lice	Can attend school after they start shampoo treatment. (Avoid sharing towels, brushes or combs.)
	Water warts	Can attend school.
	Impetigo	Can attend school. (Avoid using the pool or taking a bath.)

■Medication■

- As a general rule, we do not keep nor have the children take medicine at school. Whenever there is a necessity to prescribe medicine, parents need to inform their doctor that the school does not keep medicine for them and ask for some medicine that can be taken out of school hours.
- It is not a healthy condition for a child to stay indoors, calm and medicated. Under such conditions, we request parents to keep their child home.
- In cases when medicine needs to be administered in school, parents have to produce a written prescription stating dosage issued from a medical institution and hand it in to the class teacher. They need to hand in one dose of medicine for the day, one dose only; to prevent confusion, directly to their class teacher. If parents bring in more than one dose, we will not be able to give medicine to the child on that day. The child's name has to be written in English on the container.
- If a child has any side effects and/or other symptoms from his/her medicine, we may contact and ask his/her parents to pick up their child.

■Injuries and Accidents■

- Each classroom is equipped with a first aid set, emergency food and water.
- We pay close attention to provide a safe environment but there can be inevitable accidents.
- If a child gets injured and requires emergency care, we shall bring him/her to a hospital. In that case, we shall contact his/her parents before we bring the child to a clinic. Please note that we may have to bring the child before we can contact his/her parents depending on the situation.
- Please note that we will use their health insurance cards for the check-ups.

■Allergies■

- If a child has any kinds of food or drug allergies, parents are required to report it to school immediately with the prescribed form.
- When new symptoms and manifestations of allergy appear, do notify us promptly, as well.

■Insurance■

- Type of insurance: Accident insurance by Chubb
- Content of insurance:
Compensation for death or aftereffect 2,000,000 yen, Hospitalization insurance 3,000 yen per day
Outpatient insurance 1,500 yen per day

□Security and Emergencies□

■Security System■

- For your children's safety, the 4th floor is equipped with a security system.
 - The stairwell doors are auto-locked and monitored. The elevators do not stop on the 4th floor all day.
 - Monitoring cameras and monitoring systems are on at all times.
- If parents need to come to the 4th floor outside of these time-slots for any reason, they will have to use the front stairs and to contact the school office to arrange access.
- The doorbell is not to be used outside the after-school hours.
- Parents are advised not to knock on the door as it disrupts the classes.
- The buttons on the elevators and the stairwell doors are to be operated only by the teachers and/or parents. Please make sure that they are locked properly after use. Children are not allowed to operate them.

■Emergency School Closures■

- We may have to close our school urgently in the eventualities listed below. When the situation leads parents to confusion, they should contact YGK to make sure of the plan. If we have to close our school for the reasons written below, no refund or make-up day will occur.
 - In case there is such identified risk for children and their parents as typhoons or other extreme weather, flood hazards, earthquake, nearby accident, etc.
 - We close our school when storm warnings and heavy rain warnings or heavy snow warnings have been issued simultaneously at 6:00 a.m. We do not open our school even if warnings are canceled after 6:00 a.m.
 - When the main public transportation is suspended because of a strike etc. and we judge that the hindrance is such that the program can't unfold.
 - When an administrative guideline is issued or some other unavoidable factor emerges.

■Emergency Management Policy■

- In case there is a governmental announcement of Large-Scale Earthquake Countermeasures Law or an attack of a strong earthquake, seismic intensity stage 5 or larger, our school will take measures as written below:
 - School hours 9:30-14:30
We close our school if either of those happens before school hours.
We take measures as written below if either of these happens during school hours.
 - Handing-over System
 If the Large-Scale Earthquake Countermeasures Law is announced or a strong earthquake, seismic intensity scale, Shindo, 5 or higher, shakes this area during school hours, parents need to pick up their children as soon as possible. We will keep the children under protection until we hand them over to their parents safely. The parents or their official representatives who pick up the children need to bring their I.D. with them and follow the proper procedures. Teachers or the administration will be sure to check identification.
 - Emergency evacuation spot
 Yokohama Park is set as both an official safety area and a broader-based shelter.
 - In case of a regional disaster such as a typhoon, localized torrential downpour, fire, etc., we may ask parents to pick up their children earlier than normal.

■Emergency Contact■

- Official safety area / broader-based shelter: Yokohama Park (Naka-ward, Yokohama-city)
- Contact methods
 - **Phone calls** if it is possible
 - **Google Classroom**
 - **Emergency message board 171** (Telephone)
 1. Dial 171
 2. Press 2
 3. Dial the registered number of Chuo YMCA English School '045-641-5492'
No security number necessary.
 4. Play recorded message
 - We will record the necessary information about the place we evacuate etc.
 - Please check how to use this system beforehand.
- **Emergency web board Web171**
 This is a web board service system where you can upload and/or check information on someone's safety in the form of text, voice message and/or pictures.
 1. Access <https://www.web171.jp/>
 2. Registered phone number Chuo YMCA English School 045-641-5492
No security number necessary.
- **Twitter**
 - Account name **@emergencyygk**
 This account has strict admission rules. Only those who have been admitted as followers by the YGK moderator can read our tweets. To be granted admission you will need your twitter account to have been officially verified by Twitter.
 - How to follow:
 1. Give YGK the details of the account on which you will follow via email to ygk@yokohamaymca.org".
 2. Find the YGK account "**@emergencyygk**" on twitter.
 3. Click "follow" on the profile page of YGK.
 4. A verification request is sent to the **@emergencyygk** account.
 5. We will grant access upon examination of the request, if the request is valid.
 6. We may need some time to fulfill the request.
 - We put up an informational poster on the front door of the YMCA in case there is difficulty to

make direct contact.

■Emergency Drills and Taking-over Drill■

- We conduct emergency drills and preparedness exercises, to help all involved in our school respond better in case of a disaster, regularly, throughout the year.
- We also conduct a yearly taking-over drill, assuming that a large-scale earthquake shook Kanagawa Prefecture. Parents' cooperation is required for this drill.

□School Fees and other Expenses□

■Tuition Payments■

- The amount of the yearly tuition is paid in 12 installments. The tuition for the following month is transferred from your registered bank account on the 27th of every month. If the bank is closed on that day, it will be transferred on the next business day.
- When unable to transfer the scheduled amount from the registered bank account, we will add up the amount to that of the following month. Causes for denial of transfer may be:
 1. Inadequate documentation
 2. Short balance
 3. Computer breakdown or other unavoidable accidents

■YMCA Membership Discount System■

- The YMCA offers a discount service for our members as written below.
 - Multi-course discount
 - A 10% discount is applied when a YGK student enrolls in more than 2 yearly courses, such as P.E. class, swimming class, etc.
 - The tuition fee for YGK is not discounted.
 - There are some exceptional courses which apply no discount. Please ask for more information.

■Other Expenses■

- Other expenses, such as extended child care, excursions, etc., are calculated at the end of each month and transferred as an add-on to the monthly tuition. The detailed billing is provided in writing.
- Other expenses, such as school supplies etc. will be transferred from your registered bank account as well.

■School Supplies■

- We will provide the school supplies for each child. We will produce a bill for you to pay for school supplies.

□Other□

■Submission of Medical Certificates■

- Please submit a copy of the Child Health Certificate or the Maternal and Child Health Handbook (a copy of the page containing the record of the health checkup for infants conducted within the past 6 months) twice a year, April and October.

■Parents' Volunteering■

- YMCA Global Kindergarten is run by Yokohama YMCA, a Public Interest Incorporated Foundation. We encourage parents to volunteer in order to support the YMCA. For the programs written below, we ask

for parents' support. Although these are not compulsory, we expect and appreciate your positive cooperation.

➤ **Sports Day**

When: Beginning of October

What to do: Move the equipment in and out of the gymnasium. Help prepare and operate the activities on the day upon request from teachers.

➤ **Welcome Festival**

When: November 23rd, National Holiday, and the previous one month of the day

What to do: Take part in the YMCA Welcome Festival, which is a whole YMCA event to help operate the event.

➤ **Graduation Ceremony**

When: Middle of March and the month prior

What to do: Prepare the decorations and display them in the chapel hall where the graduation ceremony is held.

■ **Image Use Policy** ■

- We take pictures of the YGK students during school hours in and out of the classrooms. Those images are to be sold to parents and also may be used in our advertisements, YGK blog, etc. We ask parents to fill in the image usage form.
- These pictures are available to you, should you wish to purchase them on a web site called "8122".
- The password of each school year to purchase those pictures is given to parents at the beginning of each school year.
- The password should be handled with caution.
- The password changes each school year.
- The pictures of this school year will be posted until the end of May of the following school year. The pictures of the school year 2023-2024 are available until May 31, 2024. Viewing and purchasing those pictures is not possible beyond the date fixed, regardless of the reasons.

■ **Personal Information Protection** ■

- Yokohama YMCA keeps the personal information of the children and their family under strict control. In dealing with the personal information, we follow the rules written below.
 1. We do not collect the personal information of children and their family without their permission. When such information is needed we present its purpose and request permission to them. We do not use personal information for purposes other than those listed in 3.
 2. We do not disclose personal information to a third party.
 3. We do not consign personal information to a third party.
 4. Personal information collected will be of the following nature:
 - Data for managing programs
 - Announcement of programs
 - Announcement of programs held by Yokohama YMCA and other organizations
 - Usage of data for statistical purposes
 - We will disclose personal information requested by doctors in case of emergency when care is needed.
 - Contact for managing programs
 - Sending bulletins
- We keep all documents, such as registration forms, bank forms, etc. that are filled in when they signed in for their YMCA membership.

■ **Personal Childcare Record Submission (Jido Hoiku Youroku)** ■

- As a non-registered childcare facility, YMCA Global Kindergarten is required to submit each child's personal childcare record to the elementary schools that they will go to after graduation. This record

provides the growth and development history of each child through the years that they spent at YMCA Global Kindergarten.

☐Notifications☐

■Personal Information Change■

- If there is any change about the personal information of a child; parents need to report it to the administration promptly.

■Leave of Absence■

- In case of absence over three continuous months, parents can apply for a leave of absence.
- The principal will have a conference with the parents and determine if the application for leave of absence is approved or not depending on the reason(s) provided by the parent.
- Parents need to pay half the total monthly fee in one payment. We shall round the number down after the decimal point.
- The payment should be made by the end of the previous month of the starting month of the leave of absence. If the payment is not made by the due date, the application of leave of absence will be nullified.
- Child's membership as a YGK student is still recognized during their leave of absence.
- Should parents want to put their children back in school, they need to submit the "Returning to school application" form by the end of the previous month of the returning month.
- Should parents want to extend their leave of absence, they need to hand in another application form along with the school tuition for that period.
- Should parents want to shorten the period of leave of absence for their child, they will need to fill in the necessary form. The paid tuition for the remaining months will be carried over to the school tuition.
- Once a parent has withdrawn their child from school he or she will no longer be recognized as a YGK member. In the event the parent would like to re-enroll their child, they would need to pay the admission fee of 110,000 yen (with tax) for their reentrance.
- Should parents want to re-enroll their children, they can apply from the 1st of the previous month of their reentrance. If the school is closed on the day, they can apply the following business day.

■Cancellation■

- The report should be done on paper.
- The registration fee is not refunded regardless of the reasons.
- YMCA membership expires when children quit our school. When joining another YMCA program after their cancellation, they have to pay the YMCA membership fee. (YMCA membership fee costs 1,000 yen)
- Applicants have to pay the YGK admission fee again if they decide to apply for readmission to YGK after their cancellation.
- Refund policy is as written below.
 - When the cancellation made by the 10th of the month:
The withdrawal of the tuition for the following month will be stopped.
 - When the cancellation is made after the 10th of the month:
The tuition for the following month will be withdrawn from the registered bank account on the designated date. The fee equivalent to the days unattended will be refunded (minus handling fee) the following month.

Things to Bring to School

– Do make sure to put your child’s name on everything in Roman letters.

Clothing	Children need to wear a YMCA Global Kindergarten t-shirt or sweatshirt.	
	YMCA school hat	
	Emergency hat	
Stationeries Materials	☆ YGK will sell you the supplies needed for the school year. ☆ When you’ve used them up, we will ask you to purchase another set. ☆ You will have to buy a new sketchbook each year. ☆ Please write your child’s name on every single item. ☆ Please put these things in your child’s cubby.	
	Crayons	※ For Puppies, Kittens and Cubs
	Sketchbook	
	Clay	
	Spatulas	
	Clay case	
	Markers	
	Color pencils	※ Only for the Kittens and Cubs
	Pencil	※ Only for the Cubs ※ Please bring them from home.
	Eraser	
	Pencil sharpener	
Things to be stored in the cubbies	Thick fabric smock (We use it for paintings, etc. Make sure it has long sleeves.)	
	Indoor shoes	
	Two sets of spare clothes (including underwear)	
	A pair of gym shorts (Items will be sold at YGK.)	
	Emergency hat (Items will be sold at YGK.)	
	Plastic Bags	
Things to bring every day	Backpack (Please prepare a backpack which is big enough to hold the necessary items in it but not too large so that your child is unable to carry it on his/her own.)	
	Towel with hanging loop	
	Water bottle with strap (Something easy for children to carry)	
	Lunchbox, Wet towel, Cutleries (Choose an appropriate cutlery for the lunch of the day), Drawstring bag to hold the lunchbox and the wet towel.	

※ Please bring 2 pieces of table wipe with no name on them for the classroom.

※ In case your child is not fully potty trained, please bring 2 packs of wipes.