

K. INTERNATIONAL PRESCHOOL



ADMISSIONS HANDBOOK

2019 – 2020

(Valid: October 2018 – September 2019)

Mission

K. International Preschool (KIPS) provides a safe and nurturing environment to build a solid base for the children to develop skills needed in order to succeed in the rigorous learning environments such as the IB programmes in the future.

Welcome to K. International Preschool (KIPS). We sincerely appreciate your interest in our school.

KIPS is an international preschool operated by School Foundation K. International School, and caters for children from 0 to 2 years old as an in-house daycare facility subsidized by the Japanese Cabinet.

In addition to KIPS, School Foundation K. International School also operates K. International School Tokyo (KIST) which provides education for students from 3-year-old and above. KIST was founded in 1997 as a private, co-educational, non-denominational day school serving the international community of Tokyo, and caters for students from pre-kindergarten through Grade 12. It has since grown to a population of 650 students representing approximately 50 different nationalities.

One of the characteristics of KIST is the existence of a large number of hardworking students with an outstanding volunteer spirit. This certainly exerts a positive influence on other students and is clearly connected with positive outcomes. Many of the KIST graduates attained superior academic scores, and choose to attend universities and colleges that best match their goal of gaining knowledge to a higher level. Some of the universities KIST graduates have attended include American IVY League universities such as Princeton, the University of Pennsylvania, Stanford, Boston University, Imperial College London, London School of Economics and Political Science, Seoul National University and Yonsei University, Okayama University (Medical School), Nagoya University, University of Tokyo, Keio University, Waseda University (School of Political Science and Economics, School of Science and Technology and others and many other leading universities around the world.

KIST's mission is to provide academically motivated children from diverse cultural and social backgrounds with high quality education in a safe and nurturing environment to develop competent and moral individuals who make meaningful contributions to our global community. KIST was the first school in the Kanto region and the second school in Japan to be fully authorized as an IB World School to deliver all three IB programmes. One of the merits of offering all three programmes is that the required knowledge, skills and attitudes necessary for success are developed systematically across the programmes at appropriate times according to students' age.

KIPS carefully and meticulously lays the foundations for these higher standards of learning at the students' earliest developmental stages through the educational curriculum provided. The 0- and 1-year-old class at KIPS provides bilingual daycare in a safe and secure environment. For the 2-year-old class, we set an expectation for the children to achieve a level to enable them to join the IB Primary Years Programme at KIST in K1. A fully English-immersive environment and a high-quality educational program is provided for the 2-year old to prepare them for further education at KIST or other high quality educational curriculum.

KIPS monitors the growth and development of children closely. We nurture their independence, attitudes to learning, emotional growth and inquiry skills through the curriculum and play. In order to achieve this, parental support is essential.

We also focus on nurturing young ladies and gentlemen who care for others. We provide age-appropriate instruction, so the children will acquire appropriate manners in public, and at the table.

Choosing a preschool that works with you in educating your children is one of the most important decisions you will make. Every preschool has its own special characteristics and we encourage you to research these carefully in order to select the preschool that best suits the needs of your child and matches your family's values.

K. International Preschool

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Section 1: Admissions and eligibility

1.01: Admissions

Applications for admission to KIPS will be considered for all children regardless of race, national or ethnic origin, religion, gender or socio-economic background. As KIPS does not employ a learning needs specialist, we are unable to accept applications for students with special learning needs or special support.

As KIPS is an in-house daycare facility, priority for admission is given to children of KIST and KIPS staff members. Seats are allocated according to two categories: those for partner companies (including KIST and KIPS) and those for the local community according to predetermined priority conditions. Both applicants seeking partner company seats and those applying for local community seats must submit verification that they require daycare services for their children.

Cooperate seats: For children of KIST/KIPS staff members, partner companies, and children of privately owned companies that meet particular conditions.

Community seats: For children other than those listed above.

1.02: Age eligibility

At KIPS, the cut-off date for enrollment age is July 31 in consideration that children are likely to progress to K1 at KIST after graduation. By this date, all applicants must be the required age as indicated in the chart below to apply. However, for 0-year olds, excluding children of KIST/KIPS staff, regular admission will only be accepted from 6 months. For applicants for the 2-year-old class (P2), it is not essential for toilet training to be completed by the time of enrollment. However, we will provide general assistance for toilet training in cooperation with families.

We prefer to keep students within their correct age group according to their date of birth as indicated below. However, applications outside the cut-off dates will be considered in exceptional circumstances where specific reasons exist. In such cases, placement decisions will be based on observations.

Grade	Age	Date of birth
P0	0	Aug. 1, 2018 – Jul. 31, 2019
P1	1	Aug. 1, 2017 – Jul. 31, 2018
P2	2	Aug. 1, 2016 – Jul. 31, 2017

1.03: School year daycare and class times

At KIPS, the school year commences from mid/end August and ends at the end of June.

Daycare and classes for all age levels (P0, P1, P2) are held from 8:30 a.m. to 4:30 p.m. Before care commences from 7:30 a.m., and after care from 4:30 p.m. to 6:30 p.m. is also available.

P0-P2 timetable (tentative):

	0 years old (depending on individual)	1 years old (depending on individual)		2 years old
7:30	Before care	Before care	7:30	Before care
8:30	Health condition check Diaper change	Health condition check Diaper change	8:30	Health condition check Indoor play
9:15	Morning snack	Morning snack	9:15	Toilet, Circle time
9:30	Circle time · Subject class (Music/Art/Japanese)	Circle time · Subject class (Music/Art/Japanese)	9:30	Subject class (Music, Art, Japanese)
9:50	Outdoor play	Outdoor play	9:50	Morning snack
11:00	Change clothes, Wash hands, Diaper change	Change clothes, Wash hands, Diaper change	10:00	Outdoor Play
11:20	Lunch, Individual nap time	Lunch, Individual nap time	11:00	Change clothes, Toilet
14:30	Wake up, Temperature check, Diaper change, Indoor play	Wake up, Temperature check, Diaper change, Indoor play	11:20	Lunch
14:40	Afternoon snack	Afternoon snack	12:00	Nap time
14:50	Goodbye circle	Goodbye circle	14:00	Wake up, Toilet, Indoor play/Story time
15:00	Finishing time	Finishing time	14:40	Afternoon snack

16:30-18:30	After care	After care	14:50	Goodbye circle
			15:00	Finishing time
			16:30-18:30	After care

1.04: Sibling enrollments

Siblings of students already enrolled at KIST/KIPS must complete the same admissions procedures as regular applicants. The factors listed for Section 2.07 will be considered when reviewing applications for siblings. In general, parents of students already enrolled are not usually required to attend an interview for second or subsequent sibling applications unless specifically requested by the school administration.

1.05: Program progression

Students wishing to transfer to KIST in K1 are subject to a program progression review. For all students, factors considered during the review include:

- Social development
- Emotional and physical development and condition
- Academic aptitude to cope with a higher-level curriculum
- Academic motivation, attitude to learning, and general life attitudes
- Parental support and involvement

Students who do not meet the required expectations may not be eligible to progress to KIST. Furthermore, students granted permission may be advised or required to attend the Summer Academic Program, or attend after-school support classes.

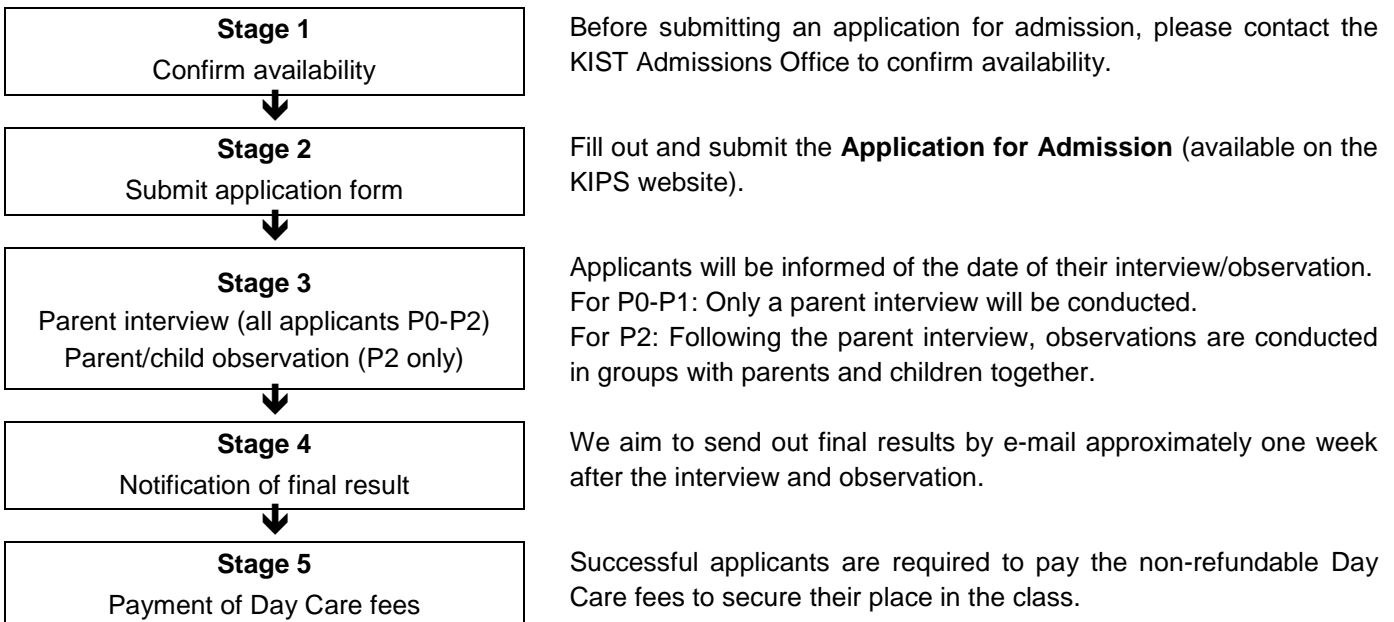
1.06: Waiting list

The waiting list is only for applicants who have already successfully completed the admissions process but for whom there are no immediate places available in the desired class of enrollment. Applicants are not added to the waiting list until they have completed the parent interview (P0-P2) and parent/child observation (P2).

Section 2: Admissions procedure

2.01: Admissions process

Applications proceed through various stages as shown below as part of the admissions process.



2.02: Timing of applications for main intake periods

The main intake of students is from the start of the new school year in August.

August 2019 for P0-P2 (2019-2020 school year)	
Applications accepted:	● October 15, 2018 (Monday) – January 7, 2019 (Monday)
P0-P2 Parent interview:	● January 21, 2019 (Monday)
P2 parent/child observation:	● January 22 (Tues.), 23 (Wed.), 24 (Thurs.), 25 (Fri.), 2018
Final results issued (e-mail)	● February 12, 2019 (Tuesday)
Daycare fees due:	● February 19, 2019 (Tuesday)
Late applications accepted from:	● February 13, 2019 (Wednesday) (If places are available.)

2.03: Applying for admission outside main intake periods

Applications for enrollment at times outside the main intake periods are accepted all year round provided places are available in the grade for which you wish to apply. The admissions process for these applications takes approximately 2 to 3 weeks from the time of submission until final enrollment. Parent interviews (as well as parent/child observations for P2 applicants only) will be scheduled by the school to occur on the next available interview and testing date. This will depend on the timing of your application and the number of other families on the schedule. An invitation will be sent by e-mail no more than one week in advance. Parent/child observations for P2 applicants will be arranged and conducted at KIPS.

2.04: Availability

For applications for admission outside the main intake periods, please check availability before submitting an application. At the time of checking, please provide your child's date of birth and the nationality of both parents.

Availability status changes constantly. If you delay the submission of your application after confirming availability, it is possible that the status may have changed by the time your application reaches us. Furthermore, if the number of applicants is greater than the number of places available, not all applicants will gain admission, even if availability has been confirmed in advance.

2.05: Application requirements

It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not begin the screening process until all relevant documents

Documentation

Each application must include:

- **Application for Admission** (Sections 1 – 5) Downloadable from the KIPS website.
- **Proof of date of birth** (e.g. copy of birth certificate or passport)
- **Recent passport-sized photograph** (paste on the front of the application form)
- **Family photograph** (non-returnable)
Any photograph, formal or informal, that shows the members of the applicant's family is acceptable.

General conditions of application

- Items submitted as part of an application, including photographs, will not be returned regardless of the result of your application or any cancellation.
- Please do not staple the Application for Admission (Sections 1 – 5).
- It is a requirement for all families applying to have access to the Internet and computer-based e-mail services in order to receive communication from the school.
- Please ensure that you provide full information of any special learning issues. Recognized issues not disclosed at the time of application may result in your child's enrollment being reviewed and possibly cancelled.

2.06: Submitting an application

Applications may be submitted by post/courier, or delivered in person (appointment required) to the address below. Submission of applications by fax or e-mail is not accepted.

K. International School Tokyo
Admissions Office
1-5-15 Shirakawa
Koto-ku, Tokyo
Japan 135-0021

For admissions inquiries, please contact KIPS between 9:00 a.m. and 5:00 p.m., Monday to Friday.

- Tel (English/Japanese): 03-6666-9890 / +81-3-6666-9890
- Fax: 03-6666-9891 / +81-3-6666-9891
- E-mail: info@k-preschool.jp

2.07: Application screening

Certain criteria are considered for enrollment. It is essential that the school's programs and environment match the expectations and needs of both parents and students who apply to KIPS. As we receive many applications each year for limited places, it is not possible for every child to be admitted.

Throughout the various stages of the application process, we will consider the following criteria carefully:

Organizational:

- Availability of places
- Age eligibility

Personal:

- Physical development
- Social maturity (for P2 only)

Parental:

- Clarity of parents' views on high quality education
- Parents' understanding of the purpose of international education
- Parents' views on education and vision for their child's future
- Parents' commitment to the school's mission, vision and guiding beliefs
- Parents' ability to support their child's progress at home
- Parents' willingness to support school activities and events

2.08: Enrollment interview and assessment test

As part of the application process, parents/guardians of all applicants must attend an admissions interview, and all applicants for P2 only must participate in an observation conducted at the school.

1. Parent interview

The admissions interview is for parents and is used to ensure that the school's mission, vision, guiding beliefs and programs match parents' educational beliefs and aspirations. The interview is usually conducted as a group discussion with other families and takes around 30 minutes to one hour depending on the number of participants. Interviews are conducted in English or Japanese. Parents unable to communicate in either English or Japanese are required to provide an interpreter for the interview. In such cases, the school must be notified in advance if anyone other than an applicant's parents/guardians will participate in the interview. Parents of applicants who are siblings of students already enrolled at KIST/KIPS, as well as applicants who were previously enrolled at KIST/KIPS, are not usually required to attend an interview unless specifically requested by the school administration.

2. Parent/child observation

The observation for 2 year olds (P2) assesses the physical, emotional and social development of the child. The observation takes approximately one hour. One parent is required to join their child during this time to participate in the various activities together. Observations of the child as well as the interactions between the child and parent will be made. Observations are not required for 0 and 1 year old applicants (P0, P1).

Section 3: Decisions and deferrals

3.01: Notification of results

Admissions decisions are final and are based on the outcome of the enrollment interview for parents and the parent/child observation (P2 only) as well as possible further considerations of the various criteria used at the screening stage. (refer to Section 2.07)

In general, final results are sent out by e-mail approximately one week after the interview and observation have been completed, except for the August intake or times when a particularly large number of applicants are interviewed at the same time. Only an applicant's parents/guardians will be informed of the results. Under no circumstances will we convey the result to education consultants or third parties without a direct request from the applicant's parents.

Please note that we are unable to respond to individual inquiries regarding the result of an application.

3.02: Categories of results

Enrollment results will take the following forms:

- **Enrollment approved** – The application has been successful and a place in a particular class has been reserved. A formal **Offer of Enrollment** letter and an invoice for Day Care fees will be sent to the applicant. The fees must be received by the date indicated on the invoice in order to secure placement. Payments not received by the due date will result in the automatic cancellation of the offer.
- **Application unsuccessful** – The application has been unsuccessful. This result is usually the combination of various criteria as outlined in Section 2.07 not being met. As we are unable to provide feedback of any kind, we suggest you review your application carefully in relation to the criteria outlined before submitting a further application.
- **Waiting list enrollment** – The application has been successful but there are no places available in the relevant class. Regardless of the timing of application, this placement is valid until the end of the summer vacation of the school year for which you applied. We will notify applicants if a place becomes available during the period of waiting. This will be based on certain criteria being met regarding gender, nationality and language needs. If a period of six months or more has passed since the original testing date, a re-assessment to check the applicant's current level may be required before a final offer can be issued. In this case, the re-assessment will be conducted at no additional cost. If no places become available, the application will expire at the end of the summer vacation. While on the waiting list, families are strongly encouraged to investigate other schooling alternatives. We cannot guarantee if or when a place may become available. If places do become available, it may be at any time during the period of waiting. If you receive an offer of enrollment while on the waiting list, but are unable to accept for certain reasons, please advise whether you wish to remain on the waiting list or to cancel your waiting list enrollment. We may contact you at certain times during the period of waiting to reconfirm your intention to remain on the waiting list or not. We also ask that families contact our Admissions Office to inform us of any change in circumstances.
- **Re-assessment** – The application has not been assessed due to extenuating circumstances on the day of the interview or observation. The applicant will be given a new date to attend the interview or observation. Until the re-assessment has been completed, the result for this application will remain undecided and a place in the class will not be held. It is possible that any available places may have been filled by the time the re-assessment is conducted.

3.03: Accepting an offer of enrollment

Families that receive an offer of enrollment must act quickly to secure a place for their child. An offer of enrollment will be accompanied by an invoice for a portion of the Day Care fees. To accept an offer, simply pay the fees by the due date as indicated on the invoice. The date will depend on the timing of your application. Offers of enrollment are valid only until this date. For payments not received by the due date, it will be assumed that you have decided not to accept the offer and the application will be cancelled automatically.

After payment has been confirmed, families will receive an enrollment package containing general enrollment information. All families must complete and submit all the necessary documents included in the package prior to starting their first day of school. If these forms have not been submitted before the first day, the child will not be permitted to attend school.

3.04: Enrollment deferral

Admissions interviews and tests are conducted to accommodate only the proposed date of enrollment as specified by parents on the initial Application for Admission form. An offer of enrollment is valid for this date only. Should circumstances require a family to delay the start date of their child's schooling beyond the date specified by more than one month, they may apply for an enrollment deferral. The maximum time a student may defer enrollment is one deferral period corresponding to the main school vacation periods (i.e. August – December; January – March; or April – June) only.

There are two types of deferral:

- **Secured deferral** – Families pay the day care fees for the period of absence to secure the child's placement.
- **Unsecured deferral** – Families do not pay the day care fees for the period of absence. The child's placement is not secured. Enrollment will be dependent on the availability of a place at the end of the approved deferral period. If no places are available, the student will be added to the waiting list, if requested, until the end of the school year.

3.05: Enrollment review

If the circumstances in which a child was accepted change after enrollment, KIPS reserves the right to conduct an enrollment review. This includes situations problems not identified at the time of enrollment become evident. The purpose of the review is to allow us to identify the needs of the child and assess if we have, or are able to access,

suitable facilities or staff that will fully meet the child’s needs. It is also designed to identify areas in which parents can support the student to meet his or her needs. As KIPS does not employ a learning needs specialist, in some cases, an enrollment review will result in enrollment being cancelled if we believe that we are unable to meet a child’s identified needs.

Section 4: Student support

4.01: Special needs support

KIPS does not employ a learning needs specialist and is unable to accept applications for children with special needs. If, once enrolled in the school, it is deemed that a child requires more support than the school can provide, the family will be asked to find a school more suited to the child’s needs.

4.02: Gradual entry program

In order to make the transition from home to school as positive as possible, KIPS offers a “Gradual Entry Program” for all new students regardless of their starting date. This helps the children adjust to preschool slowly over a period of time. The format of the program differs slightly depending on the individual child.

Section 5: Parents

5.01: Parental support

We believe that a good preschool is defined not only by excellence in academic areas, but also through a warm, caring environment, strong social relationships and a solid relationship between the preschool and children’s homes. Part of this relationship is built through parents supporting at home the learning that takes place in the classroom, and part of it is built through the commitment by parents to the areas of the preschool that support our educational programs. We believe that parents who are actively involved in their children’s education and in the activities of the preschool act as excellent role models for their children.

At KIPS, there is a strong expectation that parents will be involved in their children’s education. A number of specific events throughout the year are compulsory for all families. These include Parent Welcome Night and Daycare Observation Week. The dates of such events are included on the annual KIPS calendar to allow families to plan ahead accordingly. We appreciate the fact that many parents have their own work and personal commitments; however, we ask for the support of all families across all levels of KIPS community in helping us to help your children.

1. Parent Welcome Night

Conducted at the beginning of the school year, this compulsory session provides an opportunity for families to find out about the coming school year. Families spend time with their child’s new teachers to learn the specific expectations and routines of the new class environment.

2. Daycare Observation Week (5 days)

Parents/Guardians are invited to visit KIPS to observe a part of what the children are experiencing every day. The number of families is limited to 2 to 3 families per day.

Section 6: Fees

6.01: Daycare fees 2019 – 2020

As KIPS receives a subsidy from the Japanese Cabinet as an in-house daycare facility, families with children enrolled in partner company seats (including KIST/KIPS staff) are eligible to receive a subsidy from their employer. Please consult your employer for details of the subsidy available. In order to effectively utilize partner company seats, we offer special discounts.

Daycare fees and other costs are adjusted each year. Where adjustments are necessary, notification will be given as far in advance as possible. Please note that the amounts listed below do not include consumption tax. Payment of 8% consumption tax on daycare fees is required and will be added to invoices.

DAYCARE FEES FOR P0-P1 (Annual) *Amounts shown do not include consumption tax

Type	Local community	Partner company	When paid
P0-P1 Daycare Fee (11-hour period: 7:30 a.m. – 6:30 p.m.)	¥2,975,000	¥2,735,000	Annual or in 3 installments
P0-P1 Daycare Fee (8-hour period: 8:30 a.m. – 4:30 p.m.)	¥2,040,000	¥1,800,000	Annual or in 3 installments

DAYCARE FEE FOR P2 (Annual) *Amounts shown do not include consumption tax

Type	Local community	Partner company	When paid
P2 Daycare Fee (11-hour period: 7:30 a.m. – 6:30 p.m.)	¥2,210,000	¥1,970,000	Annual or in 3 installments
P2 Daycare Fee (8-hour period: 8:30 a.m. – 4:30 p.m.)	¥1,440,000	¥1,200,000	Annual or in 3 installments

1. Uniform

Uniforms are not required at KIPS; however, it is compulsory to purchase a school specified cap (P0-P2) and smock/apron (P2 only). The cap (only upon initial enrollment) and smock should be ordered through KIPS.

2. Diapers and milk

Diapers are provided by KIPS (no additional cost required). However, if families have preferred brands, these should be provided individually.

With regards to the feeding of the 0-1 year olds (P0-P1), we are only able to bottle feed the children with infant formula. We are unable to accept breast milk. KIPS provides one type of formula, a bottle and nipples/teats; however, if families have any preferences, please prepare a set of necessary items and bring them to KIPS each day

3. KIPS lunch and snack

Early-stage and late-stage baby food, pre-infant food, and infant/children food and snacks following the developmental stages of each child will be provided (no additional cost required). The food served will be of homemade quality. KIPS may accept simple requests not to include general items that may cause allergies; however, we cannot cater for children with multiple food allergies or provide meals with allergens completely removed. In this case, families are required to prepare packed lunches for the children.

KIPS cannot cater for children with specific dietary requirements, vegetarians or those with severe allergies. Parents are required to prepare packed lunches for children in these situations.

4. After overtime fee

Parents who are over 5 minutes late to pick up the child are charged an overtime fee of ¥1,500 (before tax) for every 30 minutes overtime.

Section 7: Payments**7.01: Payment options**

Daycare fees may be paid in full as a lump sum payment (annual payment option) or in three installments (installment payment option). After the initial year, invoices are issued to families each year in March.

For the installment payment option, payments are divided into three periods: August to November, December to March, and April to June.

For children applying after the main intake period (those enrolling mid-semester), payment of the initial installment is due within two weeks of the issue date of the Offer of Enrollment. If your child's starting date is within two weeks of the issue date of the Offer of Enrollment, payment is required by your child's first day of KIPS.

bank account details:

Bank: Mizuho Bank (Bank number: 0001)
Branch: Honjo (Branch number: 050)
Address: 4-31-11 Ryogoku, Sumida-ku, Tokyo 130-0026
Tel: 03-3631-2121 / +81-3-3631-2121
Account type: Regular savings (Futsuu)
Account number: 1937746
Swift code: MHCBJPJT
Account name: K. International School Tokyo

7.02: Penalty for late payments

A late fee of ¥2,000 per invoice will be incurred for overdue payments.

7.03: Mid-semester enrollments and withdrawals

For all mid-semester enrollments and withdrawals, daycare fees are discounted based on the month of enrollment or withdrawal. For mid-month enrollments and withdrawals, a daily pro-rata discount is not provided.

7.04: Refund policy

Daycare fees may be refunded if enrollment is cancelled prior to the first day of KIPS.

Fees are not reduced or waived due to a student's absence from KIPS for medical or other personal reasons. Furthermore, refunds are not provided for instructional days lost due to reasons beyond KIPS's control. In particular, this applies to KIPS closures due to extreme weather conditions, natural forces (earthquake, fire, flood etc.), or other similar situations.

The cost of materials purchased at KIPS can be refunded only if the items are returned within a week of purchase and have not been worn or used.

For situations where daycare fees are paid by an employer, refunds will be made to the employer only, not to the individual family.