



## Mitsui Gardens International Preschool



1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, Japan  
Tel: 81-3224-6796 Fax: 81-3-3224-6788  
Email: [mitsuigardens.admissions@gmail.com](mailto:mitsuigardens.admissions@gmail.com)  
[www.mitsuigardensinternationalpreschool.com](http://www.mitsuigardensinternationalpreschool.com)

### ADMISSION POLICY

Mitsui Gardens International Preschool admits student of any race, color and national and ethnic origin. If parents have any major educational, social, or developmental concerns about their child entering Mitsui Gardens International Preschool, parents need to discuss these concerns with the directors before Admission. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, Mitsui Gardens reserves the right to place children in classes by age, and/or developmental level. Mitsui Gardens International Preschool does not discriminate in administration of its educational and admission policies.

Contact: [mitsuigardens.admissions@gmail.com](mailto:mitsuigardens.admissions@gmail.com)

**General Admission Process:** Applicants and administrators shall complete the below process/procedures for all admissions decisions.

#### **Applicants:**

##### **i. Inquiry**

Email ([mitsuigardens.admission@gmail.com](mailto:mitsuigardens.admission@gmail.com)), Phone, or Visit

##### **ii. Submit Application Form and Supplementary Information**

Online or provided from preschool office assistant via email

- Health History (Allergy and Shot Record)
- Teacher Recommendations (optional)
- Developmental Progress Report Cards (if applicable)
- Standardized Test Results (if applicable)
- Individualized Education Program (IEP) Report (if applicable)

#### **School Administration:**

##### **iii. Admissions Review**

Committee consisting of Preschool Director, and relevant Head Teachers reviews all applications and conducts interviews as necessary. The committee develops a plan and consolidated list of recommended admission decisions for each incoming class.

##### **iv. School Board Review**

The School Board reviews overall admissions decisions for each class to ensure policy and process has been correctly followed and provides final approval.

##### **v. Decision**

School administration notifies applications via email/letter of admissions decisions.



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### ***Procedures for Enrollment and Withdrawal***

Mitsui Gardens International Preschool exists for the benefit of American Embassy employees who are given priority on spaces available.

**Cutoff Age:** Class placement is based on age. Children must be of designated age **by August 31** to enroll in a specified class. Exceptions maybe allow a case-by-case basis, with School Board approval. Exceptions due to special consideration may be possible on a case-by-case basis.

**Enrollment for next school year:** School Administration shall follow the steps below when enrolling students for the next school year:

- a) **Current students:** Letter of intent to return is provided to current students in early December and must be returned by January 7. Failure to do so will indicate the student will not be returning and the parent(s) forfeit the right to pre-register for the next school year. Siblings of current students may also register their intent enroll during this time, but are not guaranteed admission. Siblings of current students are accepted on a first-come, first-served basis with priority given to applicants in rank order described below.
- b) **In-coming EWA families/non-current students of EWA Families:** Application(s) for the next school year is/are available March 1-31. All registration forms must be completed and submitted by March 31. Applications submitted after this date will still be considered, but students cannot be guaranteed admission. Applications before this date will simply be placed on the tentative, no seat guarantee is provided.
- c) **Non-current students from local community:** Application(s) for the next school year is/are available from April 1-30 for non-EWA families whose child/children is/are not currently enrolled in the school. Early applications shall not be accepted. Applications are prioritized on a first-come, first served basis.

Two seats for each class (one slot for Daisy) shall remain reserved for unknown incoming EWA families.

- d) **Class Retention:** As a general rule, students shall be promoted to the next class at the beginning of the next school year, to continue to facilitate the upward and out flow of our students. Nevertheless, there are occasionally unique issues that might warrant a student repeat a class. Parents who believe their child is unprepared to advance to the next level must arrange to meet face-to-face with Mitsui Gardens Administrators after January 1, but before March 1, the year they would otherwise advance/graduate to the next level/kindergarten. Decisions on these requests will be made no earlier than April 1 (when preferred EWA member registration closes and slots are made available to the local community).

If parents seek retention based on the individual child's academic performance, the relevant Head Teacher will be consulted, and a final decision by School Administrators will be determined. If parents seek retention based on social maturity,



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parents must provide a written, signed evaluation from a licensed professional (e.g., child psychologist) that details why, in their professional opinion, said child is not prepared to advance to the next level/Kindergarten. The Head Teacher will also be consulted, and a final decision by School Administrators will be determined. School Administrators will keep the School Board apprised of these decisions.

For EWA members, case-by-case consideration will be made if the child is not accepted into a Kindergarten program at an accredited and reputable international school in the Tokyo area.

As the Mitsui Gardens school year generally matches the school year of international schools in Tokyo, and schools in the United States (i.e., August to May), no student will be retained simply to ease their ability to matriculate into the Japanese school calendar (i.e., beginning in April). As Mitsui Gardens is a pre-school ultimately preparing children for graduation to Kindergarten, parent requests for retention based on concerns pertaining to English proficiency alone will also not be sufficient justification for repeating a class. Furthermore, a desire to “redshirt” a child for competitive advantage, in and of itself, will not be considered sufficient justification for retention.

All requests for retention will only be considered in the event space remains after EWA member enrollment is finalized. Even after the process outlined above is complete, Mitsui Gardens cannot provide assurances that retention is guaranteed.

**Enrollment for current school year:** Applications will be considered on a case-by-case basis for qualified students after the school year begins. Generally, Mitsui Gardens International Preschool will not consider students seeking enrollment after March, since the school year ends in May.

**Interviews:** All applicants to our school program are invited for an interview prior to an admission decision.

**Starting Date:** Once an admission decision is made, the preschool notifies the appropriate starting date for the child via email or letter.

**Priority order categories for enrollment:**

- i. Returning students, whether EWA members or non-members, during the pre-registration sign up period
  - a. Fees applicable to category
  - b. Once open registration begins, priority changes to applicable category
- ii. EWA membership (including qualifying inbound employees)
  - a. EWA member rate
  - b. Waiting list behind other EWA members, based on a first-come, first-serve sign-up order



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- iii. Non-EWA member – U.S. Department of Defense (DOD)
  - a. Active duty military personal or DOD civilians with orders to Central Tokyo under SOFA status (Not under Chief of Mission authority)
  - b. A heavy bias for reduced rate equal to EWA member rate if financially viable for the preschool cost center
  - c. Wait List behind EWA members
- iv. Non-EWA member (Local Nationals, Third Country Embassy Personnel, Expatriates, etc.)
  - a. Space available basis
  - b. Full non-EWA member rate
  - c. Wait List behind eligible EWA membership and DOD personnel on a first-come, first-served basis

**Waiting List:** When seats become available in classes, School Administration shall admit students from the wait list in rank and priority order. Students desiring to be included on the wait list should submit an application form and health record. The student may also be invited to an interview. The number of students on the waiting list shall be limited to no more than ten students. Applicants beyond this number will be notified that they cannot be added to the waiting list. School Administration shall periodically provide the waiting list to the School Board for review and to ensure proper procedures are being followed.

**Enrollment for the Status of Force Agreement (SOFA) Military Members:** EWA allows enrollment of children of Active Duty military personal or DOD direct hire civilians with orders to Central Tokyo under SOFA status (Not under COM authority) at Mitsui Gardens International Preschool. Due to annual changes in enrollment, however, EWA will determine on a case-by-case basis whether an EWA or non-EWA rate would apply and will re-evaluate this annually, based on the financial health of the preschool cost center. All applicants will be informed no later than April 15 of their EWA/non-EWA rates status for the following school year.

**Withdrawal:** If a child is withdrawn, the procedures listed below must be followed:

- a. Written notice must be provided to the school at least 30 days prior to withdrawal.
- b. During the summer, the child's parent must notify the school by June 30 (EWA) / May 30 (non-EWA) to be excused from paying the first invoice of tuition.
- c. If a child is withdrawn, there will be no refund after tuition has been paid.
- d. The registration fee is not refundable.
- e. If written notification is submitted less than 30 days, the family is responsible for the tuition 30 days after the written notification.
- f. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, Mitsui Gardens International Preschool reserves the right to dismiss a child from the program with the approval of the School Board.



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**PLEASE NOTE:** Mitsui Gardens International Preschool is a school that will make sure every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, Mitsui Gardens International Preschool reserves the right to dismiss a child from the program with the approval of the EWA Board.

### *Tuition*

Tuition rate for the new school year is reviewed in March. EWA Board, School Board, EWA General Manager, and Director will make the decision in April.

- a. Operational fee is payable at the beginning of each school year or when a new student is enrolled throughout the school year (Annual, non-refundable).
- b. Tuition is payable in two installments (terms are provided by Accounting Office). This does not apply for After School Programs.
- c. Accounting Office issues invoices via email.
- d. Tuition is based on an academic school year, August through May and is non-refundable.
- e. Tuition payments are due on the dates listed on the invoice, regardless if your child is attending or not.
- f. A monthly payment plan is not available.
- g. A late fee will be charged if payment is received after the due date.
- h. There is a sibling discount at Mitsui Gardens International Preschool for EWA Members.
- i. Mitsui Gardens International Preschool reserves the right to terminate enrollment should an account become overdue with approval of the EWA Board.
- j. Policies are subject to change the following school year.

### *Required Forms for Enrollment*

These forms must be on file before a child attends class.

1. *Application Form*
2. *Allergy and Assessment Form*
3. *Emergency and Pick-Up Information:*



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- Information of all alternative drop-off/pick-up person(s) must be provided. Without the information, the school cannot allow the person(s) to access the compound and also cannot dismiss the child/children.
  - Emergency contact person should be a person who lives within a reasonable distance of the school, the child is comfortable with and who would be willing to pick-up the child in any emergency.
  - If a child is ill and the school cannot reach parent(s), the school will call those persons listed on the form. This list can be updated anytime during the year with written authorization to the office.
  - It is the responsibility of the parent to keep the emergency information up to date.
  - The Emergency Form is signed and dated by the parent annually.
  - The authorized person must be 18 years old or older.
  - Please advise your child's teacher and the office, in a signed note or email (*Office Assistant: [preschoolofficeassistant@gmail.com](mailto:preschoolofficeassistant@gmail.com) or Director: [ewapreschooldirector@gmail.com](mailto:ewapreschooldirector@gmail.com)* ), each time your child is to be picked up by someone not previously authorized. **We will not release your child without this prior written notice.**
  - If authorized person picked-up your child, the person must provide a Photo ID to the school.
4. **Copy of Immunization Record**
  5. **Photography Permission – For School Website/Brochure and Classroom (\*provided annually):**
    - The form be signed and dated by the parent.
  6. **Getting To Know Your Child Form (\*provided annually):**
    - This information gives your teacher and the school an idea of your child and family including cultural traditions and how they may be shared in the school community.
  7. **Medication Authorization Form – issued by child's licensed physician (\*if applicable):**
    - There are circumstances that make it necessary for a child to receive medication while attending school. Only trained staff can give prescription under certain circumstances **with prior written permission** from the child's licensed physician. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen and medicine for pain.  
  
\*For more details about Medication Administration Procedure, please refer "Medication Administration Procedure" under "Health" page 27.
  8. **The Preface and Waiver (Park Permission and Waiver) – applies to only Non-EWA families**
  9. **Professional Support Clearance (if applicable):**

If private professional support providers such as shadow teachers or therapists or any other special care providers need to provide students support in the classroom, the family of the student must have those providers to go through a background check before provider may be allowed to



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enter the classroom. Please note that this process must be initiated as soon as possible prior to the start of the school year, as it can take several months to complete this process. The family must contact the school to receive the necessary documents to start this process. The background check will require the submission of personal information and an interview with the Regional Security Office (RSO).

The purpose of this policy is to ensure the security and safety for staff, children and the community. It is the parent's responsibility to initiate and complete all necessary documents. The EWA will serve as the liaison between the parents and the Regional Security Office (RSO), while the parent is responsible to collect information from and coordinate with the private professional support provider. This policy applies to both EWA and non-EWA families.