

**MITSUI GARDENS INTERNATIONAL PRESCHOOL
STANDARD OPERATING PROCEDURES**

**Chapter 7
ADMINISTRATION
Admission Policy**

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

i. Applicant Inquiry

Applicant contacts the school for more information via email (preschooldirector@ewatokyo.org), phone call, or in-person visit.

ii. Applicant Submits Online Application Form and Supplementary Information if requested:-

- 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)

iii. Admissions Review

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

iv. EWA BOARD

EWA 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.

7.2. Admission Policies. The following policies shall be applied when making decisions on enrollment.

ADMISSION POLICY

Mitsui Gardens International Preschool admits students 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. 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 the administration of its educational and admission policies.

Contact: preschooldirector@ewatokyo.org

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

Applicants:

vi. Inquiry

Email (preschooldirector@ewatokyo.org), Phone, or Visit

vii. Applicant Submits Online Application Form and Supplementary Information if requested:-

- 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:

viii. 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.

ix. EWA Board

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

x. Decision

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

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** (October 31st for Daisy Class for EWA Members ONLY) to enroll in a specified class. Exceptions may be allowed on a case-by-case basis, with EWA 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: Current students will be rolled into the next class. If students will not return, they must inform the Preschool Director by end of the 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 the 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 at all times (until March 31st of each school year). All registration forms must be completed and submitted as soon as possible.
- c) Non-current students from local community: Application(s) for the next school year is/are available from April 1-15 for non-EWA families whose child/children is/are not currently enrolled in the school. Early applications shall not be accepted. Applications are reviewed and a select number will be offered a tour and interview.

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 outflow of our students. Nevertheless, there are occasionally unique issues that might warrant a student to 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 April 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, 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 the 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: A limited number of NON EWA 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
- iii. 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. Third Country Diplomatic Families (NON-EWA)
 - a. Must demonstrate diplomatic status.
- v. Non-EWA members (Local Nationals, Expatriates, etc.)
 - a. Space available basis
 - b. Full non-EWA member rate
 - c. Wait List behind eligible EWA membership, DOD personnel and 3rd Country Diplomats on a first-come, first-served basis

Waiting List: When seats become available in classes, the 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. The 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 parents must notify the school by June 30 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 and operational fee are not refundable. For EWA members only, upon production of orders to depart post, a refund of the unused portion of tuition may be issued only with the approval of the EWA Board.
- 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.

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 February. EWA Board, EWA General Manager, and Director will make the decision in March.

- 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). The operational fee is not pro-rateable or refundable.
- b. Tuition is payable in two installments for EWA members (terms are provided by Accounting Office). Tuition is payable in one installment for NON-EWA and must be

paid in full by NON-EWA members before the commencement of the first day. Afternoon tuition may be paid monthly, or yearly by all students.

- c. Accounting Office issues invoices via email.
- d. Tuition is based on an academic school year, August through May/June and in general is non-refundable. Refund of paid in advance afternoon class tuition may be provided with EWA board approval and the deduction of a processing fee. The registration fee and operational fee are not refundable. For EWA members only, upon production of orders to depart post, a refund of the unused portion of tuition may be issued only with the approval of the EWA Board and deduction of the processing fee.
- e. Tuition payments are due on the dates listed on the invoice, regardless of 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 ONLY.
- 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:**
 - 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.
 - **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):*
 - 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 – SUSPENDED*
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 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.

7.2. Records.

7.2.1 Incident/Accident Report

Teachers and administrators are responsible for recording all injuries within 24 hours of when they occur. The report must be prepared and signed by the person who prepares the report (teacher or staff on duty), a supervisor and the person (parent, caregiver) who is notified. A copy of the report must be provided to the parent. The form is not used to record behavioral incidents.

7.2.2. Student records are confidential. Teachers and administration will discuss educational issues with the appropriate teachers only. Child information will be released only with parental permission.

7.3. Inspections.

Unannounced fire, safety, health, and sanitation evaluations shall be conducted periodically by the school administration.

7.4 Number of School Days

The school calendar must contain at least 161 days each school year.