

**AMERICAN EMBASSY
TOKYO**



**PARENTS
HANDBOOK**

JUNE 16TH - AUG 15TH, 2025

www.mitsugardensinternationalpreschool.com

www.ewatokyo.org



Summer Camp Fact Sheet



Camp Dates

June 16th - August 15th, 2025

Camp is open all American and Japanese holidays

Must be of age by June 1st, 2025

Lions 15months - 2.11years

Panthers 3yrs to 5.11yrs

Dragons 6yrs to 12yrs

Session Times

8:10am – 12:00pm
Lions Class ONLY

8:10am – 4:00pm
**Lions, Panthers and
Dragons**

Swim Lessons Available

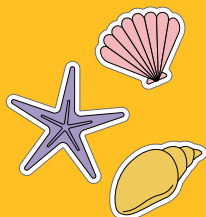
4 years old and over

Additional Fee

Monday, Tuesday, Thursday, Friday

Tennis Lessons

TO BE Announced





Camp Weekly Themes



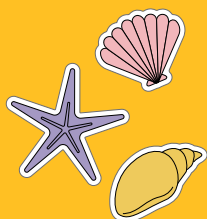
Weekly Themes

		Lions	Panthers	Dragons
week 1	June 16th - 20th	Water Works	Water Works	Water Works
week 2	June 23rd - 27th	Outdoor Survival	Outdoor Survival	Fitness Fanatics
week 3	June 30th - July 4th	Space / 4th July	Space / 4th July	Physical Challengers
week 4	July 7th - 11th	Art Attack	Art Attack	Wilderness Warriors
week 5	July 14th - 18th	Pirates Paradise	Pirates Paradise	Pirates Paradise
week 6	July 21st - 25th	Music Makers	Superhero Academy	The Weird and the Wonderful
week 7	July 28th - Aug 1st	Nurturing Nature	Nurturing Nature	Guardians of the Galaxy
week 8	Aug 4th -8th	Jungle Gymnastics	Jungle Gymnastics	Mad Scientists
week 9	Aug 11th - 15th	Amazing Books	Wizard World	Sports Survival

Our summer program will be a perfect blend of fun and learning, offering hands-on activities like creative arts, outdoor exploration, science experiments, and engaging storytelling that spark curiosity and imagination.

Through play-based learning and interactive experiences, children will develop important social, cognitive, and motor skills while making wonderful summer memories!

Please note that themes and activities may change throughout the camp depending upon children’s conditions, supply availability and other unforeseen circumstances.



Thank you for your kind understanding



Health Protocols

As recommended by the CDC, we will adhere to the following guidelines, and we expect you to as well.

Your Child Should Stay Home

If they exhibit any of the following symptoms:

- Fever over 99.5 degrees
- Coughing
- Shortness of breath
- Diarrhea
- Stomach Upset of any kind
- Runny Nose/Congestion
- Fatigue
- Malaise



Sign In

Parent Drop-Off and Pick-Up

Parents will drop off/pick up children outside of the classroom. Head Teachers will do morning screening checks

What is screening?

Our teachers will greet you each morning and conduct screening.

- Overall assessment of child's condition
- A series of questions by Head Teacher
- Verification no medication has been administered to mask any symptoms



What if we don't pass screening?

You will be asked by the teachers to return home, and come back when the child has been symptom free for 24 hours and the head teacher agrees the child's condition has improved sufficiently at the next screening



Strict Exclusion Policy

Please be sure to read the

**Exclusion Policy
Health Chart**

on the 6th page of this handbook



How You Can Help at Home

- Practice the following 3 things with your child to help them be safe
- 20 second handwashing that scrubs the front and back of the hands including thumbs, in between fingers and under fingernails
 - Sneezing and coughing into the crook of the elbow or tissue and immediate handwashina afterward
 - Keeping fingers out of noses, mouths and eyes

Illness & Medications

Please keep your child at home when he/she is ill and or displays the following:

- * Looks or acts too ill to participate
- * Has a temperature (fever)
- * Has oozing lesions untreated or unable to be covered
- * Has difficulty breathing
- * Bloody or black stool
- * No urine output in 8 hours
- * Vomiting more than twice in 24 hours
- * Uncontrolled diarrhea
- * An undiagnosed rash



If your child becomes ill whilst at camp, we will contact you immediately and ask you to collect him/her.

We will ask what your children's regular base temperature is when you start at our camp, and if your child's temperature raises, we will contact you and ask you to collect your child as soon as possible. Teachers monitor children closely, so we are aware quickly when your child is not well. A temperature of 99.5F or above will be sent home immediately.

Minimum 24 hours Exclusion Policy

Your child must stay home for at least 24 hours from when they are sent home from school with a fever or other condition.

Contagious or other diseases

We consider contagious diseases to include:

Influenza	Measles
Rubella (German Measles)	Mumps
Chicken Pox	Conjunctivitis (Pink Eye)
Strep-to-coccus Throat	Pneumonia
SARS	Ringworm
Meningitis	Hepatitis A
5 th Disease	Noro Virus
Adenovirus	COVID-19



Your child must remain away from camp should he/her contract any of these diseases or anyone living in the same house as your child contracts any of these. You will need to provide us with a doctor's certificate detailing when your child has been cured before he/she will be permitted to re-enter our programs.

Additional Exclusions are listed in the Health Policy attached to the end of this handbook..

Medication

Whenever possible, medication should be administered at home. However, when it is necessary to be given at camp, our policy is:

1. Please administer the first dose at home to check for an allergic reaction
2. Pass the medication to the classroom teacher and include with it a completed Medical Permission Form (available from the Preschool Office or your class teacher).

Exclusion Policy Health Chart

Symptom/Diagnosis	When Child will be sent home/excluded	When Child may return
Child/Staff has any noticeable symptoms <ul style="list-style-type: none"> Fever >99.5 Cough Shortness of Breath Malaise/Fatigue 	Immediately	When child has been symptom free, without fever reducing medication for 24 hours
Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Covid-19 <ul style="list-style-type: none"> Fever over 99.5 degrees Cough Shortness of breath Diarrhea and/or vomiting Stomach upset (of any kind) Runny nose Sore throat New onset of headache New loss of taste or smell 	Immediately	When child has been symptom free, without fever reducing medication for 24 hours
Cold Symptoms <ul style="list-style-type: none"> Runny Nose Stuff Nose Sneezing Watery eyes Cough Malaise Fatigue 	Immediately (For one symptom alone, the child will not be excluded, but with a combination of 2 or more symptoms and if in our opinion the child is not well enough to continue the activities, the child will be excluded).	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Diarrhea	After 2 occurrences within a 24-hour period	When diarrhea subsides for 24 hours
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria are resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Head Lice	When nits/eggs are noticed or present	When exclusion criteria are resolved
Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	Immediately if itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved with a doctor's note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria are resolved for 24 hours
Mouth Sores	When sores cause drooling	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> When discharge is noticed Pinkish/red swollen or irritated eyes 	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious, unless at least 5 days has passed and no visible sign of infection
Rash	When unidentified rash is noticed with no reasonable explanation from parents.	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious.
Strep Throat	If a child complains of a consistent sore throat and shows other symptoms of Strep Throat, as noticed by the teacher. Additionally, if child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	Immediately	When exclusion criteria are resolved for 24 hours or with a doctor's note stating the child is not contagious.

Essentials

What to Wear

Comfortable Clothes - T-shirts, shorts etc., Sport Shoes (NO open-toed shoes or sandals)



What to Bring

lunch



a water bottle



one set of spare clothes
in a Ziplock/bag



with utensils



and a disposable wet towel if needed

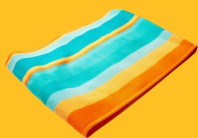


We are a
Nut-Free Environment



Swimwear

Swimming Suit, Towel, and Sandals/Flip Flop



Pool use is subject to availability

Essentials

Lunch Service

Kiwi Kitchen Lunch service is available for those who wish to order.

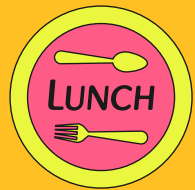
Please go to

kiwikitchen.com

Create your own account, select Mitsui Gardens International Preschool, and your class name and make your order. Make your payment directly to Kiwi Kitchen. Lunch will be delivered directly to us.

Place your order at least the week before by Thursday.

Please contact Kiwi Kitchen directly for any questions about the lunch service.



Popsicle or Ice Cream – Wednesday/Friday

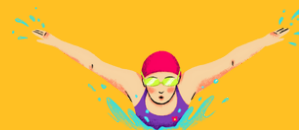
We will provide popsicles or ice-cream on Wednesdays and Fridays-

Please let us know if you prefer your child not to have any and please send in an alternative.

(We are sorry, for Panthers and Dragons ONLY)



Swim Lessons



For an additional fee swim lessons can be scheduled within the camp hours, for children aged 4 years old and over.

Instructors will collect children from the classroom and take them for their scheduled lessons, and return them to the classroom. Our teachers will help them change into and out of swimwear inside the classroom or at the pool change rooms.

If you register for swim lessons, please send two sets of swimwear on the day of your lesson. You can see the swim schedule on the classroom door each Monday.





Class Structure

The classes are divided into 3 main age groups.

Students will be assigned a class within the age group. Depending upon the weekly enrollments some students will be assigned to the closest aged group as possible to allow maximum enrollment. Ratios will be maintained at all times.



Lions

Daisy Classroom

15mths - 2.11yrs

10 seats

3 teachers



Panthers

Tulip Classroom

3yrs - 5.11yrs

20 seats

3 teachers



Dragons

Sunflower/Rose Classroom

6yrs - 12years

23 seats

2 teachers

The Summer Camp Director reserves the right to adjust class groupings as necessary based on the number of children enrolled in each age group and the availability of teachers.

Although discouraged, you may drop off and pick up your child according to your own schedule, please let the teachers know in advance.

Drop Off and Pick Up Locations

Regardless of the weather, please drop off and pick up your children from the assigned classrooms, except for those who have enrolled in the Half Day Session.

For those enrolled in the Half Day Session (8:10am-12pm)

Pick up Location will be at either the

**Wading Pool or
Gym / Classroom**

the teachers will let you know each morning.



Sample Daily Schedule

Time	Lions	Panthers	Dragons
8:10-9:00am	Arrival - Drop off Games and Free Choice		
9:15 – 9:30	Morning Circle Time		
9:30 – 10:00	Teacher Directed Activities	Activity Time	Teacher Directed Activity
10:00-10:30	Choice Time	Pool Time	Monday – Thursdays – Games, Skits, Challenges
10:30-11:00	Toileting, Changing to Swimwear, Story Time		
11:00-11:30	Swimming (Wading Pool and Splash Pad)	Teacher Directed Activities	Lunch Time
11:30-12:00		Lunch	
12:00pm	Lunch 	Rest or Nap Time	Leaning Labs
12:45 – 13:30	Nap Time		Pool Time 1-3pm
13:30-14:30		Special Interest Groups	 Gym Challenges
14:30-15:30	Afternoon Free Play	Monday – Thursdays – Teacher Directed Activities Fridays - Club Skits and Presentations	
15:00-15:30	Snack Time		
15:30 – 16:00	Closing Circle – Group Time Packing up		
16:00pm	Dismissal		

Special Note for under 3yrs

Water Play

Children will be playing in the wading pool when the weather permits. All children look forward to pool time, but we will look carefully for any of the following signs. If we see any, we are sorry but we will not take children to the pool. Please stay at home until symptoms pass for 24 hours. Children may attend school with a running nose, however we hesitate to allow them into the pool. Please understand these conditions.

Please keep your child home if they have...

- a fever (99.5°F up) (37.5°C)
- diarrhea
- vomiting
- running nose with coughing
- pink eye or sty without treatment
- suspected contagious virus

***If it is raining or the temperature is below 75°F or 23°C, we will not swim and we ask that the children to be picked up at the gym or classroom.



As we will go to the pool everyday, if you feel your child should not go into the pool we must ask you to please stay at home, as we do not have the staffing numbers to have one child stay in the class with one teacher, as we will be short a teacher at the pool.

For those enrolled in
the Half Day Session
(8:10am-12pm)
Pick up Location
will be at either the
**Wading Pool or
Gym**

the teachers will let you know each morning.

Sunscreen and Bug Repellent

If you wish, please apply to your child **BEFORE** coming to camp.





Communications

Weekly Reports and Photo Links

Every Friday you will receive a report about the week, the activities, what the children did and learned and what they enjoyed the most.

You will also receive a google photo link with the week's photos.

**Photos CANNOT be shared on SOCIAL MEDIA
Photos may only be shared within your family, and you must ensure
all photos remain private and confidential.
Please do not share the photo link with others.**

Child-Specific Information:

During arrival and dismissal times,

staff members must devote full attention to all of the children.

Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

If, at any time, you have special concerns, please feel free to contact the preschool director – use email, send a note, call the preschool office or the main office to leave a message. During camp hours, teachers cannot accept phone calls. If you have a message for a teacher during camp hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

Please **DO NOT discuss** problems or concerns in the presence of your child or other parents.

If you wish to talk to the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. We will always respect your privacy.

If your child is going to be out of camp for any reasons, please let the preschool director know (03-3224-6985).

For illness, please contact us immediately - this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality.

In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

Access for non-US Embassy Families

Access to the compound is permitted for up to 2 pre-registered parents or guardians.

Access is permitted on foot or by bicycle only.

Car Drop-off is PROHIBITED.

To enter you must show a photo ID at the gate.

Once you enter the gate, you will have 15mins to drop off and pick up. Please exit the gate within the time limit,

You must not enter any other facility or any other area than your designated classroom.

Failure to comply will result in the cancellation of your attendance at the camp.

Entrance is permitted on foot or bicycle only.

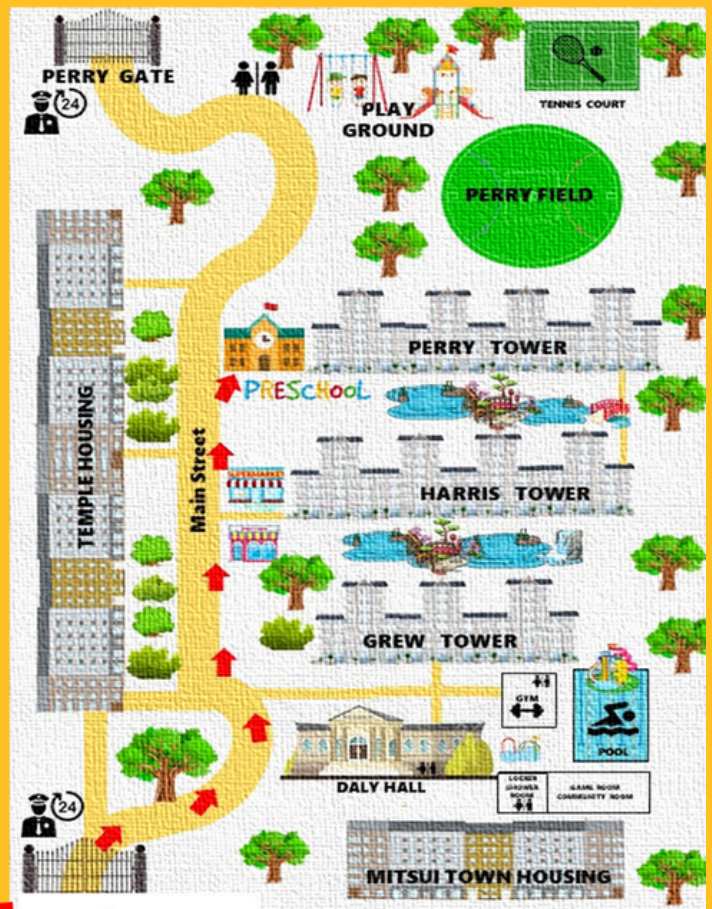
Please enter at the Gordon Gate

Please go straight to Daly Hall for Dragons Campers

Drop off is between 8:10am – 9:00am

Pick up is between 3:45-4:00pm

Camp Closes at 4:00pm



Gordon Gate
ENTER

Late fees apply for late pick up!

American Embassy Compound Location and Entry Point

Entry is permitted on foot, or by bicycle only.
Car Drop-off is PROHIBITED!!!





Final Reminders

- ✓ We are NUT FREE – no nuts, no peanuts, no peanut butter and no nut products please
- ✓ Drop off time is 8:10am at the classrooms
- ✓ Pick up time is 4:00pm.
- ✓ Please label all belongings
- ✓ Please don't be late, classroom doors will close in a timely fashion.

Dragons – Please let us know:-

Can your child swim in the deep end of the pool? Are they a confident swimmer? Or would you prefer they stay in the shallow end?

If you live on the compound, and your child is over 10years old, if you want them to go home by themselves, please give us your written permission in an email preschooldirector@ewatokyo.org

Refund and Change Policy

Refunds are not provided for any reason. Sickness exclusions are not grounds for refunds. Change requests will be accepted where possible. Changes are NOT guaranteed



For information during Summer
03 3224 6787
or 03 3224 6985
preschooldirector@ewatokyo.org



Summer Camp Fact Sheet



Emergencies

In emergencies such as fire or earthquake, children will be dismissed as soon as possible. We will contact you by phone or email to inform you of our location and the procedure to be followed. If telephones and email are not working, we will wait for you to come and collect your children as soon as possible at the safest location inside the compound – either Candy Cane Park or Daly Hall.



Contact Information

Questions about Program,
Schedule, absences, lateness,
concerns or compliments

Angela Fujimori
(English Only)

preschooldirector@ewatokyo.org

03 3224 6985

Questions about payment and
invoices

Tyler Roth
(English Only)

adminmanager@ewatokyo.org

03 3224 6787