



2024 Summer School

PAL International School @Hiroo

Enrollment Booklet

7/1 MON~8/31 FRI

PAL International School@Hiroo

Summer School 2024

0 YEARS AND 3 MONTHS TO ELEMENTARY SCHOOL STUDENTS

Theme : STEAM Splash & Play

Apply

- Full Day
- Morning Session
- Afternoon Session

One day-8weeks

PAL INTERNATIONAL SCHOOL@HIROO
3-7-15 NISHIAZABU, MINATO KU

Address: 3-7-15 Nishi Azabu, Minato-ku, Tokyo 106-0031

TEL: 03-5770-8166

FAX: 03-5770-8167

MAIL: info@pal-school.com

HP: <https://seiwagakuen.ed.jp/pal>

Management: Seiwa Gakuen School Corporation



Revised: June 1st 2024

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1. Outline of PAL International School

1. Administrator Name of Operator: Incorporated Educational Institution Seiwa Gakuen
 Chairman: Yuzen Saito
 Address of Corporation: 2261-1 Yamazakichou, Machida-shi, Tokyo-to
 Telephone Number of Corporation: 042-791-2746
2. Facility Type of Facility: Ninkagai Hoiku Shisetu
 (non-registered day care centers)
 Eligible for free/reduced fee by Minato Ward
 Name of Facility: PAL International School@Hiroo
 Address: 3-7-15 Nishi-Azabu, Minato-ku, Tokyo-to
 Contact: Telephone 03-5770-8166 FAX 03-5770-8167
 Email info@pal-school.com
 URL <https://seiwagakuen.ed.jp/pal>
 Director: Rika Sunada

2: Summer School Outline

<Summer School Course>

- Full Day 8:30-17:00
- Morning 8:30-13:30
- Afternoon 13:30-17:00

<Period:>

July 1st (Monday) - August 30th (Friday)

Closed on Saturdays, Sundays, and national holidays (July 15th, August 12th)

<Age range>0 years and 3 months to elementary school students

3. A Day at PAL

8:30-	Arrival
9:30-11:30	Circle Time, Water Play, GT Activity, Outdoor Activity, Classroom Activity
11:30-12:00	Lunch Time
12:00-13:30	Classroom Activity
13:30	Morning Program Dismissal, Afternoon Program Arrival
13:00-15:00	Nap Time/ Indoor Activity
15:00-15:30	Snack Time
15:30-16:45	Classroom Activity(Gymnastic, Craft, Color, or Tech Park)
16:45-17:00	Circle Time · Dismissal
18:00-18:30	Supplementary Food
-19:00	Dismissal

4. Items and Clothing

- ◆ Change of clothes (1-2 sets; shirt, pants, undershirt, underwear, socks)
- ◆ One bath-sized towel for nap time (only for children who takes a nap)
- ◆ Lightweight long-sleeve coat for outdoor play to protect against mosquitoes(no hood).
- ◆ Outdoor shoes for outdoor play.
- ◆ Indoor shoes (tennis type)

※We will provide basic supplies such as diapers, wipes, nap sheets, meal aprons, feeding bottles, etc.

※Please pack the above items in a backpack or tote bag and bring to school.

※Kindly label all your child/ren's belongings. If unlabeled, we may write your child/ren's name on it to avoid misplacing or losing things.

※PAL will dispose of soiled diapers.

※Please do not let your child bring personal items (dolls, toys, etc.) from home to school as these might get lost and to avoid inconvenience to other children.

※Please apply sunscreen and bug repellent at home before coming to school.

<School Clothes>

Please have your child come to school wearing casual clothing in which s/he can play and move comfortably and actively.

Please do not let him/her wear a jacket or other outerwear top which has a hood.

5. Lunch, Snack, and Milk

① Food at PAL:

We provide school lunch and snacks under the supervision of a nutritionist.

② Days we provide food:

We provide school lunch to all children who are attends our program when we provide childcare. *School Lunch Menu* is distributed every month.

③ Food Allergies

If your child has a food allergy, as per the Living Management Guidance chart by the Ministry of Health, Labor and Welfare, the school director and school nutritionist will construct a response of dietary elimination. If you have any concerns regarding food allergy, please let us know. Also, if you have any other concerns regarding food or diet, we will address those as best as we can, please do not hesitate to contact us.

- If your child has any dietary restrictions, please let us know.
- We have a food allergy manual on hand.
- Please cooperate in submitting any necessary documents such as instructions, application forms for elimination diet, etc.

④ Diversity (lifestyle, culture, religion, etc.) Status of response: vegan, halal, vegetarian, and other lifestyle, cultural, and religious matters will be discussed on a case-by-case basis.

⑤About Breast Milk

PAL is not able to accept breast milk (or frozen breast milk) due to sanitary and hygienic reasons. If you are raising your child on breast milk, you may come to school to breastfeed on your child's schedule. For children on formula milk, you can bring your preferred formula brand.

⑥Food Safety Management

We monitor teachers' and staff members' health conditions daily and perform bacterial testing monthly.

We organize and clean the school daily and maintain the hygiene management classification.

6. Communication between School and Home “Brain”

We use “Brain”, a communication application for smartphones and tablets, to communicate with parents and the school.

We will inform you of your ID and password after your enrollment.

We will ask you to fill out a contact form to let us know what your child is doing at home in terms of eating, sleeping, health, and so on. We will also inform you of what is going on and will keep record of the day/time of your child’s attendance.

Please be sure to read our newsletters, lunch and snack menus, and notices on the application. Please let us know through brain if you will be late, leave early, or be absent.

Messages received on Brain will be checked and replied to during business hours (Monday - Saturday, 8:30-17:00, excluding national holidays).

Please note that we will not be able to respond to messages outside of business hours.

7. Pick-up and Drop-off

◇ Generally, parents are expected to drop-off and pick-up their own child/ren from school. If pick-up by a parent is not possible, we require parents to inform us of the name of the pick-up person together with a recent valid ID with his/her photo. We will require this person to show a photo ID upon pick-up. We cannot release your child to a person who does not have a photo ID; please inform your pick-up person to be sure to bring along a photo ID.

◇ If you will be late to come for pick-up, please call or send a message through Brain.

◇ Pick-up and drop-off by private car or cab

Please contact us in advance. If a staff member is available to pick-up your child from/to your car, we will pick up your child in front of PAL. Please do not get out of your car.

Please do not park in our parking lot or in the parking lot of neighboring residences.

We ask for your cooperation in ensuring smooth boarding and unloading so as not to inconvenience the neighborhood.

If you need to stop by/pick-up/drop-off your child, please use the coin-operated parking lot. The school will not be involved in any accidents that occur during pick-up and drop-off.

◇ Pick-up and Drop-off by stroller or bicycle

Please park your stroller or bicycle near the shoe box area.

Please note that we will not be liable for any damages/loss that may occur while using our parking space.

8. School Doctor

If your child becomes sick or injured while at school, we will take your child to the clinic below after we get in contact with your emergency contact. If we cannot contact you in time, or if we think it is an emergency, we might make an emergency call to 119.

We are affiliated with the clinic below:

Nishi-Azabu International Clinic

Tel: 03-6447-5966

Address: 3-17-20 Nishi-Azabu, Minato-ku

Doctor: Akira Mikami

9. Safety Measures



- ◇ We are diligent in protecting the children because of the gradual decline in public safety. If you spot something unusual or have information you think we should know, please notify the school office.
- ◇ Please make sure to always securely close the school door after entering and leaving the building.
- ◇ If you notice anyone or anything suspicious in or around our facility, please inform us.
- ◇ When you leave the school building, please do not allow your child(ren) to run out into the road.
- ◇ If you come to school by bicycle, please obey cycling rules and proper etiquette.
- ◇ There is an AED in the school. All teachers and staff are trained in the use of the AED.
- ◇ The local police cooperate with us in educating our students; they share with our children the instructions in traffic safety and crime prevention.
- ◇ In Case of Inclement Weather
When there is severe weather (heavy rain or snow, a typhoon, etc.) and a warning is issued for Tokyo-to, we might close school for the day or have a late start at school. If the warning is issued during the school day, we might close school early with an early dismissal, in this case we will inform parents by email, SNS or telephone.
If school closes due to inclement weather, we are not accepting make-ups, nor can we refund the childcare fee or tuition.
Thank you for your understanding.

<Disaster Management>

Evacuation of your child(ren) in case of an emergency after a warning declaration has been issued by the Japanese government:

- ◆ First Evacuation Location: Kogai Elementary School, 3-11-16 Nishi-Azabu
- ◆ Second Evacuation Location: Arisugawa Park, 5-7-29 Minami-Azabu
- As a rule, we release children to their parents. Please pick up your child after confirming with the staff that you are the parent.
- After an official warning declaration is issued or an earthquake with a seismic intensity of 5 or above occurs, please pick up your child without waiting for notification from the school. For safe and secure evacuations, please let us know when you pick up your child.

10. Starting PAL Summer School



- When you decide to enroll your child in PAL International School @Hiroo Summer School, we ask you to read this 'Enrollment Booklet', agree to its content, and sign the enrollment contract. Then we start providing childcare.
- Please pay the necessary fees such as admission fee, registration fee, and tuition fee before enrolling your child.

11. Change of Schedule (Absence, Tardiness and Early Pick-up) and Make-up Days



<Full day, Morning and Afternoon course>
<Temporary Child Care Course>

Please contact us via Brain or LINE (<https://lin.ee/DBltUHj>) to inform us of absences, tardiness, early dismissals, and make-up.

- ◇ If you are absent from school, you may make up the day on another day (except for Saturday, Sundays and New Year's holidays). Please make up the day within Summer School. Please let us know which day you would like to make up. (Depending on the number of staff and children, we may not be able to meet your request).
- ◇ Reservations can be changed up to two days in advance. Cancellations, make-up or no-shows after that date will be charged the full amount of the reserved childcare fee. Cancellations and rescheduling without notice will not be accepted.

- ◇ No refunds will be made for early pick-up.
- ◇ Please be punctual for pick-up time. (See Extended Day Fee).
- ◇ If you arrive more than 5 minutes before the scheduled pick-up time, or if the scheduled pick-up time exceeds 5 minutes, we will count it as 30 minutes of childcare time.
- ◇ Please make reservations in 30-minute increments.
- ◇ Please contact us via LINE (<https://lin.ee/DBltUHj>) for registration, absence, late arrivals, early departures, and make-ups.
- ◇ Reservations can be changed up to two days in advance. Cancellations or no-shows after that date will be charged the full amount of the reserved childcare fee.
- ◇ Cancellations or rescheduling without prior notice will not be accepted.
- ◇ No refunds will be made for early pick-up.
- ◇ Please be punctual for pick-up time. (See Extended Day Fee).
- ◇ If you arrive more than 5 minutes before the scheduled pick-up time, or if the scheduled pick-up time exceeds 5 minutes, we will count it as 30 minutes of childcare time.

12. Childcare Fee Information

The childcare fee (tuition) payment is to be made directly through 'enpay' service before the start of childcare service. (Detailed explanation of enpay is described below.)

<Full day, Morning and Afternoon Course>

① Admission Fee, Registration Fee, and Building Maintenance Fee

New Members Admission Fee ¥10,000

New Members Registration Fee ¥10,000

Session	Time	Summer School Tuition Fee									
		Per Day	1Week	2Week	3Week	4Week	5Week	6Week	7Week	8Week	Whole term
Full Day Session	8:30am -5:00pm	17,500	86,750	171,500	255,000	336,000	416,250	493,500	570,500	644,000	674,100
Morning Session	8:30am -1:30pm	13,000	64,250	127,500	189,000	250,000	308,750	366,000	423,500	478,000	499,800
Afternoon Session	1:30pm -5:00pm	12,000	59,500	117,500	174,750	230,000	285,000	339,000	390,250	442,000	462,000

Lunches, snacks, formula, materials, activities, bed linen, diapers, one PAL T-shirts and other expenses are included.

① Extended Hours

¥900 / 30 minutes

Morning Extension: 7:30 AM -8:29 AM

Late Afternoon Extension: 5:00PM-7:00PM

·Supplementary Food ¥200 / time(if you have a reservation after 18:00)

¥1,300/30 minutes

8:30AM-5:00 PM

② Hirogari School Bus

The school bus will pick up and drop off your child at the kindergarten or near your home.

※Please refer to the attached sheet

Bus Fees (daily)

Roundtrip ¥2,000 /day One-way ¥1,000 /day

※Please note that pick-up service fee is NOT REFUNDABLE.

You can make-up a day while Summer School.

<Temporary Child Care Course>

Admission Fee ¥30,000 Registration Fee ¥10,000

Tuition Fee ¥1,300/ 30 mins

Admission Fee and Registration Fee are waived for the first 2 hours.

Meals will be charged separately.

Lunch Fee ¥550 (if you have a reservation between 11:30-12:00)

Snack Fee ¥200 (if you have a reservation between 15:00 and 15:30)

Supplementary Meal ¥200 (if you have a reservation after 18:00)

Bus Fee (roundtrip) ¥2,000 /day (one-way) ¥1,000 /day

Please refer to the attached sheet for more information about the bus.

[Referral Campaign]

We are currently running a referral campaign!

Discount for friends and siblings: ¥10,000 off the registration fee.

For each member you refer, you will receive a "¥5,000 coupon" that can be used for future programs.

13. Payment



- Please pay in Japanese Yen.
- Please pay using 'enpay' system and complete the transaction before we provide childcare.
- Please let us know if you would like to pay by international money transfer.
- Please understand that the Childcare Fee (tuition), Admission Fee, Registration Fee, as well as actual cost and other fees and expenses are NOT REFUNDABLE for any reason.

About "enpay"

"enpay" is a cashless payment service which cooperates with the LINE app.

"enpay" is specialized for use by nursery schools. You can pay childcare fees by credit card or cash at convenience stores, or via *LINE Pay* or *PayPay* through the message from "enpay" delivered to your LINE app. You can earn points when paying by credit card, and if you want to pay the fees at a convenience store, you can also do so.

If you don't have a smart phone, tablet, or the *LINE* app, you can still pay the fees through the "enpay" system. In this case, we will give you an invoice with a QR code, and you can pay at the convenience store or by credit card. Although "enpay" is a payment service which uses the *LINE* app, your *LINE* account cannot be revealed to others, including school staff or the operational company.

14. Liability Insurance

Chubb Liability Insurance

Payment Limit		Deductible Amount
Facility Liability Insurance	Product Liability Insurance	
Interpersonal: 1 accident 4 billion yen / 1 person 1 billion yen	Interpersonal: 1 accident 4 billion yen / 1 person 1 billion yen	Both interpersonal and objective / 1 accident / 10000yen

Chubb School Accident Insurance

Type of Accident	Accident Range	Benefit Amount
Injured	Under school control and cost for recuperation	Outpatient 1day 2000yen Hospitalization 1day 4000 yen
Death / Residual Disability	Under school control of injury and death or residual disability	Solatium 4,000,000yen

PAL International School has a liability insurance to cover accidents that occur while your child is in our care. The insurance company will compensate for damages to the child on behalf of the nursery when the nursery is liable, such as an accident caused by the nursery's negligence or by the nursery's equipment. Note that compensation will be made only for items covered by insurance. As such, illness, issues resulting from the child's constitution, or injuries occurring normally during childcare may not be covered by insurance.

15. Handling of Personal Information

All personal information provided by parents to Seiwa Gakuen will be managed as outlined below. In addition, we will use photos, videos, etc. based on the answers to the "Media Questionnaire" filled out by parents.

- ① Purpose of using personal information at PAL and/or Seiwa Gakuen:
 - To provide information for childcare purposes, i.e., child's file, emergency contact information, letters from school, art exhibits in and outside the school, photo exhibits, and other documents, activities, videos, photos, homepages, blogs, SNS, etc., which we need for providing childcare for PAL families.
 - To cooperate with other schools and local government institution.
 - For collaboration with medical institutions by sharing information such as medical records and life history, and to prevent the spread of infectious diseases.
 - To cooperate with other childcare organizations.
 - To cooperate with parents of Seiwa Gakuen School Corporation.
 - To cooperate with financial and public institutions for administrative purposes.
 - To provide information to participants about school events and other activities held at school.
 - To provide photos of children's activities for use on school letters and brochures.
 - To provide photos of children or artworks for exhibit outside the school.
 - To cooperate with childcare and educational practices at Seiwa Gakuen.
 - For disclosure of information subject to business subcontracting by companies, etc.
 - For academic consideration and educational development.
 - For informing external auditing institutions.
 - For any other areas which are needed for the operation of Seiwa Gakuen.

- ② Seiwa Gakuen and PAL will not provide any personal information of children or their families to a third party (including those mentioned above) without parental consent unless there is a valid reason.
- ③ Seiwa Gakuen and PAL will use personal information for the basic monthly childcare fee (tuition) only to the extent necessary for providing services of benefit.
- ④ Seiwa Gakuen and PAL manage all personal information under a strict system. If you have any questions regarding personal information, please contact Seiwa Gakuen

※The contents of this policy may change according to instruction from government authorities.

We commit to strictly adhere to the regulations on how we handle personal information both during and after your child/ren's attendance at PAL.

- We will not share any information about your child/ren or family with others.
- Information regarding the record of childcare will be stored for five (5) years after your child/ren leave/graduate; after that we will dispose of it following the laws to protect confidentiality.

16. Health and Health Management

◆ If your child is injured or does not feel well at home, please postpone his/her attendance at school.

PAL's Baselines for School Attendance:

Fever: If your child's temperature reaches 37.5°C or higher within the previous 24 hours, please keep your child at home.

Diarrhea: If your child has not had normal defecation for two days, please keep your child at home.

Vomiting: If your child vomits the day before or the morning of a school day, please keep your child at home.

Undiagnosed Rash: If your child has an undiagnosed rash — even just a small area — please have your doctor examine it before your child attends school.


Vaccinations: Please keep your child at home on the day of receiving any vaccination; your child's condition might change because of the vaccine.

Fingernails: Please keep your child/ren's nails trimmed short to prevent injury to self or others.

- ◆ If your child becomes ill whilst at school or develops a fever of 37.5°C or higher, we will contact you and ask you to collect your child. Depending on your child's condition, we might ask you to collect your child immediately.
- ◆ If your child has an allergy (food, animal, plant, etc.), please inform the school.
- ◆ In case of an emergency such as an injury or sudden illness while at school, we might take your child to a hospital or clinic. If your child has a minor injury, we will treat it at school. However, if we determine that a doctor's treatment is needed, we will take your child to the hospital after we inform the parents. Your child will not get treatment without parental permission.
- ◆ We have to take our photocopy of your child's Health Insurance Card(健康保険証)and Medical Insurance Card(医療証)that will be needed if we have to take your child to the hospital. Therefore, when you come to the hospital, please make sure to bring your child's original Health Insurance Card (健康保険証)and Medical Insurance Card(医療証).


- ◆ If we determine that it is an urgent case but we cannot contact you, we might take your child to the hospital without parental permission.
- ◆ If your emergency contact information or the information on your insurance card(s) changes, please update the school immediately.

17. Medications



PAL cannot hold or administer your child's medicine as it is a regulated medical practice. Please inform your doctor that your child attends a nursery school which cannot hold or administer your child's medicine. Ask your doctor for medicine which your child does not need to take while in school. However, if your child needs an EpiPen or suppository medicine, please discuss this with the school.

18. Infectious Diseases



If your child contracts an infectious disease, s/he is prohibited from attending school to prevent its spread to others. After your child is cured and when your child is ready to return to school, you need to bring "A - Medical Certificate for Returning to School by a Doctor" or "B - Notification of Returning to School by Parents". Please contact our staff for more information.

- ※ If a family member contracts an infectious disease, please inform the school immediately.
- ※ If the Health Center has consulted with you regarding your child's return to school, please follow their instructions.