



# Winter Fun at Willowbrook 2017!

Willowbrook International School will be offering Winter School during part of the Winter holiday break, December 18th to 22nd. During a week, the children will be discussing and taking part in activities centered on "Winter Wonderland"

All children including Kaze Class children are welcome to join us!

Non-Willowbrook children who are 3-6 years old are also welcome. DOB must be before August 31st, 2014 for Non-WIS children. For non-Willowbrook families, we would like to have a short meeting with the parents to explain our policies before starting the program.

During Winter school, we offer our "Regular Program". (The Dual Immersion Program will not be available)

If you are interested in enrolling your child/ren in this program, please let us know by completing the attached form by November 10th, 2017

We have been receiving inquiries if we are able to extend Winter School until the last week of December. If you are interested in your child attending Winter School attend that week, please let us [wistokyo@gol.com](mailto:wistokyo@gol.com) know the dates you would like. If we have 5 or more children a day, we can have Winter School from December 25<sup>th</sup> to December 29<sup>th</sup>.

Please understand that this is a short program and is not suitable for children who take time to adjust to new environments.

## Winter School: Regular (English) program only

<b>Week:</b>	December 18 <sup>th</sup> (Mon) to 22 <sup>nd</sup> (Fri), 2017 <i>*We may be able to extend Winter school until December 29<sup>th</sup> - depending on how many children are interested in.</i>
<b>Time:</b>	8:30 - 14:00 (We open the door at 8:15am) 8:30 - 12:30 option is available for Kaze, Yuki and Yama children
<b>Sora class:</b>	14:00 - 18:00

## Basic Schedule

<b>8:15- 8:30</b>	Arrival, Learning Center Time
<b>9:45</b>	Circle Time
<b>10:15</b>	Snack
<b>10:35</b>	Project
<b>11:05</b>	Gym/Discovery Room for body movement
<b>11:45</b>	Lunch
<b>12:30</b>	Nap time
<b>13:40</b>	Closing Circle
<b>14:00</b>	Dismissal
<b>14:00</b>	Sora class (optional until 18:00)

### Things to bring each day

- Lunch (NO NUTS, NO PEANUTS please)
- Drink bottle
- Hand towel

\*You can order lunch from Lucadeli at <http://lucadeli.com/bento/willowbrook/>

\*We will provide a morning snack.

### Things to keep at school

- Two blankets for nap time
- One extra set of clothes
- Indoor shoes
- Diapers and wipes if needed

Please label child's name on all items, including forks and chopsticks with your child's name, and do not send personal toys from home except for nap time toys.

Please label all of your child's belongings with their name and do not send personal toys from home, although your child may bring a soft toy for naptime.

## Important information about Winter school



### Teachers and ratio

We would like to remind you that our Winter school teachers and classrooms may change daily and the classes may be mixed ages. Some children, especially young ones, may have difficulty adjusting to these circumstances and may not enjoy the program. If that is the case, the teachers may recommend reconsidering the child's enrollment. The number of classes and the ages of the children will depend on the number of children registered that week.

Teacher: Student ratio will be the same as your child's current class except for Hana Class.

i.e. Kaze age 1:3, Yuki and Yama age 1:4, 3 years and older 1:6

We may be able to accept some applicants after the due date IF we still have space. On the other hand, if we have fewer children, we will have only one mixed-age class.

※ We may also cancel Sora class if there are only a few applicants

### Drop off and pick up

- If a Nanny/helper will pick up your child, she/he needs to bring their WIS Nanny ID with them.

If she/he does not have one, please send a photo and their name to the office in advance. (Grandparents do not need ID but we need to meet them before their first Willowbrook pick up)

- Please note that there is **NO car pick-up/drop-off** during Winter school.

### Daily Journal

- Teachers will post a daily journal outside the classroom entrance everyday (not by email)

### Tuition for a week ※Tax is not included

Winter 2017	Willowbrook children		Non Willowbrook children
	Full day 8:15am-2:00pm	Half day 8:15am-12:30pm	Full day 8:15am-2:00pm
5 days	70,000yen	60,000yen	75,000yen
4 days	56,000yen	48,000yen	60,000yen
3 days	42,000yen	36,000yen	45,000yen
2 days	28,000yen	24,000yen	30,000yen
1 days	14,000yen	12,000yen	15,000yen
Sora	1,700yen/hour		2,000/hour

\*You can choose any combination of days in the week, does not have to be Monday/Wednesday/Friday or Tuesday/Thursday.

\*Half day (8:30-12:30) option is available for current Kaze, Yuki, and Yama children

\*Sora class is only for children who apply in advance. Children cannot join Sora class last minute.

### About changes and cancellations for all courses including Sora

- If you need to cancel your reservation, you can receive a refund if you cancel by phone or email by 12:00pm 7 days before your reservation. For example, to cancel for the first day of Winter school (December 18th) you will need to cancel by 12:00pm on December 11th (Monday) to receive a refund. *Cancellations less than 7 days before the date of booking will not be refunded as staff arrangements have already been made.*
- If you wish to change your reservation to a day before your original booked date, please let us know 7 days before the new date.
- If you would like to change your reservation to a day after your original booked date, please let us know 7 days before the date of your original reservation.

*\* Please be aware that if you cancel or change a reservation without 7 days' notice, you will still be charged for the original date as well as the new date.*

<Example of changes>

Original date	New date	Date you tell the office by	Changing fee
December 22nd (Fri)	December 20th (Wed)	December 13 <sup>th</sup> (Wed) 12pm *7 days before the new date	No charge
December 22nd (Fri)	December 20th (Wed)	December 21st (Thu)	<i>No refund for original date</i>
December 19th (Tue)	December 22nd (Fri)	December 12th (Tue) 12pm *7 days before the original date	No charge
December 21st (Thu)	December 19th (Tue)	December 20th (Wed)	<i>No refund for original date</i>

Please note that changes can only be made if there is space availability on the days you wish to change to.

**Due date is November 10th, 2017 (including Sora class) Space is limited.**

**We look forward to seeing you for a winter of fun!**



**Willowbrook International School**

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