

Parent Handbook

Nursery

2024-2025



OAKWOOD TOKYO
INTERNATIONAL SCHOOL

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Welcome Message

Greetings and welcome to Oakwood Tokyo International School, a vibrant hub of learning for children aged 1 through 6. At Oakwood, we are dedicated to cultivating an enriching environment that sparks creativity, nurtures independence, and fuels curiosity to guide the holistic development of young minds.

Here, we foster a culture where students are not only encouraged to think freely and critically but are also inspired to pose questions and embrace risks. Our aim is to instill problem-solving skills and foster meaningful peer relationships, all while teaching our students to learn and grow in preparation for a globalized future while providing a foundation for life in Japan. As they gain confidence and self-reliance, we strive for them to feel a strong sense of community and mutual care.

Our team of highly qualified educators is committed to guiding students through subject-based activities that encompass English language studies, mathematics, science, social studies, music, art, and physical education. Emphasizing a well-rounded foundation for future academic triumphs, our teachers seamlessly integrate daily routines with opportunities for children to explore individual interests and take ownership of their learning journey.

Beyond our dedicated indoor learning spaces, Oakwood boasts a private outdoor play area, a seasonal garden, and an indoor gym, offering a holistic and dynamic educational experience. As you ponder the academic options for your child, we extend a warm invitation to visit Oakwood Tokyo International School, meet our exceptional teachers, and immerse yourself in the nurturing learning environment where students are encouraged to explore, play, and thrive.

I am honored to be your principal and I look forward to joining hands with you in shaping a bright future for our young learners.

Sincerely,

David Brian Foley, Jr.
Principal

FIRST WEEK- WHAT TO EXPECT (NURSERY)

Please refer to the **PICK UP / DROP OFF** section for more information regarding the procedure.

You should expect an adjustment period as it is a new environment for your child. The first week there may be tears and it could feel difficult emotionally but please do not worry. All of our teachers are trained and prepared to help your child adjust. We recommend some ways to make the transition easier for both you and your child:

-A swift drop off. Lingering may just delay the inevitable. In most cases, once the parent leaves, the child is easily distracted by the fun going on around them and they quickly join in.

-A Flex Start. If you wish for your child to gradually start attending school before starting a 5 days per week schedule, please email admin to request the Flex Start Form for more information.

PARENT LOGIN PASSWORD: oakwood4eva

Use this password on www.oakwoodtis.com to see weekly updated photos

ITEMS TO BRING - OAKWOOD ACORNS & SEEDLINGS (NURSERY)

1. Breastmilk - Please bring Expressed milk in a cooler, we will store it and prepare for feeding time.
2. Bottles - Please bring 2 sterilized bottles labeled with your child's name.
3. Formula - Please bring a large tin of your child's formula clearly labeled.
4. Baby Food – Please bring baby food daily. Please label each jar or container with your baby's name and date.
5. Any Additional Snacks - Please bring 2 snacks that your child likes.
6. Bibs – Take them home daily and provide fresh ones the next day. Each bib needs to be labeled with your baby's name.
7. Burp Cloths – Label each one with your baby's name.
8. Pacifier or Comfort toy/blanky – If your baby takes a pacifier or has a favorite blanket or toy, etc., please take it home daily to clean. Also, have it labeled with your baby's name on it.

9. Sippy Cup – If you are starting your baby on a sippy cup, Send 2 with them daily. They will need to be labeled.
10. Sheets/Blankets 60cmX120cm – You will need to label all sheets and blankets with your child's name. Please put them in a separate small bag to be taken home at the end of the week.
11. Diapers – Please bring one pack of diapers with your child's name clearly marked on the packet.
12. Wipes – Oakwood provides wipes for students. However, if you have a particular brand you prefer, please bring a pack to us.
13. Diaper Cream – Label with your baby's name and any instructions.
14. Sunscreen – Please bring one bottle with your child's name clearly labeled.
15. Extra Clothes and Shoes – Please bring 3 changes of clothes and indoor shoes (if walking).

*Oakwood staff will send you a reminder when items (i.e diapers, formula, etc.) need to be refilled.

*Bottles and utensils will be sterilized at Oakwood.

LABELING

Please be sure to label any item your child brings into the school (eg. clothing, shoes, coats, lunchboxes, ziplock bags, cutlery etc.). Please understand that there are many students, so any item without a label could be misplaced.

PERSONAL ITEMS/TOYS

Aside from designated Show and Tell days or when asked by a teacher, please refrain from bringing toys into school.

ENGLISH POLICY

Oakwood Tokyo International School is a primarily English learning environment, with Japanese as a secondary language. We understand that new students may struggle with English at first, so in situations where the health and safety of the student is priority, we may switch to Japanese or try to communicate in the student's native language. If there is a communication breakdown that we deem to be crucial, we will contact their parents.

TEACHER / PARENT COMMUNICATION

For day-to-day communication regarding the activities in the classroom the teachers will keep you up to date using an app called LOOKME. For directions on how to download the app please see below.

HOW TO DOWNLOAD LOOKME APP



Search for 'Lookme' and download the app.



Please tap 'GET'.



Please tap or scroll to read and agree to the conditions and the handling of personal information and for your acceptance.



This App will always download a right size update to maintain a stable.



When you get the email, please tap the link with a confirmation code. If you have trouble, please contact us. Next page, please tap 'I agree' only when you have read the page.



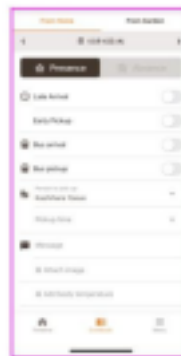
Please type in your email address. Please type in your phone number. Please type in your name. Please type in your address. Please type in your school name. Please type in your school address. Please type in your school phone number. Please type in your school email address. Please type in your school website. Please type in your school logo. Please type in your school color. Please type in your school logo color. Please type in your school logo size. Please type in your school logo position. Please type in your school logo background color. Please type in your school logo background position. Please type in your school logo background size. Please type in your school logo background position.



Please confirm these.



Please type in your information. Are you all good?



You will see your logo which will be sent to the school on the Checklist page.

Please send the email morning by 9:00am. If your child takes the bus you will need to email the school as soon as possible to notify the absence.

If you tap 'From Garden', you will see a note from your teacher.

BREAKFAST CLUB AND EXTENDED CARE

The school opens for Breakfast Club at 8:00 a.m. daily. Students are welcome to join until school starts at 8:45 a.m.. The cost is 500 yen per 15 minutes before 8:45 a.m..

Extended Care, between 15:00-18:00, is charged at ¥500 for every 15 minutes for up to 45 minutes; over 45 minutes is charged at ¥2500 per hour. After 18:00, beyond the school's hours of operation, the late pick-up fee is ¥1,000 for every 15 minutes.

AFTER SCHOOL PROGRAMS

We run an exciting adventure play program every afternoon from 15:00 - 18:00 with a variety of schedules and classes to suit every child.

Adventure Play

Mon.- Fri. 3:00 & 6:00

AP Toddlers; AP Kids; AP Big Kids

Our Adventure Play Program is an afternoon of fun-filled classes of all subjects. Students will be immersed in English while they do a science experiment, sing and dance with karaoke, make a messy piece of art and so much more.

FOOD PREPARATION & ALLERGIES

We ask that any food prepared for snack or lunch be properly cut along the long side. *Please refer to the photo for your reference.



If your child has any food allergies you must let the admin staff know in the student application as well as complete an allergen form. Students with severe food allergies, such as an egg or nut allergy, are unable to participate in the Oakwood School Provided Lunch program.

Oakwood is a nut free school. Please do not include nuts in your child's snack or lunch box.

SICKNESS/MEDICINES

All our toys are systematically cleaned and we strive to ensure that our environment is kept clean, sterile and welcoming.

Any medicines brought into Oakwood must be:

- Handed to a teacher by the parent when they come to school.
- We have Medicine Forms which we keep up to date and share with the staff to ensure that all medicines are administered at the correct time, and in the right dose.
- Medicines are **not** to be kept in students' bags. They must be handed to either admin staff, or the lead teacher.

We understand that students will get sick from time to time. Please keep them at home and let them recover when :

- Their temperature is 37.5 or higher.
- They have vomited or had diarrhea in a 24-hour period. Must be kept at home for 48 hours.
- They have or a family member has an infectious illnesses (including influenza). In these cases, children must be absent from school whilst they receive medical attention. Children may return to school once they have received a certificate of recovery from their Doctor.

Any student who shows symptoms of illness will be kept apart from the other students whilst we contact the parent or guardian. If it is something you are aware of (such as a deep cough) they will be welcomed back into the class at the school's discretion. We ask that you pick up your child immediately once it is determined necessary in order to reduce the risk of contagion.

AFFILIATED PEDIATRIC CLINIC AND DOCTOR VISIT/HEALTH CHECK

Fujisawa Kodomo Clinic

〒158-0082 Tokyo, Setagaya City, Todoroki, 8 Chome-17-11

We as a school require all students to receive a health check on admission to Oakwood and **twice a year** thereafter by our affiliated clinic or their doctor. Once this health check has been completed we ask for a photocopy of their Japanese Maternal & Child Health Book. This is in compliance with the requirements given to the school by the Setagaya City Office.

Incase of sudden fever or injury students shall be taken to this clinic.

HYGIENE

Please remind your child to use hand spray when entering the building (as soon as they have put away their outdoor shoes). For those children who need to take naps at school, their blanket will be returned to you at the end of each week. Please wash and bring it back in on the following Monday.

In cases of toilet accidents, students' clothes are washed immediately at school in a washer-dryer. If you would prefer us not to, please inform us by email.

SCHOOL CLOSURES

In the event the school needs to close for reasons beyond our control, such as weather or pandemic related reasons, the school will contact you via email. These events are not applicable for make-up days. Please refer to our Make-Up Day policy for more information.

SCHOOL CALENDARS

For all program calendars please check our website at <https://oakwoodtis.com/calendar>

ATTENDANCE AND ABSENCES

If your child will be late or absent due to sickness or personal reasons, please inform the school by phone or email. We understand as an International School with many international families, long periods of travel are to be expected. Please inform admin staff by email of any long term absences 1 month prior.

MAKE-UP DAYS AND RESCHEDULING

Make-up days are to be used within 30 days of the days taken off for sickness. *Make-up days cannot be used for absences due to personal days, national holidays or closures due circumstances outside of our control (e.g. COVID related).

For those who do not attend full time and would like to change the days in which your child attends you must submit a 'Change of Schedule Request' form. Please email the admin to receive one * Please note schedule changes are not always accepted.

INCIDENT REPORTS

In the case of an incident at school in which your child has an accident of any kind the teacher will complete an Incident Report Form. Additionally a teacher will notify you in-person at the time of pick-up.

BILLING

Billing is sent out twice a year for tuition, bus and lunch. Term 1 invoice will be sent in February and Term 2 Invoice will be sent in July. Material fees and facility development fees are billed at the beginning of every academic year regardless of enrollment date. If you would like to pay annually, please email admin@oakwoodtis.com.

DISENROLLMENT

We understand that families may need to relocate or that circumstances may change, in the case of disenrollment, we ask parents to submit a disenrollment notice 3 months prior to the leaving date.

If you need to temporarily disenroll or would like to request an extended leave of absence for your child please contact admin for details of the policy and procedure.

DROP OFF / PICK UP PROCEDURE

For students arriving between 8:00-8:30 please drop your child off at the front gate of the main building.

The gate will open from 8:45- 9:00 for drop off and 14:45-15:00 for pick up, after that please ring the doorbell.

PTA

We are planning to reinstate the PTA for after Summer School 2024. If you are interested in participating, please let us know at admin@oakwoodtis.com.

BIRTHDAYS

At Oakwood we look forward to celebrating your child's birthday with teachers and classmates. We typically give each child a handmade birthday card and sing Happy Birthday during afternoon snack time. If your child's birthday is on a weekend or national holiday we celebrate afterwards on the following day, when the school is open. Although it is not required, if your child would like to bring a special snack on the day that is acceptable, if so please email the admin in advance and we ask for a list of ingredients in case of allergies.

BUS SERVICE

Oakwood School Bus is equipped with child seats, a GPS tracker for parents to access, and a phone to contact or be contacted on. This information is shared, along with a designated bus stop, 1 month prior to joining the School Bus if there is availability. Bus stops are chosen based upon access for the first family using the bus in that area.

Students who use the School Bus must use the bus the same amount of days that they attend school.

*Please contact admin for more information.

SCHOOL LUNCH

Oakwood provides a School Lunch from a local, organic cafe, Tapirs Kitchen. Tapirs Kitchen creates nutritious, healthy lunchboxes made especially for children. For families who would like to trial our school lunch we do offer a 1 month trial. *Please contact admin for more information.

To make it easier we have decided on a set weekly menu.

Monday: Meat, Seasonal Vegetables w/Rice

Tuesday: Pot Meal (example: Curry, Stew etc.) w/Rice

Wednesday: Seasonal Vegetables w/Noodles

Thursday: Fish, Seasonal Vegetables w/ Rice

Friday: Seasonal Vegetables w/Bread

Please find a detailed weekly menu updated on our website every Friday.

CONTACT INFORMATION

Email: admin@oakwoodtis.com

Telephone: 03-5752-5380

Address: 3-27-11 Nakamachi, Setagaya-ku, Tokyo, 158-0091

If you have any serious claims, concerns or requests do not hesitate to contact the principal, Mr. Foley at foley@oakwoodtis.com.

General affairs are handled by administration.

Email: admin@oakwoodtis.com

Office Hours: 8:00am-17:00pm

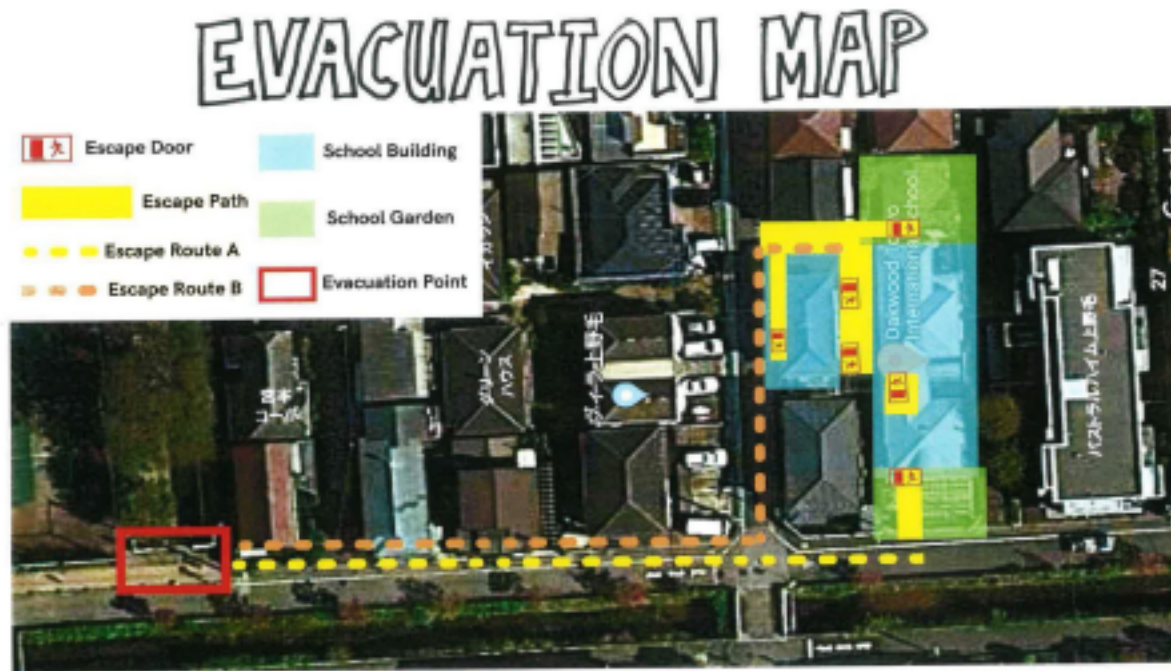
SCHOOL INFORMATION

- ❖ 3-27-11, Nakamachi, Setagaya, Tokyo 158-0091; 03-5752-5380
 - ❖ Established April, 2020
 - ❖ BYOS Inc.
 - ❖ Administrator: David Brian Foley, Jr.
 - ❖ Operating Hours: Monday-Friday; 8:00-18:00
 - ❖ Max capacity: 90
 - ❖ Content fees: Posted on our website <https://oakwoodtis.com>
 - ❖ Number of Childcare Workers during hours of operation 8:00-18:00
8:00-8:30: 4 8:30-17:00: 17 17:00-18:00 6
 - ❖ Our Liability Insurance covers ¥100,000,000 for an in-facility accident
 - ❖ Affiliated institutions for First and Periodic Health Examinations
Fujisawa Child Clinic 8-17-11, Todoroki, Setagaya
 - ❖ Emergency Contacts
Tamagawa Fire Department 119 03-3705-0119
Tamagawa Police Station 110 03-3705-0110
Fujisawa Child Clinic 03-5758-3377
Furuya Seikei Gega 03-3700-8010
Setagayaku Child Care 03-5432-2224
 - ❖ Disaster Contacts:
Tokyo Electric Power Company 0120-995-007
Tokyo Gas 0570-002299
Tokyo Waterworks Bureau 0120-300-330
 - ❖ Guardians Contact Info. is prepared in emergency kits and accessible digitally ❖
- Evacuation Drill: We do every month for Fire and Earthquake Emergencies
- ❖ Emergency Plans: We have an emergency plan for all emergency disaster
 - ❖ Evacuation Point: Tamagawa Junior High School
 - ❖ Prevention of Abuse: Participated in training 2021, January
 - ❖ Facility: Oakwood Building : Wooden; two-story building, 341.6㎡
Expansion Building : Wooden; two-story building, 83.1㎡
Playground : 130㎡
 - ❖ Previous Business Suspension Order: NO
 - ❖ Previous Facility Closure Order: NO
 - ❖ We provide yearly training to staff facilitated by outsourced organizations
- *This facility is registered as Ninka-Gai, a mandated childcare facility based on article 59, paragraph 2 by Setagaya Ward's Childcare Division**
***Certified as compliant with Setagaya Ward's Guidance and Supervision Standards.**

Oakwood Tokyo International School is operated by Kota Kobayashi and David Brian Foley, Jr. and is an entity of BYOS Inc.

BYOS Inc is owned by Shinjiro Yachi.

Evacuation Map 2024

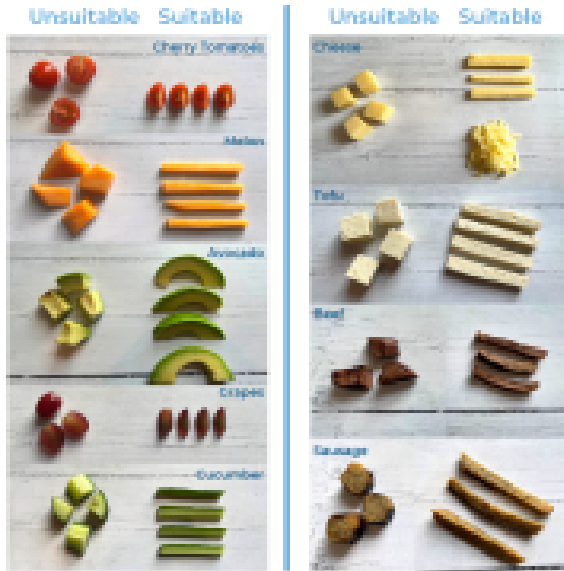


SCHOOL UNIFORM

Oakwood uniforms are not mandatory for students, however, if you would like to purchase a T-shirt, hat, etc. please contact the school office. At the beginning of every year each student will receive one 1 T-shirt and a hat. The purchase is included in the annual fees.

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Fujisawa Child Clinic 03-5758-3377
Furuya Seikei Gega 03-3700-8010
Setagayaku Child Care 03-5432-2224
 - ❖ Disaster Contacts:
Tokyo Electric Power Company 0120-995-007
Tokyo Gas 0570-002299
Tokyo Waterworks Bureau 0120-300-330
 - ❖ Guardians Contact Info. is prepared in emergency kits and accessible digitally ❖
- Evacuation Drill: We do every month for Fire and Earthquake Emergencies
- ❖ Emergency Plans: We have an emergency plan for all emergency disaster
 - ❖ Evacuation Point: Tamagawa Junior High School

- ❖ Prevention of Abuse: Participated in training 2021, January
- ❖ Facility: Oakwood Building : Wooden; two-story building, 341.6㎡
Expansion Building : Wooden; two-story building, 83.1㎡
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- ❖ Previous Facility Closure Order: NO
- ❖ We provide yearly training to staff facilitated by outsourced organizations

***This facility is registered as Ninka-Gai, a mandated childcare facility based on article 59, paragraph 2 by Setagaya Ward's Childcare Division**

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Evacuation Map 2024

