

# Parent Handbook

## Adventure Play 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

**PARENT LOGIN PASSWORD:** oakwood4eva

Use this password on [www.oakwoodtis.com](http://www.oakwoodtis.com) to see weekly updated photos.

## **ITEMS TO BRING - PRESCHOOL AND KINDERGARTEN**

1. Backpack
2. Snacks
3. Sun hat
4. Spill-proof water bottle
5. Extra set of clothes and socks
6. Extra underwear
7. Diapers, wipes and cream if applicable
8. Indoor shoes

## **LABELING**

Please be sure to label any item your child brings into the school eg. clothing, shoes, coats, lunchboxes, ziplock bags, cutlery etc.

## **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.

## **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 T-shirt and one hat. The purchase is included in the annual fees.

## **TEACHER / PARENT COMMUNICATION**

At the beginning of every month you will be emailed a detailed monthly curriculum plan. And at the end of the month your child will bring home a folder containing class work and projects. We encourage your child to show you the contents of the folder and tell you all about what they have learned.

At the end of each term you can schedule a parent/teacher meeting. Please see the calendar for the dates. You will receive an email from the admin to sign up for the meeting time. \*For all other communications regarding attendance, bus, lunch, etc. please email the admin.

## **EXTENDED CARE**

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.

## 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 illness (including influenza). In these cases, children must be absent from school while 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 while 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.

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

## **HYGIENE**

Please remind your child to wash their hands or 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](mailto: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**

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

For pick-up please ring the doorbell of the main building.

## **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](mailto: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](mailto: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](mailto:foley@oakwoodtis.com).

Email: [admin@oakwoodtis.com](mailto:admin@oakwoodtis.com)

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

- ❖ 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

