"Spring, Spring, Spring!"

Spring School at Willowbrook 2017

2-14-28 Moto Azabu, Minato-ku, Tokyo, 106-0046
Tell: 03-3449-9030 fax: 03-3449-9064 email: wistokyo@gol.com

Willowbrook International School will be offering Spring school during the Spring holiday break, March 27th to 31st. During the week, the children will be discussing and taking part in activities centered on "The Very Hungry Caterpillar" by Eric Carle.

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 31, 2013 for Non-WIS children.
During Spring 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 February 27th, 2017.
Please understand that this is a short program and is not suitable for children who take time to adjust to new environments.

Spring School: Regular (English) program only

Week: March 27th (Mon) to 31st (Fri), 2017
Time: 8:30 - 14:00 (We open the door at 8:15am)
8:30 - 12:15 option is available for Kaze, Yuki and Yama children
Sora class: 14:00 – 18:00
Basic Schedule
*※Please be aware that there is **NO car drop-off/pick up** during Spring school.*
8:15 - 8:30 - Arrival, Learning Center Time
9:45 - Circle Time
10:15 - Snack
10:35 - Project
11:05 - Gym/Discovery Room for body movement
11:45 - Lunch
12:30 - Nap time
13:40 - Closing Circle
14:00 - Dismissal
14:00 - 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. We kindly request for you to not send nap toys or security blankets if your child does not need them at nap time.

Important information about Spring school

Teachers and ratio

We would like to remind you that our Spring school 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 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 or we may cancel Spring school if there is insufficient enrollment.
※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 be aware that there is **NO car pick-up/drop-off** during Spring 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

Spring 2017	Willowbrook children		Non Willowbrook children
days	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		2,000yen/hour

*You can choose any combination of days during the week, it does not have to be Mon/Wed/Fri or Tue/Thu.

*Half day (8:30 - 12:15) option is available for Kaze, Yuki and Yama children only.

About changes and cancellations for all courses including Sora

- If you need to cancel your enrollment, you will receive a full refund if you cancel by phone or email by 12:00pm, 7 days before your reservation date.
  For example, to cancel the first day of Spring school (March 27th) you will need to cancel by 12:00pm on March 20th to receive your refund.
  Cancellations less than 7 days before the date of booking will not be refunded as staff arrangements will have already been made.
- If you wish to change your reservation to a day before your originally 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 originally 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
March 30th (Thu)	March 28th (Tue)	March 21st (Tue) 12pm	No charge
March 30th (Thu)	March 31st (Fri)	March 23rd (Thu) 12pm	No charge
March 31st (Fri)	March 30th (Thu)	March 24th (Fri)	No refund for original date

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

If you have any questions, please contact the office. Thank you.