

## Japanese Class Handbook 2025-26

ver1.0

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### 1. Items To Bring

Please bring the items below to the Japanese Class every lesson with your child's name labeled on all items.

- Pair of indoor shoes (only for non-Clarence students)
- Pencils and an eraser
- Bottle of water

\*We will keep students' textbooks in class throughout the year, and return it on the last lesson day.

### 2. Important Notes About Japanese Class Guidelines

Monthly tuition fee is fixed regardless of the number of lessons per month. There will be 40 lessons annually.

- The transition time between 2:45pm and the start of the Japanese Class at 3:15pm will not be charged if your child is enrolled in a Preschool Programme and has a Japanese Class lesson right after. They will also be provided with a snack before the lesson, which will cost ¥250 (tax inclusive). If your child has a food allergy, you will be asked to bring a packed snack in accordance with our food policy.
- Please be punctual when picking up your child after lessons. Any arrival earlier than 10 minutes prior to the class starting time or any pick-up later than 10 minutes after the class finishing time will be charged ¥750/15 minutes (tax inclusive). The school closes at 6pm on weekdays. Please note that a penalty charge of additional ¥250 (tax inclusive) per 15 minutes will be charged for late pick-ups after 6pm.
- We ask parents to wait outside of the building until the end of the lesson time for security reasons to avoid the children slipping through to go out to the street by themselves during times when many people come in and out. Please be sure to contact us when you arrive late for the pick-up time.
- Students are not allowed to have snacks during lessons.

- We do not accept make-up lessons.
- Lessons will be offered on a fixed day every week following the Japanese class calendar.
- The monthly tuition fee will be automatically deducted by Direct Debit from your registered account on the 20th of the previous month. If you are not registered for direct debit, you will be issued a bank transfer invoice.

### 3. Drop-Off and Pick-Up

- Please commute to school by using **public transportation and/or walk** as much as possible. As the road around the school is a public road, if you must travel by car, we ask that you use the local parking lot in order not to disturb the neighbours. Please refrain from parking the bicycle for a long time on the road around the school for pick-up and drop-off. Please refer to the appendix for parking lots near the school.
- Preschoolers should be accompanied by adults all the time and should not arrive/leave school alone. Please ensure you directly hand over your child to the teacher and do not leave them unattended near the school entrance.
- We will distribute a set of three Authorised Pick-up Cards to each family. We will hand over your child only to the people who present this card at pick-up time. Please make sure to keep it safe and carry it with you for pick-up time. For emergencies, we will hand over your child to a person on the emergency contact list only. \*For students enrolled in the Preschool Programme, you will not receive additional pick-up cards specifically for Japanese Class. Please use the same pick-up cards distributed at preschool enrolment/renewal.
- If a person who does not have the pick-up card will come to pick-up your child in an emergency case, please email the school office in advance with the person's name, phone number, and possibly a photo (**we will not accept requests by phone calls.**) They will be asked to present ID at the pick-up time and sign a pick-up form.

### 4. All English Daycare Programme

- The Daycare Programme operates on weekdays from 2:45 pm to 6:00 pm. Availability of all-day daycare on specific dates can be found on the preschool calendar. To utilise the Daycare Programme, an application form must be submitted to the school office. For consistent, scheduled use (specific days and times weekly), a separate regular usage application form is required, also available from the school office.
- To sign-up or cancel a Daycare Programme reservation, please submit the relevant form via School Stream by 3:00 pm on the previous school day. Failure to meet this deadline or submit the form will result in a full charge based on the initial reservation. Non-regular sign-ups are subject to availability at the time of reservation.
- If your child is enrolled in the Daycare Programme, an afternoon snack will be provided between 3:00 pm and 3:15 pm. We use commercial snacks that do not contain white sugar or nuts. However, if your child has a food allergy, parents are requested to provide an afternoon snack from home.
- Children enrolled in preschool who will participate in club activities afterwards will be taken care of at the school until the start time. There will be no childcare fees incurring for this time. However, afternoon snacks will be provided during the waiting time and a snack fee will be charged.
- For further details on Daycare Programme details, schedule, fees and availability, please contact the school office.

### 5. Leave of Absence and Withdrawal

Should you wish to take a leave of absence or withdraw from the programme, please request an appropriate form from the school office and submit the form by the deadline for each month indicated on the table below. Please note the annual fees, textbook fees, and resource fees will not be subject to refund under any circumstances. Applications received after the deadline for your preferred month will be processed the following month, therefore, you will be charged with the monthly fee until then.

Final Attendance Month	September	October	November	December	January	February
Application Form Submission Deadline	Mon, 1 Sep	Wed, 1 Oct	Fri, 31 Oct	Mon, 1 Dec	Fri, 12 Dec	Fri, 30 Jan

Final Attendance Month	March	April	May	June	-	-
Application Form Submission Deadline	Fri, 27 Feb	Wed, 1 Apr	Thu, 30 Apr	Mon, 1 June	-	-

Students can take a short leave of absence for up to two months long. A fee of ¥5,500/month (tax inclusive) will be charged to secure the place while your child is on leave. Absence for more than two months will automatically be considered as withdrawal from Japanese Class.

## 6. Parents-School Communication

- Please submit the Absence Form via School Stream if your child will be absent from class. The school office may contact you for a confirmation in case your child is absent without a notification.
- Parents/guardians are requested to contact the office by phone in case of late arrivals or early leaves (for safety reasons, we cannot accept the requests from children). Should a student become ill during class, parents will be contacted by the office and may be asked to pick up their child early.
- Please check in your child through the Brightwheel app when you arrive at school. Please be sure to enter your child's body temperature measured at home into the tablet device set-up at the basement entrance of the main building. (only preschool students do not need to check-in again for Japanese classes if there is a lesson on the preschool opening day).
- Please refer to "Appendix B - School Information and Learning Management Systems" on the appendix for the account registration procedure and how to enter your child's body temperature, etc. Please do not hesitate to ask the admin staff if you seek help to check-in at the time of drop-off.
- At the end of the school year, we will provide you a report summarising your child's learning progress during the year. If you wish to discuss your child's progress with the teacher anytime during the school year, please contact our office to arrange a meeting.

## 7. Health Guidelines

- Please refrain from attending lessons in case of having a fever higher than 37.5 °C, or having any symptoms such as severe coughing, vomiting, diarrhoea, abnormal skin rash, or in case of any type of contagious disease.
- We will contact you as soon as possible if we observe any of the above symptoms becoming noticeable with your child during class and may ask you to arrange immediate pick-up.
- It is your responsibility to inform the school immediately if your child has contracted an infectious disease. Please do not allow your child to return to school until you have been given approval from your doctor. We may ask for a certificate from the child's medical provider.
- On the rare occasion where numerous children have contracted the same infectious disease, we may be forced to make the decision to close the school temporarily. Please note the lessons during this closing period will not be subject to any refund.

## 8. Emergency Guidelines

- In instances of extreme weather (including but not limited to snow, typhoons, hailstorms, and/or other weather conditions that may pose a danger to travel), natural disasters (including but not limited to earthquakes, earthquake aftershocks, volcanic eruptions, wildfires, avalanches/landslides, blizzards, floods, heat waves, tornadoes, and tsunamis), pandemics/epidemics (including but limited to outbreaks or the rise in infectious disease (such as COVID-19) cases in the city where the school is operating), and any other event that the National and/or Local Government authorities declare as dangerous and/or gives rise to a state of emergency (including but not limited to terrorist attacks, a declaration of war, and extraterrestrial events), the CIS Management Team may decide to temporarily close the school. Please note the lessons during this temporary closure under these circumstances will not be subject to any refund.
- Our school building meets the latest earthquake-request criteria. Therefore, in the event of an emergency, we will try to keep children indoors to ensure their safety. In case of an emergency situation requiring children to leave the

premises, we will use the Seinan Elementary School as an initial safety point. We will endeavour to immediately display information on our whereabouts on the exterior of the school, and to record information on a special emergency phone number. To access this special number, please dial #171, then press 2, and enter the school phone number 03-6721-0990.

- In the event that there is a fire at one of the school buildings, we will evacuate to the other school building where there is no damage.
- In the event of a disaster, children will be handed over only to parents/legal guardians, and other adult relatives who are registered on the emergency contact list.
- If your contact information such as address or phone number changes, please submit the latest emergency contact information to the office as soon as possible.
- Actions taken in case of emergency information is provided by J-alerts, etc.: If an emergency alert is activated for Tokyo and Kanagawa Prefecture, students who have not yet arrived at school should stay at home, while students and parents/guardians that have already left home should take evacuation action. Notice regarding whether the class will be held normally, starting time will be postponed, or school will be closed, etc. will be communicated via School Stream.
- If an emergency alert is activated while students are at school, students are to remain at school, and notification of early pick-up, etc. will be communicated via School Stream.

**Clarence International School Administration Office**

3-9-5 Minami Aoyama, Minato-ku, Tokyo

Tel: 03-6721-0990 / Email: [office@clarenceschool.jp](mailto:office@clarenceschool.jp)

**APPENDIX A - Parking Lots Near School**

Please refer to the list below for some of the parking lots near the school facilities. Please ensure to search for a parking spot of your convenience if you are commuting to school by car.

[3-7 MinamiAoyama, Minato-ku, Tokyo 107-0062](#)

[3-3 MinamiAoyama, Minato-ku, Tokyo 107-0062](#)

[3-7-16 MinamiAoyama, Minato-ku, Tokyo 107-0062](#)

[4-10 MinamiAoyama, Minato-ku, Tokyo 107-0062](#)

**APPENDIX C - School Information and Learning Management Systems**



At Clarence International School we use “School Stream” and “BrightWheel” to better communicate with parents. Please find here instructions on how to download and install each app to your devices.



### About School Stream School Stream

“**School Stream**” is an admin-to-parent app, which allows you to submit any required forms, such as absence forms, early drop request forms, etc., instantly on your smartphone or tablet. You will also receive important notifications from the Clarence admin office about school events, news and more. If you do not currently use any smartphones or any tablets, please contact the School Admin Office.

All the latest posts can be found at the bottom under 'Latest'. You can also tap on the Clarence logo to see a list of folders, and then tap on the folder you wish to view.

For example: Notices - school-wide notices (e.g. holiday school)

Forms - forms to complete (e.g. daycare bookings, absence notices)

KEC - notices relating to the Kids English Club only (e.g. class cancellations, events)

Here are the instructions as to how to download and install School Stream for your iOS/Android device.

1) Download "School Stream" app to your phone (iPhone/Android)

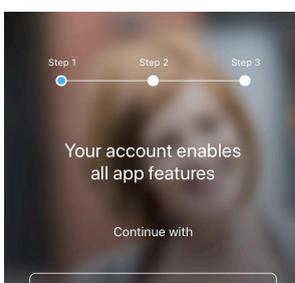
#### **iPhone / iPad iOS**

1. From your mobile device go to the App Store search for **School Stream**
2. Tap the **FREE/GET** button to the right of the School Stream listing
3. Tap the **INSTALL** button
4. Enter your Apple ID and password & tap **OK**
5. Tap the **OPEN** button OK
6. You will be prompted to accept push notifications, you will need to select **OK**

#### **Android / Tablet**

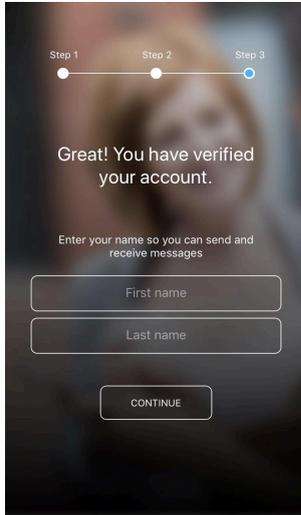
1. From your mobile device go to the **Play Store** search for **School Stream**
2. Tap the School Stream listing
3. Tap the **INSTALL** button
4. Tap the **ACCEPT** button
5. Wait for the app to install then tap the **OPEN** button

#### **iPhone, iPad iOS / Android, Tablet**



1. **Create an account.** Please **SELECT** one of the option to continue.
2. Once you select one of the options, tap **get code**. The code will be sent to your registered email address or phone number.

3. **ENTER** the code to verify your account. Type in your first and last name to continue.

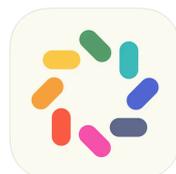


4. Please wait for the school to approve your account to see the profile.
5. Once you are accepted, you will be able to access the Clarence International School profile.

#### **How to delete School Stream account:**

1. Open the app
2. Tap the horizontal three lines at the top left of the screen
3. Tap the "help" from the side menu
4. Tap "Feedback" "Feedback"
5. Write "please delete my account" in the comment section and put a checkmark on "I agree to provide the information above for the purposes of feedback and support and submit

School Stream accounts are manually deleted by the school stream support team.



#### **About Bright Wheel BrightWheel**

Brightwheel app is used for the purpose of daily reports and sharing your child's daily life at school.

Brightwheel will be used for following purpose Brightwheel:

1) Check in your child

- Parents can use the Brightwheel to check in their children when they go to school. It acts as a daily attendance record.
- Please ensure to check-in your child from home before commuting to school. The check-in QR code will be provided below. However, in case you forget to check-in from home, you will be able to use the pincode/QR code to check-in using the tablet set-up at the office. You can find your 4 - digit code in the profile section of Brightwheel.
- Check-out will be done by the teacher when the students go home.
- Please ensure to follow the steps below for your child's check-in. For those using the passcode to check-in from the office device, please follow from Step 3 below.

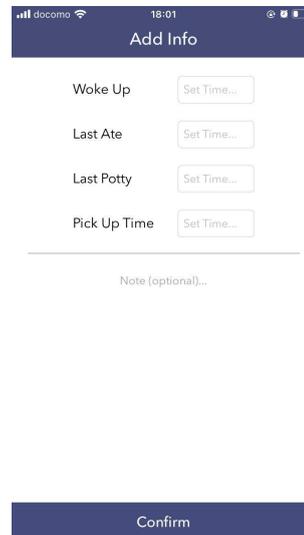
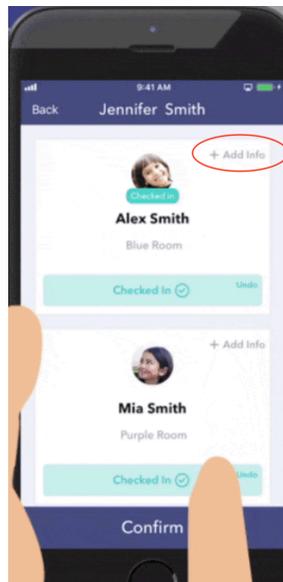
Step 1. Tap "check-in/out"

Step 2. Please scan the QR code through Brightwheel app



Step 3. Please select your child's preschool class

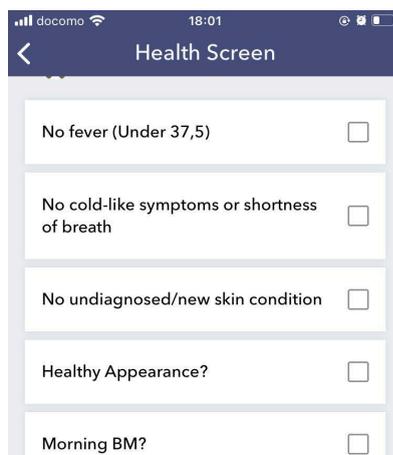
Step 4. please ensure to select "+add info" underneath your child name and make sure to write your child's temperature **before commuting to school** in the comment section. You may also write **comments** you would like to notice or share with your child(ren) teacher here. If you can't find the "+add info", please refer to the screenshots).



Step 5. Tap  
[Confirm]

Step 6. Please

check for the "Health Screen" that will appear next.



Step 7. When finished, tap “check-in” and enter your 4-digit check-in code to complete.

※Please make sure that your child's temperature is entered before completing the check-in process.

## 2) Daily Report/Feed

- You will be able to check classroom photos uploaded from teachers via your child’s profile feed on Brightwheel.
- You can also receive summed up reports at once via email when your child checks-out from the classroom by setting up the notification.

At Clarence International School, we will not use the “Message” function on BrightWheel. Please contact the office via School Stream, email or telephone to inform us of any request or notices such as early leaves, absences or late arrivals/late pick-up. Should you have any questions or concerns regarding your child, or wish to inform the teacher about something, please utilise the remarks box (+add info) when noting the temperature. Alternatively, you can speak directly with the teacher during drop-off or pick-up times, or send an email to the office.

Please read below on how to set-up your parent account on Brightwheel.

## Instructions for Parents



You've been added to [Student Name]'s profile on brightwheel!  
[School Name] is using brightwheel to save time and share information with parents.

Create your Account

### Frequently asked questions

**What is brightwheel?** Brightwheel is the leading early-childhood education app offering digital check-in, photos, videos, messaging, bill pay, and more!

**What if I don't see my child on my brightwheel account?** Your secure invitation is assigned to this email address. If you use a different email address, you will have to add your child manually with this 10 character code:

**What is my check-in code?** Your default check in code is . You can change this under 'My Profile' after signing up.

**What if I have more than one child?** Ask your provider to add your email address to

1. You will receive an invitation from Clarence International School (CIS) to create a parent account for your child. Once you have received your email invitation to join your school, simply follow the steps below to create your account. To begin, click **Create your Account**.

2. The email address will auto-fill with the email used to send the invitation, If there is a better contact email for you, this can be edited after the account has been successfully created. Enter and confirm a password and click Create Account.



Join **[School Name]** to receive updates for  
[Student]

Email Address  
[email@email.com]

Password \*

Confirm Password \*

Create Account

By creating an account, I agree to the Terms of Service

Once created, you will be invited to download the brightwheel app from the [Apple](#) or [Android](#) app stores. Click **My Children** to view your student's profile.

**Please Note:** *If you are prompted to enter a 10-digit code, this indicates that you have created an account using an email address other than the one your school has added to your child's profile. Please reach out to your school directly to have them adjust your email address, or simply logout, and create an account using the correct address.*

3. Using your parent account, you will be able to:
- check your child in and out,
  - see your child's profile and daily feed,
  - add family & pickups

For other basic operating details, please see below.

You may also add a family member/contact to your child's profile

1. Log in to the brightwheel mobile app
2. Open your child's profile by tapping on their name
3. Tap the Pencil icon to edit
4. Scroll to the section with the Contact Type header you would like to add
5. Tap Add
6. Fill out the contact's information and tap Create

### Brightwheel Official User Guide

- [Modify or Remove A Pupil Contact](#)
- [Daily Feed](#)
- [Receive Daily Reports in Email](#)
- [Download Photos and Videos](#)
- [Setting up Push Notifications](#)
- [Check-in and check-out Instructions](#)
- [How to Deactivate Account](#)

### APPENDIX C - Medical Forms

See the next pages below.

### Return to School Permission Slip for Type A Infectious Disease

The diseases mentioned below are those listed in the School Health and Safety Act and guidelines for infection control in nursery schools (Ministry of Health, Labor and Welfare) for which you must receive a certified medical doctor's permission before returning to school.

Category 項目	Illness/Disease 病名	Exclusion Period 出席停止期間
	Measles 麻疹 (はしか)	3 days after the fever subsides 解熱後 3 日を経過するまで
	Influenza A&B インフルエンザ A・B	7 days from the onset of symptoms or after 3 days once the fever subsides, if the symptoms disappeared within 5 days from onset of symptoms. 症状が始まった日から 5 日以内に症状が無くなった場合は、症状が始まった日から 7 日目又は解熱した後、3 日を経過してから
	Rubella 風疹	Until the rash disappears 発疹が消失するまで
	Chicken Pox 水疱瘡 (水ぼうそう)	Until all rashes scab 全ての発疹がかさぶたになるまで
	Mumps 流行性耳下腺炎 (おたふくかぜ)	5 days after the parotid swelling starts and overall condition improves 耳下腺、顎下腺又下腺の腫 かが発現し 5 日を経過し、全身状態が良好

To: Clarence International School

Class クラス: \_\_\_\_\_ Pupil Name 児童名: \_\_\_\_\_

The above named person was absent during the following period, and is deemed medically able to return to school from the date below, and is unlikely to pose a risk of infection to other class members.

上記の者は下記の期間欠席しましたが、軽快し、伝染の予防上支障がないと認められるので登校を許可します。

Absence period 欠席期間: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ~ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year/ Month/ Day Year/ Month/ Day

Name of the disease 病名: \_\_\_\_\_

Hospital Name 病院名: \_\_\_\_\_ 印 or サイン (Signature) \_\_\_\_\_

Phone Number 電話番号: \_\_\_\_\_ Date 署名日 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Type B Infectious Disease  
Recovery Declaration Form**

**Type B: Filled in by Parents**

To: Clarence International School

Class: \_\_\_\_\_

Pupil Name: \_\_\_\_\_

My child was diagnosed with \_\_\_\_\_ at \_\_\_\_\_ hospital (clinic) on \_\_\_\_/\_\_\_\_/\_\_\_\_ and has now recovered from the illness and has been cleared by a certified medical doctor to return to school.

Parent/Guardian Name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Type B	Streptococcus infection (strep throat)	24 to 48 hours have passed after oral administration of antibiotics and the physical condition is well
	Mycoplasmosis	Fever and severe coughing have subsided
	Hand, foot, mouth disease	Is able to eat normally without being affected by fever and blisters/ulcers in the mouth
	Erythema infectiosum	Physical condition is well
	Viral gastroenteritis (Norovirus, Rotavirus, Intestinal adenovirus)	Symptoms such as vomiting and diarrhoea have subsided and are able to eat meal as usual
	Herpangina	Is able to eat normally without being affected by fever and blisters/ulcers in the mouth
	RS virus infection, Human metapneumovirus	Symptoms of the respiratory symptoms has subsided and physical condition is well
	Exanthema subitum	One day or more has passed since the fever has subsided, and the physical condition is well and is in good mood
	Shingles	Until all rashes scab
	Head lice	The treatment has started
	Water wart (molluscum contagiosum)	Until the rash is dried or becomes a size that can be covered (while the scab is not dry, it is still infectious by contact) after the start of treatment
	Other infectious diseases	With doctor's consent