



Club Activity Handbook for Parents School Year 2025-2026

v25.1.0

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1. Welcome Message

Club activities are set each term, and children broaden their interests through fun club activities, developing their inquisitiveness and curiosity. Club activities do not use textbooks. Instead of "learning English", children actively participate in club activities through English, which stimulates their curiosity and enables them to acquire English and global skills in a fun and effective way. Through club activities, children develop the ability to think independently, express themselves, cooperate and socialise, and develop an intrinsic desire to challenge themselves.

2. Things to Bring

The items to bring for Club Activity are as follows. Please name all belongings in Roman letters. We will ask all students to take home all belongings with them each lesson.

For All Clubs:

- Indoor Shoes in a Shoes Bag (If your child is a CIS pupil transferring to the Annex or Main building, please prepare an additional set of indoor shoes.)
- Non-Spill Waterbottle filled with water (please do not bring liquid other than water)
- Set of spare clothes (change of underwear is also required for children who aren't secure using the toilet)
- 1-2 Nappies / wipes (only for 2-3 years old wearing a nappy)

If your child participating in a club where they might move around or go outdoors for activity such as sports, dance, please prepare the additional items below:

- Sports shoes
- Sports wear *Preschool students should bring their own gym clothes in addition to their school clothes.
- Hat
- Sun cream (summer only)
- Towel
- A warm jacket (winter only)
- A back pack that will fit all the items above

Please do not bring toys, games, etc. that are not related to the class. The school will not be held responsible for any loss of the items.

3. Drop-Off and Pick-Up

3.1 How to Commute to School

- Please commute to school by using public transportation and/or walk. 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 see the appendix for information regarding parking lots nearby school.
- Please refrain from parking the bicycle for a long time on the road around the school for pick-up and drop-off.
- Preschoolers should be accompanied by adults all the time and do not arrive/leave school alone.
- We do not take liability for any incidents which occur after before/school time. When arriving at school or leaving please ensure that behaviour is respectful to our community.

3.2 About Drop-Off

- Clubs are primarily held in the Annex buildings, but some may be located in the main building. For specific club locations this school year, please refer to the Club Activity Overview.
- You can enter the classroom 5 minutes before the scheduled start time of the lesson. A teacher will open the main entrance door 5 minutes before the start of the lesson and you will be able to enter. Please note that if your child enters the room earlier than the time above, Daycare Programme usage fee will be automatically charged.
- Please use the QR code included at the appendix of this handbook, or QR code posted on the entrance door of the Annex to check in your child via Brightwheel. Please check in 5 minutes before the lesson starts. After check-in is complete, please wait to enter the classroom at the main entrance.
- Please directly hand over your child to the teacher at the entrance to make sure your child has entered the classroom. Please refrain from leaving your child alone at the entrance unattended.
- To prevent overcrowding, kindly exit promptly after dropping off your child. Please note that only children are permitted to enter the classroom and participate in lessons.

3.3 About Pick-Up

- Please pick up your child promptly at 4:15 pm, as all club lessons conclude at that time. If you anticipate being late, please contact the office immediately. Should you not arrive within 5 minutes of the class end time, your child will be moved to the main building's daycare (3-9-5 MinamiAoyama, Minato-ku). A daycare fee (at the no-advance-reservation rate) will be charged in such instances. For late pick-ups, kindly proceed directly to the daycare room on the first floor of the main building.
- Please present your pick-up card at all times when picking up your child (for details, please refer to **3.4 Authorised Pick-up Card**).
- At the time of pick-up, the teacher will accompany the students to the entrance of the building and hand them over in order. Please wait outside the building to avoid congestion around the entrance and interruption of the class.
- The school closes at 6pm. Please note that a penalty charge of ¥220 (including tax) per 15 minutes will be charged for late pick-ups 5 minutes after 6pm.

3.4 Authorised Pick-up Card

We will distribute a set of three Authorised Pick-up Cards per family. We will hand over your child only to the people who present this card. Please make sure you will keep it safe and carry it with you at all times for pick-up. For emergencies, we will hand over your child to a person listed on the emergency contact list only.

*Children enrolled in preschool should carry and present their current pick-up cards.

- If someone other than the one who has the pick-up card will be collecting your child, you must notify the school office via **email** beforehand. Please include the **person's name, phone number, and a photo (if available)** in the email. We do not accept notifications by phone. The pick-up person must present their ID.
- Please contact the school if you have lost your pick-up card. We will charge 550 yen (including tax) per card for reissuing.

4. Parents-School Communication

4.1 Clarence International School utilises two essential communication apps: **School Stream and Brightwheel**. Parents are required to install both and register accounts before their child's first day to ensure they receive all important notices.

School Stream delivers vital announcements regarding school, programmes and lessons from the school office. It also allows parents to submit absence notices or reserve daycare.

Brightwheel is used for child check-ins before lessons. Through this app, parents can also receive photos and notes during lesson time from their child's class teacher.

Please refer to the **Appendix B - School Information and Learning Management Systems'** for the account registration procedure and how to check-in your child via Brightwheel, etc. Please do not hesitate to ask the admin staff in the office if you require assistance.

4.2 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.

4.2 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). If a child becomes ill during class, the office will contact the parents and may ask for an early pick-up.

5. Health and Safety

5.1 Please refrain from attending the lesson if your child has a fever of 37.5 ° C or higher, severe coughing, vomiting, unusual diarrhoea, rash, or any other infectious disease. The school will contact you immediately to request an early pick-up if your child develops any of the symptoms above during the lesson.

5.2 In case of an infectious disease, please contact the school immediately with the name of the disease. Please seek your doctor's advice and follow the Ministry of Health guidelines regarding when to resume school after an infectious disease. We may request proof of a return to health issued by your child's doctor.

5.3 The class may be temporarily cancelled in the unlikely event that more than a certain number of students are infected with the same infectious disease. In this instance we will contact you with further details about the procedure as we switch to online learning. Please note that the tuition fee will not be refunded during the cancellation period. Please refer below to Point 6. for cancellation of classes in an emergency.

6. Crisis Management and Cancellation due to Weather and Natural Disaster

6.1 Cancellation and Shortened Lessons Under Emergency Situation

- In the event of an emergency, including extreme bad weather or an earthquake, the safety of children and staff is a top priority.
- We will contact you by School Stream and e-mail regarding the rounding up of class hours or cancellation of classes in the event of emergency, but in some cases we may call you individually.
- Please note that the tuition fees for lessons that have already been paid will not be refunded even if the lesson is cancelled or the format/content/timings alter significantly due to force majeure events. Force majeure events include (but not limited to) state of emergency and other government announcements, war and terrorist attacks, epidemics etc..

6.2 Evacuation destination and handover in the event of an earthquake, etc.

- In the event of an earthquake we will seek shelter indoors and ensure the safety of children as much as possible.
- If it is judged that it is safer outdoors, Seinan Elementary School is used as an evacuation centre. In case of fire, we will evacuate to an undamaged school building. When evacuating outdoors, we will set up a bulletin board outside the school building if possible and record the necessary information on the emergency disaster dial (# 171 → 2 → CIS phone number 03-6721-0900).
- 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.

7. All English Daycare Programme

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 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..

8. Tuition Payment and Other Rules

8.1 Payments

- The club schedule changes on a termly basis. Each child will be enrolled for one term at a time. Please reapply if you wish to continue in the next term.
- After enrollment, you will only be invoiced for termly tuition and facility fees for the applicable term.
- If you join in the middle of the term, you will still be charged for a term.

- After enrolment, we only accept automatic direct debit from bank or Japan Post transfers for payment of fees for use of Daycare Programme, etc.. Once the automatic direct debit registration is completed, the fees will be automatically deducted from your registered account on every 20th of the month (e.g., November usage will be deducted in December). Please submit the automatic direct debit application form sent to you via mail by the first day of lesson.
- Please refer to the invoice for payment deadline. Payments for clubs should be made by bank transfer only. We do not accept credit card or cash payments.
- Should a direct debit fail due to insufficient funds or incorrect account details, an invoice for a bank transfer will be issued. There will be no further attempts to re-debit the account.
- If the payment cannot be confirmed by the payment deadline of the re-billing, you may be charged a late fee of approximately 1% per week on unpaid fee. If payment is still not confirmed after further reminders, your application for the term will be canceled. The next person on the waiting list will then be offered the spot.
- Please note that, except in cases of fault on the part of the school, all fees paid including admission/tuition fee are non-refundable.
- There may be alterations to the programme structure and pricing (including daycare) at the time of the new school year.

8.2 Leave of Absence, Withdrawal and Termination

- Club applications are processed on a term-by-term basis. Therefore, we do not offer a leave of absence system, nor do we accept mid-term withdrawals from Clubs.
- School may terminate, if any of the items listed below applies.
 - If you do not use the club for one year continuously, your registration will be automatically cancelled. Registration process and Registration fee will incur when you wish to re-apply for the club activity again in future.
 - When payment of school fees, etc. is delayed and the total amount of delinquency exceeds 3 bills
 - When there are continuous behaviours / attitudes that interfere with class or other students' learning
 - If you continue to violate school rules and do not see any improvement through discussions

8.3 Other Notes and Rules

- Please check the privacy policy details from our school website.
- Please refrain from eating snacks or drinking drinks other than water in the school building during or after the lesson. Nuts and white sugar are strictly prohibited at CIS. Please be especially careful not to bring any food containing nuts or white sugar into the building.
- Club lessons will generally align with the Preschool Calendar. They will be held on all preschool open days, with the exception of the first week of September while children settle in, and the final weeks of Term 1 and Term 3. In principal, club lessons will not be held on school event days. For further details, please refer to the Preschool Calendar.
- Please note that we do not accept make-up lessons.

Clarence International School Administration Office

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

Tel: 03-6721-0990 / Email: 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)

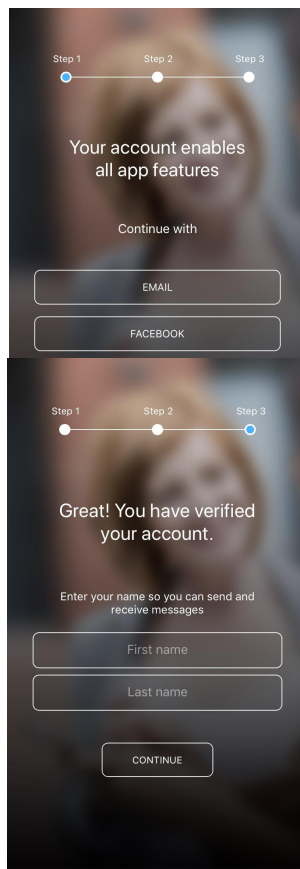
iPhone / iPad iOS

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.

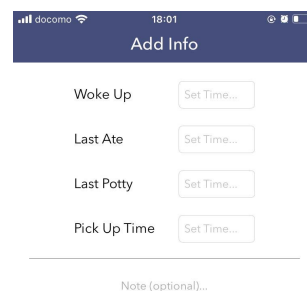
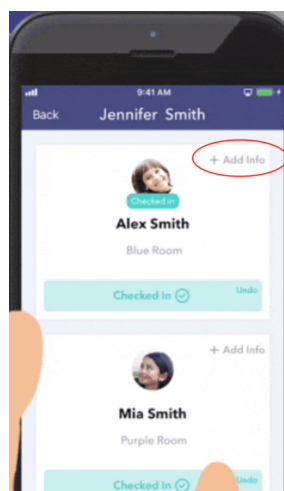
Step 1. Tap "check-in/out"

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” [Confirm]

Step 6. Please check for the “Health Screen” that will appear next.

Health Screen

No fever (Under 37,5) ☐

No cold-like symptoms or shortness of breath ☐

No undiagnosed/new skin condition ☐

Healthy Appearance? ☐

Morning BM? ☐

Slept well? ☐

Good mood? ☐

Submit

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.

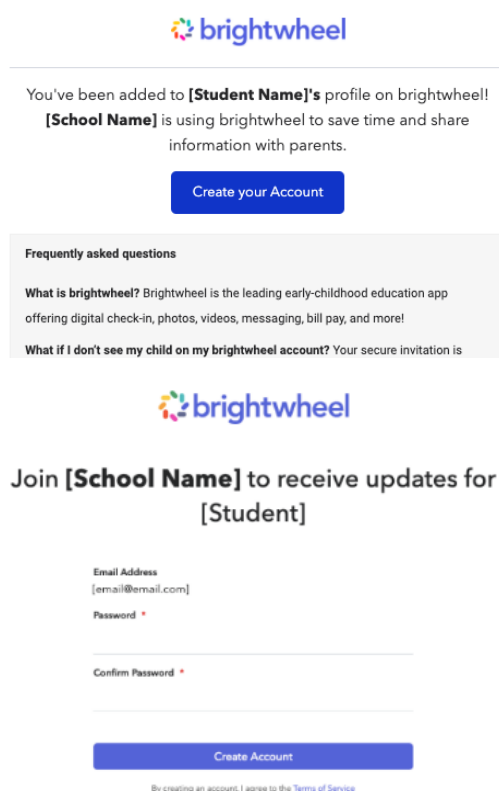
2) Daily Report/Feed

- 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



brightwheel

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

brightwheel

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](#)

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.

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
Type A A型	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 subside, 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 流行性耳下膜炎（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 が発現し 5 日を経過し、全身状態が良好になるまで
	Tuberculosis 結核	With doctor's consent 医師の許可があるまで
	Pharyngeal conjunctival fever (pool fever) 咽頭結膜熱（プール熱）	Two days after the main symptoms disappear 主な症状が消えた後、2 日を過ぎるまで
	Epidemic keratoconjunctivitis 流行性角結膜炎	After the symptoms disappear as the infection is very strong 感染力が非常に強いため、症状が消失してから
	Whooping Cough 百日咳	Until the cough subsides, or until treatment with an appropriate antibiotic is completed for 5 days 特有の咳が取れるまで また 5 日間の適切な抗菌性物質製剤による治療が終了するまで
	Enterohemorrhagic E. coli 腸管出血性大腸菌感染症	症状がおさまり、かつ、抗菌薬による治療が終了し、48 時間をあけて連続 2 回の検便によって、いずれも菌陰性が確認されてから
	Bacterial gastroenteritis (Salmonella, campylobacter, Non-Verotoxin-producing E. coli) 細菌性胃腸炎（サルモネラ・キャンピロバクター・ペロトキシン非産生大腸菌）	After the symptoms such as diarrhea have subsided and the general condition has stabilized and/or there are no symptoms shown 症状がないか、下痢などの症状がおさまり全身の状態が安定してから
	Other infectious diseases and global viruses as determined by WHO その他の感染症あるいはWHOによって指定された世界的流行の伝染病(COVID-19、細菌性赤痢、エボラ出血熱、ペスト、ポリオ等)	With doctor's consent 医師の許可があるまで／Follow all WHO and government advice and requirements on quarantine and recovery time. Students or family members who have visited virus stricken areas around the world should not return to the school environment before following all WHO and government advice and requirements on quarantine and recovery time, even if symptoms are not evident. 隔離／復学までの期間に関しましては、WHOおよび政府の指示と要請に従ってください。世界各地、感染症の感染が認められる地域を訪れた生徒やその家族は、症状が出ていない、あるいは軽い場合も、WHOと政府のより支持された隔離／復学までの期間が終了するまで、登校をお控えください。

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