

Japanese Class Handbook 2026-27

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 pupils)
- Pencils and an eraser
- Bottle of water

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

2. Important Notes About Japanese Class Guidelines

- In general, Japanese Class lesson schedules will follow the CIS Preschool Calendar. For School Year 2026-27, lessons 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 Autumn and second to last week of Summer Term as we prepare for the Winter/Summer Concerts. For further details, please refer to the Preschool Calendar. Monthly tuition fee is fixed regardless of the number of lessons per month.
- Lessons are scheduled on fixed days and will be held on Wednesdays and Thursdays.
- 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 ¥280 (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 ¥540/15 minutes (tax inclusive).
- 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.
- pupils are not allowed to have snacks during lessons.

- We do not accept make-up lessons.
- 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

- Whenever possible, we request that families walk or utilise **public transportation** for their school commute. Given that the surrounding streets are public and no-parking zone, parents who choose to commute by car must adhere to the following rules for safety reasons and to respect our local neighbours:
No Idling or Parking: The streets directly adjacent to the school are designated no-parking areas. Parking, stopping, or idling on these roads during arrival and departure times is strictly prohibited.
Taxis & Hired Drivers: If you have a taxi or a personal driver, please direct them not to pull up right outside the school gates or along residential side streets. Instead, they should pull over safely on the main road (Gaien Nishi-Dori), from which you or a guardian should walk the child to the school entrance.
Solo Drivers: We ask that you continue utilising nearby local parking lots.
- Children 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 pupils 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.
- In an emergency situation, if an individual without a pick-up card needs to collect your child, please inform the school office beforehand via email. The message must include the person's full name exactly as it appears on their official ID, their phone number, and a photo if possible (**please note that requests made via phone call will not be accepted**). Upon arrival, they will be required to verify their identity by presenting a valid ID and completing a pick-up form.

4. Daycare Programme

- Operating on weekdays from 2:45 pm to 6:00 pm, the Daycare Programme requires an application form submitted to the school office for utilisation. If you require consistent, scheduled use on specific days and times each week, a separate regular usage application form is necessary and can also be obtained from the school office. Please get in touch with the school office if you would like to use this service.
- To sign-up or cancel a Daycare Programme reservation, please submit the applicable form via "School Stream" app by 3:00 pm on the previous school day. Failure to meet the cancellation deadline will result in a full charge based on the initial reservation. Non-regular sign-ups are subject to availability at the time of reservation. Please refer to Appendix B for more details about the app.
- An afternoon snack is provided between 3:00 pm and 3:15 pm for children enrolled in the Daycare Programme. While these commercial snacks do not contain white sugar or nuts, they are not entirely allergy-free. Consequently, if your child has a food allergy, parents are requested to send 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 daycare 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.
- The Daycare Programme will operate all in English.

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	Tue, 1 Sep	Thu, 1 Oct	Mon, 2 Nov	Tue, 1 Dec	Tue, 5 Jan	Mon, 1 Feb
Final Attendance Month	March	April	May	June		
Application Form Submission Deadline	Mon, 1 Mar	Thu, 1 Apr	Mon, 3 May	N/A *End of academic year		

pupils 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

- If your child is going to be absent, arrive late, or need an early pick-up, please submit an Attendance Report through the School Stream app. To ensure child safety, notifications cannot be accepted directly from pupils; a parent or legal guardian must contact the school directly for all attendance updates. The school office may contact you for a confirmation in case your child is not in attendance without a notification.
- Should a pupil become ill during class, parents will be contacted by the office and will be asked to pick up their child early.
- **Upon arrival at school, please check-in your child using the Brightwheel app. Before heading to school, please remember to take your child's temperature and record it during the check-in process.** (Please note that preschool pupils are exempt from checking in again for Japanese classes if a lesson is scheduled on a regular preschool day; in these cases, teachers will handle transferring your child to the relevant class group within Brightwheel.)
- **Once class finishes and you have collected your child, please remember to use the Brightwheel app to complete the check-out process.** A QR code is available at the school entrance for this purpose.
- Please refer to **Appendix B - School Information and Learning Management Systems** on the appendix for the account registration procedure, how to check-in/out, how to log your child's body temperature, etc.. Please do not hesitate to ask the school 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

- To maintain a healthy environment, we request that pupils do not attend lessons if they have a fever exceeding 37.5 °C. Attendance should also be avoided if a child exhibits symptoms such as severe coughing, diarrhoea, abnormal skin rash, or vomiting, or if they have a suspected or confirmed 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 Kogai 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 either outside the premises or to Kogai Park, depending on the severity of the situation.
- 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 home address, email or phone number changes, please submit the latest 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, pupils who have not yet arrived at school should stay at home, while pupils 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.
- Should an emergency alert be activated while pupils are at school, they must remain on campus. Notifications regarding early pick-up and updates will be distributed via School Stream, email, or any available communication methods at that time.

Clarence International School Administration Office

3-16-25 Nishi-Azabu, Minato-ku, Tokyo 106-0031

Tel: 03-6721-0990 / Email: office@clarenceschool.jp

APPENDIX A - Parking Areas Near School

Although walking and utilising public transportation are highly recommended, a list of nearby parking options is provided below for those who must commute by car. Please bear in mind that the availability of these spaces may vary over time, so please research parking spots that best suit your convenience.

[3-14 NishiAzabu, Minato-ku](#)

[3-16 NishiAzabu, Minato-ku](#)

[3-19 NishiAzabu, Minato-ku](#)

[3-19-3 NishiAzabu, Minato-ku](#)

[3-23 Nishizabu, Minato-ku](#)

APPENDIX B - 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.



School Stream App

“**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 schools)

Forms - forms for parents to complete (e.g. attendance report, daycare bookings)

Japanese Class - notices relating to the Japanese Class only (e.g. class cancellations, events)

School Calendar - you can find preschool calendar here

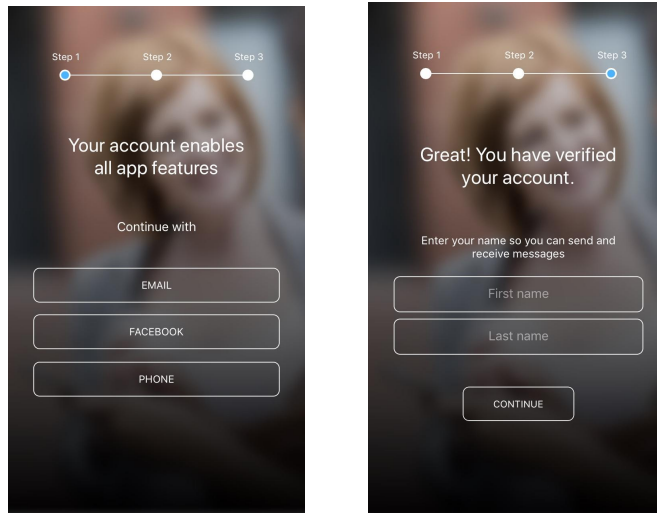
Here are the instructions as to how to download and install School Stream for your iOS/Android device.

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



Setting up an account:

1. If this is your first time using the app, you will have a screen to search for School Profile. Please type “Clarence International School” to add our profile (If you have already added your organisation, skip this step).
2. Tap the menu icon at the top left of the App.
3. From the menu, select the top option 'Log in or create account'.
4. You will need to accept our Privacy Policy to create an account. If you accept the Privacy Policy, tap 'I Agree'.
5. Choose to log in via Email, Phone or Facebook.
6. Enter the required details and select 'Get Code' (Facebook login skips this step).
7. We will send you a code via either Phone or Email, depending on your login option. Enter this code into the App (Facebook login skips this step).
8. Please wait for the school to approve your account to see the profile.
9. Once you are accepted, you will be able to access the Clarence International School’s 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 Brightwheel App

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

1) Check-in/out your child

- Parents can use the Brightwheel to check-in their children when they go to school, and check-out when collecting their child at school or school bus. As it acts as a daily attendance record, both check-in and check-out must be completed by parents/legal guardians.
- 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 QR code posted at the school building entrance. To find your 4 - digit code required for check-in process, please click [here](#) for guidance.

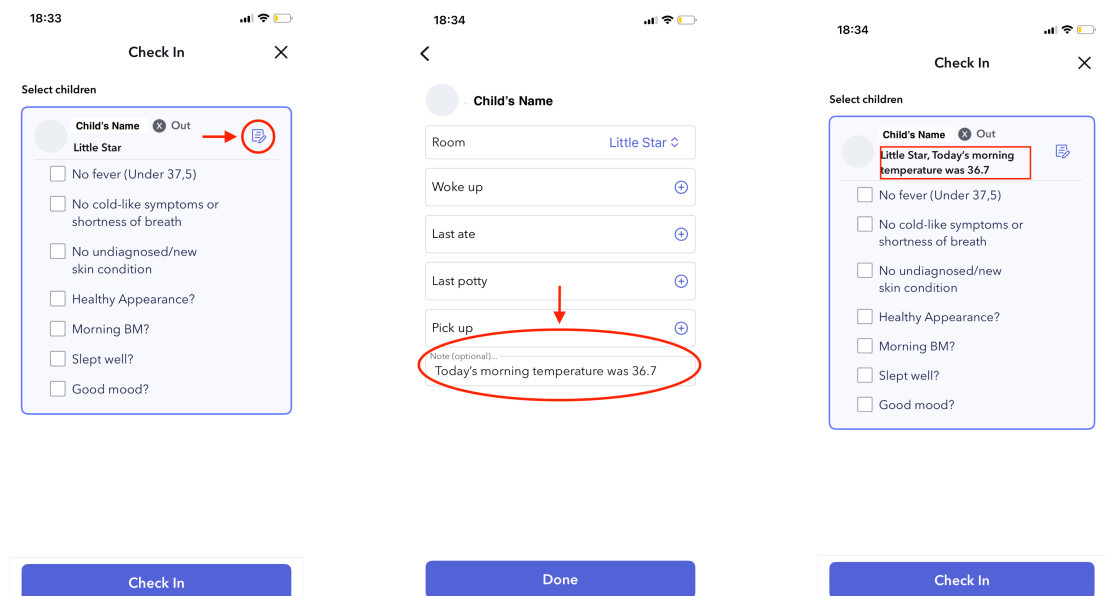
- Please ensure to follow the steps below for your child's check-in/out.
- For check-out, please scan the QR code at school or school bus when you collect your child.

Step 1. Tap Check in/out at the bottom of the Home screen

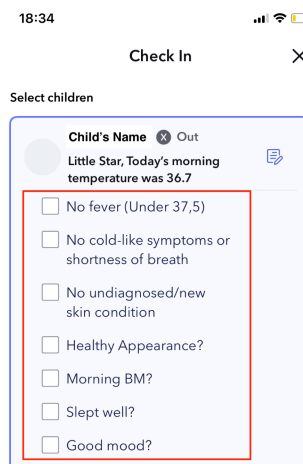
Step 2. Please scan the QR code below through Brightwheel app (please print it out to scan it from home)



Step 3. Tap the pencil & paper icon next to the pupil name to add your child's temperature in the morning. You may also write comments you would like to share with your child(ren)'s teacher here. Please refer to the screenshot below.



Step. 4 Tap and check the boxes for Health Screens that appear below your child's class name.



Step 5. When finished, tap “check-in” and enter your 4-digit check-in code to complete.

Step 6. You can check-out your child by following Step 1, Step 2 and Step 5.

※Specifications may change during app updates. For the latest guidance on how to use the app, please check the Brightwheel Help Centre.

2) Daily Report/Feed

- You will be able to check daily reports 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. E.g. Tiny/Little Star Class will have daily reports from teachers including body temperature, nappy changes/BMs, and meal quantities along with class photos and notes. Blue Sky, Rainbow Classes and after-school classes will receive notes and photos from teachers.

About Brightwheel “Message” Function: To report your child’s absence, request changes in pick-up arrangements, or send messages to your child’s teacher, please contact the school office directly via email or School Stream. We kindly ask that you refrain from using the Brightwheel message function for these or any other administrative notifications or requests.

For detailed instructions on how to set up your account and use brightwheel, please refer to the instructions on the next page.

Instructions for Parents

Setting Up

The image shows a screenshot of the Brightwheel app's account creation process. At the top, the Brightwheel logo is displayed. Below it, a message states: "You've been added to [Student Name]'s profile on brightwheel! [School Name] is using brightwheel to save time and share information with parents." A blue button labeled "Create your Account" is visible. Below this is a "Frequently asked questions" section with four questions and answers regarding the app's features, email address, check-in code, and multiple children.

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 pupil's profile.

The image shows a screenshot of the Brightwheel app's account creation process. At the top, the Brightwheel logo is displayed. Below it, a message states: "Join [School Name] to receive updates for [Student]". Below this is a form with fields for "Email Address" (pre-filled with [email@email.com]), "Password", and "Confirm Password". A blue button labeled "Create Account" is visible. At the bottom, a small text line reads: "By creating an account, I agree to the Terms of Service".

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

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. **Please ensure that a certified physician completes this document.**

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 みが発現し 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為、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