



## Ayla Handbook 1

### Things to Bring:

Here is a checklist that will help you organize necessary items and help make that first morning as smooth as possible.

#### •Backpack

A durable backpack works best. Place a tag inside the backpack with your child(ren)'s name.

#### •Forms

Please bring all the initial documents such as a copy of child(ren) passport(s), foreign registration card (for non-Japanese nationalities only), a copy of Japanese medical insurance, a recent family photo, passport size photo of your child(ren), waiver, enrollment application form, and a list of instructions (if any).

Bring a short lists of any allergies/medications for allergies and anything else that we should know about your child(ren).

#### •Complete Change of Clothes in a Ziploc Bag

Whether it is because of an accident or messy lunchtime, please bring at least 2 sets of change of clothes. This will surely come in handy.

#### •Snack and Lunch

Please pack a healthy, fun and edible snack and lunch with usable utensils.

We do not have peanut-free and nut-free zones.

#### •Hand Towels:

Please bring 2 sets of hand towels daily. One with a hanging loop (for drying hands after going to the lavatory/ toilet) and the other without loop and put in a ziploc or an oshibori case for drying hands before eating lunch and snack.

#### •Mat and Towel or Small Blanket for child(ren) that naps!

If only your child knew how lucky he/she is to have naptime incorporated into her everyday schedule!

Naps will likely take place on a nap mat. Please provide a mat for nap time.

#### •Comfort Item

We allow your child to bring a toy or stuffed animal that will help ease your child's anxiety.

#### •Water Bottle

A reusable spill-proof water bottle will keep your child hydrated while he/she is constantly on the move.

#### •Tissues/Baby Wipes

These may be the most requested items from us to keep runny noses in check and hands clean.

#### •Smock, apron and bandana

For art and cooking activities.



## Ayla Handbook 2

- Arrival Times

It is very important that the children arrive on time in the morning.

A late arrival will mean that the child will miss out on important interrelating sections of the day's activities.

- Pick-up Arrangements

For safety reasons, if you are unable to collect your child, please inform us in writing, with the date of pick-up change arrangement and the person who will pick-up your child with photo attached.

If you are late, a fee of 400 yen will be charged for every 15 mins.

- Parking Regulations

We do not have parking facilities. Please park your vehicle at any of the paid parking areas nearby.

- Collecting Teacher

Each morning, a teacher is on duty from 8:45 to 8:55 outside the school. Children are collected directly from the car by the teacher and immediately taken inside the classroom.

- Buggies and Strollers

If you are unable to take your buggy or strollers home with you when you leave your child at school, please ask the office where you may leave it until you return to collect your child.

- Toys

Your child may be required to bring his/her favorite toys during the transition period from home to school. However, once the transition period is over, toys should preferably be left at home as they may cause much distress when lost.

- Attire and clothing supplies

Please bring 2 changes of clothing and diaper supplies (only if needed). Do make sure that all clothes brought to school are clearly labeled with your child's name.

- Lost and Found

Please check this box regularly to see if any items belong to your child. We will dispose all the articles that are not collected within two months.

- Disciplinary procedures:

Our commonly used form of discipline for children is called "thinking time."

It is a cooling off period. We usually discuss what happened and what can be done instead.

The child is also given the opportunity to practice the appropriate behavior.

- Bullying:

We have zero tolerance on bullying matters. We would require withdrawal of a child from our program in the case of extreme misbehavior or unacceptable conduct.

- Outings

If the weather permits, we will extend our adventure not only to the nearby park, but will visit different sites



for sketching and nature exploration.

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- Snack and Lunch

Please send a variety of food that your child enjoys. Healthy little treats and fruit are recommended for snacks. Please give a note if your child's food needs to be refrigerated or reheated. We ask parents to ensure that snack and lunch boxes are thoroughly washed and cleaned each day to guard the child's health.

Lunch: 12:00    Snack:15:00    Catering services: ¥600/ lunch and ¥200/snack. (optional & limited)

- Daily updates /message

We use LINE chats at Ayla. Pictures, comments and messages will be send out daily or weekly to keep you updated on your child's current events, interest and activities.

- Absence from program

Please notify Ayla before the class starts (by 8:30) if your child is ill. We would appreciate it if you update us about your child's condition.

- Make up days

No make up days are available due to weather conditions or natural disaster.

If due to illness, the matter will be taken upon consideration depending on the availability of space.

- Hygiene

Toilets are cleaned everyday using disinfectant wipes. Hand towels are changed several times a day.

All staff use hand disinfectant before and after changing diapers. Toys are cleaned once a week. Tables and chairs are cleaned several times a day and disinfected regularly.

- Dispensing Medication

Medication should be administered at home. We will not accept or give any form of medication unless the situation requires, which is where the child has permanent or ongoing health conditions.

- Illness

Please keep your child at home if the body temperature is above 37.5°C.

We are very concerned about your child's health conditions and with your support we hope to minimize the spread of infection and protect your child. In general, if your child has a fever, nausea, vomiting or diarrhea, he or she should always be kept at home. When the child has fully recovered or has shown no symptoms of the illness for 24 hours, then he or she may return to Ayla.

- Accidents/Illness

Parents (or guardian in the emergency list) and ambulance will be contacted immediately if there is a requirement for immediate medical attention. The child will be taken to Hiroo ER or the nearest hospital designated. A teacher will accompany the child until his or her parents or guardian arrives.



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- Infectious illness

If your child contracts an infectious illness, Ayla should be notified immediately and your child should be absent from class until fully recovered. A letter from the doctor is required clearing that your child has fully recovered from the infectious illness before he or she can return to Ayla.

1. Herpangina
2. Polio
3. Influenza
4. Variant forms of pneumonia
5. Viral Hepatitis
6. Measles
7. Chicken Pox
8. Epidemic Keratoconjunctivitis
9. Whooping Cough
10. Fifth Disease
11. Mumps
12. Rubella (German Measles)
13. Acute Hemorrhagic Conjunctivitis
14. Pharyngo Conjunctivitis Fever
15. Hand, foot and mouth disease
16. Infectious disease due to Streptococcus Hemolyticus
17. COVID-19

#### Extra Tips

- Arrive early or on time

Allow enough time for your child(ren) to become familiar with the class before you say goodbye.

- Plan the night before and visualize the day

Help your child(ren) know what to expect and let him/her imagine how his/her first day will go to get him/her excited and emotionally ready.

- Don't sneak away

Even if your child(ren) runs off to play with friends make sure you let her know that you are leaving.

- Practice the morning routine

You can practice getting ready in the morning, packing lunch, and even driving to the school to help your child get a sense of how the morning will go.

- Express pride



Let your child(ren) know how proud you are of him/her even before he/she takes his/her first step into the classroom.

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• Location: Located in Shirokanedai surrounded by great museums, parks and nature.

• Transportation to and from Ayla: Not available

• Activities:

Arts: arts + crafts dance draw + paint music drama play

Wellness: yoga fitness water play Zumba dodge ball

Adventure: jungle gym bugs searching nature walks outdoors

Academic: business computers math science literacy ESL JSL

others: culture exchange talent show team building trips

Type and Concept: Bilingual program with strong emphasis in Music, Art and Nature.

• Gender: co-ed( boys and girls)

• General facility: 3 classrooms, outdoor, park, kitchen, shower room, multi-use rooms for music and art masterpieces.

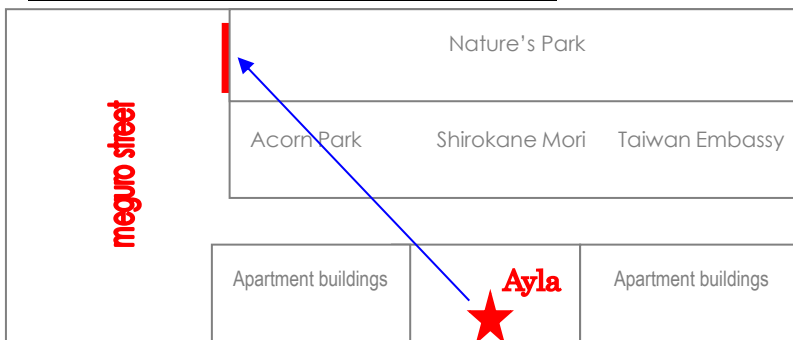
• Nearest stations: Shirokanedai and Meguro stations.

• Age: 2 to 9 years old.

● Natural Disasters

Since Japan is a country that is located within the earthquake belt, it is necessary to take all precautions to ensure the safety of the children. Earthquake and fire drills practice will be held every month.

Map- designated earthquake/fire evacuation area : 3 mins. walking distance from AIS



● Refunds There will be no refunds.

● Please be aware that Ayla reserves the right to prevent a child from attending a class if they feel it will be detrimental to the safety and wellbeing of other children. In the event of class/school closure, Ayla will not replace the classes, nor refund tuition fees for the period during closure due to Force Majeure (includes disease, disaster, pandemic, pandemic and lockdown).

● Contents of this agreement are subject to change without notice.



## Ayla Handbook 6

### Ayla International School Earthquake Evacuation Manual

#### The Role of Ayla International School

Ayla will cooperate with Japanese authorities at evacuation sites and clearly identify their students by giving them a list of the students and teachers names, nationality and contact information.

Earthquake Survival Manual      Earthquake Survival Manual online at

[www.seikatubunka.metro.tokyo.jp/index3files/survivalmanual.pdf](http://www.seikatubunka.metro.tokyo.jp/index3files/survivalmanual.pdf).

#### Early Warning System

At Ayla, we try to be alert of changes at all times. Japan Meteorological Agency (JMA) provides residents with earthquake early warnings through TV, radio and smart devices. We use these devices to give us advance notice for evacuation.

#### Essential Supplies at Ayla

Water (at Ayla, we store 20 bottles of 2L Japanese mineral water)      First Aid kit

Food (we have crackers, wafers, rice crackers)      Paper plates, cups, plastic utensils, wraps and towels, flashlights, radio, trash bags, hand soap/ disinfecting hand cleaner gel, feminine hygiene supplies, infant supplies, toilet paper and so on.

#### Keeping in Touch: NTT's 171 Disaster Line

The 171 Emergency Line is a voice message board service provided by NTT that is available when a disaster such as an earthquake or volcanic eruption occurs. To utilize the service, Ayla will simply dial 171 and then follow the instructions to record or listen to messages. Ayla will then record a voice message, then dial 171, then 1 followed by their phone number (09080249014). Concerned family can hear the message by dialing 171, followed by 2 and the phone number (09080249014).

### Evacuations

Evacuations will likely occur after an earthquake when fires are spreading or buildings are in danger of being destroyed by landslides, etc. City police and fire authorities will issue evacuation advice. Ayla will try and leave a message at 171 Disaster Line first and then briefly inform parents of the evacuation plan and the situation (if possible) by phone, e-mail, website, Facebook, Line and text mail. In the case of an earthquake ranging from 6 to 8 ( or above) on the Japanese scale, our evacuation points will change depending on the level of danger at present. Due to that, parents are advised to pick up their child according to our plan below.



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Plan Ayla Pick up will be at Ayla.

Why?: This is because the earthquake did not damage the building and the electricity, gas and water is still available. (Although phone lines might be disconnected and public transportation will not be running as usual.)

Plan Park Pick up will be at Acorn Park.

Why?: This is because the earthquake damaged the building or there was regular tremors of varying intensities.

Plan Nature Pick up will be at Nature Park.

Why?: This is because the earthquake damaged the building, which led to a fire and the safest evacuation area according to the Minatoku Ward for Ayla is Nature Park. At this place, Ayla will provide the children's name list and personal information such as names of parents, address, phone numbers, e-mail address, nationality and number of siblings to the Ward Representative. This will help the parents and embassy keep track of information and our whereabouts.

Plan Elementary Pick up will be at Shirokane Elementary School.

Why?: This is because the earthquake damaged the area, the weather is bad or it got dark and we had to evacuate from Nature Park as there is no lodging facility. At this place again, Ayla will provide the children's name list and personal information such as names of parents, address, phone numbers, e-mail address, nationality and number of siblings to the Ward Representative. This will help the parents and embassy keep track of information and our whereabouts.

Plan Home Ayla will send the children home.

Why?: In the case where we were unable to contact the parents or parents were unable to pick up their child from Ayla or Acorn Park (after 6 hours), one of our assigned teachers will be in charge of bringing your child to your home.

Plan Teri Pick up will be at Teri's place.

Why?: In the case where you were unable to pick up your child from Ayla or Acorn Park (after 8 hours), we were unable to contact the parents or there was no one at your home. cell: 090-8024-9014

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