



アイラ・インターナショナル・スクール 東京都港区白金台 5-13-28-102 |03-3448-2585

Camp Ayla: Autumn 2023 October 23-27

| | Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------|----------------------|--------------------|------------|------------------------|-----------------|--------------|
| October Theme: Spooky | 23-27 | Silly pupoet | pumpkin | Flapping Bat | Halloween Rules | Spooky Party |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 1 day prime | | 9:00-13:00 | | 6,600 yen | |
| | 1 day regular | | 9:00-15:00 | | 8,800 yen | |
| | 1 day extended | | 9:00-17:00 | | 11,000 yen | |
| | 1 day super extended | | 9:00-18:00 | | 12,100 yen | |
| | 1 week pass | | 9:00-17:00 | | 47,000 yen | |
| | 1 week super pass | | 9:00-18:00 | | 50,000 yen | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Daily Routine Schedule | | hours: | 9:00-18:00 | | | |
| | 9:00 | Welcome! | 13:00 | Siesta! or quiet play | | |
| | 9:30 | Circle & Play time | 15:00 | Snack! Math & Literacy | | |
| | 10:00 | Park | 16:00 | Park | | |
| | 11:00 | Story & Activity | 17:00 | Music & Movement | | |
| | 12:00 | Lunch | 18:00 | Day ends! | | |



Ayla International School (Ayla) Waiver of Liability

(Must print in block letters):

| | | | |
|-------------------------------------------|----------------------------------------------------|--|---------|
| date: year month day | | | |
| child's name: | | | |
| address: | | | |
| gender: •F •M | tel/mobile: | | e-mail: |
| program: | date of birth: year month day | | |

• Medical Authorization:

I/we hereby release Ayla International School (Ayla) its employees, volunteers, and board members from any and all liability, cost or expense associated with an injury my child may sustain while participating in the program(s) I/we have enrolled. I/We understand that Ayla International School will make every effort to contact me/you (the parents) or my/our designated emergency guardian in the event of an emergency. However, if I/either of us (the child's parents) is/are unable to be contacted, I/we authorize Ayla to take any emergency measures it considers necessary.

Other Authorization:

- I/We entrust my/our child under the supervision of Ayla staff, and give permission for my/our child to participate in all Ayla events, outdoor excursions and going to the nearby parks.
- I/We give permission for my/our child's pictures to be taken and posted in the school website or other materials only after careful review of its contents.

• Insurance (Personal Accident Insurance Policy)

Upon payment of an insurance levy, students are covered by the insurance policy from the first day of school attendance. If any accidents occur during school hours, your child will automatically be covered (a maximum fee of 10,000,000 yen) under our insurance policy. Ayla is not responsible for accidents, which may occur before or after lesson time. Ayla will not be responsible in the event of theft of personal property from the school premises.

- Exclusions: The insurer is not liable for bodily injured caused by:

- a) Willful act of the policyholder, insured, or the beneficiary.
- b) Suicide or attempt, threat of criminal act or act of fighting of the insured.
- c) Brain disease, sickness or insanity of the insured.
- d) Earthquake, volcanic eruption or tidal wave resulting there from and others.
- E) Pandemic

- Please contact Ms. Puteri Zailan (Principal) for any claims, complains and inquiries.

Acknowledgement:

I/We have read and understood all terms and requirements stated above.

By signing this agreement voluntarily, I am/we are agreeing to abide by this terms.

| | |
|----------------------------------------|----------------------------------------|
| (mother/guardian) sign: print name: | (father/guardian) sign: print name: |
|----------------------------------------|----------------------------------------|



アイラ・インターナショナル・スクール東京都港区白金台 5-13-28-102 |03-3448-2585

Health Screen Report / 健康診断書

To be completed/signed by a licensed physician in Japanese or English.

| Name | Last (苗字) | First (名前) |
|---------------------|----------------------|------------------|
| 名前 (漢字) : kanji | | |
| 名前 (フリガナ) :furigana | | |
| 名前 (ローマ字) :romaji | | |
| 生年月日 date of birth | 年 year 月 month 日 day | 性別:gender 年齢:age |

| | | | | |
|-----------------------------------------|--|--------------------------------------|---------|--------|
| 身長 : height | | 視力 : eyesight | 右 right | 左 left |
| 胸囲 : measurement around the chest | | 色覚: color blindness | | |
| 体重 : weight | | 聴力 : hearing | | |
| 栄養状態 : nutritional status | | 既往症 : disease/special needs (if any) | | |
| 疾病異常 : pre-existing conditions (if any) | | 発育状態 : developmental status | | |
| その: others | | | | |

上記のとおり診断しました。I hereby certify the above diagnosis is correct.

年 year 月 month 日 day

Name of physician 医師名 :

Address 住所 :

TEL/FAX :



Admission Policy

Ayla offers Dual Immersion Multi-age Program where every child is viewed as unique individuals. We teach each child according to his or her own strengths through the Ayla Method. Through this method, children learn to become a "family of learners". They are invited to take charge of their learning by making choices at learning centers and assigned project work. This sense of self-direction will lead them to the foundation of lifelong learning. At Ayla, we thrive to increase the dynamic of children's level of independence and competence.

Eligibility: All students are admitted depending on space and regardless of their level of English language proficiency, providing there are no other additional learning needs. If we have any concerns regarding an applicant's ability to access the curriculum, we may require the applicant to attend school on a trial basis without obligation.

*All students from age 3.5 years old and above must be toilet trained.

*If you are applying from overseas, School Tour may be arranged either before or after you submit an application.

In addition to paying the tuition fee, you are requested to provide the following items:

All Applicants must submit:

- Photo of the applicant
- A recent family photo
- Copy of passport photo page
- Copy of foreign registration card
- Copy of medical insurance and health screen report (signed by a physician)
- Waiver and application forms (signed and completed)
- Please be sure to update us on allergies

Items to bring:

3 clean towels daily, lunch, snacks, water bottles, utensils, change of clothes, wipes and diaper (if needed).

Please make sure to check your child's body temperature before entering the premises.

Our goal is to provide our students with an exceptional education combining a multicultural experience using the Ayla Method.

We believe such an education to be an invaluable asset in today's global society.

New research on childhood development reveals that the ability to learn languages is highest between birth and age 6. Immersion programs maximize a child's natural curiosity and ability to learn a second language during this important window of opportunity.

Tuition Policy

Tuition is due in full upon receipt of the school's invoice.

- Discounts apply to self-paying families or families that have more than one child.
- Refunds: All fees are non-refundable.

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 1set of change of clothes.

•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 3 sets of hand towels daily. (for toilet time / lunch & snack / sweats)

•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.

• 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 500 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

Please ask the staff where you may leave it until you return to collect your child.

• 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 nature exploration.

• 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.

• 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 camp program

Please notify Ayla before 8:30 a.m. if your child is ill or late. 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. 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.

• Insurance (Personal Accident Insurance Policy)

Upon payment of an insurance levy, students are covered by the insurance policy from the first day of school attendance. If any accidents occur during school hours, your child will automatically be covered (a maximum fee of 10 million yen) under our insurance policy. AIS is not responsible for accidents, which may occur before or after lesson time. AIS will not be responsible in the event of theft of personal property from the school premises.



Exclusions: The insurer is not liable for bodily injured caused by:

- a) Willful act of the policyholder, insured, or the beneficiary.
- b) Suicide or attempt, threat of criminal act or act of fighting of the insured.
- c) Brain disease, sickness or insanity of the insured.
- d) Earthquake, volcanic eruption or tidal wave resulting there from and others.
- e) Pandemic.

- 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.

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

- For Health Screen checkups and other medical consultations: Dr. Sachihiko Inoue
Shirokane Hillside Clinic, 4-7-8-2F Shirokanedai, Minatoku.
(minute walk from Shirokanedai Sta. Exit#1)
- For any complaints, claims and inquiries, please contact Ms. Puteri Zailan (Teri) at 090-8024-9014.

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.

- 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.

- 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 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.

Essential Supplies at Ayla

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

Food (we have crackers, wafers, rice crackers) Paper plates, cups, plastic utensils, wraps and towels, flashlights, trash bags, hand



アイラ・インターナショナル・スクール東京都港区白金台 5-13-28-102 |03-3448-2585

soap/ disinfecting hand cleaner gel, feminine hygiene supplies, infant supplies, toilet paper and so on.

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 to briefly inform parents of the evacuation plan and the situation (if possible) by phone, e-mail, website, 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.

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 continuing to reach you until we can confirm pick-up location.

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 nor emergency contacts. cell: 090-8024-9014 (Puteri Zailan)

Skype: rockal89 e-mail: aylaistokyo@gmail.com information@aylais.com