
Class Discipline Policy

Our teaching style is Western in practice. The teacher leads the class and the student is expected to do what is asked - i.e. sit down for circle time, remain at the table for table activities, if they refuse to do an activity they will not be allowed to do other things, etc.

Please inform your child about these expectations.

PROCESS: A child must listen to the teacher's direction throughout the entire class. At any time the child is not listening to directions...(seeking negative attention from classmates)

1. There will be one verbal warning of the consequence—if a child continues the same behavior after the first warning they will be removed from the other students and the class. They will have a time out (*just sitting*) in the school office for 5 minutes.
2. They will be asked if they would like to return. If yes, they are reminded again they must listen to the teacher.
3. If there is a second warning the child will be removed from the classroom and the parent will be called to come and take the child home. Parent's will be informed if this behavior continues. Expulsion is possible.
4. Adding additional student days is the school's choice and only if they see that it will be beneficial to the student, teacher and class.

Guidelines for Class

1. A pair of indoor shoes (*they may be left at school*)
2. Please drop off and pick up your child promptly for each session.
3. The child may enter the classroom at 3:25PM. Do not leave your child under 6 years old unattended.
4. If your child is crying please remain with them outside the classroom until they settle then they may be sent in.
5. Please be on time - it is difficult for some young students to enter the classroom once class has started.
6. Students will not be allowed to enter after 4:00PM.
7. Let us know if there is an alternate pick-up person in advance. Safety is our priority!
8. Please do not send sick children to school - call or email us to inform us about the absence. No make-ups.
9. If a child falls asleep they will be allowed to sleep.
10. Our style of teaching is Western in practice. The teacher leads the class and the student is expected to do as asked - i.e. sit down for circle time, remain at the table for table activities, if they refuse to do an activity they will not be allowed to do other things.

PARKING: If you are regularly driving to the school and parking please fill out a parking permit form for your car. You can get the parking registration form at the office.

You are welcome to join all programs at the church and contact the pastoral staff.

Yokohama Christian School

Afternoon Class Options



66-2 Yamate-cho, Naka-ku
Yokohama 231-0862
school@yokohamaunionchurch.org
T: 045-651-5177

Afternoon Program @ Yokohama Christian School

For children continuing or starting their English language education.

Daily Schedule (MTTH)

15:30-17:00PM

for 4-6 year olds (*max 6 students*)

*Arrival

*Instructional Play & Games

*Circle time and Reading

*Group Activity or Craft

*Clean-up & Snack

Closing Activities & Dismissal

*Children have the opportunity to check out books from our 3000-book library on a weekly basis.

*Student progress evaluations are completed each term to monitor your child's development in listening, speaking, reading and writing.

*Our staff consists of qualified and experienced teachers. Only English is spoken in the classroom but Japanese staff are available for emergency situations.

School terms

September-December

January-March

April-June

If there is a significant waiting list another teacher may be added and the class enlarged.

After School Care (ASC)

From 14:30-15:30 your child has an chance to play and relax with our staff. It is not an English education program but teacher's speak in English only.

Regular use: charged a low daily rate. Term payment in advance; no refund for absences

Occasional use: Y1,000/hour

English Language Arts

Wednesdays only 15:30-17:00PM

Maximum: 8 students

*Especially for children to maintain English

*5-8 years old in Japanese elementary school

Purpose: to maintain and strengthen verbal and listening skills; to learn how to read and write English (*the class is not for Eiken testing*)

Requirements: a student must have a minimum of a "Developing Level" of English in speaking and listening

Developing **SPEAKING:** retells short narrative stories through pictures; repeats sentence from rhymes and patterned stories; makes predictions; answers explicit questions from stories read aloud (who, what, where)

Developing **LISTENING:** follows two-step directions; can draw a picture in response to oral instructions; respond non-verbally to confirm or deny facts; acts out songs and stories using gestures

Behavior & social interactions standards: see the class discipline policy

FINANCIAL REGULATIONS

Please pay in Yen by bank transfer or direct deposit to

Bank: Bank of Yokohama, Motomachi Branch

Account: Ordinary - 311-1518402

Name: Yokohama Union Church Yokohama Christian School

Use your child's name. The payee must cover the transfer fee.

All fees are due before the term starts; No refund for extended absences; no make-up days; A **WITHDRAWAL FORM** is due 30 days before departure.



SCHEDULING

- 1) If you wish to change or add days please speak with the office prior to the term start.
- 2) For questions in Japanese contact the school office via email or phone call in the morning.
- 3) Note that some class sessions are on Japanese holiday – check the calendar please.
- 4) If you have questions, please speak with the teacher or the office staff.
- 5) If there is an **emergency closure** you will be notified via your emergency email or by phone. There are **no make-up classes** for typhoons, earthquakes or snow days.