



APPLICATION PROCEDURE

STEP 1: APPOINTMENT TO VISIT

Make an appointment by calling the office or sending an email.
Appointment times are available on Monday & Thursday mornings.

STEP 2: APPLICATION SUBMISSION

Preschool Application

- _____ Application for enrollment & application deposit Y20,000
- _____ Proof of age (*include a birth certificate or passport information page*)
- _____ Teacher progress reports from previous schooling
- _____ Health History (*completed by parent or guardian*)

Elementary School Application

- _____ Application for enrollment & application deposit Y20,000
- _____ Proof of age (*include a birth certificate or passport information page*)
- _____ Teacher recommendations from previous schooling
- _____ A completed Medical Certificate for School Entrance (*5 years & up*)
- _____ A completed Elementary Reference Form (*5 years & up*)
- _____ Report cards from previous schooling are required

****PLEASE NOTE** that your application will not be considered until all the above documents have been received.
It is your responsibility to confirm that documents and forms have been sent.

STEP 3 SCHEDULE AN INTERVIEW

Upon completion of the application, an interview with the child and parents will be scheduled with the School Head. Preschool students 4 years old and above will be evaluated on English ability - speaking and listening.

Entrance exams are administered to new students in grades 1st-5th. Based on the entrance exam some students may be admitted to a grade lower than anticipated. Our goal is the long-term success of the student in an academic environment as opposed to automatic promotion based on age. The School Head makes decisions on admission.

STEP 4 START DATE DETERMINED

NOTE: Elementary children, 5 and up, attend 5 days per week. Once you have determined the days your preschool-aged child attends there will be no change of days until the following school year. Yes, you may add days as your child adjusts the school if there is space available.

FINANCIAL INFORMATION

- ❖ Note: the YCS registration fee is due in full within 10 days of acceptance of your child at the school
- ❖ An invoice for tuition and fees will be issued upon acceptance. Your invoice must be paid in full before your child starts class.

CRITERIA FOR ENTRANCE: The following will be used as a basis for selecting children to attend the school: age, class size, English language proficiency, siblings enrolled at the school; English language support at home by a parent or guardian and ability to benefit from an English education. Though not required to be Christians, the parents of students in YCS should have a clear understanding of the Biblical philosophy and purpose of the School.

Yokohama Christian School admits students of any race, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to YCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures in our school-administered programs.

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