



APPLICATION PROCEDURE

STEP 1: SCHEDULE SCHOOL TOUR

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

STEP 2: APPLICATION SUBMISSION

For Preschool:

- _____ Application Fee - ¥25,000
- _____ Proof of Age (Birth Certificate or Passport Information Page) (Copy)
- _____ Parent Contract
- _____ Health History (completed by parent or guardian)
- _____ Immunization Record (Copy)

For Elementary

- _____ Application Fee - ¥25,000
- _____ Proof of Age (Birth Certificate or Passport Information Page) (Copy)
- _____ Parent Contract
- _____ Student Recommendations from Previous School
- _____ A completed Medical Certificate for School Entrance
- _____ Health History (completed by parent or guardian)
- _____ Immunization Record (Copy)

****PLEASE NOTE: 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 submitted.**

STEP 3 SCHEDULE AN ENTRANCE INTERVIEW

Upon completion of the application submission, 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 activities or exams are administered to all prospective students in grades to determine school readiness.

STEP 4 ADMISSIONS DECISION

Admissions decisions will be made in a timely manner and family will be notified. Should your child be accepted to YCS, parents will determine payment plans and attendance days (for preschoolers) in conjunction with the school admissions office. An invoice will be emailed to parents and must be paid **before** starting school.

STEP 5 START DATE DETERMINED

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.

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. 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.

YCS Administration makes the final decisions on admission, grade level placement and any additional tuition assistance (if required).

FINANCIAL INFORMATION

- ❖ The Tuition and other fee are due in full within 10 days of acceptance of your child at the school/before your child starts class.
- ❖ For Company Paid Tuition– Please share the full contact details of the HR person to coordinate from our side