



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 – Y30,000
- _____ Proof of Age with picture (Birth Certificate or Passport Information Page) (Copy)
- _____ Parent Contract
- _____ Health History (completed by parent or guardian)
- _____ Immunization Record (Copy)
- _____ Health check-up page of the Mother-child handbook/*Boshi-Techo* or equivalent (Copy)
OR Child Health Check

For Kinder – Grade 5

- _____ Application Fee – Y30,000
- _____ Proof of Age with picture (Birth Certificate or Passport Information Page) (Copy)
- _____ Parent Contract
- _____ Student Recommendations from Previous School
- _____ A completed Medical Certificate for School Entrance
- _____ EKG / Heart medical check-up
- _____ Health History form (completed by parent or guardian)
- _____ Immunization Record (Copy)
- _____ Other documents (incase of additional tuition assistance required)

****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 INTERVIEW

Upon completion of the application submission, an interview with the child and parents will be scheduled with the School Head and the teacher. Preschool students 4 years old and above will be evaluated on English ability and classroom readiness. Entrance exams administered to students in grades 1-5.

STEP 4 NOTIFICATION OF ACCEPTANCE

Admission will be confirmed by the final confirmation email from the School Head to the parents.

STEP 5 CONTRACT SIGNING & START DATE DETERMINED

Parents will meet again with the School Head to sign contract, discuss about start date and school policies. 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. Based on the entrance exam some students may be admitted to a grade lower than anticipated and asked to attend additional language class by school. 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 the final decisions on admission, and 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 the invoice sent /before your child starts class (whichever applies).

For Company Paid Tuition– Please share the full contact details of the HR person to finance@yokohamaunionchurch.org to coordinate from our side and to get the payment cleared before the child starts class.

NON DISCRIMINATION STATEMENT

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.