



January 1, 2019

Dear Nakayoshi Gakko Families,

Attached please find information for on-line registration for Nakayoshi Gakko's 2019 Summer Session. The session will run for ten full days, starting Monday, June 17, 2019 and ending Friday, June 28, 2019. Online registration will open in January and close in February. Please check the Nakayoshi Gakko website in January. Families will receive an enrollment confirmation email by mid-March.

Nakayoshi Gakko is a Japanese cultural and educational summer program for school-aged children entering grades 1 through 8 in Fall 2019. Classes are held at the Mountain View Buddhist Temple, located at 575 North Shoreline Blvd. in Mountain View.

Nakayoshi Gakko is an independent, non-profit, parent-cooperative school. As a parent co-op, parent participation is crucial. We greatly appreciate and rely upon the time and energy of our parents in order to make our program run efficiently and to create an exceptional experience for the children. **Parents are required to fulfill various volunteer commitments.** These are outlined in the Parent Commitment Requirements Section of this letter. We ask you to please read this section carefully because each family will be expected to fulfill these responsibilities. If there are additional ways you are able to contribute, we invite you to e-mail us at president@nakayoshigakko.org.

All students must have their **on-line registration completed, their registration payment form ([Nakayoshi Gakko Registration Payment Form](#)) submitted for their family, and tuition payment received by no later than February 21, 2019.** Family and student information will only be accepted via the on-line registration system.

Fees must be paid via :

- Paypal sent to treasurernakayoshigakko@gmail.com, or
- check made out to Nakayoshi Gakko and mailed to the Registrar at **P.O. Box 390054, Mountain View, CA 94039**

All on-line registrations and payments received after **February 21, 2019, will be given less priority.**

The Nakayoshi Gakko Board and school committees work hard to create a meaningful and fun summer program for our children. We look forward to meeting our new families and welcoming back our returning families for another memorable two weeks at Nakayoshi Gakko. Please contact us with questions. Updates of personal information can be made on-line through the customer portal provided on our website at: <http://www.nakayoshigakko.org>.

Sincerely,

Nakayoshi Gakko Board of Directors

Description	Date or Cost
Past Board Member Student Registration Start Date	January 19
Returning Students (from Prior Year) Registration Start Date	January 26
New Student Registration Start Date	February 2
Registration Payment Form and Payment Due Date	February 21
Committee, Maintenance, and In Class Work Day Sign Ups Begin for Past Board Members	March 9
Committee, Maintenance, and In Class Work Day Sign Ups Begin for Returning Students	March 16
Committee, Maintenance, and In Class Work Day Sign Ups Begin for New Students (This could be moved up a week depending on how many new families we have this year.)	March 23
Committee, Maintenance, and In Class Work Day Sign Ups End <ul style="list-style-type: none"> Any families who have failed to sign up for these volunteer requirements by this date, will have them assigned by the registrars 	March 31
Cancellation Date <ul style="list-style-type: none"> tuition is refundable less a \$50 processing fee until this date tuition is not refundable after this date 	April 15
Extended Care Fee Payment Due Date <ul style="list-style-type: none"> extended care fees are fully refundable if canceled on or before this date extended care fees are not refundable after this date 	April 16
Parent Orientation Date <ul style="list-style-type: none"> New families arrive at 7:00 PM Returning families arrive at 7:30 PM 	May 7, 7:00 PM-9:00 PM
Maintenance I Date and Time	Saturday, June 15, 9:00 AM-12:00 Noon
Session Start Date	Monday, June 17
Session End Date	Friday, June 28
Maintenance II Date and Time	Saturday, June 29, 9:00 AM-12:00 Noon
Mountain View Buddhist Temple Obon Start Date	Saturday, July 20, 4:00 PM-10:00 PM
Mountain View Buddhist Temple Obon End Date	Sunday, July 21, 12:00 Noon-9:00 PM
Session Cost	\$460
Early Bird Extended Care Fee <ul style="list-style-type: none"> if signed up on or before April 16 and paid in full by that date 	\$15/day
Regular Extended Care Fee <ul style="list-style-type: none"> if signed up after April 16 	\$20/day
Extended Care Late Pickup Fee <ul style="list-style-type: none"> if picked up after 5:35 PM 	\$5/minute

Nakayoshi Gakko Registration Information

Registration Link:	<p>http://www.nakayoshigakko.org</p> <ul style="list-style-type: none"> • Links to the registration page will be posted on the Nakayoshi Gakko webpage when the registration period starts. • Returning families from the 2018 session will be e-mailed to inform them when their JackRabbit accounts have been unlocked for registration. These e-mails will be sent out based on enrollment priorities (see the dates outlined in page 2 of this file). • If a returning family did not attend during the 2018 session, they must contact the registrars to request that their account be unlocked as this will not automatically be done. • Families will receive an enrollment confirmation email by mid-March.
Commitments:	See <u>Parent Commitment Requirements</u> section for further explanation.
Dates & Time:	June 17– June 28, 2019 8:30 AM–4:00 PM, Monday through Friday
Extended Care:	4:00 PM–5:30 PM (see <u>Nakayoshi Gakko Extended Care Information</u> section for details)
Location:	Mountain View Buddhist Temple (MVBT) 575 N. Shoreline Boulevard, Mountain View, CA
Contact:	Lauren Uyeda and Miyuki Newhall at registrar@nakayoshigakko.org
Tuition:	<p>\$460 per child for the two week session. Optional donation of any amount is appreciated.</p> <ul style="list-style-type: none"> • To complete your registration, send payments by February 21, 2019 via : <ul style="list-style-type: none"> ▪ Paypal sent to treasurernakayoshigakko@gmail.com, or ▪ Check written out to Nakayoshi Gakko and mailed to the Registrar at <u>P.O. Box 390054, Mountain View, CA 94039</u> • Submit the Nakayoshi Gakko Registration Payment Form to assist the registrars in reconciling your payment(s). • In the case that we are unable to offer your child a spot, you will be sent a refund (if you paid via Paypal) or your tuition check will be destroyed (if you paid via check). • Extended care fees (see page 5) can be included in the same check/Paypal transaction, or they can be paid up to April 16 if scheduling is not yet certain.
Cancellations:	<p>Cancellations made and confirmed by the Registrar(s):</p> <ul style="list-style-type: none"> • On or before April 15 will receive a refund less a \$50 processing fee. • After April 15 are not refundable.
Priority:	<p>Enrollment priority is given in the following order if the on-line application is completed and payment is received before February 21.</p> <ol style="list-style-type: none"> 1. Children of current board members 2. Children of NG Teachers 3. Children of past board members 4. Returning students from the 2018 session 5. Siblings of returning students from the 2018 session 6. Mountain View Buddhist Temple members' children 7. Mountain View Buddhist Temple Dharma School students 8. New students who do not qualify for the priorities above (Lottery)
Class Assignments:	<p>Class assignments will be made by Registrars based on the grade of the child in Fall 2019 as indicated in the on-line registration system. For your information, the classes and grades are listed below:</p> <p>1st grade: Panda 2nd grade: Saru 3rd grade: Kuma 4th grade: Zou 5th grade: Kirin 6th grade: Tora 7th grade: Ryu 8th grade: Tsuru</p>

Parent Commitment Requirements

As a **parent-cooperative school**, Nakayoshi Gakko relies exclusively on its parent volunteers to support the various school programs and curriculum. Parents are **required** to assist in four main areas:

- (I) Classroom work,
- (II) Committee support,
- (III) Pre or Post-session maintenance
- (IV) MVBT Obon and Bazaar support.

Inability to fulfill these requirements adversely affects the program and ultimately the students.

Families will be e-mailed links to sign ups for items I, II, III, and IV based on their enrollment priorities. Sign ups will be done using <http://www.signupgenius.com>.

If a family fails to fulfill their commitments then a fee of \$100 will be assessed and the enrollment priority of the family's returning child(ren) will be lost. The registration of the child(ren) will be considered with the general pool of first-time applicants.

- I. **Classroom Work:** Parents assist in the classroom **one** day per family. Work hours are from 8:15 AM to 4:15 PM. On the assigned day, parents may be asked to help teachers prepare class projects, prepare and distribute afternoon snacks, supervise children during snack and lunchtime and to clean up the classroom and other areas. You must be able to serve the whole shift for classroom work. Late arrival or early departure for your duties will adversely affect the children and classroom safety. Please indicate during the on-line sign up which day you are able to work and for which class.
- II. **Committee Support:** Each family serves on **one** committee. Please indicate during the on-line sign up your preference for committees.
 - **Arts & Crafts Preparation:** Prepares materials for classroom projects and special events. Duties may include cutting paper, gluing, woodworking, sewing, etc. Materials are distributed prior to the session starting (generally at parent orientation,) and projects will need to be returned in the morning on the first day of class. Occasionally, projects may need attention during the session, and these will require overnight turnaround.
 - **Open House (Friday, June 28):** Assists in the preparation and execution of Open House. Duties may include pick-up and distribution of obento dinners; set-up and take down of tables, chairs, creation of classroom work display boards; and miscellaneous tasks needed to put on the Open House presentation. Bring dessert to share.
 - **Publications:** Assist with school newsletter production by observing school activities and writing brief articles; take digital photographs of classes and activities; layout and photocopy. Putting together the photos for a slide show at the Open House.
 - **Fundraising:** Support fund raising activities such as restaurant dinners. Limited to Nakayoshi Gakko treasurers.
- III. **Maintenance:** A family member works **one** maintenance day. Please indicate during the on-line sign up your preference for Maintenance day.
 - **Maintenance I:** Open School (**Saturday, June 15, 9:00 AM-12:00 Noon**) Clean classrooms, set up office supplies, restrooms, kitchen, gym, set-up tables and chairs.
 - **Maintenance II:** Close School (**Saturday, June 29, 9:00 AM-12:00 Noon**) Clean classrooms, restrooms, kitchen, gym, put away tables and chairs; pack up office supplies.
- IV. **MVBT Obon and Bazaar:** Work shift to represent Nakayoshi Gakko in the Obon bingo booth on **Saturday, July 20, 2019** (4:00 PM-10:00 PM) or **Sunday, July 21, 2019** (12:00 Noon-9:00 PM). Sign-ups will be available by the end of the first week of Nakayoshi Gakko session.

All parents are required to attend the **Parents' Orientation Meeting** on Tuesday, May 7, 2019, 7:00 PM-9:00 PM for new families, returning families arrive at 7:30 PM. During this meeting, we will confirm family commitments, distribute the school t-shirts, review school policies, etc. There will also be a brief committee meeting.

Nakayoshi Gakko Extended Care Information

The **Extended Care** program is designed to meet the needs of working parents. The program is available only to currently registered students of Nakayoshi Gakko.

Location:	Game Room at the Mountain View Buddhist Temple
Days & Hours:	June 17– June 28, 2019, 4:00 PM-5:30 PM
Registration:	<ul style="list-style-type: none"> • Extended care on-line registration must be completed by April 16, 2019 to ensure a space for your child. Openings will be on a space available basis after that date. • Payment may be included with your tuition (due February 21) or up to April 16. • Failure to make payment by April 16, 2019 will result in the cancellation of a space for your child in extended care.
Fees:	<p>Fees are \$15 per day per child if registered and paid in full by April 16. After April 16 and prior to June 17, fees are \$20 per day, per child, subject to availability.</p> <ul style="list-style-type: none"> • Emergency or unscheduled use of extended care is subject to availability and will be billed at \$20 per day. • To pay for extended care, send payments via : <ul style="list-style-type: none"> ▪ Paypal sent to treasurer@nakayoshigakko.com, or ▪ Check written out to Nakayoshi Gakko at <u>P.O. Box 390054, Mountain View, CA 94039</u> • If extended care fees are paid using a separate check or Paypal transaction after February 21, please indicate in the notes section that the money is intended for extended care.
Refunds:	<p>Payment is fully refundable until April 16. No refunds will be given for cancellations made after that date.</p> <p>Unused extended care is not refundable.</p>
Late Fee:	<p>The facility closes promptly at 5:30 PM. There is a five-minute grace period. Starting at 5:35 PM, a late charge of \$5.00 per minute will be assessed.</p>
Procedures:	<p>Children registered for extended care will be walked from the gym to the Game Room at 4:00 PM after the cultural demonstration finishes.</p> <p>The extended care sign-out sheet must be signed by a parent or a previously authorized person at pick up time.</p>