



Creative Kids International Preschool

Enrollment Package

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Welcome !

Dear Parent(s),

I want to thank you for considering Creative Kids International Preschool for your child care needs. I offer a loving, safe, and educational environment for your child to grow, learn and play.

I can understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason, I strive to offer a program that will enrich your child's development while putting your mind at ease.

I will do my best to assist your child in developing important values such as: good manners, caring, sharing , patience responsibility, as well as communication and teamwork. I believe that children learn best through play, and we will implement these important values throughout our day. I also work on name recognition.

Please help me operate my Daycare business in professional manner by carefully reading through the parent handbook and filling out all the necessary forms. It is very important that you are aware of all of my policies, as I want you to make your decision about childcare based on the terms for which I will provide care.

It is my promise to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at anytime. An open and honest relationship is the key to a happy childcare experience for everyone involved.

Again, thank you for considering Creative Kids International Preschool. I look forward to providing your child with the best possible care.

Sincerely,
Damien La Greca

Creative Kids International Preschool

Admissions Office 1-18-24 Kyomachi Kawasaki-ku Kawasaki City 210-0848

Instructions

1. Please read and agree to the Creative Kids International Preschool Admission Policy before enrollment.
2. Please sign your application for admission if you agree to the terms and conditions stated below.
3. The application forms, documents, and fees need to be received by the Admissions Office within one month of initial application.

Principles

Creative Kids International Preschool supports the academic, educational, and developmental needs of children in the community. Creative Kids International Preschool admits students from any educational system.

Creative Kids International Preschool only admits students that it feels are capable of bettering Creative Kids International Preschool environmental, goals, and ambitions. Right of admission is fully reserved by Creative Kids International Preschool.

Creative Kids International Preschool admits student with diagnosed or diagnosable special needs to a limited number of students. If any services such as private tuition, speech & language therapy or personal assistants are required, the school reserves the right to refuse admission on the grounds of not having adequate resources or levy these extra services at the sole expense of the parents. Creative Kids International Preschool are designed to be academically and developmentally appropriate exclusively make decisions with respect to initial class placement.

Creative Kids International Preschool may refuse admission on the grounds of any of the following:

1. The student's best interests are needs cannot be met.
2. The student's behavior is deemed to jeopardize the welfare of the school community.
3. Educationally significant information is withheld from the school.
4. School fees are not paid in accordance with Creative Kids International Preschool's Finance Document.

If all seats are full, you will be placed on a waiting list, unless:

1. You are returning student or sibling of a current student.
2. Your family is likely to contribute to school beyond standard parental requirements.
3. You are another business entity engaging in a partnership.

Enrollment Form

Child's Information:

Child's Name : _____ Date Of Birth : _____
Home Address : _____ Sex : _____
Native Language : _____ Height : _____
Telephone : _____ Weight : _____
Allergies/Special Diet : _____

Parent/Guardian Information:

Name : _____	Name : _____
Relationship to Child : _____	Relationship to Child : _____
Home Address : _____	Home Address : _____
Telephone : _____	Telephone : _____
Business Name : _____	Business Name : _____
Business Address : _____	Business Address : _____
Business Telephone : _____	Business Telephone : _____
Working Hours : _____	Working Hours : _____

Additional Information:

Child's Physician/Clinic : _____
Telephone : _____
Chronic Health Conditions : _____
Special Limitations or Concerns : _____

Parent/Guardian Signature _____ Date : _____

FINANCIAL DOCUMENT/FINANCIAL REGULATIONS

Instructions

Parent(s)/employer must agree to the Creative Kids International Preschool Financial Regulations before enrollment.

Conditions and Terms

1. Tuition Fee

1. Tuition fee must be paid monthly with ONE-MONTH deposit in advance.
2. Tuition is due no later than the 25th of each month.

2. Lunch

1. The lunch fee will be added to the monthly fee for a one lump payment each month.
2. There are no refunds for the lunch fee.

3. Payment of Fees

1. Pay by bank transfer:

Kawasaki Shinyo Kinko

Branch No.034

Account No.0254720

Account Name: Azuma Metal Co. Ltd.

Yucho Bank

Branch No.028

Account No.8361637

Account Name: Azuma Metal Co. Ltd.

2. VISA/MASTER CARD/AMERICAN EXPRESS (additional 3.25% charge per transaction)
3. You may also make a payment directly to us in our administrations office.

4. Tuition Reductions

1. The school may grant limited tuition reductions to individual students in exceptional circumstances. Tuition reduction requests are not normally considered during a student's first year of attendance at Creative Kids International Preschool.
2. Applications (including full financial disclosure documentation) must be submitted to the Creative Kids International Preschool Director.
3. Application forms may be obtained from the Admissions Office.

5. Billing

1. The Parent/guardian(s) who signs this Financial Regulations form is responsible for all financial matters, regardless of the billing address.

6. Amendments

1. The School reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary at its sole discretion.

7. Disputes/Refunds

1. There are absolutely no refunds under any circumstances.

8. Schedule of Fees

1. Registration Fee (per student)

1. Enrollment ¥100,000

2. Monthly Fee

1. Long Day Student ¥120,000
2. Full Day Student ¥90,000
3. Half Day Student ¥60,000
4. Half Day Babies 1 yr. to 2 yr. ¥70,000

3. Annual Fees

1. ¥25,000 for maintenance and Insurance on the month enrolled

4. Other Fees

1. The following fees/charges are not included in the tuition fees above and are invoiced separately.

1. Lunch ¥500 per day
2. GPS System ¥8,000 per month
3. Uniform T-shirt ¥1,720
4. Extension ¥1,500 per hour
5. Hat ¥1,100
6. Diaper ¥200
7. Material/Activities ¥2,000

9. Please sign this section below.

1. We agree to and will comply with the conditions and terms described in these Financial Regulations.

Student name _____

Parent/Guardian name (1) _____ Signature _____

Parent/Guardian name (2) _____ Signature _____

Place Date (day/month/year) _____

Child Pickup Authorization

Special Note: Parents are not allowed in any Creative Kids International School vehicles under no circumstances.

The following individuals have my permission to pick up my child from Preschool _____ Priority

Name: _____ Relationship: _____
Address: _____ Mobile: _____
Work Phone: _____

Name: _____ Relationship: _____
Address: _____ Mobile: _____
Work Phone: _____

Name: _____ Relationship: _____
Address: _____ Mobile: _____
Work Phone: _____

Name: _____ Relationship: _____
Address: _____ Mobile: _____
Work Phone: _____

Special Remarks or Concerns: _____

Under no circumstances will my child be released to anyone other than the individuals named above without prior written authorization.

Parent/Guardian Signature Printed Name Relationship: _____
Date: _____

Permission to Photograph

Date: _____

Child's Name: _____

Parent's Name: _____

I grant permission to photograph/videotape my child for the following reason:

Use photographs and video for school Facebook	Yes	No
Use Photographs and video for school Instagram	Yes	No
Use Photographs and video for promotional materials	Yes	No
Use photographs on bulletin board, scrapbook or other similar uses	Yes	No

Transportation Permission Form

I _____ authorize Creative Kids
(Parent/Guardian Name)
International Preschool to transport my child _____ by
(Child's Name)
school bus.

This travel will occur on an (As Needed basis).

Special Remarks or Concerns: _____

(How are you related to the child? Mother, Father, Grandmother, etc...)

- All transportation will be conducted in accordance with state transportation laws and requirements
- All vehicles will be appropriately licensed and insured
- Your child will be transported in an approved child safety seat or will wear a seat belt as required

Parent/Guardian Signature _____

Date _____

Student Supply List

All supplies must be labeled with your child's name in English. You will need to provide the following items for your child:

- Hand towel x 2
- Bath towel x 2
- Tooth brush
- Plastic cup
- Little bag for tooth brush and cup
- Drink bottle
- Chop sticks (if needed)
- Fork and Spoon set
- Spare clothes
- Under wear
- Apron
- Art smock
- Plastic bag x 2 (for wet towel or clothes)
- Diaper (if needed)
- Wipe (if needed)
- Indoor shoes

Please write your child's name on every item.

Establisher Damien La Greca

Address 1-18-24 Kyomachi Kawasaki-ku Kawasaki City

Name Creative Kids International Preschool

Insurance Liability Insurance

Payment Limit ¥50,000 per person (Physical)
¥300,000 1 accident (Physical)
¥5,000 1 accident (Property)

Medical Institution
Miyajima Clinic

Detail Regular Health Check

Address 2-7-4 Ikeda Kawasaki-ku Kawasaki City

Opinions/Complaints
Yukiko La Greca 044-223-8689



044-223-8689

info@ckis.jp