

SCHOOL OUTLINE





KADENA AMERICAN PRESCHOOL

(International School)

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A Message from our Head Teacher

How would you like to give your child the gift of “a bilingual life”? As you might know, any core ability acquired at an early stage becomes a treasure a person can benefit from for the rest of their life.

What originally made me get involved with English teaching at Kadena American Preschool began at the moment I had to choose a school for my own children to attend. At that point, I had been working teaching a weekly English class for about 10 years already. I started asking myself what would be better once my children got old enough. A Japanese kindergarten, a nursery school?

Sadly, I couldn't really see anything attractive about those options.

But then I suddenly set eyes on Kadena's sister International school in Saitama. I decided to go check it out and on that day, they simultaneously had teachers from the US, Australia, India and Nepal working on site. It had an incredibly international flair to it!

And the feeling in it was so warm! The kids in there were amazing at English too. Even though most were clearly Japanese, they even spoke to each other in English! Of course, I thought, when you spend everyday speaking English it is truly something else. I got really excited about it.

There, the limits between Japanese and foreign were completely absent. I also wanted my children not to be hindered by ideas of race. I wanted them to naturally acquire an international feeling from an early age. I wanted them to be able to speak their own opinions freely. I wanted them to grow up freely, without being forced into any stereotypes. In a way in which they would naturally get interested in their beloved teachers' countries, and naturally absorb English. Less than a year after, I ended up joining the school's staff.

Today, our school at Tsudanuma also has that same International feel. While we focus on English to achieve true bilingualism, the kids' growth is attentively supported by our caretakers and, as we share great days full of fun together, we strive to keep KADENA AMERICAN PRESCHOOL evolving.

If you too feel like being part of our school's tradition of freedom, by all means come and visit us anytime.

KADENA AMERICAN PRESCHOOL Head Instructor **Shinobu Akiyama**



Curriculum

- For the children to acquire a natural ability to use “Survival English” in a way that would allow them to adapt quickly to everyday life in a foreign country.
- For the children to reject all prejudice against foreigners, and to foster understanding, opening their hearts to multicultural flexibility.
- To build up a natural understanding of English language sound, phonics, vocabulary and grammar, fostering true reading comprehension well beyond simple character recognition.
- In order to encourage a natural use of English, including rhythm, pronunciation and idiomatic expressions, we use a method that mimics the language acquisition process as it occurs in native speakers, where they can naturally link what they hear to what they experience through the step by step use of “comprehensible English” they can assimilate.
- This is achieved by English input that has clear links to situational cues and context, thus allowing the children to build up meaning by themselves. In early infancy, there is a tendency to emphasize larger units of meaning rather than particular, smaller units. Comprehensible English targets and stimulates that ability.
- Using exercises like Show & Tell, we develop in students the ability to confidently self-express in English.
- As a foundation for successful communication, the school encourages the refinement of manners including: attentive listening to others, holding a respectful demeanor towards others, proper greetings, and a general feeling of gratitude. All of the listed attitudes are promoted and reinforced by constant repetition and modeling of peers and teachers.
- Our method is student-centered. The kids will get results in their language acquisition process in the same measure they are driven to study and ask questions.
- On every day's lessons, we include a very wide variety of programs and activities, which follow one another in quick succession in order to maintain a constant learning rhythm throughout the student's tenure.
- We strive to guide our students in a way that helps them constantly improve their English skills in terms of speed, rhythm and variety.
- In the English language, there are characteristic physical, rhythmic and sensorial particularities. In consequence, the way vocabulary and idiomatic expressions are used and arranged has a unique logic that is only grasped through immersion and repetition. In that way the student is able to acquire a natural and unconscious proficiency that cannot be achieved by isolated study. That is one of the main appeals of a learning environment such as Kadena American Preschool.



• Concerning Missed Classes

If the absence cannot be confirmed beforehand due to sudden sickness or other emergency, parents and legal guardians are expected to contact us via phone, email or instant messaging before 9:30am.

If a prolonged period of absence becomes necessary please notify us as soon as you can and submit a formal request using a format we have already prepared for you.

• Sickness

We kindly request that you confirm your children's health condition every day before drop-off. If the child shows any of the following conditions, please refrain from bringing them to school.

Body temperature above 37.5 Celsius / rashes or eruptions / strong cough / difficulty breathing / eye diseases (i.e: conjunctivitis) / serious cases of nasal discharge (nosedrip) / diarrhea/ vomiting / stomach pain /influenza / other contagious illnesses.

If any of our students exhibits any of the listed symptoms or conditions after drop-off, we must request that the parent or legal guardian retrieves the child from school as soon as possible. In the meantime, the child will be isolated from the rest in a separated space. In case we are unable to establish contact with you within 45 minutes, we will resort to contacting the individuals you have listed as emergency contacts.

• Concerning Infectious Diseases

In case the child under your custody contracts an infectious or contagious disease of any kind, please contact us as soon as you find out. Our role obliges us to contact the other parents and guardians about it in order to protect their children's health.

When the child regains their health, we will need you to present a document issued by the treating physician certifying the child's recovery in order to resume their attendance to school. In Japanese the document is named 完治証明書 (Kanchi-shomeisho) In case the student's full recovery cannot be confirmed, they will not be allowed to resume attendance.

• In Case of Accidents

In case any accident takes place at school, our staff is trained to take the necessary measures, including emergency procedures and basic first-aid. In case we judge medical treatment is necessary we will see that the child receives attention at the nearest hospital.

• About Excursions and Field Trips

Outings and outside school activities are part of our curriculum. In order for students to take part, written proof of parental approval is required. The means of transportation are decided in concordance with the particular conditions of each activity. In case our students' safety or well being becomes compromised the activity will be suspended.

In order to prevent injuries, please make sure your children's nails are properly cut and buffed.

We would like to remind you as well that you must notify us in detail if your children have any allergies or chronic health conditions.

In order to minimize the loss of misplaced or dropped items, be sure to mark your children's belongings with their name in a visible way.

• Concerning Natural Disasters

Under circumstances where a disaster alert has been issued or we have determined our student's safety is at risk, our staff is prepared to safely guide the children to the nearest evacuation center.

• About Drop-off and Pick-up

We kindly request that you precisely respect the designated times for drop-off and pick-up. In case you wish for a different person to come and pick up the child, you must inform us about it beforehand. In case there is no direct confirmation from your side, we will not hand over the student to anyone else.

• A Special Request to Parents & Guardians

In cases where any difficult incidents occur between fellow classmates (problems, disputes, fights, etc.) please consult ONLY with our staff. As you can imagine, in many cases attempting to contact the other parents will very often result in unpleasant situations. Our staff is trained to mediate in a way in which resolution is achieved with the less amount of conflict possible.



About Kadena American Preschool

KADENA AMERICAN PRESCHOOL prides itself in having been in business as an international school providing English language teaching for almost 30 years of experience. At this school, all activities are carried out exclusively in English, and we offer a fun, multicultural environment with an educational program that emphasizes the continuous study and practice of natural conversational English at the nursery school, kindergarten and after-school level.

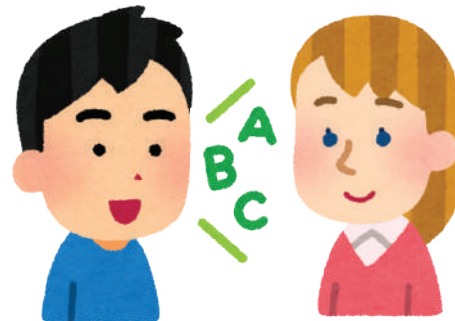
With a curriculum designed using the American model as a template, we rely on a solid group of caring, trustworthy teachers, both foreign and Japanese with many years of experience in English language education. In their hands, our students are certain to increase their proficiency and build a deep, natural connection to the use of the language in everyday settings.

We also believe in supporting our students' transition into their next educational step after graduation from Kadena, including their enrollment in international schools in Japan, private schools, and Hawaiian schools. Our guidance is not limited to pre-school, as we also offer assistance to pupils in elementary school and we also offer the possibility of experiencing American school in Okinawa. Our students have high passing rates for the EIKEN test, and many of our 6 year-old alumni achieve level 2 upon graduation.

Children at our school are encouraged to be curious about everything, and to develop many different base abilities, uncovering their particular talents and inclinations. In particular, the school emphasizes the acquisition of English language skills that go on par with the student's native language (Japanese in most cases) as one of its most important goals. At this school, as we find and cultivate unknown possibilities in our students, we strive to raise them as fully bilingual individuals with a deep awareness of multiculturality. KAP was established using the values of worldwide equality as its cornerstone, and thus it is one of the ideas that is very often emphasized in our curriculum, which has been especially designed in order for children whose mother language is not English to comfortably ease into mastering the language.

While at school, kids spend their days exclusively in English. Our staff conducts all guidance in English, aiming for the children to speak English as well as they speak Japanese, and fostering a balance between self-reliance, creativity and an international outlook, all driven by KAP staff's long standing expertise in ESL teaching. Making the best use of our experience, we have built a school where children can safely and productively spend their days.

When it comes to the development of a human being's personal character, childhood is of the utmost importance. Keeping that fact in mind, we believe in constant communication with parents and guardians in order to directly cooperate with them in the education and development of our students as individuals. At KADENA AMERICAN PRESCHOOL, we put our heart in overcoming frontiers so that children of any cultural background can safely play, study, and make friends with each other, with an understanding of each other's particularities. Our students explore the unknown while engaged in entertaining educational activities that include printouts, conversation, flash cards and many complementary activities. Working as a whole, the program we offer prioritizes conversation in order for children to quickly develop the ability to follow instructions in English and can freely participate in school activities.



Timetable

Regular Class (throughout all age ranges)
is conducted entirely in English.

※On every day of the week, we hold different activities. In consequence, the rest of the schedule is adjusted accordingly.

| | |
|-------------|--|
| 07:30~09:00 | Early Morning Daycare |
| 09:00~09:30 | Arrival & Preparation |
| 09:30~10:00 | Morning Gathering Conversation Lesson |
| 10:00~10:30 | Activities |
| 10:30~12:00 | Reading・Writing Presentation |
| 12:00~13:00 | Lunchtime |
| 13:00~13:30 | Recess・Play Songs・Dances |
| 13:30~14:00 | Story Time |
| 14:00~18:00 | Extended Daycare |

Our school operates MON-FRI from 7:30am to 6:00pm.
(There's also Saturday classes available)

Normal school hours take place between 9:00am and 2:00pm. Extended daycare services are provided for students in the following timeframes:
7:30~9:00am AND 2:00~6:00pm.

We are closed on Sundays as well as Japanese National Holidays.

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【Website】<http://kadenapreschool.com>
【e-m@il】kadena.preschool@gmail.com



【Speaking】【Writing】【Reading】

- Through the use of flashcards including scenes and vocabulary connected to everyday life, we build up younger students' interest in English at a steady pace.
- Children are guided in their mastering of essential phrases they need to navigate basic everyday life situations without assistance from adults (QA-100~300)
- Instruction includes playful activities with unique cards for everyday vocabulary (about 500 words), everyday actions (200~300) and emotional expressions (100) which allow us to playfully take the students from recognition into memorization. This stage includes the memorization of correct pronunciation.
- The educational materials we use include material commonly used in Honolulu's preschool and 1st and 2nd grade classes. Combined with the students' and parents' commitment to study and practice, they allow us to take children's skills in writing, reading and grammar close (or in certain cases beyond) those of native speakers in similar age groups.
- Each student keeps a Picture Diary, they are taught to put in words the things they experience daily, encouraging not only their written expression but also their ability to put down their opinions in words. (They are always asked to finish each entry).
- In order to encourage them to speak in English and to use what is learned as soon as possible, all students are required to speak to the teachers in English whenever they have a personal request or question. (Starting at the simplest May I~, Can I~ etc.).
- We have a fixed timetable but according to a given day's mood, special activities or student's dispositions we often adjust it.
- Throughout the year, the seasons are used as a theme for songs and poems highlighting Japanese and International Culture.
- During school time we emphasize speaking in full, complete sentences with clear subjects and appropriate vocabulary.
- In activities like Show and Tell, the students get to present the things that they like, using English to explain in detail to other students what it is that they find interesting about them.

(This exercise is meant to develop not only language skills, but also the student's ability to express their thoughts and opinions in front of others in a loud, clear voice)

- Before every break, including Snack Time, Lunch Time, Game Time and Free Play there is always a Quiz & Question session.

(Children's concentration power rises strongly just before they are about to experience something they have been looking forward to, so we seize that moment to review what has been learned and find out how deeply the students have understood it.)

【Art】

- Early childhood is a time of unbridled creativity, and channeling it through drawing and handicrafts allows for children to use that power in a fun way that is tremendously individual.
- One important objective we have in encouraging artistic expression is that Art allows for the students to use their English skills in unexpected ways. After finishing a drawing, students are asked to explain it to their classmates, which helps them in developing their powers of self expression.

【Music】

- When engaging in music, we concentrate on our student's ability to grasp the meaning of the lyrics, and to become aware of the everyday uses they may find in any phrases within them. And of course, music also works as a fun way to bond with fellow students and teachers!
- During the performances at the Graduation and Christmas events, KAP students sing in English and try their hand at simple musical instruments. They also practice their coordination and rhythm with dance numbers which are practiced and developed in groups.

【Exercise】

- Both at school and in local parks, students exercise and learn to follow sports basic commands in English while engaging in basic sport skills like running, skip the rope and ball handling, kicking and throwing, among others.
- Sport activities are extremely useful not only in stimulating the development of the kids' physical abilities but also their skills concerning cooperation, politeness, self-control and teamwork.

【Others】

- Responsibilities and duties assigned in class are managed on an individual basis where each student is expected to be personally accountable.
- English is the only language used with students as soon as they begin attending our school.
- Students are expected to take care of themselves and their personal items as independently as possible.



KADENA AMERICAN PRESCHOOL



We accept applications, trial lessons and school visits throughout the year!

FULL DAY CLASS ONE (9:00 to 14:00)

For Ages 2 and above. The time frame is similar to that of Japanese Kindergarten.

| Days/Week | Application | Tuition | Maintenance Fee | Teaching Materials |
|-----------|-------------|---------|-----------------|--------------------|
| 5 | 50,000 | 57,400 | 5,500 | 2,100 |
| 4 | | 50,700 | 4,500 | 1,800 |
| 3 | | 43,100 | 3,500 | 1,400 |
| 2 | | 34,600 | 2,500 | 900 |

FULL DAY CLASS TWO (9:00 to 18:00)

For Ages 2 and above.

This program is offered as a full daycare service contract (保育園). As such, it includes 2 yearly examinations by the school's doctor and 1 yearly dental examination.

*1 This program qualifies for governmental economic compensation.

*2 It also qualifies for Funabashi city's commuting expense aid program.

| Days/Week | Application | Tuition | Maintenance Fee | Teaching Materials |
|-----------|-------------|---------|-----------------|--------------------|
| 5 | 50,000 | 76,500 | 6,200 | 2,300 |
| 4 | | 69,800 | 5,200 | 2,000 |
| 3 | | 62,200 | 4,200 | 1,600 |
| 2 | | 54,000 | 3,000 | 1,000 |

FULL DAY CLASS THREE (9:00 to 11:45)

For students Aged 1 or 2 yrs. old

Limited to Morning hours for children that are already able to walk unassisted.

| Days/Week | Application | Tuition | Maintenance Fee | Teaching Materials |
|-----------|-------------|---------|-----------------|--------------------|
| 4 | 30,000 | 27,700 | 2,200 | 1,100 |
| 3 | | 23,500 | 1,700 | 800 |
| 2 | | 18,300 | 1,200 | 500 |

EARLY MORNING EXTENDED DAYCARE (Starting at 7:30)

For those parents that require a drop-off time earlier than 9:00. an additional early morning fee will be added on top of the tuition fee.

| Starting Time | Monthly Fee |
|---------------|-------------|
| 7:30 ~ | 3,400 |
| 8:00 ~ | 2,800 |
| 8:30 ~ | 2,200 |

◆ All fees except application are displayed in monthly prices. No discounts or partial refunds are offered in case a student quits or decides to take a break from school.

*1 We cannot provide direct advice on the required procedures. Please check with your local governmental office.

*2 Students that are 2 years old or younger that reside in Funabashi city are eligible for commuting expenses subsidiary aid. Please check with local authorities at the 子育て支援部 保育認定課 for additional information.

AFTER SCHOOL CLASS from 16:30

Only for students that have graduated from Kadena American Preschool's Full Day Program.

This program is intended for participants to study English after their usual morning class schedules. A full lesson complete with learning materials is offered twice a week.

| Days/Week | Application | Tuition | Maintenance Fee | Teaching Materials |
|-----------|-------------|---------|------------------------|--------------------|
| 2 | 20,000 | 20,000 | Included in the price. | |
| 1 | | 13,000 | | |

AFTER SCHOOL (15:00 to 18:00)

Only for students that have graduated from Kadena American Preschool's Full Day Program.

This program is intended for participants to practice their English after their usual morning class schedules. Students are able to spend their afternoons in an English-only environment, doing their homework and playing with teachers and classmates while they engage in conversation and other fun activities.

| Days/Week | Application | Tuition | Spot Care Fee |
|-----------|-------------|---------|----------------|
| 5 | 20,000 | 28,000 | 1 Hour = 1,400 |
| 4 | | 25,000 | |
| 3 | | 22,000 | |
| 2 | | 20,000 | |
| 1 | | 14,000 | |

After school participants wishing to join our after school class will be given a 50% discount.

SATURDAY CLASS (9:00 to 13:30)

For students aged 4 and above. While our activities on weekdays are focused on the Kindergarten and Nursery School curricula, Saturday class is all about English. The content is similar to the one taught on weekdays but the main subjects are condensed and summarized in an intensive format.

| Application | Tuition | Maintenance Fee | Teaching Materials |
|-------------|---------|------------------------|--------------------|
| 30,000 | 23,000 | Included in the price. | |

◆ Time extension fees are 700 yen per 30 minutes.

◆ Single Day Fee: Consists of 5500 yen (with a 9:00~18:00 time frame)

◆ Whenever a student must withdraw from school temporarily, please let us know as soon as possible and submit the official request form. Monthly tuition fees will be reduced to one third of the usual amount.

All our prices are displayed in Japanese Yen and are tax inclusive. This booklet reflects our prices in April 2021.

