



February 1st, 2016

Dear Nakayoshi Gakko Families,

Attached please find information for on-line registration for Nakayoshi Gakko's 2016 Summer Session. The session will run for ten full days, starting Monday, June 13, 2016 and ending Friday, June 24, 2016.

Nakayoshi Gakko is a Japanese cultural and educational summer program for school-aged children entering grades 1 through 8 in Fall 2016. 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 and are a part of on-line registration. We ask you to please read these carefully because each family will be assigned 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](mailto:president@nakayoshigakko.org).

**Please note:** All students need to complete on-line registration information and return tuition fees by mail. Family and student information will only be accepted on-line and payments will only be accepted by mail.

Please complete **on-line registration by Friday, March 11, 2016** and return the check postmarked by **March 16, 2016**. **Receipt of the payment completes the registration process.** Fees must be mailed to the Registrar at **P.O. Box 390054-0054, Mountain View, CA 94039**. ALL on-line registration posted after March 11th, 2016, and payments received postmarked after March 16, **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 linked at our website at: [www.nakayoshigakko.org](http://www.nakayoshigakko.org).

Sincerely,

Nakayoshi Gakko Board of Directors

# Nakayoshi Gakko Registration Information

<b>Registration Link:</b>	<a href="http://www.nakayoshigakko.org">www.nakayoshigakko.org</a> ; <ul style="list-style-type: none"> <li>• See <b><u>On-line Registration Information Section</u></b> for additional information.</li> <li>• Confirmation will be sent out by email by March 31, 2016.</li> </ul>
<b>Commitments:</b>	See <u>Parent Commitment Requirements</u> section for further explanation.
<b>Dates &amp; Time:</b>	June 13 – June 24, 2016 8:30 AM – 4:00 PM, Monday through Friday
<b>Extended Care:</b>	4:00 PM – 5:30 PM (see <u>Nakayoshi Gakko Extended Care Information</u> section for details)
<b>Location:</b>	Mountain View Buddhist Temple (MVBt) 575 N. Shoreline Boulevard, Mountain View, CA
<b>Contact:</b>	Susan Pascual and Courtney Yokota <a href="mailto:registrar@nakayoshigakko.org">registrar@nakayoshigakko.org</a>
<b>Tuition:</b>	\$425 per child for two week session. Optional donation of any amount appreciated <ul style="list-style-type: none"> <li>• Please send a \$425 check (per child), payable to “Nakayoshi Gakko” by March 16, 2016 to complete your registration.</li> <li>• If the class is full, your tuition check will be returned.</li> <li>• Mail fees to the Registrar at <b><u>P.O. Box 390054-0054, Mountain View, CA 94039.</u></b></li> <li>• Extended care fees (see page 5) can be included in the same check (or can be paid up to April 13 if scheduling is not yet certain).</li> </ul>
<b>Cancellations:</b>	Cancellations made and confirmed by the Registrar(s): <ul style="list-style-type: none"> <li>• Prior to April 12 will receive a refund less a \$50 processing fee.</li> <li>• After April 12 are not refundable.</li> </ul>
<b>Priority:</b>	Enrollment priority is given in the following order if the on-line application is completed before March 11 <b>and</b> the payment <b><u>postmarked before March 16:</u></b> <ol style="list-style-type: none"> <li>1. Children of current Board</li> <li>2. Children of NG Teachers</li> <li>3. Returning students from the 2015 session</li> <li>4. Siblings of returning students from the 2015 session</li> <li>5. Mountain View Buddhist Temple members’ children</li> <li>6. Mountain View Buddhist Temple Dharma School students</li> <li>7. New students who do not qualify for the priorities above (Lottery).</li> </ol>
<b>Class Assignments:</b>	Class assignments will be made by Registrars based on the grade of the child in Fall 2016 as indicated on the on-line registration. For your information, the classes and grades are listed below: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>             1<sup>st</sup> grade: Panda              4<sup>th</sup> grade: Zou              7<sup>th</sup> grade: Ryu           </div> <div>             2<sup>nd</sup> grade: Saru              5<sup>th</sup> grade: Kirin              8<sup>th</sup> grade: Tsuru           </div> <div>             3<sup>rd</sup> grade: Kuma              6<sup>th</sup> grade: Tora           </div> </div>

# 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 maintenance
- (IV) MVBOT Obon and Bazaar support.

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

**Families should provide preferences for items I, II and III via On-line Registration System.**

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 on-line registration what day you are able to work and for which class.
- II. **Committee Support:** Each Family serves on **one** committee. Please indicate during on-line registration 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, these will require overnight turnaround.
  - **Open House (Friday, June 24th):** 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.
  - **Fund-raisers:** Support fund raising activities such as restaurant dinners.
- III. **Maintenance:** A family member works **one** maintenance day. Please indicate during on-line registration your preference for Maintenance day.
  - **Maintenance I:** Open School (Saturday, **June 11**, 9:00 AM – Noon) Clean classrooms, set up office supplies, restrooms, kitchen, gym, set-up tables and chairs.
  - **Maintenance II:** Close School (Saturday, **June 26**, 9:00 AM – Noon) Clean classrooms, restrooms, kitchen, gym, put away tables and chairs; pack up office supplies.
- IV. **MVBOT Obon and Bazaar:** Work shift to represent Nakayoshi Gakko in Obon booth on Saturday, **July 16, 2016** (4:00 PM - 10:00 PM) or Sunday, **July 17, 2016** (12:00 noon to 9:00 PM). Sign-ups will be available during the first week of Nakayoshi Gakko session online via [http://www.mysignup.com/mvobonsignup\\_2016](http://www.mysignup.com/mvobonsignup_2016).

All parents are required to attend the **Parents' Orientation Meeting** on **Tuesday, May 3, 2016**, 7-9pm 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.

<h2 style="text-align: center;">Nakayoshi Gakko Extended Care Information</h2>	
<p><b>The Extended Care</b> program is designed to meet the needs of the working parents. The program is available only to currently registered students of Nakayoshi Gakko.</p>	
<b>Location:</b>	Game Room at the Mountain View Buddhist Temple
<b>Days &amp; Hours:</b>	June 13 – June 24, 2016, 4:00 PM - 5:30 PM
<b>Registration:</b>	<p><b>See <u>On-line Registration Information Sections</u> for additional information</b></p> <p>Extended care on-line registration must be completed by <b>April 13, 2016</b> to ensure a space for your child. Openings will be on a space available basis after that date.</p> <p>Payment may be included with your tuition (due March 16) or up to April 13.</p> <p>Failure to make payment by April 13, 2016 will result in the cancellation of a space for your child.</p>
<b>Fees:</b>	<p>Fees are \$15 per day per child <b>paid in full by April 13.</b></p> <p>After April 13 and prior to June 13, fees are \$20 per day, per child, subject to availability.</p> <p>Emergency or unscheduled use of extended care is subject to availability and will be billed at \$20 per day.</p> <p>Mail fees to Registrar at <b><u>P.O. Box 390054-0054, Mountain View, CA 94039.</u></b></p> <p>If in a separate check after March 16, please indicate in notes that this is for extended care.</p>
<b>Refunds:</b>	<p>Payment is fully refundable until April 13<sup>th</sup>. No refunds will be given for cancellations made after that date.</p> <p>Unused extended care is not refundable.</p>
<b>Late Fee:</b>	<p>The facility closes promptly at 5:30 PM. There is a five-minute grace period. Starting at 5:35 PM a <b>late charge of \$5.00 per minute</b> is assessed.</p>
<b>Procedures:</b>	<p>Children registered for extended care will be walked from the gym to the Game Room at 4 PM. after the cultural demonstration finishes.</p> <p>A sign-out sheet must be signed by a parent or authorized person for pick up.</p>

## On-line Registration Information Section

### Returning Family Registration Information

1. Login to Customer Portal at the Returning Family Registration Link found on main website: <http://www.nakayoshigakko.org>.  
Your e-mail address is your login. If you have forgotten your password, click on the “I don’t know my password” link and a new password will be e-mailed to you.
2. Verify/update information in My Account, My Contacts, My Students (T-shirt size) and SAVE.
3. Click to the Registration Tab.
4. Select 2016 Session in pull-down.  
**PLEASE SELECT YOUR CLASSES CAREFULLY, CHANGES MUST ONLY BE MADE BY THE ADMINISTRATOR**
5. Select the class (Panda, Saru etc.) and the name of the student enrolling in class-**NOTE: THIS IS NOT A GUARANTEED ENROLLMENT UNTIL PAYMENT IS RECEIVED AND PRIORITIES REVIEWED BY REGISTRAR.**
6. Repeat steps 4 & 5 for one of each type of parent commitment (Must select one of each from the three below – described on page 4). If you have previously entered a class category, you may want to change your selection to All to see Parent Commitments and Extended Care. Registration does not guarantee selections, but we will do our best to accommodate selections. **If there is more than one child in your family, only sign up for ONE child, these commitments are one per FAMILY.**
  - Maintenance Preference (I or II) –
  - Committee Preference– Arts & Crafts, Publications, Open House, or Fund Raising
  - Work Day Preference
7. Repeat steps 4 & 5 for each student and for each day of Extended Care.
8. For each class registration (class, commitment, or extended care), electronically sign the following policies:
  - Enrollment, Priority
  - Waiver
  - Photography Release
  - Payment Policy
  - Parental Commitment Information
9. Print the final page of this packet and mail the tuition check postmarked by March 16, 2016.
10. Please direct all questions/changes to [registrar@nakayoshigakko.org](mailto:registrar@nakayoshigakko.org). As we are volunteers, it may take us a few days to get back to you.

# On-line Registration Information Section

## New Family Initial Registration:

Register family in the on-line registration system (Jack Rabbit), link can be found on main website: <http://www.nakayoshigakko.org>.

Initial registration will allow selection of up to 5 “classes” per student (i.e. volunteer commitments or extended care). Registration does not guarantee selections, but we will do our best to accommodate selections.

Your e-mail address entered here will be your login for the Customer Portal and your initial password will be emailed to you. Follow returning family registration instructions adding additional classes, extended care registration and/or making changes to your contact information.

Click the check box of the following:

- Enrollment, Priority
- Waiver
- Photography Release
- Payment Policy
- Parental Commitment Information

Electronically sign your name at the bottom of registration form.

Please print the final page of this packet and mail it in with the check postmarked by March 16, 2016. Please direct all questions/changes to [registrar@nakayoshigakko.org](mailto:registrar@nakayoshigakko.org). As we are volunteers, it may take us a few days to get back to you.



## *We appreciate your kind support!*

To ensure the future of Nakayoshi Gakko, we need parents who are interested and able to support the program year-round. Every year part of the Board and Committee Members roll off, and new parents are needed to help plan and prepare the program for the following year. Please let us know if you would like to join our energetic and committed team. Nakayoshi Gakko only continues with the volunteer support of our families.

- ☐ Please contact me about additional volunteer opportunities during the session.
- ☐ I would like more information on becoming a Nakayoshi Gakko Board Member.

### **Help us show our appreciation and keep tuition low:**

**Nakayoshi Gakko is a 501 c (3) organization and its funding comes from tuition, grants, fund-raisers and donations. We are able to offer our full-day program at a reasonable cost with the gracious support of the Mountain View Buddhist Temple (MVBT) which provides the space for Nakayoshi Gakko as an in-kind donation as well as the support of all the families. If your company provides company matching, Nakayoshi Gakko is a 501 c(3) organization. Thank you for making this a successful program and your support of the program.**

Nakayoshi Gakko tuition

Number of enrolled children \_\_\_\_\_ x \$425 = \_\_\_\_\_

Optional donation: = \_\_\_\_\_

**Total** = \_\_\_\_\_

Child Name: \_\_\_\_\_ Circle T-shirt size: Youth S YM YL Adult S AM AL AXL

Child Name: \_\_\_\_\_ Circle T-shirt size: Youth S YM YL Adult S AM AL AXL

Child Name: \_\_\_\_\_ Circle T-shirt size: Youth S YM YL Adult S AM AL AXL

Parent Name: \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please return this form with your check payable to *Nakayoshi Gakko* to P.O. Box 390054-0054, Mountain View, CA 94039.**

Summer 2016

Page 7 of 7