



January 1, 2018

Dear Nakayoshi Gakko Families,

Attached please find information for on-line registration for Nakayoshi Gakko's 2018 Summer Session. The session will run for ten full days, starting Monday, June 18, 2018 and ending Friday, June 29, 2018. 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 2018. 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.

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 the **on-line registration, and submit the registration form with tuition by no later than February 21, 2018.** All forms and fees must be mailed and postmarked by **February 21, 2018.** All forms and fees must be mailed to the Registrar at **P.O. Box 390054-0054, Mountain View, CA 94039.** All on-line registration and payments postmarked after February 21, 2018, **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: <http://www.nakayoshigakko.org>.

Sincerely,

Nakayoshi Gakko Board of Directors

Description	Date or Cost
Past Board Member Student Registration Start Date	January 20
Returning Students (from Prior Year) Registration Start Date	January 27
New Student Registration Start Date	February 3
Registration Form Postmark Due Date	February 21
Committee, Maintenance, and In Class Work Day Sign Ups Begin for Past Board Members	March 1
Committee, Maintenance, and In Class Work Day Sign Ups Begin for Returning Students	March 8
Committee, Maintenance, and In Class Work Day Sign Ups Begin for New Students	March 15
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 11
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 12
Parent Orientation Date <ul style="list-style-type: none"> New families arrive at 7:00 PM Returning families arrive at 7:30 PM 	May 1, 7:00 PM-9:00 PM
Maintenance I Date and Time	Saturday, June 16, 9:00 AM-12:00 Noon
Session Start Date	Monday, June 18
Session End Date	Friday, June 29
Maintenance II Date and Time	Saturday, June 30, 9:00 AM-12:00 Noon
Mountain View Buddhist Temple Obon Start Date	Saturday, July 21, 4:00 PM-10:00 PM
Mountain View Buddhist Temple Obon End Date	Sunday, July 22, 12:00 Noon-9:00 PM
Session Cost	\$450
Early Bird Extended Care Fee <ul style="list-style-type: none"> if signed up on or before April 12 and paid in full by that date 	\$15/day
Regular Extended Care Fee <ul style="list-style-type: none"> if signed up after April 12 	\$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:	http://www.nakayoshigakko.org <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 2017 session will be e-mailed to inform them when their JackRabbit accounts have been unlocked from 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 2017 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 18– June 29, 2018 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:	\$450 per child for the two week session. Optional donation of any amount appreciated <ul style="list-style-type: none"> • Please send a \$450 check (per child), payable to “Nakayoshi Gakko” by February 21, 2018 to complete your registration. • If we are unable to offer your child a spot, your tuition check will be destroyed. • Mail fees to the Registrar at <u>P.O. Box 390054-0054, Mountain View, CA 94039.</u> • Extended care fees (see page 5) can be included in the same check (or can be paid up to April 12 if scheduling is not yet certain). 									
Cancellations:	Cancellations made and confirmed by the Registrar(s): <ul style="list-style-type: none"> • On or before April 11 will receive a refund less a \$50 processing fee. • After April 11 are not refundable. 									
Priority:	Enrollment priority is given in the following order if the on-line application is completed and payment is postmarked before February 21. <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 2017 session 5. Siblings of returning students from the 2017 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:	Class assignments will be made by Registrars based on the grade of the child in Fall 2018 as indicated on the on-line registration. For your information, the classes and grades are listed below: <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 33%;">1st grade: Panda</td> <td style="width: 33%;">2nd grade: Saru</td> <td style="width: 33%;">3rd grade: Kuma</td> </tr> <tr> <td>4th grade: Zou</td> <td>5th grade: Kirin</td> <td>6th grade: Tora</td> </tr> <tr> <td>7th grade: Ryu</td> <td>8th grade: Tsuru</td> <td></td> </tr> </table>	1 st grade: Panda	2 nd grade: Saru	3 rd grade: Kuma	4 th grade: Zou	5 th grade: Kirin	6 th grade: Tora	7 th grade: Ryu	8 th grade: Tsuru	
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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 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 29):** 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 on-line registration your preference for Maintenance day.
 - **Maintenance I:** Open School (**Saturday, June 16, 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 30, 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 booth on **Saturday, July 21, 2018** (4:00 PM-10:00 PM) or **Sunday, July 22, 2018** (12:00 Noon-9:00 PM). Sign-ups will be available by the first week of Nakayoshi Gakko session.

All parents are required to attend the **Parents' Orientation Meeting** on **May 1, 2018**, 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 the 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 18– June 29, 2018, 4:00 PM-5:30 PM
Registration:	<p>Extended care on-line registration must be completed by April 12, 2018 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 February 21) or up to April 12. Failure to make payment by April 12, 2018 will result in the cancellation of a space for your child in extended care.</p>
Fees:	<p>Fees are \$15 per day per child paid in full by April 12.</p> <p>After April 12 and prior to June 18, 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 <u>P.O. Box 390054-0054, Mountain View, CA 94039.</u></p> <p>If in a separate check after February 21, please indicate in notes that this is for extended care.</p>
Refunds:	<p>Payment is fully refundable until April 12. 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 is 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>A sign-out sheet must be signed by a parent or authorized person for pick up.</p>

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.

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1. Please contact me about additional volunteer opportunities during the session. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I would like more information on becoming a Nakayoshi Gakko Board Member. | <input type="checkbox"/> | <input type="checkbox"/> |

Help us show our appreciation and keep tuition low:

Nakayoshi Gakko is a 501c(3) organization and its funding comes from tuition, grants, fundraisers 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 501c(3) organization. Thank you for making this a successful program and your support of the program.

Child Name	Tuition \$450/Child	Child T-Shirt Size			Adult T-Shirt Size			
		S	M	L	S	M	L	XL
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aftercare Fees (If Applicable)								
Optional Donation								
Total Payment								

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.