



February 21, 2011

Dear Nakayoshi Gakko Families,

Attached please find information for on-line registration for Nakayoshi Gakko's 2011 Summer Session. The session will run for ten full days, starting Monday, June 20th and ending Friday, July 1<sup>st</sup>.

Nakayoshi Gakko is a Japanese cultural and educational summer program for school-aged children entering grades 1 through 8 in Fall 2011. 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 over 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 and return the check with the **Fee Submittal Form** postmarked by **March 6, 2011**. **Receipt of the payment completes the registration process.** Fees must be mailed to the registrar, **Sachi Itagaki, 777 San Antonio Rd., #21, Palo Alto, CA 94303.** ALL on-line registration posted after March 6<sup>th</sup> and payments received postmarked after March 6<sup>th</sup> 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 20th.</li> </ul>									
<b>Commitments:</b>	See <u>Parent Commitment Requirements</u> section for further explanation.									
<b>Dates &amp; Time:</b>	June 20 – July 1, 2011, 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>	Sachiko Itagaki and Kerrie Utsumi, <a href="mailto:registrar@nakayoshigakko.org">registrar@nakayoshigakko.org</a> PLEASE INCLUDE YOUR CHILD’S FAMILY NAME IN THE SUBJECT LINE.									
<b>Tuition:</b>	\$375 per child for two week session <ul style="list-style-type: none"> <li>• Please send a \$375 tuition check (per child), payable to “Nakayoshi Gakko” postmarked by March 6<sup>th</sup> to complete your registration.</li> <li>• If the class is full, your tuition check will be returned.</li> <li>• Mail fees with the attached Fee Submittal Form to <b><u>Sachi Itagaki, 777 San Antonio Rd., #21, Palo Alto, CA 94303.</u></b></li> <li>• Extended care fees (see page 5) can be included in the same check (or can be paid up to April 12<sup>th</sup> 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<sup>th</sup> will receive a \$325 (\$375 - \$50 processing fee).</li> <li>• After April 12<sup>th</sup> 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 6 <sup>th</sup> <b>and</b> the payment <b><u>postmarked March 6<sup>th</sup> or earlier:</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 2010 session</li> <li>4. Siblings of returning students from the 2010 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 can be made by parents, but must be confirmed by Registrar based on enrollment priority and is based on the grade of the child in Fall 2011 as indicated on the on-line registration. For your information, the classes and grades are listed below: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1<sup>st</sup> grade: Panda</td> <td style="width: 33%;">2<sup>nd</sup> grade: Saru</td> <td style="width: 33%;">3<sup>rd</sup> grade: Kuma</td> </tr> <tr> <td>4<sup>th</sup> grade: Zou</td> <td>5<sup>th</sup> grade: Kirin</td> <td>6<sup>th</sup> grade: Tora</td> </tr> <tr> <td>7<sup>th</sup> grade: Ryu</td> <td>8<sup>th</sup> grade: Tsuru</td> <td></td> </tr> </table>	1 <sup>st</sup> grade: Panda	2 <sup>nd</sup> grade: Saru	3 <sup>rd</sup> grade: Kuma	4 <sup>th</sup> grade: Zou	5 <sup>th</sup> grade: Kirin	6 <sup>th</sup> grade: Tora	7 <sup>th</sup> grade: Ryu	8 <sup>th</sup> grade: Tsuru	
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Nakayoshi Gakko 2011  
**Fee Submittal Form**

Family Name: \_\_\_\_\_

Child/ren's Name(s): \_\_\_\_\_

Item	Number	\$/Number	\$ Enclosed
Tuition	___ Children	\$375/child	
Extended Care	___ Days X ___ Children	\$15/day/child (before 4/12, \$20/day/child thereafter)	
MVBT Temple Capital Campaign Donation (see p. 8)			
Total			

Attach Check below:

Mail Form and Check to:  
 Nakayoshi Gakko  
 c/o Sachi Itagaki, Registrar  
 777 San Antonio Rd., #21  
 Palo Alto, CA 94303

Priority Deadline is postmark by March 6, 2011.

# 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) MVBT 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. Please indicate during on-line registration the days that you will be available.
- 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, July 1st):** 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. After session, compile and publish a Memory CD to include Open House pictures.
  - **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 18th, 9:00 AM – Noon)  
Clean classrooms, set up office supplies, restrooms, kitchen, gym, set-up tables and chairs.
  - Maintenance II: Close School (Saturday, July 2nd, 9:00 AM – Noon)  
Clean classrooms, restrooms, kitchen, gym, put away tables and chairs; pack up office supplies.
- IV. **MVBT Obon and Bazaar:** 2.5 hour work shift to represent Nakayoshi Gakko in Obon booth on Saturday, July 16<sup>th</sup>, 2011 (4:00 PM - 10:00 PM) or Sunday, July 17<sup>th</sup> (12:00 noon to 9:00 PM). Sign-ups will be available during the first week of Nakayoshi Gakko session

All parents are required to attend the **Parents' Orientation Meeting** on Tuesday, May 3<sup>rd</sup>, 2011, 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.

## 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.

<b>Location:</b>	Game Room at the Mountain View Buddhist Temple
<b>Days &amp; Hours:</b>	June 20 – July 1, 2011, 4:00 PM - 5:30 PM
<b>Registration:</b>	<p><b><u>See On-line Registration Information Sections for additional information</u></b></p> <p>Extended care on-line registration must be completed by <b>April 12<sup>th</sup></b> 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 March 1st) or up to April 12<sup>th</sup>. Failure to make payment by April 12<sup>th</sup>, will result in the cancellation of a space for your child.</p>
<b>Fees:</b>	<p>Fees are \$15 per day per child per day <b>paid in full by April 12<sup>th</sup></b>.</p> <p>After April 12<sup>th</sup> and prior to June 11<sup>th</sup>, 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: <b><u>Sachi Itagaki, 777 San Antonio Rd., #21, Palo Alto, CA 94303.</u></b></p> <p>If in a separate check after March 6th, please indicate in notes that this is for extended care.</p>
<b>Refunds:</b>	<p>Payment is fully refundable until April 12<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 2011 Session in pull-down –  
**PLEASE SELECT YOUR CLASSES CAREFULLY, CHANGES NEED TO 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 are commitments 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. Mail the **Fee Submittal Form** (Page 3) and tuition check postmarked by March 6, 2011.
10. Please direct all questions/changes to [registrar@nakayoshigakko.org](mailto:registrar@nakayoshigakko.org). Please include the child’s FAMILY name in the subject line. 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 on p. 6 to add additional classes, extended care registration and/or make changes to your contact information.

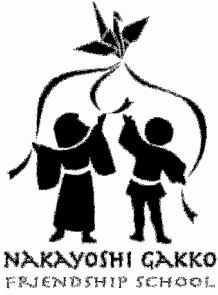
Click the check box the following:

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

Electronically sign your name at the bottom of registration form.

Mail the form (p. 3) and check postmarked by March 6, 2011.

Please direct all questions/changes to [registrar@nakayoshigakko.org](mailto:registrar@nakayoshigakko.org). Please include the child’s FAMILY name in the subject line. 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 equivalent to almost \$250/student. The MVBT is embarking on a 5-year capital campaign to fund improvements and seismic retrofit of several of the temple facilities, including the classrooms we use. The Nakayoshi Gakko Board of Directors is supporting MVBT in the first year of this capital campaign with a fundraising challenge to our families. Nakayoshi Gakko will match any donation made to us for the MVBT Capital Campaign up to a maximum amount of \$3,500. Please help us support the MVBT in their improvements!

- Yes! I have added my contribution to my Nakayoshi Gakko tuition check for the MVBT Capital Campaign.
- My company has a matching program, please find paperwork attached.
- I would like to pledge a donation of \$\_\_\_\_\_ payable over 5 years. The first year donation is attached.

Enclosed is my *tax-deductible* donation to Nakayoshi Gakko for the MVBT Capital Campaign of:

- \$75     \$150     \$250     Other\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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