

AGE 14 MONTHS  
TO 9 YEARS



Kspace



# Winter School 2024

## Modern Christmas Classics

DECEMBER 16TH TO 21ST



Mon	Tue	Wed	Thu	Fri	Sat
16	17	18	19	20	21
<b>Kokomama's Christmas Cooks!</b> Cooking, Science & Sensory Fun	<b>Wonderful Winter Tales</b> Seasonal Stories, Phonics & Literacy	<b>Christmas Creatives</b> Art, Craft & Creation	<b>Modern Christmas Classics</b> Dance/Theatre/Music/Media Day	<b>Frosty Fitness Friday</b> P.E., Games & Santa Themed Obstacle Course	<b>Saturday Winter Fun!</b> Seasonal Saturday School (Phonics, Maths, Art & Santa's Visit)

**CLOSURE DATES:** Sundays and December 23rd through to January 7th 2025 (when regular term-time begins).

**Programmes:** 9.00am to 3:00pm (Regular Day), 9.00am to 5:00pm (All-Day), 3.00pm to 5.00pm (hourly after-school)

**Add-Ons:** 8.00am to 9.00am (Breakfast Club), 5.00pm to 7.00pm (Extension Hours)

**Private Tuition:** academic and music lessons (age 3yrs+) available in pre-booked blocks.



Contact & Book Now

[www.kspacetokyo.org](http://www.kspacetokyo.org)

03-5421-4186 | [enquiries@kspacetokyo.org](mailto:enquiries@kspacetokyo.org)

Kspace welcomes new and returning children to join us for our fantastic Winter School of 2024. We're here to make the festive period memorable and productive for your child! Every one of our daily workshops is jam-packed with fresh activities, detailed content, and designed to appeal to all ages.

In addition to our regular daily and afternoon programmes we offer private 1-1 tuition for academic and language support, music, and a wide range of subjects. Available with advance booking (age 3 yrs upwards).



## Ages & Times



Our schedule is designed to offer parents great service and support. We have a great choice of attendance times, dates and courses, which work well for families that are rushing around in the busy Christmas period!

### Winter School Age Groups

<b>Snowgies</b> 14 months to 3 years	<b>Olafs</b> 3 - 4 years	<b>Trolls</b> 4 - 6 years	<b>Marshmallows</b> 6 - 8 years	<b>S'mores</b> 8 - 9 years
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Note: Children will be placed in their appropriate group by our management team. Class selection will depend on language ability & date of birth/age as of August 31st in 2024.

### Times

**Regular Day** – 9.00am to 3.00pm

**All day option** – 9.00am to 5.00pm

**Early Bird Club** - 8.00am to 9.00am

*Note: Arrival/collection times will be slightly staggered for some groups to ease congestion at drop-off and collection.*

**After-School** – Hourly lessons from 3.00pm

**Afternoon Extension** - 5.00pm to 6.00pm & 6.00pm to 7.00pm





# Fees Information



## Entrance Fees

### Kspace Enrolled Members Only

No Registration Fee  
Materials Fee ¥6,000 per child

### Visitors

Note: All new students must have a paid trial, or there is an Online Screening Fee for all students unable to attend trial (¥15,000)

+  
Winter School Registration Fee of ¥10,000 per child  
Materials Fee ¥6,000 per child

### Kspace Main Membership @ ¥20,000yen

Or

### Kspace Saturday Membership @ ¥40,000yen & ¥10,000 annual fee

## Daily Attendance Fee

Mid week	Time	Single Day
All age groups	9:00 am to 3:00 pm	¥13,000
	all-day option 9:00 am to 5:00 pm	¥17,000

#### Notes:

- There may be eligibility criteria for the amount of attendance hours and times required. Priority placement is offered to students booking the full week.
- Consumption Tax of 10% will be added to all prices and fees quoted across this document.
- There are no sibling discounts or discounts for repeat attendance and early payment.
- Saturday Fees: Saturday enrolled members can use their usual Saturday block tickets for Saturdays December 14th and 21st. However bookings for the 21st must be made well in advance and there are no cancellation or make up fees available for this date.

## After School

After School: ¥3,000 per class for 1 hour sessions

## Private Tutorials (age 3+)

Academic & Extra Curricular Subjects: \*¥9,000 per hour  
Initial assessment @¥21,000

One-to-one lessons are offered in a variety of subjects e.g. Maths, Reading, Writing, Phonics, English Language, Science, homework support and others.

*Private Tuition Notes: Subject to tutor availability & schedule.  
Tutors may have fixed minimum session periods and block booking in advance may be mandatory.  
All academic subjects require a paid incoming assessment @¥21,000. Please enquire for more details.*

## Extension Hours

Early Bird Club 8:00 am to 9:00 am, ¥2,000

## Afternoon Extension

5:00 pm to 6:00 pm, ¥2,000  
6:00 pm to 7:00 pm, ¥2,000

*Note: No part-time charges.  
Extension periods/extra hours must be added to the regular day + after school or full day.*

## Extra Costs

### Uniform

T-shirt ¥3,500	Sweatpants ¥4,000
Long sleeved T-shirt ¥3,800	Sweatshirt ¥4,700

*Note: Uniform items are mandatory and must please be worn to each lesson.  
Prices listed throughout the brochure are exclusive of Japanese Consumption Tax, to be added @10%*

### Meals

Kspace Catering  
Morning snack + lunch set @¥1,000  
Afternoon snack: @¥300

*Note:*  
• A later snack/meal can be ordered for children who extend their time with us.  
• Prices listed are exclusive of Japanese Consumption Tax @10%.  
• Meals must be ordered in advance online.

## Fee & Attendance Notes

These are abbreviated policy points. Full details of service, rules and policies are included in the authorisations forms/starter pack. We must receive a signed and agreed copy of the authorisations forms from you before your child may attend Winter School.

### Refunds, Make-ups and Credits

- Following payment, no refunds/credits/lieu services are permitted, without exception.
- If the school must to close due to force majeure (natural disaster etc.) and withdraws all services, unfortunately we are unable to refund.

In the case of any closure we will work with families to provide alternative dates or options within. If parents opt not to attend during an open period at the school, dates they give up might not be refunded.

- Winter School fees only apply to the Winter School 2024 period. Fees/credit/days cannot be carried over if unused or missed, in full or in part.
- Due to the short period open for Winter School 2024, from December 16th onwards make-up days or services in lieu cannot be provided, regardless of reasons for request.

### Booking, Payment and Attendance

- Overseas families must prepay a ¥15,000 Overseas Admin Fee (per child). The School will arrange a Zoom meeting and we must meet/see all prospective students and one parent. Note that this fee is retained in full by Kspace in the event that families are not offered a place and/or if the family cancels.
- Booking is made for specific dates in advance of attendance.
- If your child is younger than 3 years old and/or hasn't been placed in a child-only programme before, please contact us for our advice on the best attendance pattern.
- We cannot reserve places without payment.



# Content

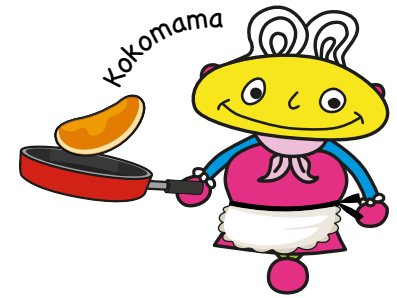


## Monday - Kokomama's Christmas Cooks! *Cooking, Science & Sensory Fun*

Everyone loves to cook and there are so many great recipes at Christmas time that help to warm cold bellies! Cooking is a great way to use little hands and learn new techniques. It's also a brilliant method to involve children in all sorts of practical maths (like weights and measures), encouraging team and partner work, and increasing vocabulary.

The rooms will be filled with the smell of seasonal spices. If the children don't eat their delicious festive goodies in class, they might even bring some home!

Allergy/Diet Note: During the brief Winter School period unfortunately we may be unable to accept and cater for visiting students with specific and/or anaphylactic allergies, and we will review special diets on a case-by-case basis. On cooking dates, recipes will be based on traditional Christmas menus.



## Tuesday - Wonderful Winter Tales *Seasonal Stories, Phonics & Literacy*

Winter is a great time to cozy-up together and enjoy a huge range of Christmas stories. This Tuesday we will be looking at some endearing winter tales from all around the world, including perhaps some countries where it's actually warm at Christmas time!

Our cute puppets and other colourful materials make learning the very best of fun! This 'one-day only' workshop will be a great chance for all four age groups to enjoy some of the very best children's books, brought to life in each group by our special 'Mystery Guest' reader.

## Wednesday - Christmas Creatives *Art, Craft & Creation*

Kspace is well known for its fun and amazing approach to teaching art. In this Winter School art workshop all children get to learn, explore, and enjoy a wonderful range of creative projects across the age groups. Our Winter Schoolers will enjoy craft projects from hanging decorations to full-scale murals. Some of their special work will be sent home for mummy and daddy, and everything that they do will help build up the excitement to Christmas Day!

## Thursday - Modern Christmas Classics *Dance/Theatre/Music/Media Day*

Props, costumes, theme-based fun...so much action to look forward to on this special Thursday! We bring some movie-style drama and role-play for the children, plus big screen karaoke with special Christmas songs on the menu...you can't go wrong!

All age groups have a special age-appropriate theme, with percussion, interaction with puppets, and situation role-play to create memorable and rewarding experiences. Our massive Kokomo mascot may also make an appearance to help pose with the kiddies in a special photo shoot!



## Friday - Frosty Fitness Friday

### *P.E., Games & Santa Themed Obstacle Course*

In Friday 20th we will be asking, 'How will Santa deliver all those presents?' He needs a great workout and some training to get prepared, and today children are going to help him. We set our fantastically equipped gym up for some Santa style obstacle courses, team games, challenges, and physical fun! Children will love seeing how many presents they can get into their sacks, and how quickly they can climb down the pretend chimney in our beautifully equipped soft gym. The class will wind down some searches around the class for special 'treasure'.

## Saturday - Saturday Christmas Party!

### *Seasonal Saturday School (Phonics, Maths, Art & Santa's Visit)*

Seasonal Saturday School (Phonics, Maths, Art & Santa's Visit)

The fun doesn't stop on Saturdays! We combine all the best Christmas themed activities to offer the children an enjoyable and balanced day of festive fun!

On Saturday 21st we'll be learning simple Christmas songs and melodies, looking at the fabulous wintery books of Raymond Briggs and taking inspiration from well-loved titles like *The Snowman*, *The Bear and Father Christmas* for our exciting content. Please be prepared too for a very, very special guest...ho, ho, ho ;)!!!





# Winter School Lunch/Snack Guide



## WINTER SCHOOL MEAL OPTIONS ARE:

- A) Choose to order Kspace Catered Meals online
- or
- B) Send in packed lunches/obento from home.

Full details of online ordering for Kspace Catered Meals will be sent to enrolled/paid parents in our Winter Starter Pack, but please see our brief guide below for an overview of what's on offer.

### ★ Kspace Catered Meals (Monday to Saturday)

- Mid Morning & Lunch Set @¥1,000 each meal
- Mid Afternoon/Extension Time Snack @¥300 each meal

Kspace catered meal choices are: Cheese & Tomato Pasta, Carbonara Pasta or Japanese Chicken Curry and Rice. All meals come with steamed veggies and a side salad.

Snacks are crackers/biscuits and fruit.

### Allergies

Unfortunately we cannot cater for children with specific dietary needs and allergies.

Kspace catered meals may contain allergens and dairy. Please do not order if your child has an allergy. Parents take full responsibility for the order and consumption of Kspace catered meals.

**Please provide packed meals/Obento from home according to the guidelines below if you do not order Kspace Catered Meals.**





# Winter School Packed Lunches/Obento Food Policy



## ALLERGIES

We have children at the school with fatal allergies. If you send in packed lunches please adhere strictly to policy below and ensure that you do not send in allergens, or any food containing trace elements of nuts/nut products etc.

### The following items are prohibited at Kspace in both lunches and snacks

#### ALLERGENS

- ★ All nuts (including but not limited to peanuts, cashews, almonds and pine nuts)
- ★ Nut products (e.g. pastry containing ground almonds) / nut oils
- ★ Sesame, milk or yoghurt drinks.
- ★ Eggs e.g. boiled, mashed eggs etc.
- ★ Some biscuits/cakes contain eggs but please avoid if possible.

#### PROHIBITED NON-ALLERGENS

- ★ Sweets
- ★ Candy
- ★ Chocolate
- ★ Coke, Soda, Fizzy Drinks
- ★ Mochi, dango, Konyaku
- ★ Small jellies that are a choking hazard
- ★ Coffee / caffeinated drinks
- ★ Kimchee, garlic and other foods with strong odours (natto, various cheeses, fermented foods etc)
- ★ Any fruits etc. with stones e.g. ume/ume boshi, whole avocado or peach

We also request that parents do not send in:

- Sausages or food with a 'skin' like small smoked cheeses
- Grapes or fruit that can choke
- Decorative Obento items e.g. green plastic dividers, ornaments etc.
- Toothpicks or small items that are sharp or like prongs

#### PACKED LUNCHES

If you send packed lunches you will need the following items:

- 1 x early morning snack
- 1 x lunch
- Water (labelled with your child's name)
- 1 x afternoon snack if your child is staying on for after-school

You must stick strictly to the Prohibited Foods List please

### Extension Periods

#### Early Bird Club (8.00am to 9.00am)

You can send in breakfast if you want to. Please adhere to our Prohibited Foods List

#### Afternoon Programmes (from 3.00pm onwards)

A snack & bottle of water

#### Extension Hours (5.00pm to 7.00pm)

Extension hours are added to a student's full day or full after-school attendance, and so they might get hungry. Please provide a snack from home or you can send in a light early evening meal.





# WINTER SCHOOL TIMETABLE



	Snowgies (14 months to 3 years)	Olafs (3 to 4 years)	Trolls (4 to 6 years)	Marshmallows (6 to 8 years)	S'mores (8 to 9 years)
8:00 - 9:00	Optional Early Bird Club				
9:00 am	Regular Drop Off* <small>*Drop-off and collection times are staggered. Parents will be informed.</small>				
9:00 - 9:15					Registration & Morning Meeting
9:15 - 9:30					
9:30 - 9:45	Themed Circle Time	Themed Circle Time	Morning Meeting & Themed Circle Time	Morning Meeting & Themed Circle Time	Themed Activity 1
9:45 - 10:00					
10:00 - 10:15	Story Time plus Snack/Toilet Time	Story Time plus Snack/Toilet Time	Focus Period (Maths/Phonics) & Snack 1 plus Toilet Time	Focus Period (Maths/Phonics) & Snack 1 plus Toilet Time	Snack/Toilet Break
10:15 - 10:30					
10:30 - 10:45	Themed Activity 1				
10:45 - 11:00		Themed Activity 1	Themed Activity 1	Themed Activity 1	Themed Activity 2
11:00 - 11:15	Gym Play				
11:15 - 11:30	Themed Activity 2				
11:30 - 11:45		Gym Play			Themed Activity 3
11:45 - 12:00	Lunch		Physical Activity Period <small>(on Fitness Fridays this period may be swapped for another subject)</small>	Physical Activity Period <small>(on Fitness Fridays this period may be swapped for another subject)</small>	
12:00 - 12:15		Themed Activity 2			
12:15 - 12:30	Puppets/Story Time/ Nappies/Toilet		Lunch & Toilet Time	Lunch & Toilet Time	Lunch & Rest
12:30 - 12:45					
12:45 - 1:00	Cocoon Club <small>(nap or rest time – some children like to snooze, others like to enjoy quiet table activities, puzzles or play with a teacher)</small>	Lunch & Toilet Time			
1:00 - 1:15					Physical Education
1:15 - 1:30			Themed Activity 2	Themed Activity 2	
1:30 - 1:45	Gym Time/ Music Time	Themed Activity 3			Well Being/Yoga/Relaxation
1:45 - 2:00					
2:00 - 2:15			Final songs/ stories/games	Final songs/ stories/games	
2:15 - 2:30	Activity 3	Music & Percussion Time (or alternative activity)	Daily Reiteration, tidy-up and wind down.	Daily Reiteration, tidy-up and wind down.	Themed Activity 4
2:30 - 2:45					
2:45 - 3:00	Wind Down & Pack Up	Wind Down & Pack Up	Wind Down & Pack Up	Wind Down & Pack Up	Review of the Day
3:00 - 4:00	After-School Classes				After-School Classes
4:00 - 5:00	After-School Classes				After-School Classes
5:00 - 6:00	Extension Hrs available in units of 1 hr, starting and finishing on the hour @ 2,000yen. No part charges.				After-School Classes or Extension Hr
6:00 - 7:00					Extension Hrs



# Media & Communication with Parents



During Winter School we hope to give you a window into your child's time with us through lovely daily newsletters, which are edited and may be sent slightly later. You will receive links to these sent to your email address and you will also have access to a members' website that holds all Saturday/- Seasonal School updates. You can download the newsletters or take a look at other info and learn more about what we do at Kspace.

**Note:** Parents that enroll with us for Winter School receive a Winter School Starter pack before the start of Winter School. This has all information about access to your online media winter members' web and password.

You will also receive a set of forms to sign. In this authorization pack you will be asked to sign a notice that gives us permission to photograph and record your child. Unfortunately it isn't possible in the Seasonal School periods to segregate individual children or make special arrangements whilst recording. We are here to answer any of your questions.



Sample of past Winter School newsletters



**SCAN ME**



Kokomo Club Private Members' Web Example

 [@kspaceinternationalschool](https://www.facebook.com/kspaceinternationalschool)

 [@kspaceinternational](https://www.instagram.com/kspaceinternational)

Follow and LIKE us to stay connected

**BOOK ONLINE NOW!!**

<https://www.kspacetokyo.org/main/about/winter-school-online-booking-form.php>





# After School Programmes



December 16th to 21st 2024

# Aspace

## Afternoon Programme

After our Regular Programme's collection time, we run additional specialised classes throughout the afternoon. After enjoying their closing Circle Time, your child will have a refreshment, clean up and enjoy more funky fun! Children who are enrolled in our full day programme will automatically join these classes, unless you opt for private tutorials instead.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Snowgies</b> (14 months to 3 years)	3:00pm - 4:00pm <b>Winter Crafts</b>	3:00pm - 4:00pm <b>Snowman Building</b>	3:00pm - 4:00pm <b>Christmas Dance</b>	3:00pm - 4:00pm <b>Puffy Paint Snowmen</b>	3:00pm - 4:00pm <b>Holiday Ice Exploration</b>	3:00pm - 4:00pm <b>Drumming</b>
	4:00pm - 5:00pm <b>Snowball Toss</b>	4:00pm - 5:00pm <b>Festive Finger Painting</b>	4:00pm - 5:00pm <b>Glittery Christmas Playdough Sculpting</b>	4:00pm - 5:00pm <b>Christmas Tree Shape Match</b>	4:00pm - 5:00pm <b>Club ABCs</b>	4:00pm - 5:00pm <b>Art</b>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Olafs</b> (3 to 4 years)	3:00pm - 4:00pm <b>Winter Crafts</b>	3:00pm - 4:00pm <b>Christmas Tree Finger Painting</b>	3:00pm - 4:00pm <b>Christmas Phonics</b>	3:00pm - 4:00pm <b>Glittery Star Collages</b>	3:00pm - 4:00pm <b>Snowy Eruption</b>	3:00pm - 4:00pm <b>Cooking</b>
	4:00pm - 5:00pm <b>Winter Sing-Song</b>	4:00pm - 5:00pm <b>Holiday Sticker Art</b>	4:00pm - 5:00pm <b>Candy Cane Hunt</b>	4:00pm - 5:00pm <b>Merry Christmas Slime</b>	4:00pm - 5:00pm <b>Christmas Light Colour Mixing</b>	4:00pm - 5:00pm <b>Music</b>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Trolls</b> (4 to 6 years)	3:00pm - 4:00pm <b>Snowflake Printing</b>	3:00pm - 4:00pm <b>Christmas Tree Collage</b>	3:00pm - 4:00pm <b>Ice Art</b>	3:00pm - 4:00pm <b>Snowflake Painting with Salt and Water Colours</b>	3:00pm - 4:00pm <b>Reindeer Food Experiment</b>	3:00pm - 4:00pm <b>Phonics</b>
	4:00pm - 5:00pm <b>Christmas Phonics</b>	4:00pm - 5:00pm <b>Santa Sack Racing</b>	4:00pm - 5:00pm <b>Snowball Relay Racing</b>	4:00pm - 5:00pm <b>Melting Snowman Experiment</b>	4:00pm - 5:00pm <b>Glittery Star Collages</b>	4:00pm - 5:00pm <b>Art</b>

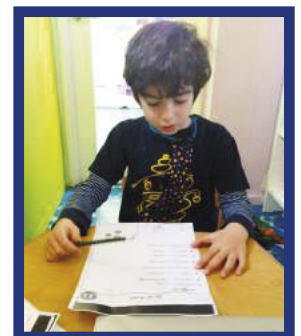
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Marshmallows &amp; S'mores</b> (6 to 9 years)	3:00pm - 4:00pm <b>3 D Christmas Sculptures</b>	3:00pm - 4:00pm <b>Festive Bread Making</b>	3:00pm - 4:00pm <b>Christmas Around the World</b>	3:00pm - 4:00pm <b>Gingerbread House Chemistry</b>	3:00pm - 4:00pm <b>Holiday Graphing</b>	3:00pm - 4:00pm <b>Maths</b>
	4:00pm - 5:00pm <b>Snowflake Symmetry</b>	4:00pm - 5:00pm <b>Christmas Wrapping Paper Designing</b>	4:00pm - 5:00pm <b>Candy Cane Marbling</b>	4:00pm - 5:00pm <b>Christmas Riddles and Brain Teasers</b>	4:00pm - 5:00pm <b>Christmas Tree Photosynthesis</b>	4:00pm - 5:00pm <b>Art</b>

### Private Tutorial

**Ages 3-11 Years.**  
(approx age - Kspace can tutor all ages over 3yrs so please enquire)

Private tutorials are available in many subjects including Phonics, Literacy, English Language, Japanese, French, Mathematics and Science. Music lessons are also available.

Please mail us in advance if you have a specific area of interest. All students attend one paid assessment lesson with full tutor-feedback and a personalized study plan.



	All-Year Tshirt	Winter (November to April 4th)		
<b>Snowgies</b>	Yellow T-shirt 	Yellow Long sleeved T-shirt 	Yellow Sweatshirt 	Dark Grey Sweatpants (4 designs) 
	Orange T-shirt 	Orange Long sleeved T-shirt 	Orange Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
<b>Olafs</b>	Pink T-Shirt 	Pink Long sleeved T-shirt 	Pink Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
	Red T-shirt 	Red Long sleeved T-shirt 	Red Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
	Blue T-shirt 	Blue Long sleeved T-shirt 	Blue Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
<b>Trolls</b>	Green T-shirt 	White Long sleeved T-shirt 	Green Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
	Purple T-shirt 	Purple Long sleeved T-shirt 	Purple Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  Dark Grey Light Grey
<b>Marshmallows &amp; S'mores</b>				



## Examples (Not for sale at Kspace)

### Uniform Indoor Shoes

- Only plimsolls/上履き are permitted inside the school.  
**PLEASE DO NOT PROVIDE ANY OTHER STYLE OF INDOOR FOOTWEAR.**
- White or Black



### PRICES Japanese Consumption Tax 10% will be added to price

T-shirt ¥3,500

Long sleeved T-shirt ¥3,800

Sweatpants ¥4,000

Sweatshirt ¥4,700

## Online Order Form

