



SUMMER SCHOOL 2022

Kspace International Summer School

Summer School Authorisations

Parental Acceptance of Terms and Conditions

Parents and Students are bound by the Terms & Conditions below. Please read through all pages thoroughly and then sign and date the authorisations on both the Parent and Kspace copies.

Authorisations:

- I understand any failure by my child/children to follow the Code of Conduct may result in his/her/their participation at the School being terminated, without refund. Kspace reserves the right to withdraw any student at any time.
- Kspace is sensitive to those with allergies/special diets. However, I understand they cannot guarantee 100% safety or ensure that the catered meals adhere to my child’s special diet.
- Kspace reserves the right to make amendments or additions to any policies, emergency procedures, timetable/scheduling and curriculum content, and I will stay informed via the Summer School Members’ Web, or mail sent directly to me.
- There may be times when my child is taken outdoors onto the school rooftop for play or to green areas/parks in the local vicinity. I give my permission for this and ensure that I will provide adequate (and appropriate) clothing.
- I authorise Kspace to act appropriately in a medical or natural emergency, including taking my child to hospital or seeking further medical aid if necessary.
- I understand that Kspace does not offer refunds/services in lieu or allow carry-overs and transfers. Also that make-ups are offered at the discretion of the School when giving the school 48 hours notice on a cancellation.
- I authorize the Kspace team to take photos and video of my child and for the images to be used for updates, information and occasional media purposes (with respect for the rights of my child).

Signature of Parent or Legal Guardian:

Date:

Kspace Representative's signature:

Date:

Kspace Representative (print):

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Terms & Conditions

1. Supply of Services

1.1. Kspace International School shall provide the Services to the Student subject to these Conditions below. By booking and paying fees you agree on behalf of yourself and the Student to be bound by these Conditions.

1.2. Bookings for Summer School 2022 are accepted at the discretion of Kspace International School for the named student, and are not transferable to any other child, service, or period.

2. Payment of Fees

2.1 Parents/sponsors are required to pay Kspace International School Limited the fees and any additional sums for the provision of services prior to Student attendance.

2.2 We are unable to fully secure Student places with deposits, part-payments or verbal/written requests for attendance or only the completion of our online booking form.

2.3 Failure to pay in full may result in the booking being cancelled by Kspace, or (if the period is in session) withdrawal of services for the Student.

2.4 If any 'Early Payment Date' is listed on booking forms, any parent eligible will only receive the discount if full fees are paid by the date advised. The discount is withdrawn after this date.

Note: The 'Early Payment Date' is not necessarily offered every year.

2.5 Payment can be made by bank transfer or cash remittance . Unfortunately Kspace cannot accept credit card payments, cheques, or any other currency than yen.

Click to see our bank details at the bottom of this page:

<https://www.kspacetokyo.org/main/international/fees.php>

2.6 Pay Online - You can pay with local currency through your local bank, credit card, Online payment, etc. Kindly note that payment(s) in Japanese yen cannot be completed via Flywire.

Scan the following QR code



OR

Visit: <https://kspacetokyo.flywire.com/>



3. Cancellation

3.1 If you wish to cancel a Summer School booking for any reason you must do so in writing to Kspace International School. We do not accept notices via. phone, text or LINE etc.

3.2 Once paid, Summer School fees are completely non-refundable (in whole or part), regardless of when the dates are booked or secured. If parents wish to completely cancel we must receive the cancellation in writing, and not by phone or text etc. Unfortunately we cannot offer refunds, services in lieu or credit etc. even when the notification has been sent.

3.3 If there is a need for Kspace to close (in case of COVID 19 or other factor), parents will be offered make-up/credit/or refunded for the closure period ONLY. Please note that if you decide to stay away from school while the school is open, you will not be refunded for this period. Also, if your child is required to stay away from school for any reason (COVID 19 or otherwise), you will not be refunded for this period.

4. Unused Attendance Periods & Make-Ups

4.1 Kspace does not send notification regarding your attendance dates to remind you when to bring your child. Parents are responsible for ensuring their child attends on booked and paid dates.

4.2 Failure to attend (with or without notifying the school) will result in loss of the booked day/days without refund. There are no make-up days or services in lieu if you miss your days.

4.3 If a Student doesn't attend their full booked period and has unattended days at the end of the Summer School period, unfortunately the unused days/fee will be lost, without any notification from Kspace.

4.4 There are no refunds, part-payments, discounts etc. for late arrivals or instances when children might need to be collected early.

5. School Meal Cancellation

5.1 Monday – Friday: Cancellation of prepaid catered meals (Monday to Friday) must be made directly to Kiwi Kitchen Caterers, who have their own policies regarding refunds.

5.2 Saturday – Kspace Saturday Catered Meal fees are ordered one week in advance and fees are collected weekly. Cancellation must be sent in advance in writing (by email), up to 9.00am of the date of attendance.

6. Allergies

6.1 Children with any sensitivities/allergies/dietary restrictions must wear a Kokomo alert T-shirt at all times. This is designed to be eye-catching. T-shirts are in class colours.

6.2 Kspace is sensitive to the needs of families whose child/children have an allergy/allergies but (despite our best efforts) cannot guarantee the full exclusion of allergens from the School.

6.3 Neither meals provided by our caterer nor packed lunches sent in by parents in our community can be checked for allergens via spot checks or on a daily basis.

6.4 Any special diet meal that is ordered from our caterer will arrive and be passed to the student with its contents unchecked. If the meal contains ingredients that parents do not wish their child to consume, Kspace cannot be held responsible. Complaints must be forwarded to Kiwi Kitchens.

6.5 Unfortunately, although we do our very best to instill safety measures and also keep classrooms allergen-free, it is not possible to ensure complete risk-free safety for children with allergies. In the Summer School period we may be unable to plan cooking activities with special dietary needs in mind.

7. Outdoor and Rooftop Play

7.1 During Summer School it is most likely that your child will not be taken off the school premises for outdoor play or trips, especially if they are under age 5 years. You are still required to complete the authorisation on Page 1.

7.2 Children across all age groups will be taken on the roof to play when it is scheduled into their lesson plan. The roof is above the 4th floor of the Kspace building. It has a play area, an awning, fake-turf, sports and games equipment and provision for water play.

7.3 Children must have the required mobility to climb and descend the stairs without 1-1 adult guidance, but our youngest children will be assisted on a 1-2 or 1-3 teacher to student ratio, and the stairs have a child handrail.

7.4 When water play is available (usually only in the after-school periods) it will appear on the web schedule. Parents must provide adequate water wear and sun protection or children will not be allowed to take part.

7.5 Toddlers and Students who are still in toilet training will only be accepted in the water play/ Reggae Sunsplash classes if parents provide appropriate and adequate swim-nappies (nappies that are designed to go into the pool or water).

8. *Abbreviated Sickness Health Policy

**The comprehensive official Health & Travel policy is in the Summer School Starter Pack as a separate document. Ongoing authorised attendance and enrolment requires parents to read and follow the policy carefully.*

8.1 Whilst your child is with us it is mandatory that you keep your mobile phone on and respond to any call from us.

8.2 If your child (or any householder) becomes sick, has a rise in temperature or any light symptoms of illness, or has any contact at all with an ill/COVID-19 affected person please call us immediately. We will need full details.

Notes:

-You must please stay away and we cannot accept them at the school if you are due to attend.

-You must contact us if your child has been at school with in the last seven days, even if they are not due back to attend soon or at all.

We may alert parents to possible contagion. We do not share or release student names.

8.3a In the case of COVID-19, the full Health & Travel policy is available in the Summer School Starter Pack and must be read and adhered to closely.

8.3b In the case of other contagious sickness or disease we follow the guidelines laid down by the Tokyo Metropolitan Government. You must inform us immediately and stay away from school until we have advised you. In most cases, you may not bring your child back to us until a 5-day elapse period has passed.

Note: Calculations of days to 'stay away' from school are disease-specific, so please contact us for more info.

Unfortunately we cannot refund fees or offer lieu days/services for sickness absence.

8.3c In the case of an epidemic or disease outbreak in the Tokyo area, in the interest of Student safety Kspace reserves the right to contact the enrolled community/individual parents to ensure that children have been vaccinated according to TMG guidelines, and also to decline enrollments where this is deemed necessary.

8.4 If your child becomes sick at Kspace you will be contacted and you must collect them immediately. They will be isolated from other students as much as possible but we do not have a dedicated sick room.

8.5 In the event of sickness or accident at school that requires basic first aid our first aid trained staff will act appropriately. In the event that we cannot handle the medical emergency, we must be authorised/allowed to seek the appropriate medical assistance, transport your child to a hospital if necessary and act according to the circumstances of the incident.

9. Conduct & Behaviour

Teachers will use fair and age appropriate techniques for students' guidance and behaviour management in our classrooms. For a copy of our policy or to discuss our approach please contact us.

9.1 All Students are expected to follow the school's code of behaviour that is appropriate for their age group, including (but not limited to):

- Acting politely and respecting one another
- No biting, pushing, shoving, scratching etc.
- Cooperating with teacher requests
- Following the flow of activities
- Age-appropriate levels of independence re. tasks and self-management (including feeding and toilet times for older students)
- Understanding safety guidance

- 9.2 Kspace has the right to request that a student leave, at any time conduct or behaviour is deemed inappropriate.
- 9.3 Kspace does not have provision in seasonal camp times to care for children with special needs/requirements or who exhibit behaviour that requires attention outside the scope of the allotted teacher : student ratio.
- 9.4 We ask parents in our community to act respectfully and kindly to each other. Any family involved in disharmonious behaviour of any nature may be asked to leave.
- 9.5 Parents are kindly asked not to take photos or video footage of a class or students without requesting permission beforehand.
- 9.6 Children's nails must be kept very short, blunt and clean please. We cannot cut nails at the school, and we will not admit children with long/sharp nails.
- 9.7 Children's hair should be tied up or kept away from their faces if it is long.

10. Media/Media Authorisation

- 10.1 I understand that Kspace records video footage for the purpose of mini-broadcasts and takes photos of enrolled students for the purpose of communication to enrolled parents, and inclusion in newsletters.
- 10.2 I understand that during seasonal programme periods there is no guarantee that my child's/children's images will be captured as part of the regular school day, or added to newsletters, mini-videos, etc. and that there is a higher chance of this with increased attendance.
- 10.3 Media will be distributed to members of the Kspace community but also used occasionally for school promotional purposes and on social media, for the purpose of increasing awareness of the school to a wider parent community.
- 10.4 Newsletters are sent to parents but are also stored on the Kokomo Club Members' Web. Videos are loaded privately to Youtube and the links are also stored on the members' web. Parents are provided the password in the Summer Starter Pack and reminders are also sent out by mail.
At the end of the seasonal school period the passwords are blocked and all data is wiped from the web. Parents must store and archive anything that they want from the members' web by the end of the summer/winter/spring camp period of attendance.
- 10.5 Parents must ensure Kspace has the correct email address listed for them.
- 10.6 During our casual attendance periods (Saturdays/after-school) and seasonal programmes, photographs and video footage is captured periodically across the week.
Unfortunately it is not possible to segregate children at any stage during these periods to avoid capturing individual images.
- 10.7 The School does not promise or guarantee any specific stated amount of media return in the form of newsletters or video footage related to the amount, volume of data, or frequency of release.
In the case of the regular daily programme, the media team, when present, I will attempt to provide regular daily or weekly captured footage.
In the case of after-school classes from 3.00pm onwards newsletters and videos are generally not provided, and when they are released they may be sporadic/intermittent and not guaranteed thereafter.
In the case of private 1-1 lessons: no photos, media footage, video et cetera are created, however the students family will receive a brief written overview of the session.
- 10.8 Media must be copied/stored/downloaded and archived by parents (if they wish) when it is loaded onto our members' web or sent by Mailchimp service to them. Access to the data is stopped on the final day of the Summer School provision.
- 10.9 The service provided by the School does not include collating media and sending for specific students to specific parents (e.g. adding all student-relevant data to an MP3 for a family, or sending via email etc.) within the fees. Requests for this (or similar services) may be declined by the School, or if carried out will incur an additional admin./media fee.

11. General Care & Toilet Policy

11.1 Kspace is an equal opportunities employer and we distribute tasks throughout the school to both male and female staff members, based on suitability, qualification and experience, as per Japanese Labour Law.

11.2 Parents must tell Kspace before admission if children are not toilet trained or are still in training, so that we can discuss our Toilet Policy. The Toilet Policy can be requested from the School. Kspace reserves the right to decline a booking (or propose appropriate alternative care options) if we feel that we are unable to adequately care for a student's needs. This may occur prior to attendance or following a period of observation in class.

11.3 It is expected that incoming students display age appropriate levels of independence/toilet training and can be cared for within the standard staff:student ratio of the class and general needs of the classroom.

11.4 During casual seasonal school periods it may not be possible for teachers to pass parents ongoing feedback regarding students' dietary/eating and toilet habits/frequency, or keep a written record of such. This level of feedback is generally reserved for programmes within term-time.

Liability

Please do not send your child in with any personal items e.g. toys, comforters/blankies, pacifiers/dummies, beloved things etc. We do not accept these items.

Children cannot bring phones, cameras, Ipads etc.

Personal items and clothing need to be properly labelled with child's name, written in English. Seasonal school periods are designed to be fun and include many high energy activities that are fun and can be messy! Purchased school uniform items unfortunately may become soiled and/or damaged. In this case the school is not liable and Kspace uniform items will need to be replaced, if students still have attendance dates booked. Please contact the School to enquire about possible second hand items, however these are rarely available.

Kspace does not accept responsibility for loss or damage of items.

School Closure/Force Majeure

In the event of a natural disaster (earthquake, typhoon etc.) Kspace will follow recommendations by the Tokyo Metropolitan Government and other sources. If the School closes we will do our best to reopen and provide regular services as quickly as possible, however we are unable to offer refund or compensation for attendance periods that are lost.

In the event of closure due to COVID-19 or highly infectious diseases and illnesses: The School/Parent will report all cases of illness to the relevant authorities, if necessary, and follow a rapid process of informing families. In the case of cluster 'close contact' cases and transmission we may have to close. Students that may be affected re. contagion must follow the steps listed in our Mid-Pandemic Health & Travel Policy and will be permitted to return based on policy and household negative PCR test. Please refer to point 3.3 related to refunds.

Emergencies

Every parent must be contactable whilst their child is with us at school. This is a mandatory requirement. Our emergency details are in our Summer Starter Pack.