

REGULATION & TERMS

NURSERY

At École Internationale Franco-Japonaise of Tokyo (EIFJ), the only French bilingual school in Japan, offering also programs in English and Japanese, we are committed to cultivating inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. Our official, comprehensive, and bilingual curriculum fosters creative and ethical citizens who are empowered to think objectively, behave responsibly, and shape their own perspectives while respecting others.

Founded in 2019 by parents to meet the needs of families in Japan as a complement to the existing educational offer, EIFJ, with a capacity of 150 students, now serves a diverse community of students from kindergarten through middle school, including an international nursery. Aspiring to obtain accreditation from the French Ministry of National Education, our institution has been issued a Certificate of Compliance from the Tokyo Metropolitan Government, enabling access to Government subsidies, and is also part of the global network of French international schools managed by the Mission Laïque Française, which includes 108 institutions in 32 countries, a network operating within the legal framework of agreements with AEFÉ, the French Ministry of Education, and the Ministry for Europe and Foreign Affairs.

Embracing a proven educational model implemented in accredited French international schools, EIFJ implements the curriculum of the French Ministry of National Education and is a candidate for International Baccalaureate (IB) Primary Years Programme (PYP) accreditation. As part of this candidacy and in pursuit of partnerships with the Lycée Français de Tokyo, other institutions, and businesses, we are in the process of aligning our teaching and learning with the IB framework and French Ministry standards, developing and sharing a strong program of international education and rigorous assessment.

EIFJ remains open during holidays, ensuring continuous education in classrooms with a favorable teacher-student ratio that promotes high-quality learning. Our team of certified educators offers a range of programs designed to nurture active, compassionate, and lifelong learners, in a nurturing and dynamic learning environment that supports the growth and development of every student:

- Nursery Program (Ages 1-3): French, English, Japanese
- French bilingual stream +Japanese in Kindergarten, Elementary, & Middle School
- English stream +Japanese/French in Kindergarten, Elementary, & Middle School
- After-School Activities: For ages 3 to 18
- Language Courses for Adults

*Ecole Internationale Franco-Japonaise is a candidate school** for the PYP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students.

**Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes visit <http://www.ibo.org>.

A word from EIFJ Tokyo team

Dear Families and Students,

Welcome to the new school year! We are delighted to have you join us and look forward to an exciting academic journey together. At EIFJ, we pride ourselves on our dedication to academic excellence, student well-being, and

individual growth. As an international school, we are committed to nurturing responsible and accomplished global citizens.

This year, our dedicated teaching team and staff are eager to provide a high-quality education enriched with diverse activities and unique learning opportunities. We continuously strive to enhance our teaching methods and incorporate best practices to cater to the needs of all our students.

We believe in the power of collaboration between the school and families. Your support and engagement are crucial to our students' success. We encourage you to take an active role in school life, participate in events, and maintain open communication with teachers.

Thank you for your trust and continued support. We wish you a productive, rewarding, and successful school year.

Warmest regards,
The EIFJ Team

General framework

The French-Japanese International School of Tokyo, like some private schools in Japan, has been granted a license of operation and renewal from the Tokyo Metropolitan Government (TMG) and Kita-ku City Hall, which receives regular visits. This authorization defines the school's capacity (student-teacher ratio, number of possible pupils according to the surface available, hygiene rules, the safety conditions, premises' check then authorization to operate delivered by the Fire Department of Takinogawa, emergency evacuation and other equipment, surveillance cameras), and the quality of the staff (staff with nurse certificates and fire prevention are necessary). The management of EIFJ is committed to provide qualified and sufficient staff, the highest conditions of safety, and a perfectly adequate welcoming of our students corresponding to Japanese requirements, which is how the school was granted in March 2019 the status of "ninkagai" which gives the chance to eligible families to received subsidies from the local government.

- As a private institution, the parents pay the entire pension for their child. The management team makes every effort to meet quality criteria and ensure the well-being of the children it takes responsibility.
- **The Association of Parents is EIFJ's Association of Parents** ("Association des Parents d'Élèves de l'EIFJ Tokyo") holds the official "Association Loi 1901" status, and is domiciled in Paris, France, at the Federation of the Parents' Associations of French Schools Abroad (FAPEE). All parents are automatically enrolled in the Association upon enrolling their child at EIFJ.
- The parents of students, at the time of the final registration of their child, must ensure that the general and specific conditions, services and regulations of the school are well known, with regard to educational programs, subsidies, tuition fees, school bus, cafeteria, extracurricular, and any other service.
- The management and the educational teams guarantee the confidentiality of the personal information that is in their possession.

School Rules

Organization of school life

- The Nursery is open from 8:30 to 17:00. The main welcome time takes place from 8:30 am, and the program starts at 9:00. Staff members should be aware of any early/late pick up and drop off.
- Normal pick up times: anytime

- The people authorized to pick the children up are the people who have parental authority, the people authorized by the parents (who will have informed the school about their identity, address and telephone number). The team will allow the child to be picked up by this person upon presentation of proper identification.
- Children are not to be picked up by minors.

Safety

Fire and earthquake evacuation drills are organized every month, the equipment is suitable according to regulations. The drill reports are subject to the control of the Tokyo Metropolitan Government.

Evacuation Shelter in case of major disaster

Parents will be informed by phone, and if they cannot be reached, please note that anyway all students will be gathered at Umenoki Elementary School (北区立梅木小学校) located at 2-21-15 Nishigaoka, Kita City, Tokyo 115- 0056.

The School Bus

A school bus service is offered from Nursery. The schedules must be scrupulously respected. The service is invoiced at the beginning of each term based on your choice of regular use of the school bus. In the event of your child's absence for any reason whatsoever, no ride will be refunded, and no additional ride can be taken into account either. Only rides canceled by the school (absence of the driver, bad weather conditions, etc.) will be deducted in the next invoice. The school bus is subject to change/cancellation with notice depending on the number of passengers and the school's ability to offer this service. <https://www.eifj.org/en/school-bus>

Cafeteria

You can choose between a hot meal provided by a catering service specializing in schools or a meal prepared at home and reheated in the cafeteria. All catered meals are invoiced at the start of each term, based on your daily meal order choice. If your child is absent for any reason, no meal will be refunded and no additional meal can be added either. <https://www.eifj.org/en/cafeteria>

Extracurricular activities

Extracurricular activities may be offered to pupils. The invoice is termly, in the beginning of every term. Previous term's registrations are automatically renewed each term, unless parents wish for a change. https://www.eifj.org/en/after_school_activities

Conflict management

When your little one is at nursery, our caring team is looking after them. To help us keep everyone safe and happy, we ask that parents please allow our staff to care for all the children during nursery hours. Please do not directly step in with other children while you are on the nursery grounds.

Little ones are still learning how to share and play nicely. If a child is having a difficult moment or a disagreement with another child, our teachers will gently help them understand and find a happy way to play together. However, sometimes accidents happen where one child might accidentally hurt another. If this happens, our staff will care for your child. Any medical costs would be the responsibility of the families involved, and we encourage parents to talk to each other privately to sort things out in such situations. The nursery is not responsible for injuries caused by one child's behavior towards another.

If a child is consistently having a hard time managing their behavior in a way that impacts others and can be unsafe of him/herself or others, or in the instance of a major misconduct, the Governing Body or the Pedagogical Team is authorized to decide if the nursery is the right place for the child at that time.

International schools thrive on a foundation of mutual respect and constructive engagement from all members of the community, including parents, guardians, and family members. Behavior of parents, guardians, and family members deemed inappropriate or disruptive to the positive functioning of the school environment will not be

tolerated. This includes, but is not limited to, exerting undue pressure on school management, students, or staff members; engaging in harassment, intimidation, or discrimination; and failing to disclose significant health information pertaining to a student or family member that could impact the student's well-being or the school environment.

In the event of such inappropriate conduct by a parent, guardian, or family member towards the school community (management, students, other families, or staff), or in cases of non-payment of tuition and fees, the School Administration reserves the right to terminate the student's enrollment agreement. Prior to termination for behavioral concerns or non-payment, one formal written warning will typically be issued to the parents or guardians via email or mail. The termination will take effect following a notice period of seven days, concluding at the end of that week.

Throughout the period of enrollment and thereafter, parents, guardians, and family members agree not to make statements that disparage EIFJ, its parent company, employees, management, other families, or students. This includes refraining from public commentary or social media posts that could discredit or harm their image or reputation in any way.

Health, cleanliness, and nutrition

Diseases

- Parents are asked to keep a sick child (feverish, contagious, diarrhea, vomiting) at home (according to the Sanitation Protocol).
- In the event of a contagious disease, the school administration must be notified immediately; a medical certificate attesting the non-contagious nature of the disease will be required before the child is allowed to return to the nursery.
- Any medication taken at home must be reported, as well as any other symptom occurring within 24 to 48 hours (fever, diarrhea, etc.).
- Please notify promptly if your child is absent.
- In the event of illness or accident during school hours, parents will be notified.

Medication

- Medicines can be administered at school under a medical prescription and upon the signature of a family authorization.
- In the event of chronic illness, an individualized welcome protocol is set up.

Parasites

When a child is a carrier of parasites (lice, for example), it is up to the parents to immediately provide the necessary care and notify the school, otherwise a possible exclusion from school is possible.

Nutrition and allergies

It is possible to bring food and drinks from outside. We would like to remind you that sweets, candies, potato chips or snacks that are too sweet or salty are forbidden on school premises as part of the fight against obesity at school. In addition, your children must not share their snacks with other students for reasons related to possible allergies. Also, to prevent choking, jellies and other products with small caps are forbidden. Please cut up grapes, apples, tomatoes and any other food that could present a choking hazard before bringing them in. We encourage families to provide their children with fruit, for example, or bread rolls. We're counting on your attention, thank you very much.

EIFJ obtains information about your child's allergies from the data provided by families at the time of registration. Please note that EIFJ cannot be held responsible in the unlikely event that a problem arises based on information other than that provided in the registration.

Various

Toys

- It is best not to bring toys to school. In the event of damage or loss, the school cannot be held responsible.
- Connected objects are prohibited.

Coworking space

Benefit from EIFJ coworking space: the Lounge is aiming at offering parents a very comfortable space to work, enjoy the meeting room & space, while children are studying. Opening hours: Monday to Saturday 8:30 am to 6 pm. Free of charge, only parents of EIFJ students are allowed (all programs). Registration is needed (possibly the same day) by filling in a form. Free wifi. Drinks available for a fee, copy machine use costs 20 yen (black & white), 70 yen (color).

Specific conditions

- For all children starting, an adaptation is required through a contact between the family and the school's staff in the presence of the child (visit and presentation of the school, exchange of information on the pace and personality of the child), before taking special care to help him or her adapt to his/her new environment.
- For the Nursery (0 to 2 years old), every week pupils will be provided by their parents with full change of clothes, a mat cover-blanket for their bed, diapers and wipes, a bib, his own bottle with strap, possibly a cuddly toy, and his or her lunch and snacks in "bento" boxes that are kept in the school's refrigerator and then warmed up in the microwave. When milk feeding is necessary, instruction is to be provided to our staff members. Hats are provided by the school. For fine motor skills, please provide your child with indoor slippers (sandals or open-toed slippers with fasteners are not accepted).
- All items must be marked with the child's surname and first name in Romanized alphabet.
- Parents must inform the management of the name(s) of the person(s) authorized to pick up the child at the school, who must prove identity with an ID.
- Videos, photos: totally blurred photos or videos of registered children's faces may be published on the EIFJ Tokyo website, social networks or media without prior parental consent. Only videos or photos of registered children with their faces uncovered require prior parental consent before publication.
- Transportation: children could be using a staff's vehicle in accordance with safety rules, as part of a special field trip or for urgent medical reasons.

Enrollment

- EIFJ accepts children throughout the year, subject to availability. In case of arrival during the term, the fees to be paid will be calculated pro rata temporis.
- To enroll, please fill out and send the online enrollment form and kindly wait for the Administration's information.
- In principle, the place of the child is actually reserved when all the required documents are provided: dated and signed annual contract, enrollment fees and payment of the first tuition fees.

- Depending on the availabilities, the school administration can propose to parents a modification of the annual contract regarding the attendance of the child.
- In Nursery, when parents want to change the days of their child's registration, the application must be made one month in advance. Acceptance of this request will be made to the extent of the available seats. Any paid fee is non-refundable.
- Enrollment applications, depending on the child's previous background, may be prioritized or subject to interview and evaluation.

Medical affiliation of the nursery-school, medical check-ups & claims

EIFJ Tokyo's affiliated medical clinic is Hasuhana Kids Family Clinic (23-3, Hasunumacho, Itabashi-ku, Tokyo, 174-0052). In case of regular health check-up and accidents, the affiliated clinic will respond and take action. Pupils aged 1 to 6 receive on campus two free of charge medical check-ups per academic year. EIFJ Tokyo's insurance company is Tokyo Marine & Nichido Fire Insurance Co.. Complaints should be sent by e-mail to the Academic Director (academic.director@eifj.org), copy to the Founder & Governing Body's Representative (direction@eifj.org), and to the Board of the Association of Parents (association.parents@eifj.org).

Means of Payment

- **By cash**
- **By visa or mastercard (via Stripe, 3,6% commission fee)**
- **Through Wise.com. Bénéficiaire / 受領者 / Recipient : accounting@goldenmgroup.com**
- **By bank transfer :**

Japan Post Bank, Co., Ltd Branch Number: 018

Branch code: 10150

Bank address: 3-1, Otemachi 2-chome, Chiyoda-ku, Tokyo 100-8793, Japan

Bank account : futsu 92322851 (for domestic transfer, take out last "1")

Beneficiary name: Golden M Group LLC.

Swift code: JPPSJPJK

Bank Code: if you have swift code, you don't need Bank Code

- account holder name written in Katakana: ゴールデン エム グループ (ド

- in English: Golden M Group (Do

Kindly note that international transfers will incur a fee which must be covered by the transferee. Please check to ensure that you have paid the exact amount invoiced and enough to cover the bank costs. We will forward notification upon receipt. Please contact the school administration if any problems are encountered.

Documents to bring in person to the school or to send by mail (submissions by email are not accepted, and forms should be filled in writing)

- ☐ Nursery certificate for the current year if any
- ☐ Passport copy of the pupil and the parents
- ☐ For foreign residents in Japan, copy of the residence card of the parents and the pupil;
- ☐ For Japanese citizens, copy of ID cards of the parents and the pupil
- ☐ Copy of the vaccination book
- ☐ Medical certificate produced less than four months ago
- ☐ A medical certificate mentioning possible allergies
- ☐ Insurance card of the pupil

- ☐ Signed authorization of outdoor activities
- ☐ Signed photograph consent form
- ☐ Signed cafeteria's caterer's information form
- ☐ Photo of the pupil
- ☐ Information sheet to fill in and sign
- ☐ Health certificate (during the year, to be filled out and submitted to the school Administration when your child is absent due to illness and returns to school)

GOVERNMENT SUBSIDIES FOR EDUCATION & CHILDCARE

EIFJ is a "ninkagai" type institution that has been issued a Certificate of compliance by the Tokyo Metropolitan Government, allowing French, international, Japanese or mixed families of children aged 3 to 6 to receive subsidies of 37,000 yen per month. Furthermore, since January 2024, families can receive additional subsidies ranging from 20,000 yen to 60,000 yen per month, depending on your municipality. The families of children aged 0 to 2 can receive 67,000 yen per month.

ELIGIBILITY CONDITIONS

- Parents (international, Japanese, French or mixed) should be working full-time or part-time, a minimum of 12 hours work per week, or should be exempt from resident tax. It applies as well to studying parents, pregnant moms, or parents in a situation which requires childcare services, etc.
- A grace period of three months is offered to job hunters, during which the sponsoring is allowed. Foreigners need a work permit from the Immigration Office.
- Subsidies amount for 37,000 yen per month. Since January 2024, families can receive additional subsidies ranging from 20,000 yen to 60,000 yen per month, depending on your municipality. The families of children aged 0 to 2 can receive 67,000 yen per month.
- Programs allowing subsidies: nursery, preschool and up to first grade of elementary, daily educational childcare, holiday school, all year round short-term childcare. Some municipalities offer subsidies for school bus and lunch as well. Please inquire directly with your city hall.
- Programs usually excluding subsidies: school bus fees, school trip fees, language courses and any other after-school activities (music, art, sports, sciences, etc.).

ADMINISTRATIVE STEPS

1. In order to receive the "Certification of a need for childcare", please obtain "Certification of Need for Childcare" from your local municipality in Japan. Also, please check if your child's school is eligible for the free preschool program (eligible schools may differ depending on the municipality). After the screening of those documents by your municipality, you shall receive a "Notice of Approval of Mushouka".
2. Please submit a copy of this notice to EIFJ Tokyo either in person, or by email (equipe@eifj.org), or mail (EIFJ, 1-40-13 Nishigaoka, Kita-ku, Tokyo 115-0056).
3. After your monthly, termly or yearly payment of the tuition fee, EIFJ Tokyo will issue and hand over you in person a "Receipt and certificate of provision of childcare support."
4. Lastly, please submit the documents received from EIFJ Tokyo, as well as further documents depending on your municipality's requests. You will then start receiving subsidies monthly or termly, depending on your municipality.