



# Princeton Academy

## INTERNATIONAL SCHOOL & Early Childhood Development Center





# Princeton Academy International School

Coeducational  
Established in 2000

Welcome to Princeton Academy!

The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning. As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of separation from parents or care givers at home. It is common for even the most outgoing child to be anxious the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember the school staff will be available to provide support and assistance; making your child's first school days happy days.

- Prepare your child for the new school experience by explaining what to expect. Answer all questions directly and honestly.
- Convey a positive attitude. Young children are aware of your feelings. Your enthusiasm will assure the child that school can be a fun and exciting place.
- Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
- Bring something from home. This is acceptable and often reassuring in helping the child with the initial adjustment to school. This item may be a treasured blankie or even a photo from home.
- Clearly state to your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Maintain a clear good-bye routine. This may include warning the child you are leaving in 2 minutes, a kiss and hug, or a wave from the window. Once you tell your child you are leaving, it is important to follow through. Extending the good-bye with, "Ok just one more kiss, and then I really have to go" tends to heighten anxiety rather than relieve it. Avoid sneaking out, as this seems to encourage children to become less trusting and makes the second day of school even harder.

Again, please know we are here to help make the first day of school a happy transition and we look forward to an exciting and fun year. Welcome!

Sincerely,

Michael Huggins - School Principal  
Princeton Academy International School



# *Princeton Academy International School*

**School:** Princeton Academy International School  
(Owned by: Princeton Academy, Ltd.)

**Address:** Tomigaya 1-5-3, Shibuya-ku, Tokyo 151-0063

**Phone:** (81) 03-6407-9221

**Email:** admin@pais.ac

**Website:** http://www.pais.ac

**Age:** 1~6 years old

**Gender:** 40% boys, 60% girls

**Class size:** 25 maximum (\*Per Classroom)

**School size:** 60 children (\*Including the Afterschool Program)

**Slogan:** *Half of knowledge is knowing where to find knowledge.*

**Goals:** To ensure that Princeton Academy maintains a challenging academic program of uncompromised excellence through comprehensive articulation and implementation of a dynamic, whole-school curriculum. Our ultimate goal is to ensure that every Princeton Academy student learns to live harmoniously in, and contribute to, world society.

**Established:** Our School, "Kindergarten and Early Childhood Development Center", was founded in December of 2000 to meet the needs of families desiring a warm, nurturing, private Preschool and Kindergarten experience for their children, in a safe and secure environment.

**Key Staff:** At present, we have 3 teachers on staff, including native English-speakers and bilingual Japanese teachers. Our present native English-speaking teachers come from the United States and Canada. We hire staff who have experience teaching small children and who exude warmth and friendliness to all those they come in contact with. We only hire individuals with professional working visas, and/or permanent resident visas in order to prevent disruption in the daily lives of our students. (Note: Teachers on staff, does not refer to or specify the count of 'on duty' teachers at any one given time.)

**Qualifications of Staff:** All native English-speaking teachers are required to have completed a four-year university degree in, or studies related to, early childhood education. Our Japanese teachers must retain a certified Japanese government-issued childcare and/or kindergarten teaching certificate.

**City Registration:** In accordance with Tokyo Metropolitan Government's Bureau of Social Welfare and Public Health, our school is registered as a Private Childcare Facility, and our registration forms are available for public view in the school's office.

**General Facilities, Shibuya:** Our Shibuya-Yoyogi School has one main classrooms, one where all students are integrated. There is also a huge sports field, and small playground located in front of the school with four swings, a jungle gym with two slides, monkey-bars, and a sand box.

**General Ethos:** We believe that education should promote the well-rounded development of individuals through the cultivation of their intellectual, creative, personal, social, and physical abilities. The school is committed to educating all students to be international and independent thinkers. We believe that the classroom and co-curricular activities should foster sensitivity to, and respect for, individual talents as well as differences. We believe that every student must learn to function both as an individual and as part of a group.

**School Hours:** 8am–8pm. Our kindergarten children arrive at 9am and go home at 2pm. Our Preschool children arrive at 10am and go home at 1pm. For early drop-off and extended after-school, please see the Extended Childcare section. Our After-school students arrive 5 minutes before their scheduled class and leave at their scheduled class end time. (\*Please see your child's schedule for details.)

**Usual Semester/Term Dates:** First term: Aug–Dec; Second term: Jan–Mar; Third term: Apr–Jun; Fourth term: Jun–Jul.

**Usual Vacation Dates:** Three weeks in August, three weeks over Christmas and New Year's Day, two weeks in spring, and all American and most Japanese national holidays.

**Nationalities of Children:** American, English (UK), Australian, Korean, Chinese, Indian, Russian, and Japanese.

**Uniforms:** We are a uniformed school, and require all students wear the school uniform during school hours.

**Languages taught:** English and Japanese\*. (\*Japanese lessons are conducted twice a week for 30 minutes during regular operations.)

**Language of instruction:** North American English. (USA)

**Curriculum Used:** U.S Department of Education's Common Core Curriculum.

**Special Needs Services:** None.

**Report Cards:** Our students are assessed at the end of each semester, and report cards are issued to the parents.

**Progress Reports:** Progress Reports are issued on a tri-monthly basis, when report cards are not scheduled.

**Teacher Parent Conferences:** We invite parents to come to the school and talk to the teachers on a tri-monthly basis. These meetings are voluntary, not mandatory.

**Newsletters:** The school's monthly newsletter and study goals are distributed to the parents each month.

**Yearbooks:** A school yearbook is issued each year to all students for a fee. See the tuition list for details.

**School Lunches:** Students have the choice to use the school's lunch service, or to bring a lunch from home. However, all students are required to bring a drink and eating utensils from home.

**Disciplinary Procedures:** We give verbal notice, but we use timeouts in more severe cases, (one minute per year of the child's age; for example, a three-year-old would have a three-minute timeout). In the event that this does not clear up the problem, the parent is notified.

**Bullying:** We haven't had any problems with bullying to date. However, we do take this issue very seriously.

**Nearest stations:** Yoyogi School: Yoyogi Koen Station on the Chiyoda Subway Line; Yoyogi-Hachiman Station on the Odakyu Line.

**Security:** Our schools are secured by the SECOM security; we have panic bells and security cameras in every classroom and throughout the school.

**Expected Parental Involvement:** Three times a year: Your child's birthday party, Sports Day, and the Christmas Presentation.

**Summer School:** This program is scheduled in the last 2 weeks of July.

**After-School/Extracurricular Activities:** English class, math class, and general studies class.

**Daily Extended Childcare:** Our Daily Extended Childcare is offered on regular scheduled school days, from 8:00am to your child's class start time, and from your child's class end time to 8:00pm, Monday through Friday only. This service is NOT offered on Saturdays and/or Sundays.

**Holiday Childcare:** Our Holiday Childcare is offered during most scheduled school holidays. However, we are closed, and do NOT offer it on Saturday or Sunday, Christmas day, New Year's Day, the 1st week of January, Golden Week, the 4th of July, the 3rd week of August (Obon), on some Japanese holidays.

**Application Procedures** We accept applications for enrolment throughout the year. But applications will only be considered for those children who are three years or older and fully toilet-trained by August 31 of the year that they plan to enter kindergarten (this rule does not apply to preschool applicants, who may apply and enter at any time, if space is available). Students are tested and accepted throughout February and August only. \*Please call the school for entrance requirements and details.

**Alumni:** Our alumni often go on to other international schools after graduation, including but not limited to Saint Maur International School, Aoba Japan International School, International School of the Sacred Heart, Nishimachi International School, American School in Japan, and Tokyo International School, to name just a few.

## PROGRAM OVERVIEW

### ABOUT THE PROGRAM

Our private School Program introduces your child to a formal education while embracing the idea that every child is smart in his or her own way. We focus on meeting each individual child's developmental and educational needs. Children are guided and encouraged by our elite, experienced teachers, and advance through our program at their own pace. Because children learn best when they are actively involved, each classroom includes rich learning materials for exploring. Self-directed investigations and play build problem-solving and critical thinking skills. Our teachers supplement these experiences with small group activities that encourage socialization. We give children the foundations that prepare them for an International Elementary School setting, and set them on a path of life-long learning and success.

### ABOUT THE CURRICULUM

Our curriculum is aligned with the U.S. Department of Education's Common-Core Standards, and follows the principal guidelines for developmentally appropriate practices set forth by the National Association for the Education of Young Children (NAEYC). Our teaching method is based on extensive research and inspired by the work of respected development/early education theorists Jean Piaget, Erik Erikson and Lev Vygotsky, and inspired by Dr. Howard Gardner's theory of multiple intelligences. We've arranged these multiple intelligences into eight distinct ways that kids can be intelligent;



### "The Eight Smart Method"

- **WordSmart:** Likes to read, write and tell stories and excels at learning and using new words.
- **MathSmart:** Explores patterns and numbers, and enjoys figuring out how things work.
- **BodySmart:** Uses body language, loves to move and play sports, excels at dancing and other physical activity.
- **DesignSmart:** "The visualizer" loves to understand maps, draw, build, design and create.
- **MusicSmart:** Has a natural sense of rhythm, and enjoys singing, playing instruments and listening to music.
- **NatureSmart:** Likes to be outside and care for living things.
- **PeopleSmart:** "The socializer" likes to work in groups, pretends to be someone else, and is sensitive to the feelings of others.
- **SelfSmart:** Likes to be introspective, is in-tune with their personal feelings and thoughts and enjoys working alone.

Our curriculum gives children the tools they need to grow and develop into the leaders of tomorrow. Along with a strong emphasis on mathematics and literacy skills, our program give children a framework they can use throughout school – they learn to love learning.



## **THE KINDERGARTEN'S DAILY ACTIVITIES**

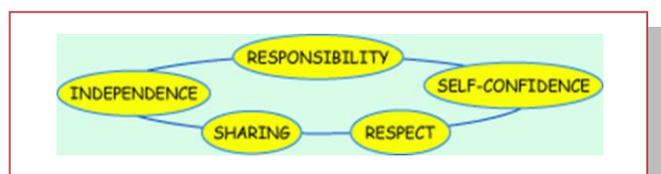
- **Conversation Play Circle:** (Free conversation about teacher or student-initiated topic while playing)
- **Calendar:** (Days of the week, months, year, weather and seasons)
- **Rhythmic:** (Monthly Songs and Stretching)
- **Phonics:** (ABC, CVC, DC-Phonics, Sight Words)
- **Language Arts:** (Reading, Writing, Grammar, Vocabulary, Spelling)
- **Dramatic Play:** (Role playing, Pretending)
- **Break Time:** The children are free to do what they want during this time.
- **Math:** Counting, Sorting, Graphing, Patterning, Sequencing, Addition, Subtraction, and Geometry.
- **Indoor/Outdoor Activity:** Art & Crafts, Cooking, Science, Walk and Theme activities
- **Active Play:** Rhythm, Balance, Coordination, and Movement
- **Lunch Time:** Children practice table manners and have free conversation about their lunches.
- **Manipulation Tasks:** This activity is to help children acquire fine motor and gross motor skills. Each activity is to provide self-initiated individual learning. Some fine motor activities include: pouring water, transferring/lacing beads, and origami using various items. Some Gross Motor activities include: Ballet, Yoga, balancing, climbing, jumping, rolling, swinging, throwing, and much more.
- **Computers:** Word processing, computer navigation, graphics skills, and visual mapping basics.
- **Circle Time:** Daily review, Story time, Relax time, Silent book reading, and Free time.
- **Recess:** Get ready to go home and sing the good-bye song.
- **Mini Field Trips:** Spring / Summer / Autumn / Winter (4 Times a Year)

## **KG TIME-SCHEDULE MONDAY ~ FRIDAY**

- 9:00** Arrival
- 9:05** Play Circle / Calendar / Rhythmic
- 9:25** Language Arts  
(Phonics / Textbook / Math / Dramatic Play)
- 10:25** Indoor / Outdoor activity
- 10:45** Active Play (Outside Sports)
- 11:45** Lunch Time (\*A lunch from home is required.)
- 12:15** Daily Activity (Manipulation Task)
- 13:00** Computers (CDR Program)
- 13:40** Circle Time (Daily Review / Story Time)
- 14:00** Recess / Go home

### **(Extended Childcare Schedule)**

- 14:00 Free Play (Wooden blocks, Plastic blocks, Legos)
- 14:30 Nap Time or Quiet Time (Books or Puzzles)
- 15:00 Snack Time
- 15:30 After School Centers  
(Art/Crafts, Language arts, Math: All follow up classes)
- 17:00 Last Snack
- 17:20 Movie, Story, or PC-Tablet Time
- 17:40 Clean Up (Toys, clean table and floors)
- 18:00 Go Home



## THE PRESCHOOL'S DAILY ACTIVITIES

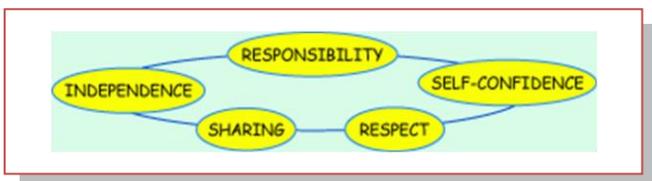
- **Conversation Play Circle:** (Free conversation about teacher or student-initiated topic while playing)
- **Calendar:** (Days of the week, months, year, weather and seasons)
- **Rhythmic:** (Monthly Songs and Stretching)
- **Phonics:** (ABC, CVC, DC-Phonics, Sight Words)
- **Language Arts:** (Reading, Writing, Grammar, Vocabulary, Spelling)
- **Art & Crafts:** (Painting, Drawing, Coloring, Cutting, pasting)
- **Indoor/Outdoor Activity:** Art & Crafts, Cooking, Science, Walk and Theme activities
- **Active Play:** Rhythm, Balance, Coordination, and Movement: Sports
- **Lunch Time:** Children practice table manners and have free conversation about their lunches.
- **Manipulation Tasks:** This activity is to help children acquire fine motor and gross motor skills. Each activity is to provide self-initiated individual learning. Some fine motor activities include: pouring water, transferring/lacing beads, and origami using various items. Some Gross Motor activities include: Ballet, Yoga, balancing, climbing, jumping, rolling, swinging, throwing, and much more.
- **Dramatic Play:** Role playing, Pretending, Show & Tell.
- **Circle Time:** Show and Tell
- **Recess:** Get ready to go home and sing the good-bye song.
- **Mini Field Trips:** Spring / Summer / Autumn / Winter (4 Times a Year)

## PS TIME-SCHEDULE MONDAY ~ FRIDAY

- 10:00** Arrival
- 10:05** Play Circle / Calendar/ Rhythmic
- 10:20** Language Arts (Phonics, Reading, Writing)
- 10:40** Math (Counting, Number recognition)
- 10:50** Indoor/Outdoor Activity
- 11:00** Active Play: Sports / Free Play
- 11:45** Lunch Time (\*A lunch from home is required.)
- 12:15** Daily Activity (Manipulation Task)
- 12:40** Circle Time (Daily Review, Story, Movie)
- 12:55** Good-bye song
- 13:00** Recess / Go home

### (Extended Childcare Schedule)

- 13:00** Free Play (Wooden blocks, Plastic blocks, Legos)
- 14:00** Nap Time or Quiet Time (Books or Puzzles)
- 15:00** Snack Time
- 15:30** After School Centers  
(Art/Crafts, Language arts, Math: All follow up classes)
- 17:00** Last Snack
- 17:20** Movie, Story, or PC-Tablet Time
- 17:40** Clean Up (Toys, clean table and floors)
- 18:00** Go Home





# Tuition and Associated fees

## Kindergarten: 9:00 ~ 14:00

Age (対象年齢): 3~6 years old (KG1 (年少) / KG2 (年中) / KG3 (年長))

## Preschool: 10:00 ~ 13:00

Age (対象年齢): 1~2 years old (PS1 (1才児) / PS2 (2才児))

**NOTE:** Tuition can be paid on a payment plan (every 4 months) or once a year. Associated fees must be paid in advance. However, for families experiencing financial difficulties, the school will grant monthly payments on a case by case basis.

<b>TUITION:</b> 2020-2021	<b>Kindergarten 1~3</b> (5 Days / Week)	<b>Preschool 1~2</b> (5 Days / Week)
<b>Registration Fee</b> (入園料: 返金不可)	¥200,000 (NON-REFUNDABLE)	¥200,000 (NON-REFUNDABLE)
<b>Tuition: Payment 1</b> (保育料 4ヶ月分: 分割払い1)	¥400,000 (¥100,000 per month/月)	¥500,000 (¥125,000 per month/月)
<b>Tuition: Payment 2</b> (保育料 4ヶ月分: 分割払い2)	¥400,000 (¥100,000 per month/月)	¥500,000 (¥125,000 per month/月)
<b>Tuition: Payment 3</b> (保育料 4ヶ月分: 分割払い3)	¥400,000 (¥100,000 per month/月)	¥500,000 (¥125,000 per month/月)
<b>Yearly Tuition</b> (Full-Year Payment: 10% Off/1 一括払いの場合: 10%割引)	<b>¥1,200,000</b> (Per Year/年間)	<b>¥1,500,000</b> (Per Year/年間)

## **ASSOCIATED FEES** (その他の諸費用):

<b>Uniforms</b> (制服・入園後返金不可)	¥45,000 (Winter & Summer: 1 Set)	¥45,000 (Winter & Summer: 1 Set)
<b>Material Fee</b> (教材費など・入園後返金不可)	¥55,000 (Per Year/年間)	¥55,000 (Per Year/年間)
<b>Maintenance Fee</b> (設備費など・入園後返金不可)	¥100,000 (Per Year/年間)	¥100,000 (Per Year/年間)
<b>Childcare Membership Fee</b> (延長保育年間会費・入園後返金不可)	¥150,000 (Per Year/年間)	¥150,000 (Per Year/年間)
<b>School Lunch Service</b> (給食サービス)	¥650 (Per Lunch/1 食)	¥650 (Per Lunch/1 食)
<b>Yearbooks</b> (イヤーブック)	¥13,000 (Per Year/年間)	¥13,000 (Per Year/年間)

# PAIS Enrollment Process

## ● Step #1: Submit the Enrollment Application and Registration fee.

To guarantee that a place will be available for your child, after submitting the enrollment application, the school requires that the registration fee be submitted to one of the accounts listed below **within 5 days**.

*(NOTE: The registration fee is non-refundable.)*

- Tokyo Mitsubishi UFJ Bank: 【Kamiooka Branch】 Regular Savings: 1470717 【Account Holder】 Princeton Academy Ltd.
- 三菱東京 UFJ 銀行【支店名】上大岡支店【口座番号】(普通)1470717【口座名義】(有)プリンストンアカデミー
- Post Office Bank: 【Prefix】 10230 【Account#】 94530451 【Account Holder】 Princeton Academy Ltd.
- ゆうちょ銀行【記号】 10230【番号】 94530451【名義】(有)プリンストンアカデミー
- Payment by Credit Card: All payments are billed through PayPal, and a 3.9% processing fee will apply.
- クレジットカード払いをご利用の場合は、3.9%の手数料がかかります。PayPal アカウントの登録が必要です。(登録が無料です。)

## ● Step #2: Register for the Extended Childcare Service. (\*Optional Service)

If you are a working parent and would like to use Princeton Academy's Extended Childcare Service, we ask that you register your child at the time of signing the enrollment contract, or as soon as possible thereafter. Space is very limited, and some restrictions do apply. For fees, rates, and other information, please see the Extended Childcare Registration form.

## ● Step #3: Contract: Reserving a date to contract and select a tuition payment option.

After confirming that the registration fee has been submitted, the school will draft your child's enrollment contract. Once it is ready for your review, we will ask you to come to the school to read and sign it. Please select a payment option, "1-Year, Full-Payment" or "Triannual-Payments, 3 installments". Be sure select an option that best fits your budget. **NOTE:** Once the contract is signed and agreed on by both parties, the payment option cannot be changed for 1 year.

## ● Step #4: Place an order for your child's uniforms.

We ask that all students "size" and "order" their uniforms at least 3 weeks before starting school.

※If you do not submit your order at least 3 weeks in advance, there is a chance that your child's uniforms will not arrive in time for the school start date.

**NOTE:** Some children grow faster than others, therefore, we ask that you order a bigger size to allow for growth. If you order a "just-fit" size, chances are you will be re-ordering uniforms before the end of the school year. For reorders, the standard uniform fee will apply.

## ● Step #5: Make your child's tuition and associated fees payment.

1. For all new students registering in April-July to start school in August, we ask that you remit your child's tuition and associated fees payment **no later than the 10<sup>th</sup> of July**.

2. If your child is to start school mid-term or two or more months later, we ask that you remit your child's tuition and associated fee payment **within 30 days** of signing the enrollment contract.

**NOTE:** Due to the increase in enrollment, resulting in a limited number of places available, the school cannot guarantee that a place will be available if the tuition and associated fees payment is not paid within the prescribed time as requested.

# Personal School Supplies

All items listed below must be ready for school by the first day that your child will start/attend school. These items must be prepared and supplied by the parent.

Items with the \* mark before it, must be left at the school in the student's storage space at all times. Your child's Teacher will notify you when the items need to be replaced or should be taken home.

1. Lesson Bag (1 A4 Size)
2. \*Smock for Art
3. \*Fire Hat and Cover (防災頭巾&カバー)
4. \*Change of Clothes (1 set for kids 3 years and younger.)
5. \*Wet Towel for Cleaning (Zou-kin)
6. \*Hand Towel for Drying Hands
7. \*Wet Tissue
8. \*Tissue Box
9. \*Indoor Shoes (Uwabaki / 1 pair)
10. \*Paint Brush (1 big size: #16 & 1 medium size: #8)
11. \*Kids Finger Glue (1 bottle)
12. \*Kids Safety Scissors (1 pair)
13. \*Pencils (2)
14. \*Eraser (1)
15. \*Sketch Book (1 B4 Size) <Please do NOT buy the 100 yen shop version. The paper is too thin.>
16. \*Folding Paper (Origami 31 colors / 300 pieces)
17. \*Folding Paper Case (Origami Case)
18. \*Cellophane Tape (Sero-Tape)
19. \*Crayons (16 Color Set) <Wax Base Crayons Only, NO Kupa & Kure-pasu>
20. \*Material BOX (Dougu-Bako: 34cm x 28cm)
21. \*Clay and Clay Storage Box
22. \*Pianica (1) ※Preschool students do NOT need to supply this item until they enter kindergarten.

\* Please write your child's name on all items.

\* The school will not be responsible for misplaced items.