

# **K. INTERNATIONAL PRESCHOOL**



## **ADMISSIONS HANDBOOK**

### **2025 – 2026**

(Valid: October 2024 – September 2025)

## ***Mission***

K. International Preschool (KIPS) provides young children with opportunities to develop necessary knowledge and skills in preparation for future success in a challenging curriculum such as the International Baccalaureate (IB).

### ***Welcome to K. International Preschool (KIPS). We sincerely appreciate your interest in our preschool.***

KIPS is an international preschool operated by Educational Foundation K. International School and caters for children from 0 to 2 years old as an unregistered childcare facility that has received a certificate of compliance with the standards for guidance and supervision from the Tokyo Metropolitan Government.

In addition to KIPS, the operating body; Educational Foundation K. International School also operates K. International School Tokyo (KIST) which provides education for students from 3-year-old and above. KIST was founded in 1997 as a private, co-educational, non-denominational day school serving the international community of Tokyo, and caters for students from pre-kindergarten through Grade 12. It has since grown to a population of around 660 students representing approximately 43 different nationalities.

One of the characteristics of KIST is the existence of a large number of hardworking students with an outstanding volunteer spirit. This certainly exerts a positive influence on other students and is clearly connected with positive outcomes. Many of KIST's graduates attain high academic scores, and choose to attend universities and colleges that best match their goal of gaining knowledge to a higher level. Some of the universities KIST graduates have received offers from and have attended include American IVY League universities such as Stanford University, Princeton University, the University of Pennsylvania, Brown University, Cornell University, and Dartmouth College; other US universities such as UC Berkeley, Boston University, and Johns Hopkins University; the National University of Singapore, and Nanyang Technological University in Singapore; Seoul National University and Yonsei University (School of Medicine) in Korea; and Seika University in China, Tokyo Medical and Dental University (School of Medicine), University of Tokyo, University of Kyoto, Keio University, Waseda University (School of Political Science and Economics, School of Science and Technology and others) in Japan, and many other leading universities around the world.

KIST's mission is to provide academically motivated children from diverse cultural and social backgrounds with a high-quality education in a safe and nurturing environment in order to develop competent, academic and compassionate individuals who make meaningful contributions to our global community. To achieve this mission, we offer the three International Baccalaureate programs. The Diploma Programme (DP), which students undertake during the final two years of their education at KIST, is internationally renowned as one of the most challenging secondary education programs in the world. Through the DP, KIST aims for students to gain the skills and knowledge that they will need to succeed in higher education and in their lives beyond. The final DP scores that students earn at the end of their two years of study in the DP serve as a benchmark to gauge students' achievement in these areas, as well as a strong indicator of their abilities for future university and job applications.

The main reason we have chosen the DP is because its curriculum develops the research skills, as well as the critical, analytical and logical thinking skills that lay the foundation for success in university and our ever-changing global society; focuses on strengthening communication skills through writing, presenting, debating, etc.; imparts high-level knowledge to prepare students for success in their future studies and careers; and emphasizes the importance of a volunteering spirit by providing opportunities for involvement in the community. Through these elements, the DP (and the curriculum as a whole, supplemented by PYP to IGCSE) provides a strong framework for KIST to achieve our mission. Our aim is to provide high level education from the elementary level so that, over their time at KIST, students are able to build the foundation of the study skills and knowledge that will prepare them for success in higher education and their future careers. Achieving a high score on the DP exams serves as an internationally recognized, standardized testament to the fact that students have mastered such skills and knowledge.

KIPS carefully and meticulously lays the foundations for these high-quality standards of learning at the students' earliest developmental stages through the educational curriculum provided. We set expectations for the children to achieve a level to enable them to join the IB Primary Years Programme at KIST in K1. A English-immersive environment and a high-quality educational program is provided for the 2-year olds to prepare them for further education at KIST or other high-quality educational curriculum.

At the same time, we monitor the growth and development of children closely. We nurture children's attitudes to learning, emotional growth, inquiry skills and independence through the curriculum and play. We also nurture non-cognitive abilities such as being kind and caring to others, greeting people and using polite language, and using appropriate manners, cooperative and social skills by stimulating the children's growth and development. In order to achieve these goals, the school believes that parental support is essential

Choosing a preschool to work with you in educating your children is an important decision for parents. Each preschool has its own special characteristics and we encourage you to research these carefully in order to select the preschool that best suits the needs of your child and matches your family's values.

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## Section 1: Admissions and eligibility

### 1.01: Admissions

Applications for admission to KIPS will be considered for all children regardless of race, national or ethnic origin, religion, gender or socio-economic background. As KIPS does not employ a learning needs specialist, we are unable to accept applications for students with special needs.

As KIPS is an unregistered childcare facility that has received a certificate of compliance with the standards for guidance and supervision from the Tokyo metropolitan government and the school is operated as part of the KIST/KIPS staff welfare program. Therefore, only staff children are accepted for P0, P1 class and P2 class prioritize seats of aftercare class to staff children. Half day class and full day class's open seats will be for general seats.

### 1.02: Age eligibility

At KIPS, the cut-off date for enrollment age is July 31 in consideration that children are likely to progress to K1 at KIST after graduation. By this date, all applicants must be the required age as indicated in the chart below to apply. However, for 0, 1 year olds, we are open for KIST/KIPS staff for their welfare program. Therefore, only KIST/KIPS staff children are accepted. For applicants for the 2-year-old class (P2), it is not essential for toilet training to be completed by the time of enrollment. However, we will provide general assistance for toilet training in cooperation with families.

Grade Eligibility Chart		
Grade	Age	Date of birth
P0	0	Aug. 1, 2024 – Jul. 31, 2025
P1	1	Aug. 1, 2023 – Jul. 31, 2024
P2	2	Aug. 1, 2022 – Jul. 31, 2023

### 1.03: School year daycare and class times

At KIPS, the school year commences from mid/end August and ends at the end of June.

The opening time for P0, P1 will be from 7:30-18:30. Before care commences from 7:30 a.m., and after care from 4:30 p.m. is also available.

For P2, there are three types of classes; First is a half day class (8:30-12:00), where it specializes in English education. Second is an 8 hour class (8:30-16:30) and 11 hour class (7:30-18:30) that has mix of both English education and childcare. The full day P2 class will sometimes combine childcare with P0, P1 class after lunch time.

#### P2 timetable (tentative):

7:30	Before care ※Only for full day class eligibility
8:30-9:00	Health condition check・Indoor play ※Half day class student's drop off
9:00-11:30	After circle time, taking snack and toilet time in between Subject class (Language/Music/Art /PE/Science/Cooking/Food Education etc.)
11:30-12:00	Story time, toilet ※Half day students pickup
12:00	Lunch, Individual nap time ※Only for full day class eligibility
15:00	Wake up, toilet, free play
15:15	Afternoon snack
15:15-16:30	Japanese lesson, Outdoor play, Ohanashi-kai etc. ※8 hour class students pick up time
16:30-18:30	After care

#### P0-P1 timetable (tentative):

7:30	Before care
8:30	Health condition check, Diaper change, Indoor play
9:10	Circle time, Subject class (Language/Music/Art/Japanese/PE)
9:40	Morning snack
9:50	Indoor play

10:10	Outdoor (exposure to fresh air)
11:10	Change clothes, Diaper change
12:00	Baby food (AM)/Lunch, Individual nap time
15:00	Wake up, Temperature check, Diaper change, Story time, Indoor play
15:15	Baby food (PM)/Afternoon snack
15:30	Indoor play, Japanese lesson, Ohanashi-kai
16:30-18:30	After care

#### 1.04: Sibling enrollments

Siblings of students already enrolled at KIST/KIPS must complete the same admissions procedures as regular applicants. The factors listed for Section 2.07 will be considered when reviewing applications for siblings.

#### 1.05: Program progression

Students wishing to transfer to KIST in K1 are subject to a program progression review. For all students, factors considered during the review include:

- Social development
- Emotional and physical development and condition
- Academic aptitude to cope with a higher-level curriculum
- Academic motivation, attitude to learning, and general life attitudes
- Parental support and involvement

As for the expected value for K1, please check KIST Admission Handbook for detailed information.

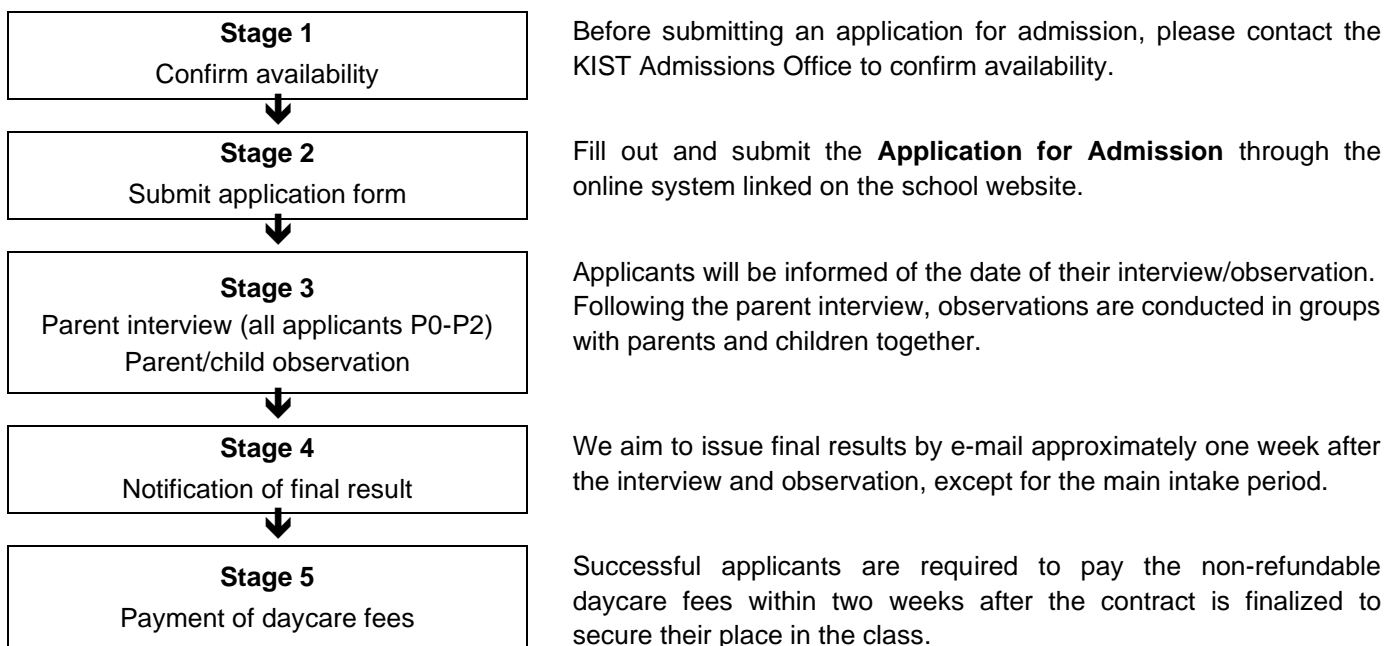
#### 1.06: Waiting list

The waiting list is only for applicants who have already successfully completed the admissions process but for whom there are no immediate places available in the desired class of enrollment

## Section 2: Admissions procedure

### 2.01: Admissions process

For general seat applications for P2 proceed through various stages as shown below as part of the admissions process.



### 2.02: Timing of applications for main intake periods

The main intake of students is from the start of the new school year in August.

<b>August 2025 for P2 (2025–2026 school year)</b>	
Applications accepted:	November 5, 2024 (Tuesday) – February 14, 2025 (Friday)
P2 parent interview:	March 10, 2025 (Monday) – March 14, 2025 (Friday)
P2 parent/child observation:	March 15, 2025 (Saturday)
Final results issued (e-mail)	March 21, 2025 (Friday)
Orientation Day for successful applicants	June 18, 2025 (Wednesday)
Daycare/Tuition fees due:	June 26, 2025 (Thursday)
Late applications accepted from:	April 1, 2025 (Tuesday) *If places are available

### **2.03: Applying for admission outside main intake periods**

Applications for enrollment at times outside the main intake periods are accepted all year round provided places are available in the grade for which you wish to apply. The admissions process for these applications takes approximately 2 to 3 weeks from the time of submission until final enrollment. Parent interviews are scheduled by the school to occur on the next available interview and testing date. This will depend on the timing of your application and the number of other families on the schedule. An invitation will be sent by e-mail no more than one week in advance. Parent/child observations for P2 applicants will be arranged and conducted at KIPS.

### **2.04: Availability**

At the time of checking, please provide your child's date of birth and the nationality of both parents. You are unable to apply if there are no available seats.

Availability status changes constantly. If you delay the submission of your application after confirming availability, it is possible that the status may have changed by the time your application reaches us. Furthermore, if the number of applicants is greater than the number of places available, not all applicants will gain admission, even if availability has been confirmed in advance.

### **2.05: Application requirements**

It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not begin the screening process until all relevant documents have been received.

#### **Documentation**

For all applications, the following items must be uploaded via the online application system through the school website:

- **Proof of date of birth** (e.g. copy of birth certificate or passport)
- **Recent passport-sized photograph**
- **Family photograph** (non-returnable)  
Any photograph, formal or informal, that shows the members of the applicant's family is acceptable

#### **General conditions of application**

- Items submitted as part of an application, including photographs, will not be returned regardless of the result of your application or any cancellation.
- It is a requirement for all families applying to have access to the Internet and computer-based e-mail services in order to receive communication from the school.
- Please ensure that you provide full information of any special issues. Recognized issues not disclosed at the time of application may result in your child's enrollment being reviewed and possibly cancelled.

### **2.06: Submitting an application**

The Application for Admission and other required documents must be submitted through our online application system.

- E-mail: [info@kist.ed.jp](mailto:info@kist.ed.jp)

For admissions inquiries by telephone, please contact KIST between 9:00 a.m. and 5:00 p.m., Monday to Friday.

- Tel 03-3642-9992 (Japanese) +81-3-3642-9993 (English)

### **2.07: Application screening**

Certain criteria are considered for enrollment. It is essential that the school's programs and environment match the expectations and needs of both parents and students who apply to KIPS. As we receive many applications each year for limited places, it is not possible for every child to be admitted.

Throughout the various stages of the application process, we will consider the following criteria carefully:

*Organizational:*

- Availability of places
- Age eligibility

*Personal:*

- Physical development
- Social maturity
  - Does not like to be held or touched
  - Does not make eye contact with others
  - Unable to calm down after a temper tantrum
  - Lack of interest in songs and storytelling
  - Does not respond when name is called

*Parental:*

- Parents' views on education and vision for their child's future
- Parents' commitment to the school's mission, vision and guiding beliefs
- Parents' ability to support their child's progress at home
  - Views on child discipline
- Parents' willingness to support school activities and events

**2.08: Enrollment interview and assessment test**

As part of the application process, parents/guardians of all applicants must attend an admissions interview, and all applicants must participate in an observation conducted at the school.

**1. Parent interview**

The admissions interview is for parents and is used to ensure that the school's mission, vision, guiding beliefs and programs match parents' educational beliefs and aspirations. The interview is conducted online with individual families in English or Japanese. Parents unable to communicate in either English or Japanese are required to provide an interpreter for the interview. In such cases, the school must be notified in advance if anyone other than an applicant's parents/guardians will participate in the interview. Parents of applicants who are siblings of students enrolled at KIST will not be required to attend an interview.

**2. Parent/child observation**

The observation for 2 years old (P2) assesses the physical, emotional and social development of the child. The observation takes approximately 30 minutes. One parent is required to join their child during this time to participate in the various activities together. Observations of the child as well as the interactions between the child and parent will be made.

**Section 3: Decisions and deferrals****3.01: Notification of results**

Admissions decisions are final and are based on the outcome of the enrollment interview for parents and the parent/child observation as well as possible further considerations of the various criteria used at the screening stage. (refer to Section 2.07)

In general, final results are sent out by e-mail approximately one week after the interview and observation have been completed, except for the August intake or times when a particularly large number of applicants are interviewed at the same time. Only an applicant's parents/guardians will be informed of the results. Under no circumstances will we convey the result to education consultants or third parties without a direct request from the applicant's parents.

***Please note that we are unable to respond to individual inquiries regarding the result of an application.***

**3.02: Categories of results**

Enrollment results will take the following forms:

- **Enrollment approved** – The application has been successful and a place in a particular class has been reserved. Payments not received by the due date will result in the automatic cancellation of the offer.
- **Application unsuccessful** – The application has been unsuccessful. This result is usually the combination of various criteria as outlined in Section 2.07 not being met. As we are unable to provide feedback of any kind, we suggest you review your application carefully in relation to the criteria outlined before submitting a further

application.

- **Waiting list enrollment** – The application has been successful but there are no places available in the relevant class. Regardless of the timing of application, this placement is valid until the end of the summer vacation of the school year for which you applied. We will notify applicants if a place becomes available during the period of waiting. While on the waiting list, families are strongly encouraged to investigate other schooling alternatives. We cannot guarantee if or when a place may become available. If places do become available, it may be at any time during the period of waiting. If you receive an offer of enrollment while on the waiting list, but are unable to accept for certain reasons, please advise whether you wish to remain on the waiting list or to cancel your waiting list enrollment.

### **3.03: Accepting an offer of enrollment**

Families who receive an offer of enrollment are required to sign a contract for the provision of daycare services at a later date. After the contract has been finalized, families must pay the required fees promptly by the due date as indicated on the invoice to secure a place for their child. For payments not received by the due date, it will be assumed that you decided not to enroll, and the contract will be cancelled automatically.

After an offer of enrollment, families will receive an enrollment package containing general enrollment information. All families must complete and submit all the necessary documents included in the package prior to starting their first day of school. If these forms have not been submitted before the first day, the child will not be permitted to attend school.

### **3.04: Enrollment deferral**

Admissions interviews and tests are conducted to accommodate only the proposed date of enrollment as specified by parents on the initial Application for Admission form. An offer of enrollment is valid for this date only. Should circumstances require a family to delay the start date of their child’s schooling beyond the date specified by more than one month, they may apply for an enrollment deferral. The maximum time a student may defer enrollment is one deferral period corresponding to the main school vacation periods (i.e. August – December; January – March; or April – June) only.

There are two types of deferral:

- **Secured deferral** – Families pay the daycare fees for the period of absence to secure the child’s placement.
- **Unsecured deferral** – Families do not pay the daycare fees for the period of absence. The child’s placement is not secured. Enrollment will be dependent on the availability of a place at the end of the approved deferral period. If no places are available, the student will be added to the waiting list, if requested, until the end of the school year.

### **3.05: Enrollment review**

If the circumstances in which a child was accepted change after enrollment, KIPS reserves the right to conduct an enrollment review. This includes situations problems not identified at the time of enrollment become evident. The purpose of the review is to allow us to identify the needs of the child and assess if we have, or are able to access, suitable facilities or staff that will fully meet the child’s needs. It is also designed to identify areas in which parents can support the student to meet his or her needs. As KIPS does not employ a learning needs specialist, in some cases, an enrollment review will result in enrollment being cancelled if we believe that we are unable to meet a child’s identified needs.

## **Section 4: Student support**

### **4.01: Special needs support**

KIPS does not employ a learning needs specialist and is unable to accept applications for children with special needs. If, once enrolled in the school, it is deemed that a child requires more support than the school can provide, the family will be asked to find a school more suited to the child’s needs.

### **4.02: Gradual entry program**

In order to make the transition from home to school as positive as possible, KIPS offers a “Gradual Entry Program” for all new students regardless of their starting date. This helps the children adjust to preschool slowly over a period of time. The format of the program differs slightly depending on the individual child.



## Section 5: Parents

### 5.01: Parental support

We believe that a good preschool is defined not only by excellence in academic areas, but also through a warm, caring environment, strong social relationships and a solid relationship between the preschool and children’s homes. Part of this relationship is built through parents supporting at home the learning that takes place in the classroom, and part of it is built through the commitment by parents to the areas of the preschool that support our educational programs. We believe that parents who are actively involved in their children’s education and in the activities of the preschool act as excellent role models for their children.

At KIPS, there is a strong expectation that parents will be involved in their children’s education. A number of specific events throughout the year are compulsory for all families. These include Parent Welcome Night and Daycare Observation Week. The dates of such events are included on the annual KIPS calendar to allow families to plan ahead accordingly. We appreciate the fact that many parents have their own work and personal commitments; however, we ask for the support of all families across all levels of KIPS community in helping us to help your children.

#### 1. Emergency pick-up drill

Once a year, all parents are asked to participate in an emergency pick-up drill. During the drill, we discuss communication procedures and pick-up arrangements for children during emergency situations. Participation by all parents is compulsory.

#### 2. KIPS PTS Conference (Parent/Teacher/Student Interview)

This conference provides an opportunity for parents, teachers and students to come together to discuss the progress of students. We discuss how students are settling into the new school year and together we identify any areas that will focus learning goals and behaviors for the year.

#### 3. P2 Picnic

In the spring, the P2 class invites parents to a picnic. Please be sure to attend this day as it is a great opportunity for parents to get to know each other and a precious memory of the teachers and friends they spent the year with before graduation.

#### 4. Concert

Every year in Spring, the concert is held together with K1-K3 students of KIST Kindergarten. Students will perform the results of their studies from their music class.

#### 5. Family Day

The family day that is held every year in May is a fun event similar to Japanese field day (undokai). It is held together with KIST and activities that children and adults can have fun are prepared.

#### 6. Daycare Observation Week (5–10 days)

Parents/Guardians are invited to visit KIPS to observe a part of what the children are experiencing every day. The number of families is limited to 2 to 3 families per day.

## Section 6: Daycare/Tuition Fees

### 6.01: Daycare/Tuition fees 2025-2026

Daycare and Tuition are adjusted each year. Where adjustments are necessary, notification will be given as far in advance as possible.

K. International Preschool was fully certified as a “Ninkagai hoiku shisetsu,” by the Tokyo Metropolitan Government in June 2018. Fees for daycare facilities classified under this status are exempt from consumption tax (in the case of KIPS, the daycare fee). Some wards/cities may offer subsidies to families using daycare facilities awarded the above certification. Please contact your ward/city office directly for details regarding the subsidy.

#### ENGLISH DAYCARE/TUITION FEE FOR P2 (Annual)

Day care/Lesson time	Day care/Tuition fee	Number of Payments
P2 English Daycare/Tuition Fee (11-hour period: 7:30 a.m. – 6:30 p.m.)	¥2,250,000	Annual or in 3 installments

P2 English Daycare/Tuition Fee (8-hour period: 8:30 a.m. – 4:30 p.m.)	¥ 1,500,000	Annual or in 3 installments
P2 English Daycare/Tuition Fee (4-hour period: 8:30 a.m. – 12:00 p.m.)	¥ 840,000	Annual or in 3 installments

#### 1. **Uniform**

KIPS does not have a uniform but has designated hats and school hats are lent by KIPS.

#### 2. **Diapers**

Diapers are provided by KIPS (no additional cost required). However, if families have preferred brands, these should be provided individually.

#### 3. **KIPS lunch and snack** ✖**School lunch is not provided to P2 half day class. (They will return home before lunch time)**

Early-stage and late-stage baby food, pre-infant food, and infant/children food and snacks following the developmental stages of each child is provided (no additional cost required). The food served is homemade quality. KIPS may accept simple requests not to include general items that may cause allergies; however, we cannot cater for children with multiple food allergies or provide meals with allergens completely removed. In this case, families are required to prepare packed lunches for the children.

KIPS cannot cater for children with specific dietary requirements, vegetarians or those with severe allergies. Parents are required to prepare packed lunches for children in these situations.

#### 4. **After overtime fee**

Parents who are over 5 minutes late to pick up their child are charged an overtime fee of ¥1,500 (tax included) for every 30 minutes overtime.

## Section 7: Payments

### 7.01: Payment options

Daycare/Tuition fees may be paid in full as a lump sum payment (annual payment option) or in three installments (installment payment option). Invoices are issued to families each year after contracts are finalized. For the installment payment option, payments are divided into three periods: August to November, December to March, and April to June.

For children enrolling mid-year, payment of the initial installment is due within two weeks after the contract is finalized. If your child's starting date is within two weeks of the issue date of the Offer of Enrollment, payment is required by your child's first day at KIPS.

### 7.02: Handling fee for late payments

A late fee of ¥2,000 per invoice is incurred for overdue payments.

### 7.03: Mid-semester enrollments and withdrawals

For all mid-semester enrollments and withdrawals, daycare fees are discounted based on the month of enrollment or withdrawal. For mid-month enrollments and withdrawals, a daily pro-rata discount is not provided.

### 7.04: Refund policy

Daycare/Tuition fees may be refunded if enrollment is cancelled prior to your child's first day at KIPS.

Fees are not reduced or waived due to a student's absence from KIPS for medical or other personal reasons. Furthermore, refunds are not provided for instructional days lost due to reasons beyond KIPS's control. In particular, this applies to KIPS closures due to extreme weather conditions, natural forces (earthquake, fire, flood etc.), or other similar situations.

For situations where daycare fees are paid by an employer, refunds will be made to the employer only, not to the individual family.