

Tspace 2009 Term 2 Enrollment Form

January 5th ~ July 3rd

You will find attached the sign up form for Winter/Spring Term 2009, referred to as Term 2.

I must politely ask that you return the sign-up form by the sign-up deadline of **Friday, October 3rd** and payment in full by the enrolment deadline of **Friday, October 24th, 2008**. Payments received on or before this day may be subject to discounts for multiple attendance. Payments received after Friday, October 24th, 2008 will not show the discount on the final invoice/receipt, without exception.

If you feel that payment may be late for any reason please let us know immediately. I am afraid that any discounts due will be forfeited but we will do all we can to help. In order to process the applications as accurately and quickly as possible we kindly ask your cooperation. Tspace places are limited and our waiting lists build quickly. It is essential that we organize classes way in advance. We ask parents for fees as a sign of commitment.

We look forward to hearing from you soon. Please contact our office if you have any questions.

Juliet Rogove - Principal

Notes:

- **All children** attend for 2 or more classes each week. Children in **Big/Super Bugs** must attend 5 days per week.
- **Butterflies** have four choices of programmes; **5 days** (Monday – Friday), **4 days** (Mondays/Wednesdays/Fridays with Tuesday or Thursday), **3 days** (Mondays/Wednesdays/Fridays) and **2 days** (Tuesdays/Thursdays).
- The **Japanese Language Immersion Programme** (JLIP) for the Butterflies requires daily attendance, however, if your child initially enrolled on the 4 day plan (introduced in August 2007) they may continue as such.
- There are 26 weeks in this term.
- Tspace is open on most Japanese National Holidays during this period.
- Discounts of 5% for attendance three times a week, and 10% for four or five times a week, are included in the term fees given in the tables below. Discounts are only given when monies are received prior to Friday, October 24th, 2008. Caterpillar and Jlip prices are not discounted.
- The school closes for two half term holidays (2 weeks), two teacher development days and one parent-teacher meeting. (Please see below for more information).
- On occasions when we hold trips/events, regular class for the age group in question is cancelled. If your child is unable to participate there will be no class, or class in lieu/discount.
- No make-up classes are offered for sessions unattended, for any reason.
- Tax consumption of 5% is added onto your invoice total.
- School fees or monies paid to the school are completely non-refundable.
- Term fees cannot be discounted for any reason (e.g. late return to school following holidays/late enrolments, early leaving date from school).
- ALL parents will be requested to sign/resign a Terms & Conditions forms, as/when they are periodically updated (according to Tokyo Metropolitan Government standards and general change).

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Closure Dates for the Winter Term 2009

Half Term Closures

February 9th to February 13th, inclusive of dates.

April 13th to April 17th, inclusive of dates.

Staff Development Days

Wednesday, January 14th

Thursday, June 4th

National Holidays

Due to the placement of holidays this term we have decided to **remain open** for all Japanese National Holidays, with the exception of;

March 20th, Friday

May 4th, Monday

May 5th Tuesday

Parent Teacher Meetings

March 25th Lower School

March 26th Upper School

(School closed for one session for children whose class has a meeting scheduled)

Tspace Fees

Term 2 - January 5th ~ July 3rd 2009

Tspace Fees January 5th ~ July 3rd

	2X	3X	4X	5X
Caterpillar	¥390,000	¥585,000	¥780,000	¥975,000
Chrysalis	¥499,200	¥711,360	¥898,560	¥1,123,200
Butterfly	¥585,000	¥833,625	¥1,053,000	¥1,316,250
JLIP			¥1,170,000	¥1,462,500
Bugs				¥1,521,000

	2X	3X	4X	5X
Early Bird 8 to 9 am	¥52,000	¥78,000	¥104,000	¥130,000

*Morning and afternoon extension programmes and After School classes are available for all groups.
Please enquire for details.*

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Child's Name : _____

Date of Birth : _____

Parent's Name : _____

Class : _____

Please indicate in the table below how many Tspace sessions your child will attend.

Number of Classes per week:		2x	3x	4x	5x
8:45am ~ 11:45am	Caterpillars				
8:45am ~ 12:45pm	Chrysalis				
9:00am ~ 2:00pm	Butterflies				
8:45am ~ 1:45pm	JLIP				
8:45am ~ 2:45pm	Bugs				

Please indicate in the table below which days of the week your child will attend Tspace sessions.

Day of the Week:	Caterpillars	Chrysalis	Butterfly	JLIP	Big Bugs	Super Bugs
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total:						

Parent's signature : _____

Date: _____

Please include the following in my invoice:

Saturday School

Aspace Afternoon Classes