



Willowbrook International School Application Form 2023-2024

"Planting the Seeds of Wisdom"

2-14-28 Motoazabu, Minato-ku, Tokyo, 106-0046 JAPAN Tel (03) 3449-9030 Fax(03)3449-9064

When do you wish your child to start? _____
Month / Year

Date of school visit _____
Month / Date

Name

First _____ Middle _____ Last _____

Preferred name for labels _____ 漢字氏名 Japanese, if available

Date of Birth

_____/_____/_____
Month / Date / Year

Gender _____

Nationality(ies)

Please attach a copy of your passport (photo page)

Address in Japan

(In Kanji, if available)

Telephone

Postal Code

Parent/Guardian Information

	Parent/Guardian 1	Parent/Guardian 2
Name		
漢字 (Kanji, if available)		
Relationship to Child		
Nationality(ies)		
Language(s)		
Mobile Phone		
E-mail		
Employer		
Position/Title		
Business Address		
(Kanji, if available)		
	Postal code	Postal code
Business Phone		
Check here to have the invoice sent directly to your company <input type="checkbox"/>		

Sibling Information

Name	Age	School Name

In which program would you like your child to be enrolled? Please check the applicable days.
If you have a second choice, third choice, or more, please clarify.

For 2023-2024 school year (from August 2023 to June 2024)

Age Group	Program	Hours	Please Check Preferred Days			Birthdays to Apply for 2023-2024
			5 days -M/Tu/W/Th/F 3 days-M/W/F 2 days-Tu/Th			
15mths-2.5 yrs	Regular	8:15 -12:30	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	1st Sep 2021 - 31st Aug 2022
		8:15 -14:00	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	
2-3 years	Regular	8:15 -12:30	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	1st Sep 2020 - 31st Aug 2021
		8:15 -14:00	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	
	Dual Immersion	8:15 -12:30	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	1st Sep 2020 - 31st Aug 2021
		8:15 -14:00	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	
3-4 years	Regular	8:15 -14:00	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days	<input type="checkbox"/> 2 days	1st Sep 2019 - 31st Aug 2020
3-5 years	Dual Immersion	8:15 -14:00	<input type="checkbox"/> 5 days			1st Sep 2018 - 31st Aug 2020
4-5 years	Regular	8:15 -14:00	<input type="checkbox"/> 5 days	<input type="checkbox"/> 3 days		1st Sep 2018 - 31st Aug 2019

Optional Extension Class (All Ages)	Regular	14:00 - 18:00 (hourly basis)	<input type="checkbox"/> If your child requires afterschool childcare upon enrollment, please check here
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In order to best accommodate your child's needs, please complete the following questions as thoroughly as possible.

1. How did you find out about our school?

(If Willowbrook was recommended to you by somebody associated with the school, please ask that person to contact us at the time of your application via email, phone or letter)

2. What were your reasons for choosing our school?

3a. What is the level of English proficiency of the parents/guardians?

(e.g., native or fluent in English, studied abroad, attended International school, etc.)

3b. What is the primary language your child speaks at home?

3c. What other languages are spoken at home?

4. Has your child previously attended a playgroup or another pre-school?
If so, please provide the name of school and address. (Please submit any progress reports)

5. What do you consider to be your child's strengths?

6. Does your child have any special dietary requirements, restrictions or health concerns?
(i.e., food allergies, religious reasons, etc.) Please indicate the seriousness of the allergy and whether your child requires medical treatment for any exposure. Allergies are NOT a factor in admission decisions.

7. Is your child toilet trained?
Toilet training is required for 3-4 year olds and 4-5 year olds.

Yes / Not yet

8. Has your child received any developmental therapy or counseling? If so, please describe.

9. Is there anything else we need to know about your child?

Medical Authorization and Other Authorization

I understand that the school will make every effort to reach the parents/guardians or designated emergency contact in the event of an emergency. However, if the parents/guardians cannot be contacted, I authorize Willowbrook International School to take any emergency measures necessary. I agree to be responsible for any expenses incurred in such an event.

(We will collect additional emergency contact information upon enrollment.)

My child has all the appropriate immunizations or will have, by the beginning of the school term and I will provide documentation to the school upon enrollment.

Note: If there are any concerns regarding the statements above, please contact the school.

Tuition Policy

- 1. Tuition fees will not be refunded under any circumstances.
 No tuition refunds will be given due to the potential difficulty of enrolling another student to fill an open position once the session has begun.
 In case of a school closure for reasons beyond the school’s control, no tuition will be refunded. These reasons include but are not limited to weather conditions and natural disasters, terrorist attacks, public transportation disruptions/strikes, political/civil unrest, epidemics, pandemics, and any preventive and risk management measures taken for the safety of our students and staff.
- 2. Tuition must be paid by the payment deadline of each term as stated below for the 2023-2024 school year. Tuition may be paid in either one or two installments (Aug-Dec and Jan-Jun).

	<u>Due date</u>
First Session (September - December, 2023)	May 25th, 2023
Second Session (January - June, 2024)	mid-November, 2023

- 3. A one-time non-refundable Registration Fee is payable upon the child's entrance to the school.
- 4. A one-time non-refundable Application Fee is payable upon the child's application to the school.
- 5. Please have all payments made to the school's bank account. (Excludes Sora class)

Attached Documents	Please check the appropriate box(es)
(If available) Have you attached copies of your child's passport?	<input type="checkbox"/>
Have you attached a family photo?	<input type="checkbox"/>
(Optional) Have you attached a recommendation letter?	<input type="checkbox"/>
(If available) Have you attached any progress reports from the current or former school your child is attending/attended?	<input type="checkbox"/>

Agreement	Please check the appropriate box(es)
(Advancing to the next step of the admissions process requires your agreement to the statements below)	
I / We have or will arrange to transfer the application fee of 11,000yen (10,000yen + 1,000yen tax) to the school account. Please refer to Page 2 of the Financial Policy for account information.	<input type="checkbox"/>
I / We agree that any letters of recommendations to other schools is confidential and waive the right	<input type="checkbox"/>
I / We have read the Policy Booklet and agree with the school's policies stated therein.	<input type="checkbox"/>
I / We agree with Willowbrook’s philosophy including outdoor and park play as well as the extra risks associated with these activities	<input type="checkbox"/>
I / We have read the Tuition Policy and agree to the requirements stated therein.	<input type="checkbox"/>
I / We do not belong to or have affiliation with any anti-social organizations.	<input type="checkbox"/>

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Signature: _____

Date: _____