



**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 admissions@willowbrookschoo.com

Thank you for your interest in our school. Applications can be sent via mail, email or dropped off in-person.

When do you wish your child to start? \_\_\_\_\_ Date of school visit \_\_\_\_\_  
 Month / Year Month / Date

**Name** \_\_\_\_\_  
 First Middle Last

Preferred name for labels \_\_\_\_\_ 漢字氏名 Japanese, if available

**Date of Birth** \_\_\_\_\_ Gender \_\_\_\_\_  
 Month / Date / Year

**Nationality(ies)** \_\_\_\_\_

**Address in Japan** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (In Kanji, if available) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Parent/Guardian Information**

	Parent/Guardian 1	Parent/Guardian 2
Name		
漢字 (Kanji, if available)		
Relationship to Child		
Nationality(ies)		
Language(s)		
Phone		
E-mail		
Employer		
Position/Title		
Business Address		
(Kanji, if available)		
Business Phone		
Check here to have the invoice sent directly to your employer <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	
15 months-2 years	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			

**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 are 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.

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

**Tuition Policy**

- 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.
- 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).  

First Session (August - December, 2023)	<u>Due date</u> May 25th, 2023
Second Session (January - June, 2024)	November 21, 2023
- A one-time non-refundable Registration Fee is payable upon the child's entrance to the school.
- A one-time non-refundable Application Fee is payable upon application to the school.  
 Applications received by March 31, 2023 will be charged an application fee of 11,000 yen. All applications received after this date will incur a new application fee of 13,200 yen.
- Please have all payments made to the school's bank account. (Excludes optional extension class)

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

<b>Agreement</b>	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 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 to read the completed document.	<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: \_\_\_\_\_