

Everest International School Japan

School Information and Guidelines
2014



Managed by:

Nepal Education Center, Japan

Part I: School Information

1. School Profile

- Name of the school: Everest International School, Japan
- Address: 166-0004, Tokyo, Suginami Ku, Asagaya Minami 3-34-16, Ikegawa Building
- Telephone: 03-5335-7379; Fax 03-5335-7393; 080-3972-6584 (Softbank number)
- School URL: www.eisj-edu.com; School email: eisj.info@gmail.com
- School contact person: Pradip Thapa, Principal
- School management: Nepal Education Center, Japan

2. Mission and Vision

- To provide quality and affordable education.
- To facilitate optimal educational and personal development of students in company and guidance of the parents.
- To provide international exposure, outlook and potential to the students.

3. School Schedule

- School days: Monday- Friday
- Holidays: weekend, public holiday, vacation
- School open time: 9:00- 17:00
- Class time: 10:00- 16:00
- Extra hours: 17:00-18:00 (Extra fee is charged for extra hour)

4. School Fees 2014-15

Particular		Fee (yen)	Remarks
Admission fee		37,000	<ul style="list-style-type: none"> For the first time enrollment only
Yearly fee		444,000	<ul style="list-style-type: none"> Calculated at the rate of 37000*12 months For parents financial convenience, fee is payable on a monthly basis.
Monthly fee		37,000	<ul style="list-style-type: none"> Monthly fee is same for all grades
GrapeSEED English fee	Admission	10,000	
	Monthly fee	18000	
Transportation fee	Minami Senju, Nippori, Tabata	12,000	
	Ikebukuro	10,000	
	Shinjuku	8000	

5. Fee Payment

For fee payment, parents are requested to transfer the school fee to the designated school account in advance, generally at the end of the preceding month. In the case of delay, fee payment must be done by the end of the concerned month.

School account

Bank: JP Bank ゆうちょ銀行

Account Number: 10150- 20308791

Account Name: エベレストインターナショナルスクールジャパン

Branch: Asagaya

In the case of fee transfer from banks other than post office, parents are requested to use the following bank account number. (Above account number can be used only when transferring the amount from post office bank account to post office bank account)

Branch: Asagaya

Bank: JP Bank ゆうちょ銀行

Branch Name: 018 (ゼロイチハチ)

Account: General (普通)

Account Number: 2030879

Account Name: エベレストインターナショナルスクールジャパン

Important points about fee payment

- Fees paid are non-refundable
- Enrolled students must pay monthly fee for all twelve months of a year. It is mandatory to pay school fee during vacation or when a student takes a leave from the school.

6. Items to Bring after Enrollment

Things to bring	Remarks
<ol style="list-style-type: none">1) Lunch (box), snacks, water (bottle), toothbrush, toothpaste, hand towel, white indoor shoes (uwabaki) and shoes bag.2) Bag note-copies, communication diary, pencil, eraser	<ul style="list-style-type: none">• Books are provided from the school.• Other necessary materials-items should be brought based on the instruction from the class/subject teachers

Note: Parents are requested to mark the items by writing the name of the student in relevant space.

Part II: School Guidelines

1. General

- Parents are requested to help their children develop good study habits, supervise their homework, monitor TV viewing and after-school activities, and supervise regular bedtimes and school attendance.
- Parents or other responsible family members and school should communicate regularly and clearly about information important to student's success.

2. Health Guidelines

- It is advisable that the parents carry out and submit the medical report to school before the enrollment of the children to school.
- Health issue is very sensitive in the school setting as there is a greater chance for illness to affect other children as well, in case the condition is communicable (for communicable diseases see Table 1, page 9). Therefore parents are requested to take medical issues seriously for the good of their own children and other children's as well. In case of communicable illness such as influenza, common cold, fever, etc, parents are requested to send their children to school only after complete recovery. Normally, in the case of influenza, it is advisable that students take 2-3 days leave after recovery before they go to school. Recovery confirmation from the hospital may be sought in the cases of illness before children resume class. It is advisable that parents get their children vaccinated for influenza before winter starts.
- If the body temperature of a children is above 37 degrees or more specifically (+) (-) 1 degree from average temperature, parents are requested to seek immediate medical treatment. It is advisable that parents do not send their kids to school under this condition.
- Any medications brought into school must be properly labeled with the child's name.

- In case of medical emergencies at school, parents will be informed first to take their consent for further steps to be taken. Parents are requested to respond to our call/message on a priority basis. However, under certain circumstances like minor injuries, students will be provided with first aid care at school.
- If a student shows a minor symptom of illness at home, parents are requested to inform about the symptoms so that school could handle the child accordingly after he/she comes to school.
- General health check-up is periodically conducted at school. Report of the health check-up is shared with the parents.

3. Time and leaves

- In order to facilitate the timely start of school, parents are requested to make sure that the students arrive at school by 9: 40 a.m.
- When the parents come to school to receive the children after the end of the school hour, parents are requested to spend no more than 5 minutes at school. Parent's cooperation on this regard would contribute to proper management of students when they leave for home.
- Parents of the students who use school's transportation service are requested to bring their children to designated stop in designated time, without failure. In case of delay of more than 5 minutes, parents will have to take responsibility to transport their children to school by themselves. In case of delay of school's transportation service parents will be pre-informed.
- Parents are requested not to take undesigned day-offs for their children as much as possible as this would hamper the children's studies. When day-offs are needed, parents are requested to inform the school in advance- at least one day earlier in the normal circumstances. Also, it is advisable that parents do not take long leave for their children when the session is in progress.

As a policy, EISJ calculates school fee on a yearly rate basis. Therefore, it is mandatory for parents to pay monthly fee when students are in a leave or in a vacation.

- In case of emergency leave such as sick leave, parents are requested to inform the school before 10 a.m. School could be contacted by phone, SMS or e-mail.
- Under extreme weather conditions like Typhoon, parents are advised to keep their children at home after consulting with the school. School will share necessary information in such circumstances.
- School is officially closed during the vacation time. Parents are encouraged to spend time with the children during the vacation. However, for those parents who cannot manage time, arrangements will be made to hold the students at school. School may request parents to hold the children at home some days during the vacation. Extra fee will be charged on a daily basis for students attending school during the vacation time.

4. Safety Issues

- School is responsible for the safety of the students during the school hour or when students use the school transportation service. All the students are covered by safety insurance.
- While utmost care will be given to make sure that our students commute to school safely, school is not responsible for any accidents incurred when students commute to and from school by themselves or with the parents.
- When a severe earthquake disaster happens, our students will be evacuated to the following evacuation center:

166-0001, Suginami Dai Ichi Syogakkou, Asagaya Kita 1-5-27

Parents are requested to collect their children from this designated evacuation center in case students cannot return to school due to physical damage to school.

5. Privacy Policies

- Following the existing Japanese rules and regulations, information of the parents and students are handled safely and are solely used for school purposes.
- The pictures of the students taken during various occasions may be used for promotional activities/documents of school.

6. Others

- Information about school matters such as events are shared with the parents through print and/or electronic mediums. Parents are requested to check and respond to the notice (if necessary) sent from school in a timely manner.
- Parents are requested to manage time to attend parents meetings, school events, etc.
- Parents are requested to fix appointments with the school management and teachers to discuss children's schooling related matters. In normal conditions, parents may book appointments on Fridays.
- Parents are requested to make sure that the student's do not bring electronic devices likes I-phone/smart phones, tablets, video games and other electronic gadgets unrelated to school. School will not be responsible for any lost objects or devices.
- Unless needed, parents are requested not to allow their children bring money, toys etc. to school.
- Due to unavailability of school's parking space, parents and students are requested not to park bicycles in front of the school.

Table 1: Infectious and common disease for children

Infectious and Common Disease for Children			
English Name	Japanese Name	SYMPTOMS	Schooling regulations
Influenza	インフルエンザ (Infuru Enza)	Symptoms of influenza can start quite suddenly one to two days after infection. Usually the first symptoms are chills or a chilly sensation, but fever is also common early in the infection with body temperatures ranging from 38 to 39 C. Many people are so ill that they are confined to bed for several days, with aches and pains throughout their bodies, which are severe in their backs and legs. Symptoms of influenza may include: fever and extreme coldness (chills shivering, shaking (rigor)), cough, nasal congestion, runny nose, body aches, especially in joints and throat, fatigue, headache, irritation, watering eyes, reddened eyes, skin (especially face), mouth, throat and nose, petechial rash. In children, gastrointestinal symptoms such as diarrhea and abdominal pain	Have to be at home 5 days after the symptom arises, and 3 more days after fever gets reduced.
Measles	はしか (Hashika)	The signs and symptoms of measles include four-day fevers [the 4 D's] and the three Cs — cough, coryza (head cold), and conjunctivitis (red eyes) — along with fever and rashes. The fever may reach up to 40 C. Koplik's spots seen inside the mouth are pathognomonic (diagnostic) for measles, but are not often seen, even in real cases of measles, because they are transient and may disappear within a day of arising.	Have to be at home for three more days even after the fever gets reduced.
Rubella	ふうしん (Fushin)	Primary symptom of rubella virus infection is the appearance of a rash (exanthem) on the face which spreads to the trunk and limbs and usually fades after three days. The facial rash usually clears as it spreads to other parts of the body. Other symptoms include low grade fever, swollen glands (sub occipital & posterior cervical lymphadenopathy), joint pains, headache and conjunctivitis.	Have to be at home until all the rash disappears.
chicken pox/ varicella	みずぼうそう (Mizu Bou Sou)	The early (prodromal) symptoms in adolescents and adults are nausea, loss of appetite, muscle ache and headache. This is followed by the characteristic rash and/or oral sores, malaise, and a low-grade fever that signal the presence of the disease. Oral manifestations of the disease (enanthem) may precede the external rash (exanthem). In children the first sign is the rash or the spots in the oral cavity. The rash begins as small red dots on the face, scalp, torso and upper arms and legs; progressing over 10–12 hours to small bumps, blisters and pustules; followed by umbilication and the formation of scabs.	Have to be at home until all the rash disappears.
mumps/epidemic parotitis	おたふく風邪 (Otafuku Kaze)	A physical examination confirms the presence of the swollen glands. Usually, the disease is diagnosed on clinical grounds, and no confirmatory laboratory testing is needed. If there is uncertainty about the diagnosis, a test of saliva or blood may be carried out; a newer diagnostic confirmation, using real-time nested polymerase chain reaction (PCR) technology has also been developed. An estimated 20%-30% of cases are asymptomatic. As with any inflammation of the salivary glands, serum amylase is often elevated	Have to be at home at least 5 days after swollen glands appear, and check until the whole body gets well.
Hand, foot and mouth disease	手足口病 (Teashi Kuchi Byou)	Early prodromal symptoms are likely to be fever often followed by a sore throat. Loss of appetite and general malaise may also occur. Between one and two days after the onset of fever, painful sores (lesions) may appear in the mouth, throat, or both. A rash (vesicle) may become evident on the hands, feet, mouth, tongue, inside of the cheeks, and occasionally the buttocks (but generally, the rash on the buttocks will be caused by the diarrhea). HFMD usually resolves on its own after 7-10 days	No regulation under Japanese schooling law, but better to be at home until fever and rash disappears.