

Japanese Language School at Gardena Valley JCI

A fun and friendly place to learn Japanese language and culture.

Register Now!

Orientation & Pre-Registration for New Students
Date: August 11, 2018, 10:00 am - 11:15 am
Location: JCI Nisei Vets Memorial Hall

Saturday Classes

Classes Begin September 8th, 2018

Saturday Mornings
5 years to Adult

Tuition · \$60 per month
New Student Registration Fee · \$60
Textbook fees · See book list
Activity Fees · \$70 per student
(\$75 for two children · \$80 for 3 or more)

Children · 9:00 a.m. -12:35 p.m.
Adults · 9:15 a.m. -12:30 p.m.

Monday

Conversation Classes

Classes Held All Year

Monday Evenings
Adults ages 18 and above

New Student Registration Fee · \$60
\$5 per class (drop in basis)

Beginner · 5:20 - 6:20 p.m.
Intermediate · 6:30 - 7:30 p.m.

Japanese Cultural Activities

New Years' Celebration • Undokai
Other Traditional Japanese Activities • JCI Carnival

* Each grade is responsible for organizing an assigned cultural activity, so parent participation is required.



Gardena Valley Japanese Cultural Institute
1964 West 162nd Street • Gardena, California 90247
310.324.6611 • jls@jci-gardena.org

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Gardena Valley Japanese Cultural Institute's Japanese Language School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies or programs.

GVJCI Japanese Language School Check List

Please turn in the following.

Forms

Please check

- | | |
|---|--------------------------|
| 1. Registration Form (completed) | <input type="checkbox"/> |
| 2. Emergency Information (completed) | <input type="checkbox"/> |
| 3. Tuition Policy (signed)
<u>Please read school policy carefully</u> | <input type="checkbox"/> |
| 4. School Rules (signed) | <input type="checkbox"/> |
| 5. Disciplinary Policy (signed) | <input type="checkbox"/> |
| 6. Parent Contact Information (completed) | <input type="checkbox"/> |
| 7. Waiver of Liability (completed) | <input type="checkbox"/> |
| 8. Photo Permission (completed) | <input type="checkbox"/> |
| 9. Student Background Survey (completed) | <input type="checkbox"/> |

Payments

- | | |
|--|--------------------------|
| 10. Tuition for September | <input type="checkbox"/> |
| 1 Student \$60 | |
| 2 Students \$110 | |
| 3 Students or more \$160 | |
| 11. PG Activity Fee**(See note below) | <input type="checkbox"/> |
| \$70(1 child), \$75(2 children), \$80(+3 children) | |
| 12. Registration Fee (<u>\$60 for new students only</u>) | <input type="checkbox"/> |

Textbooks will be issued and paid for at the first class attended.

** The PG Activity Fee covers activities, materials, and supplies used by the students during the course of the school year.

* Tuition, Registration Fee, and PG Activity Fee can be combined on one check made payable to "GVJCI Japanese Language School".

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JAPANESE LANGUAGE SCHOOL

REGISTRATION AND ENROLLMENT

New Student Returning Student JCI JLS Prior Grade: _____

Name of Student: _____
Last Name First Name Japanese Name

Age: _____ Date of Birth: _____

Birth Place: _____ Public School Grade _____

Father's Name: _____

Mother's Name: _____

Guardian's Name: _____

Address: _____
Street Address City Zip Code

Home Phone _____ Cell Phone _____

E-Mail Address _____

Brothers, Sisters, and/or Relatives attending this school: _____

Registration Fee - \$60 for New Students	_____ X \$60 =	_____
Monthly Tuition (Per Family)		
1 Student - \$60		_____
2 Students - \$110		_____
3 Students or more - \$160		_____
PG Activity Fee		
1 Student - \$70		_____
2 Students - \$75		_____
3 Students or more - \$80		_____
Total Enrollment Fees		_____

I hereby register and enroll my child to attend GVJCI Japanese Language School
(Please make the check payable to "GVJCI Japanese Language School".)

Parent's/Guardian's Signature: _____ Date: _____

For office use only		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Check #

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STUDENT'S LAST NAME: _____

STUDENT'S FIRST NAME: _____

EMERGENCY INFORMATION

JCIJLS GRADE LEVEL: _____

SCHOOL YEAR: _____

Student Last Name First Name Japanese Name Birth Date

Street Address City Zip Code

Home Phone Cell Phone

1. Where can the parents/guardians be contacted **during class time**?

Mother: _____
Home/Work Phone Cell Phone

Father: _____
Home/Work Phone Cell Phone

Guardian: _____
Home/Work Phone Cell Phone

2. Whom should the school contact if the parents/guardian cannot be reached?

a. Name: _____ Relationship: _____
Phone: _____

b. Name: _____ Relationship: _____
Phone: _____

Instructions: Please select either option 1 or 2 and initial. Provide the requested information.

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1. In the event of an accident or emergency, when a parent or guardian is unavailable, I hereby authorize a representative of the school to make arrangements for my child to receive hospital/medical care, including necessary transportation. I further authorize the selected licensed physician to provide my child necessary medical care and treatment. The undersigned parent/guardian acknowledges that he/she is responsible to pay all costs incurred as a result of the foregoing. _____ (parent initial)

2. I do not authorize treatment in the statement above _____ (parent initial), I direct that the following action be taken regarding my child:

3. Child's physician reference:

Doctor	Address	Phone
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4. Special medical needs : _____

5. Please list medications currently taken and allergies to medicine or foods:

6. Family out-of-state telephone contact:

Name	Phone
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Father's Name (Please print): _____

Father's Signature: _____ Date: _____

Mother's Name (Please print): _____

Mother's Signature: _____ Date: _____

Guardian's Name (Please print): _____

Guardian's Signature: _____ Date: _____

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TUITION POLICY

1. Tuition is due on the first class of each month.
2. Tuition will be the same each month, whether that month has only (3) three Saturdays of classes (due to holidays such as Thanksgiving, Christmas, etc.), or (5) five Saturdays.
3. If your student remains enrolled in school, you will be responsible for the entire monthly tuition regardless of days missed.
4. **If you anticipate that you will be unable to attend classes for more than half of any semester month for a full month, and you notify the teacher and principal in advance, that month's tuition will be reduced in half.**
5. Should you wish to withdraw your student from the school, you must notify in writing to the GVJCI Japanese Language School. Parent responsible will continue to be charged the regular monthly fee until the school is formally notified of the withdrawal.

_____ (cut off) _____

TUITION POLICY

My student _____, and I _____
(Print Name) (Print Parent/Guardian Name)

hereby acknowledge, with my signature below, that we have read, understand, and agree to follow the GVJCI Japanese Language School tuition policies stated above.

Signature of Parent/Guardian: _____

Date: _____

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SCHOOL RULES

1. **Start Time:** Class begins at 9:00 a.m. and ends at 12:35 p.m. When the bell rings, go to your classroom immediately. If you are tardy, do not disturb the class/teacher when you arrive late in the classroom.
2. **Sign-in and Sign-out:** It is mandatory that the parent sign-in when bringing student to school, and sign-out when picking student up from school. Student cannot leave the school location unless parent or guardian signs them out.
3. **Absence:** Absences should be reported to the teacher or Japanese Language School office. If you know in advance that you will be absent, please inform your teacher so homework can be emailed, or mailed to you if Parent brings a stamped envelope.
4. **Withdrawal:** Parent must notify in writing to the GVJCI Japanese Language School of any early withdrawal (leaving school during a term). Parent responsible will continue to be charged the regular monthly fee until the school is formally notified of the early withdrawal.
5. **Tuition:** Monthly tuition is due on the first of the month. Please place your check payment in the envelope provided and bring it to the teacher.
6. **Behavior:**
 - Stay seated in your classroom unless given permission by teacher.
 - Do not talk unnecessarily with your classmate nor bother others during class hours.
 - Keep your classroom and play area clean and neat. Put your trash in a wastebasket.
 - Respect the school property and the property of others. Do not scribble on your desks or classroom walls, or vandalize school property.
 - No toys, cards, games, iPod or other electronic games or music players. You may bring Japanese card games or manga (Japanese comics) upon teachers' permission.
 - Cell phone rule: Student may bring cell phone but Teacher will keep it until the end of the day. All cell phones must be turned off during the school hours and recess time. Adult students may bring cell phones but must have it turned off during class. (This applies to parents in the classrooms as well.)
 - Do not climb or hang on windows, trees, walls, and the stairway banister.
 - Do not run in the corridors.
 - Entering classrooms not assigned to the student or entering the office is prohibited unless there is a necessary reason.
 - You may not leave the school grounds during school hours without permission.

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- Treat others with respect and courtesy. Verbal and physical attacks are not tolerated on GVJCI JLS property and events.
 - Weapons, tobacco products, alcohol, and drugs are prohibited on school property.
7. **Snack:** Students are allowed to have snack and drink during the snack time between 2nd and 3rd periods only. Do not eat or drink during class hours. Do not purchase snack or drink during class hours.
 8. **What to bring:** Be sure to bring the items you need for class each day. Students in Nyumon through 3rd Grade are required to bring scissors (not too sharp-ones), glue, origami paper, pencils, eraser, books, and a notebook. Students will be given an envelope by your teacher to take home homework and any correspondence to/from teacher and parents.
 9. **Attire:** No sandals, slippers, or zori for lower grade students.
 10. **Grading:** Student's progress will be discussed in Parent Teacher Conferences. If student scores below 70% on the final exam, teacher may ask the student to repeat the grade.
 11. **Elevator:** Students are not allowed to use the elevator unless he/she is accompanied by parents. This rule does not apply to handicapped or disabled students or students in adult class.
 12. **Class Discipline:** Teacher may assign Class Rules which would apply only to the particular class.

Disciplinary Policy will take effect for the students who cannot observe these rules

(cut off and return)

SCHOOL RULES

My son/daughter, _____, and I, _____,

(Print Student Name)

(Print Parent/Guardian Name)

hereby acknowledge, with signatures below, that we have read and understand the GVJCI Japanese Language School policies stated above and will follow the rules.

Student's signature: _____ Date: _____

Parent's signature: _____ Date: _____

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DISCIPLINARY POLICY

Notices will be sent home via the student or by mail to inform a student's parent(s) of misbehaviors and misconducts in the classroom. Copies of all notices, correspondence and reports will be kept in the student's file.

A series of 3 notices will be sent to the parents:

1st Notice: A notice will be sent home to inform the parent(s) of the misconduct of the student. The parent(s) must sign the notice and return it to the school the following school day in order for the student to return to school.

2nd Notice: A notice will be sent home to inform the parents that a conference between the student, student's parent(s), principal and the teacher must be set up for the following school day. At that time, the student must submit a two (2) paragraph report on what this misbehavior was, what consequences could happen, and that he/she will not do it again. The parent(s) must stay in the classroom all day with the student to monitor and observe his/her behavior.

3rd Notice: The student is suspended for one (1) day from school, but he/she must still do the work at home and return it the following school day. The parent(s) of the student must meet with the teacher and principal once again in order for student to return. The parent(s) must then stay with the student all day for the following two (2) school days to monitor and observe his/her behavior.

*** The student will be discharged after the third and final warning, if he/she refuses to stop the misconduct in spite of all notices.**

_____ (cut off) _____

I have read and understood the above set of rules and I shall follow the **Disciplinary Policy** rules.

(Date)

(Print Student Name)

(Student Signature)

(Date)

(Print Parent/Guardian Name)

(Parent/Guardian Signature)

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STUDENT'S LAST NAME: _____

STUDENT'S FIRST NAME: _____

GVJCI JLS GRADE: _____

CONTACT INFORMATION

To aide in communication for school information to be passed on to you about your child or school news, please fill out the following.

Parent(s) First Name

Last Name

1. Which is the best way to contact you? (Please check both if applicable)

By Email. Please list your email address: _____

By Phone. Please list your number: _____

When is the best time to call you? _____

2. I give permission to share my contact information with my child's class Room Parent, and to be listed on the Class Roster for necessary information to be communicated to me.

Yes

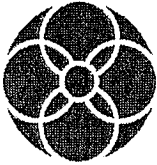
No

Parent's Name (Please print): _____

Parent's Signature: _____

Date: _____

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WAIVER OF LIABILITY

As a participant in any program or class of the Gardena Valley Japanese Cultural Institute (hereafter known as "the JCI"), I recognize and acknowledge there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages or loss that I or my minor child may sustain as a result of participating in any activities connected with or associated with such program or class.

I agree to waive and relinquish all claims I or my minor child may have as a result of participating in any program or class against "the JCI" and its officers, directors, agents, servants, employees and independent contractors.

I further agree to indemnify and hold harmless and defend "the JCI" and its officers, directors, agents, servants, employees and independent contractors from my claims resulting from injuries, including death, damages and losses sustained by me or my minor child that arise out of, in connection with, or in any way associated with the activities of this program.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE WAIVER AND RELEASE OF ALL CLAIMS.

Name

Parent of Student if minor (PRINT)

Address

Signature of (18 yrs. +) or Parent of minor

Phone

Emergency Contact (name/phone#)

(over)



PHOTO PERMISSION

Please sign this waiver if you will permit use of your/your child's image as described below. If you do not sign this waiver, we will not use your/your child's image as described.

I understand that the Gardena Valley Japanese Cultural Institute (hereafter known as "the JCI"), is a non-profit organization that promotes all Japanese and Japanese American related culture not only to its students, but also to the Community at large. As such, articles, brochures, videos and websites may be used either promotionally or educationally and may include images of "the JCI" students or other participants in our programs.

I hereby permit the use of my/my child's image to be photographed, videotaped or otherwise recorded for use in "the JCI" publicity or educational materials. These materials may include, but are not limited to, photographs of classes and performances, "the JCI" newsletters, various other publications, "the JCI" internet website and videos of classes or performances.

Name

Signature (18 yrs. +) or Parent of minor

Date

Email Address Contact

GARDENA VALLEY JAPANESE CULTURAL INSTITUTE
JAPANESE LANGUAGE SCHOOL

Student Background Survey

Name:

Age:

Grade:

Name of School Attended in 2016-2017:

Name of School District:

Previous Experience in Japanese

Previous experience in foreign language

Do you or family member speak Japanese at home?

Language Spoken at home:

Reason for studying Japanese (Please circle as much as you think)

Travel Personal Interest Japanese traditional culture Japanese Pop culture

Academic Examination (JLPT, AP Japanese, SAT II Japanese)

Other: Please specify

Interests & Hobbies

How did you find the Gardena Valley JCI Japanese Language School?

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