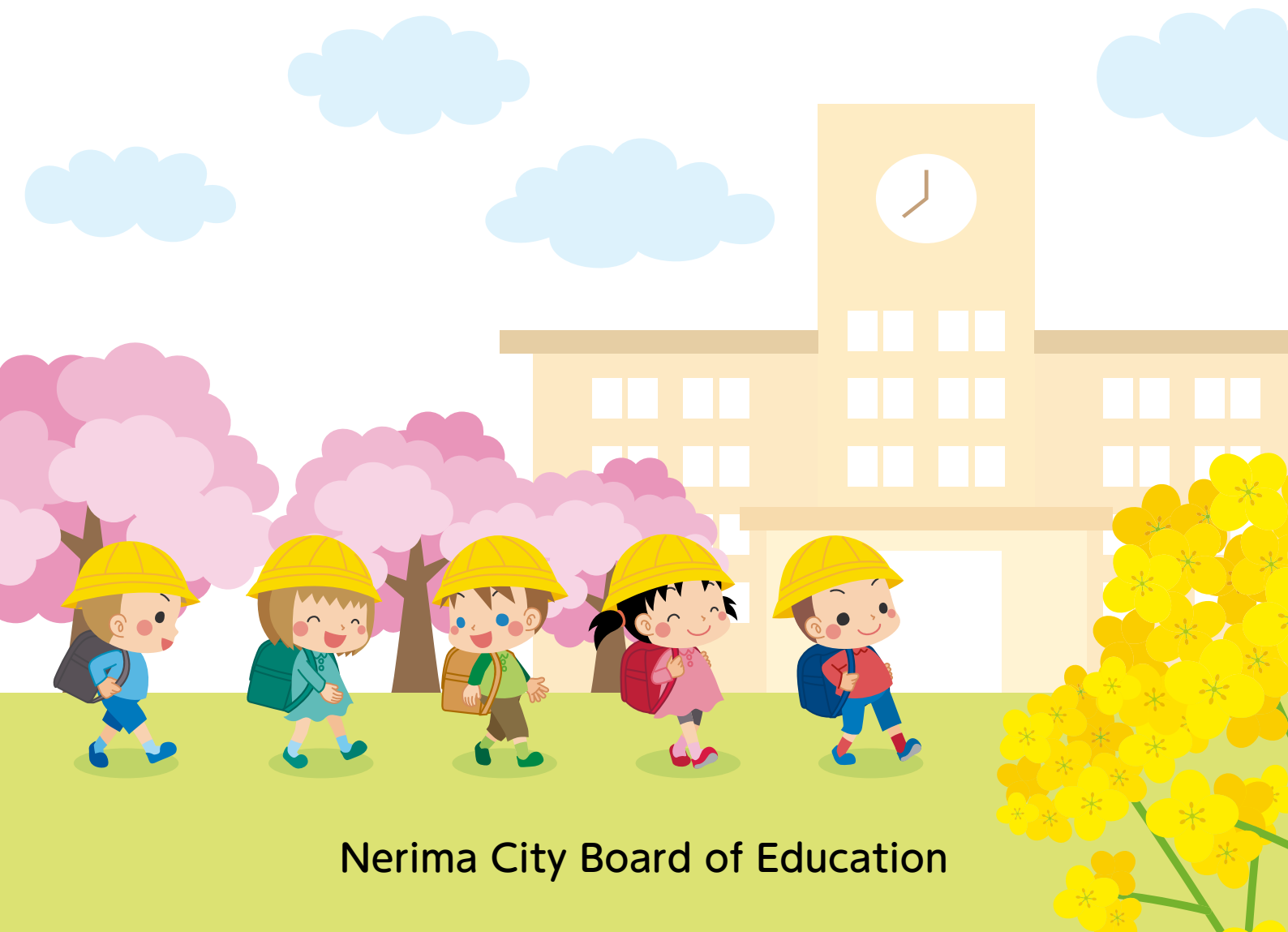


Enrollment Guidebook for International Families



Nerima City Board of Education

This pamphlet is for families with children entering (public) elementary schools in the Nerima City. It is an easy-to-understand guide to school life at elementary schools in Nerima. We hope this pamphlet will help children start school with confidence.

*"Guardians" are fathers, mothers, or other adults taking care of a child.

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1 The elementary school admission process

(For new first-graders → Children who are six years old as of April 1*)



*Children six years old as of April 1, 2023 → Children whose birthdates are from April 2, 2016, to April 1, 2017

School application (Procedures to take when enrolling in elementary school)		<ul style="list-style-type: none"> ● If your child is a foreign national → Contact the School Affairs Subsection, School Educational Affairs Section of the Nerima City Board of Education (12th floor of the Nerima city office). * If your child will not be going to an elementary school in Nerima City → Contact the School Affairs Subsection, School Educational Affairs Section of the Nerima City Board of Education. * Please go with someone who understands Japanese.
October	Admission notices are delivered	<ul style="list-style-type: none"> ● The School Affairs Subsection, School Educational Affairs Section of the Nerima City Board of Education will deliver an "admission notice" to your place of residence. ● The name of the elementary school your child will enroll in will be on the notification. ● The time and location of the medical check-up required before entering school will be on the notification. ● This "admission notice" is an important document that you will submit to your child's school on the day of the entrance ceremony. Please open the document and confirm its contents when it is delivered.
November } December	Medical check-up	<ul style="list-style-type: none"> ● Children will receive a medical check-up at the elementary school they are going to enroll in, at the day and time designated on your admission notice. ● The height (cm), weight (kg), sight, hearing, etc. of all enrolling children will be examined at the medical check-up. ● Please notify the elementary school if you are not able to take your child to the medical check-up.
January } February	Enrollment orientation for guardians of new first-graders	<ul style="list-style-type: none"> ● There will be an enrollment orientation meeting at your child's elementary school. Guardians must attend this meeting. ● You will be notified of the date and time of the orientation meeting on the day of the medical check-up. ● If you are not sure of the date and time, ask your child's elementary school. ● The meeting will cover topics such as preparations necessary for entering elementary school, as well as what life is like at school.
March } April	Entrance ceremony	<ul style="list-style-type: none"> ● New first-graders, their guardians, teachers, and local residents will participate. ● The principal and other people invited to the ceremony will make speeches. Homeroom teachers will be introduced. ● Teachers, new first-graders, and their guardians will take a commemorative photo together. ● You will submit your "admission notice" to the school.

Ask for help if there is anything you do not understand or if you have any problems or concerns.

- Admission notice : Please contact the **School Affairs Subsection, School Educational Affairs Section in the Nerima City Board of Education.** ☎03-5984-5659
- Medical check-up : Please contact your child's elementary school.
School Health Section in the School Health/Lunch Division of the Nerima City Board of Education. ☎03-5984-5729
- Orientation meeting for guardians : Please contact your child's elementary school.

2 A typical school year/events



The school year starts in April and ends in March. There are three semesters in one school year. They are as follows :

First semester: 4/6 to 7/20, second semester: 9/1 to 12/25, third semester: 1/8 to 3/25

Summer vacation: 7/21 to 8/31, winter vacation: 12/26 to 1/7, spring vacation: 3/26 to 4/5

Please find an approximate schedule for events below. Events will vary between each elementary school. Your school will notify you for each event.

April to July	Entrance ceremony, first semester opening ceremony, parent/guardian-teacher conference, school excursion, medical check-up, emergency evacuation drill, sports day (some schools hold sports day in the fall), individual parent/guardian-teacher consultation, open school day, swimming lessons, first semester closing ceremony, start of summer vacation
August	Summer vacation
September to December	End of summer vacation, second semester opening ceremony, emergency pick-up drill, open school day, swimming lessons, emergency evacuation drill, school arts festival, academic presentation, art exhibition, student art exhibition, music recital, parent/guardian-teacher conference, second semester closing ceremony, start of winter vacation
January to March	End of winter vacation, third semester opening ceremony, emergency evacuation drill, open school day, graduation ceremony, end of school year ceremony, spring vacation

- **Entrance ceremony** : A ceremony to welcome new first-graders. Guardians of first grade students will participate.
 - **Opening of semester ceremony** : Ceremonies to start the first, second, and third semesters.
 - **Medical check-up** : Doctors conduct check-ups on students' physical health and well-being.
 - **School excursions** : Students take box lunches on their excursions outside of school. Destinations include parks and other facilities, where they take part in various activities and observational tours.
 - **Individual parent/guardian-teacher consultation** : Meetings between guardians and the homeroom teacher to talk about how their child is doing in their studies and day to day life at school.
 - **Class gatherings, parent/guardian-teacher conference** : Homeroom teachers and guardians gather to talk as a group about their children's studies and day to day life at school.
 - **Open school day** : Guardians are able to watch their children's classes.
 - **Sports day** : Students compete in races and perform dances. Guardians are encouraged to come watch.
 - **Swimming lessons** : Students have swimming lessons at the school's pool.
 - **Emergency evacuation drills** : Students practice evacuation procedures in case of emergencies such as fires and earthquakes.
 - **School arts festival/academic presentation** : Students stage a school play. Guardians are encouraged to come watch.
 - **Music recital** : Students sing songs and perform musical instruments. Guardians are encouraged to come watch.
 - **Art exhibition/Student art exhibition** : Art pieces made by students during their lessons are exhibited inside the school. Guardians are encouraged to come enjoy their children's work.
 - **Closing of semester ceremony** : Ceremonies to close the first and second semesters.
 - **End of school year ceremony** : A ceremony for the end of the third semester.
 - **Graduation ceremony** : A ceremony to celebrate the graduating sixth graders. Guardians of sixth graders are invited to participate.
- Open school days are on the second Saturdays of June to July and September to February. Students will attend school on these days. There will be morning lessons only, and no school lunch will be provided on these days.

3 A typical school day (example)

Schedules differ between schools



8 : 00 —	Students go to school. <ul style="list-style-type: none">● Students go from home to school on designated routes (tsugakuro).● Students must wear designated school hats.● Guardians must notify the school if the student will be late or absent.
8 : 30 —	Morning homeroom/school assemblies/health checks <ul style="list-style-type: none">● Morning greetings in the classroom are followed by a talk from the homeroom teacher.● On certain days, the entire student body gathers for an assembly.● The homeroom teacher does a health check to make sure no one is sick or unwell.
8 : 45 —	Lessons (Studying) <ul style="list-style-type: none">● There are four 45-minute lessons each morning.● There is a break-time between each lesson.● Students use the bathroom during break-time.
12 : 15 —	School lunch (Students eat lunch) <ul style="list-style-type: none">● The school prepares each day's lunch.● All students eat the same food.
13 : 00 —	Cleaning, After-lunch recess <ul style="list-style-type: none">● Everyone works together to clean the school.● Students can play both inside and outside the classroom (in the schoolyard).
13 : 40 —	Lessons (Studying) <ul style="list-style-type: none">● Please note, lessons end at different times depending on grade level.
14 : 40 —	Afternoon homeroom/Leaving school <ul style="list-style-type: none">● The homeroom teacher tells students the next day's schedule (jikanwari).● Students go home on designated routes (tsugakuro).● Students should not go home alone. We want the students to walk home with their friends as much as possible. <p>Students must go straight home, without stopping along the way.</p>

■ Confirm the jikanwari (it has the week's lesson schedule).

■ First grade students will start off with lessons that are approximately 20 minutes long. Lessons will gradually become longer until they are the full 45-minute length.

4 What children learn at school



- **Japanese** : Students learn Japanese by reading textbooks, writing, and doing other activities.
- **Math** : Students study about numbers and shapes.
- **Life studies** : First and second graders learn about the areas in their neighborhood and the nature around them.
- **Social studies** : Starting from the third grade, students learn about the town they live in and about Japan's land and history.
- **Science** : Starting from the third grade, students learn about nature, animals, and plants.
- **Music** : Students study singing and performing with instruments, as well as listening to music.
- **Arts and crafts** : Students study making arts and crafts by hand, along with art appreciation.
- **Home economics** : Starting from the fifth grade, students study sewing, cooking, and other activities.
- **Physical education** : Students run, swim, and do gymnastics along with other activities. They also study exercise and health.
- **Foreign language** : Third and fourth graders practice listening to and conversing in English.
- **Foreign language** : Fifth and sixth graders practice listening to and conversing in English, while also studying how to read and write.
- **Special subject—Moral education** : Students nurture their compassion for others and deepen their understanding of the importance of life.
- **Comprehensive learning** : From the third grade, students choose a topic they are interested in and learn more about it through research and hands-on experiences.
- **Class activities** : Students learn about school-life through various activities, such as collectively deciding on class rules.

5 Special needs education



- Education is provided for children with special needs, such as difficulty speaking, difficulty understanding what others say, problems with schoolwork, delayed mental and physical growth, or other issues and/or disabilities.
- There are special needs rooms and classes, as well as special needs schools.
- Ask for help if you have any concerns about your child.

[Before entering school] Please contact the Admission Consultation Subsection, School Educational Affairs Section of the Nerima City Board of Education ☎03-5984-5664

[After entering school] Please contact your child's homeroom teacher or the special needs coordinator at each school

6 After school (hokago) information



● Children's Clubs

- There is after-school care for children with working guardians and/or with no one at home after school.
- This is a paid service.
Applications must be made by mid-November of the previous year.
- You can get the application form at your school's Children's Club or at the Nerima City Child-Rearing

Support Section. The form can also be downloaded from the Nerima City webpage.

Child-Rearing Subsection, Child-Rearing Support Section, Nerima City Board of Education ☎03-5984-5827

● Hiroba Project

- Students who attend will go to the Hiroba Project at their own school.
- Students will be able to play, study, or read in the schoolyard, library and Hiroba room.
- Guardians do not have to be working to use these services.
- Please register in advance. Ask your school about how to register for these services.

School Support/Open School Section, Child-Rearing Support Section, Nerima City Board of Education
☎03-5984-1057

● Nerikko Club

- There is a "Nerikko Children's Club" and "Nerikko Plaza" at your child's school.
- Children can spend time after school, during summer vacation, etc. safely there.
- The "Nerikko Children's Club" is the same as the Children's Club.
- Advance registration is needed for "Nerikko Plaza." Please ask your school on how to register for this service.

After School Childcare Management Subsection, Child-Rearing Support Section, Nerima City Board of Education ☎03-5984-1519

7 School lunch



- Students receive school lunch from Monday to Friday.
- There is a different menu every day.
- The main dish is either rice, bread, or noodles. Side dishes feature meat, fish, eggs, and vegetables. Milk is provided as a drink, and dessert includes fruits and jelly dishes.
- Lunch menus are handed out each month.
- Students have approximately 20 minutes to eat their lunch.
- Students have lunch duties, like carrying food and serving lunch. (Kyushoku-toban)
- Students with lunch duties wear white aprons. These aprons are taken home each Friday to be washed and ironed.
- Students bring their aprons back to school the next Monday.
- Please talk to your homeroom teacher if your child has any food allergies, or if there is any food item they cannot eat for religious reasons.
- There is a fee for school lunches. (p. 10)

***Lunch is not provided for field trips. Guardians must prepare box lunches for their child.**

8 Student health and wellness



● If a student gets injured or runs a fever at school

- There is a nurse in the nurse's office at each school.
- Students with injuries, a fever, or who feel unwell go to the nurse's office.
- The school nurse will conduct first aid. However, the school nurse will not treat injuries that a student received at home.
- Guardians will be notified when a student needs to go to the hospital, or if the student needs to go home.

● Japan Sports Promotion Center's Disaster Mutual Aid Program (Saigai Kyosai Kyufu Seido)

- This program covers treatment for injuries at school or on school routes (on the way to/going home from school).
- Premiums (fees for this program) are paid by the Nerima City.
- If there is anything you do not understand, please ask the school nurse.

● If a student contracts an infectious disease

COVID-19, influenza, the mumps, measles, rubella, chicken pox, infectious gastroenteritis (such as the norovirus), hand, foot and mouth disease, conjunctivitis, etc.

- These diseases can be spread to other people.
- Students should not go to school if they have an infectious disease.
- If a large number of students are absent from school, classes or the school may close temporarily (gakkyu-heisa/gakko-heisa).
- Students must stay home until they have recovered and received permission to go to school from a doctor.
- Return to school with a "School Attendance Permit."
- The "School Attendance Permit" can be received at the school or downloaded from the school's webpage.

● Let's prevent infections at school

- Wear a mask.
- Wash hands after coming inside, after using the bathroom, before and after eating lunch, etc.

● Allergies

- The school will ask whether your child has allergies, to ensure he/she is safe at school.
- Please talk to your homeroom teacher if your child has allergies that may lead to anaphylactic shock (life-threatening symptoms), or special attention is needed for school lunches.

9 Preparation for elementary school (Preparing for independence)



- Please have your child go to bed early and wake early. We recommend they wake up around 6:00 a.m. and go to bed around 9:00 p.m. Make sure your child gets nine to ten hours of sleep.
- Make sure your child eats breakfast every day.
- Make sure your child is able to eat with chopsticks and a spoon.
- Make it a habit for your child to have a bowel movement every morning.
- Make sure your child washes their hands and gargles when coming in from outside and before meals.
- Make sure your child is able to put on and take off clothing without help.
- Make sure your child is able to distinguish between his or her belongings and other people's belongings.
- Make sure your child is able to clean up and put away anything he or she has used.
- Make sure your child is able to answer "hai" when his or her name is called.
- Make sure your child is able to say his or her name.
- Make sure your child is able to follow the traffic signals when he or she walks crossings.

10 The role of guardians



- **In the morning, before going off to school,**
 - Check that your child is feeling well. Observe their body closely. (Check for paleness, inactiveness, lack of appetite, headaches, stomachaches, loose stools)
 - Take your child's temperature.
 - Make sure your child takes their health record card to school.
 - Allow your child to stay home from school when they are feeling unwell.
- **Studying at home**
 - Students will receive homework (work to be done at home). It is important to create a habit of studying at home, in addition to school.
 - Guardians should check to see if their child has homework, and whether their child has completed it.
- **Preparations for the next day**
 - Prepare the things your child will use at school the next day. Guardians should help their child with this.
- **Event participation**
 - Please participate in parent/guardian-teacher conference and individual parent/guardian-teacher consultation, as there will be important matters discussed.
 - Please participate in open school day (class visitation day) to see what your child is doing at school.
 - Please participate in sports day and other school events.
- **PTA**
 - The parent/guardian-teacher organization. This organization does many things for the students.
 - There will be an explanation at your child's school about joining the PTA.

11 School correspondence



- There will be notifications from school every day, such as things to bring to school the next day.
- There will be important announcements such as newsletters for each grade, school newsletters, and event notifications. There are numerous ways the school will contact you, such as hand-outs (paper), your child's correspondence notebook, tablets, etc. Guardians should check for correspondence every day.
- Please notify the school if you are not able to read the correspondence (tegami) from school.

[Notification email for Nerima City schools]

- Emails will be sent from schools for urgent matters.
- Register to the Nerima City school notification email. (It enables you to receive these emails.)
- There will be instructions from your child's school. Application is in April.

[Emergency pick-up]

- Guardians will go to school to pick up their child when there is a major earthquake (seismic intensity of 5 lower, or higher) during school hours.
- Children will wait at school until their guardian arrives.

12 Contacting the school



- Always contact the school when your child is going to be absent (will not be going to school), tardy (be late for school), or will be leaving school early (going home earlier than usual).
- Ways of contacting the school (telephone, email, tablet, etc.) will vary with each school.
- Guardians must come to their child's classroom to drop off/pick up their child when they are tardy or leaving early.
- Guardians must wear their name tags when going to school.
- Always contact the school when going back to your home country or changing addresses (changing where you live in Japan).

13 Items and actions not allowed at school



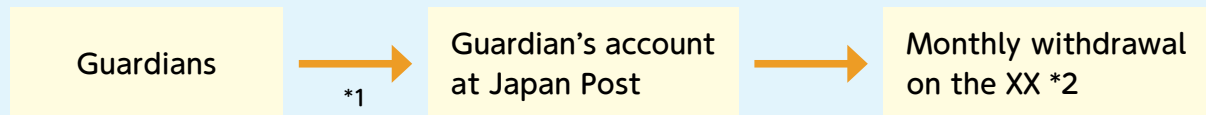
- Do not bring snacks, toys, games, comic books, accessories, etc. to school.
- Do not bring money to school.
- Shopping is prohibited during recess and on the way home from school.
- Do not come to school on a bicycle.
- Do not stay home or go home early without notifying the school.

14 School payments (Monetary collection)



- Lessons and textbooks are free.

Fees for school lunch and learning materials are collected through Japan Post Bank accounts.



*1 Put money in this bank account.

*2 The withdrawal date differs with each school.
Withdrawal starts in May or June for new first-graders

Step (1)

◎Post office

If you do not have a Japan Post Bank account, please create one—Post Office Savings Account Passbook

- Name registered on the account—Guardian's name
- Necessary documents
 - Identification (residence card, driver's license, etc.)
 - Name seal (Inkan)

Step (2)

◎School

- Submit the "Automatic Payment Application Form" to your school.
- Guardians will be notified of the amount and day of the monthly withdrawal in April.

15 Financial assistance



- The city offers financial support for families that are not able to pay the school lunch and learning material fees.
(School lunch, enrollment preparation, school supplies, school-commuting supplies, school event fees, etc.)
- The amount will vary according to your child's grade.
- Families with a higher income (money earned from working) are not eligible for this support. Assistance is offered only to families that meet the income criteria.
- Submit your application for financial assistance to your child's school.

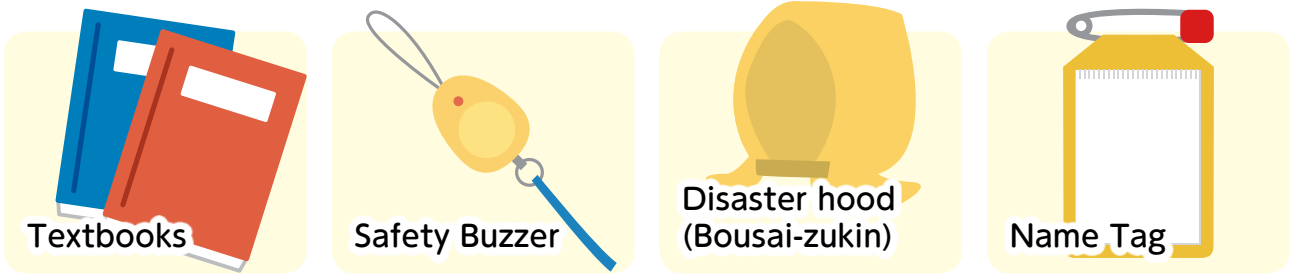
Management Subsection, School Educational Affairs
Section of the Nerima City Board of Education

☎03-5984-5643

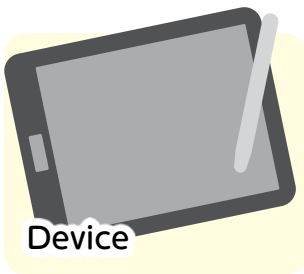
16 School supplies



[Supplies received from school → Free]



[Supplies borrowed from school] These must be returned when your child graduates.



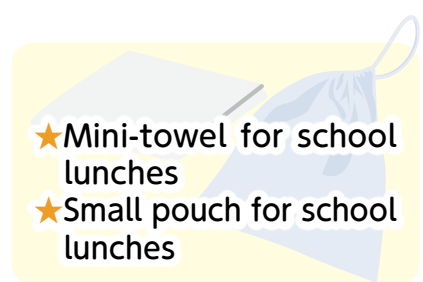
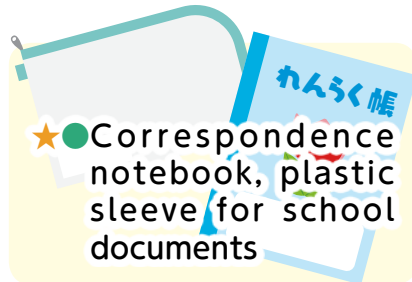
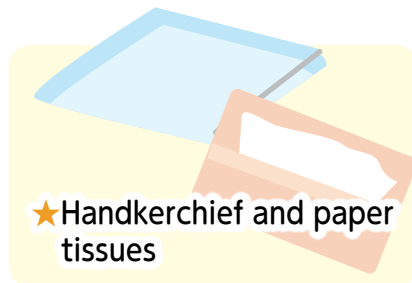
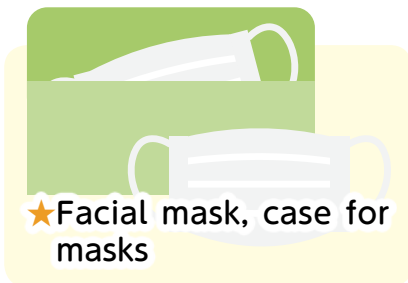
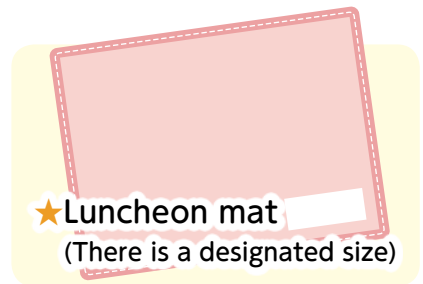
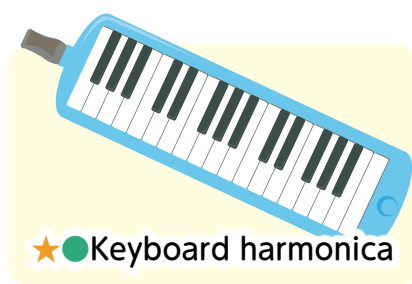
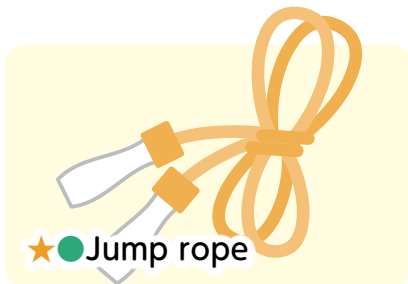
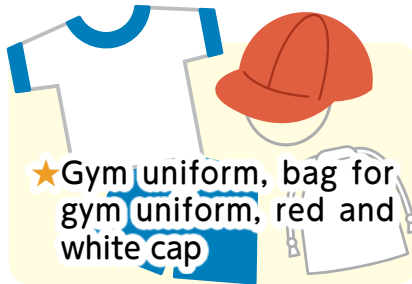
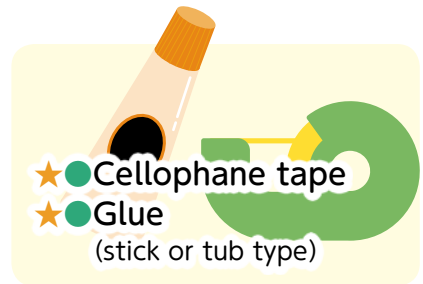
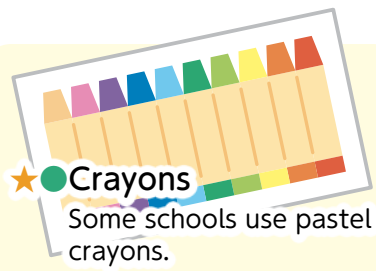
- One per student.
- This is an important learning tool.
- The school will explain how to use it.

[★What to prepare by yourself] and [●Items shared together at school → Fees will be collected later]

This will differ among schools. Please read the handouts from your school (such as handbooks on entering school) carefully.



*Prepare stationery supplies that do not have characters or other pictures on them



* Write your child's name (in hiragana), class, and grade on all items.

* The location where names should be written differs with each school.

Please have children wear easy-to-move clothes



17 Japanese language support for students

[At school]

- Consult your child's homeroom teacher.
- Students from international families will study Japanese at school for an additional 80 hours.

[Outside of school]

● Children's Japanese Class (Kodomo Nihongo Kyoshitsu)

- Children study Japanese and do some other studies related to school as well.
- No need to pay.
- Every Saturday from 10 a.m. to 12 p.m.
- Location: The Nerima city office
- Apply at the Business Promotion Subsection of the Regional Promotion Section ☎03-5984-4333.

18 Volunteer interpreters

- Volunteer interpreters support parent/guardian-teacher conference and individual parent/guardian-teacher consultation, too.
- No need to pay.
- Consult with your child's homeroom teacher before the date you will need an interpreter.

19 Foreign language consultation

- Consult and get advice on any topics in multinational languages.
- Visit the ninth floor of the Nerima city office to the Business Promotion Subsection of the Regional Promotion Section. Telephone inquiries are welcome as well.
- Every Monday to Friday, 1 p.m. to 5 p.m.
- [English and Chinese] Monday to Friday [Korean] Friday [Tagalog] Monday

Business Promotion Subsection of the Regional Promotion Section ☎03-5984-4333

20 Do not hesitate to ask for help

[At school] You can ask for advice at school.

- Your child's homeroom teacher
 - Ask about anything, such as your child's studies and school life.
- Kokoro no Fureai counselors, school counselors
 - You can consult specialists if you have concerns about your child's mental or physical health.
 - Ask someone for help at school if you need to consult.

[Outside of school] There are people you can consult outside of school.

<p>School admission consultation</p>	<p>Consultation is available for those whose children, due to disabilities or other reasons, may need special consideration at school. These consultations are tailored to each child's developmental needs.</p> <p>Admission Consultation Subsection, School Educational Affairs Section ☎03-5984-5664</p>
<p>Education consultation</p>	<p>Consultation is available for matters such as your child's relationship with friends and school life, along with help relating with your child and other concerns in daily life.</p> <p>School Education Support Center, Education Consultation Room ☎03-5998-0091 School Education Support Center Nerima ☎03-3991-3666 School Education Support Center Seki ☎03-3928-7200 School Education Support Center Oizumi ☎03-6385-4681</p>
<p>Consultation on child with developmental concerns</p>	<p>Consultation is available for concerns about your child's development, such as not speaking, not picking up words, restlessness, inability to concentrate, as well as issues with motor skills.</p> <p>Child Development Support Center ☎03-3975-6251</p>
<p>Child-rearing (family) consultation</p>	<p>Nerima Child and Family Support Centers (Consultation for issues such as child abuse is also available)</p> <ul style="list-style-type: none"> * Those living in the 176 zip code area ☎03-3993-9170 * Those living in the 179 zip code area ☎03-3993-9172 * Those living in the 177, 178 zip code area ☎03-3995-1108 <p>Those who are finding child-rearing difficult or have child abuse concerns can consult a psychiatrist (reservations are needed). Please contact the public health center in your region.</p> <ul style="list-style-type: none"> ● Public Health Center, Toyotama Branch ☎03-3992-1188 ● Public Health Center, Kita Branch ☎03-3931-1347 ● Public Health Center, Hikarigaoka Branch ☎03-5997-7722 ● Public Health Center, Shakujii Branch ☎03-3996-0634 ● Public Health Center, Oizumi Branch ☎03-3921-0217 ● Public Health Center, Seki Branch ☎03-3929-5381 ◆ Nursery schools in Nerima City ◆ Kindergartens in Nerima City
<p>Consultation for children's mental health</p>	<p>Consultation for issues with your child's behavior and mental health is available.</p> <p>Tokyo Metropolitan Children's Medical Center ☎042-312-8119</p>
<p>General consultation for childcare, parenting, and child behavior</p>	<p>Tokyo Child Guidance Center ☎03-5937-2311 Tokyo Child Guidance Center telephone counseling service ☎03-3366-4152</p>

<Sources>

- Ministry of Education, Culture, Sports, Science and Technology

Guide for foreign students to start school (Outline of the "Guidebook for Starting School")



"Videos for Foreign Children and Guardians"



- Tokyo Metropolitan Board of Education

Enrollment in Public Elementary and Junior High Schools



Japanese Language Textbook for Foreign Children and Students 'Tanoshii Gakko'



* This pamphlet can be downloaded from the Nerima City webpage.

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Date of issue: March 2022

Published and edited by the Nerima City Board of Education

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Education Promotion Division ☎03-5984-1290
