



Welcome CDC Parents and Carers

New Class Orientation

School Year 2023

2023/3/7





Welcome to Tedako CDC New Class Orientation

Welcome!

Meet the Directors (Communication, Feedback,
Safety, Events)

Meet the Head of Admin (Enrollment, Lunch/
Snack Order, Childcare subsidy Reimbursement)

Meet the Group Leader (Daily Program Support)



Meet the Team Leaders & Classroom Staff

Infant Team (0-1yo)

Team Leader
Naomi Nakazato

Kukuru/Akasan

Satsuki Hightower
Arisa Matayoshi
Maki Choomuang
Erina Obata
Boutheina Zaoi
Nan Miyashita (new)

Cover Teacher

Tamiko Higa
(Pre-toddler)
Koichi Ishijima
(Toddler)
Makoto Ikemiyagi
(Toddler)
Arisa Matsuda
(Preschool)

Pre-toddler Team (1-2yo)

Team Leader
Naomi Nakazato

Kanasan

Noriko Collins
Hafsatu Zakari
Shizuka Zukeyama

Churasan

Eugene Ho
Reina Takara (returning)
Tomomi Uema

Umusan

Ayumi Olmstead
Kamakshi Kalpana Vedantham
Tanushri Das Sil

Toddler Team (2-3yo)

Team Leader
Eri Nagahama

Kafuu

Haruka Kadena
Megumi Nakasone
Serina Taira
Christian Butler-Zanetti

Nuuji

Junko Wakita
Yuuki Iramina
Otoha Ikebe (new)
Amrapali Ambedkar Ravuri

Kugani

Manami Wakuta
Mary Emeka
Akane Nakandakari
Cauvery

Preschool Team (3-6yo)

Team Leader
Yukiko Makishi

Nujumi (3-5yo)

Maria Hanashiro
Takako Zukeran
Lucie Berthelie

Wakatida

Radley So
Satoko Matsuo
Sanae Shimoji

Miyarabi

Iraida Haward
Misaki Shiroma
Kurniati Yoshita Putry

Shinka (5-6yo)

Eunice Ayuman
Yosuke Taira
Mio Murakoshi
Kirti Matlani (returning)



Meet the Director

CDC Goals and Philosophy

Communication and Engagement

Feedback

Complaints Procedure



CDC Goals and Philosophy

Philosophy:

The Children's Development Center of OIST is grounded in the belief that children are competent, curious, resourceful learners. Children's interests and explorations provide the framework for curriculum and investigation. Our thoughtful and intentionally designed environment fosters children's experiences, relationships, and opportunities for cooperative work. Materials are selected that are interesting and provoke creativity and wonder. Our work with children is based on respectful, collaborative relationships between staff, families and the community. Ongoing communication with parents is an essential element in the life of our school.

CDC Goals

- foster intellectual growth appropriate to each child's level and pace
- help build positive attitudes toward school and learning
- provide support to parents and to be responsive to their needs
- provide a warm, nurturing and supportive environment

Goals for Children

- learn to get along with others
- learn to share items and people
- explore a variety of materials and activities
- grow in expressing themselves verbally
- develop responsibility for themselves and their actions
- learn acceptable ways of expressing their aggression and other strong feelings
- develop the ability to finish what has been begun
- learn to respect all people
- learn to respect materials
- build a strong self-image through successful experiences



Parent Communication



Email



Class Dojo



Face to Face Meetings



Parent & Teacher Meeting



Newsletter



Website



Volunteer

Parent Involvement



Share your unique skills, talents, and hobbies with us

- Communication with your child's class teachers
- Webform Link
<https://groups.oist.jp/cdc/cdc-preschool-volunteer-form>

Connect with other parents!

PATO: Parents at Tedako OIST

Website: <https://groups.oist.jp/pato>



Feedback

Direct Contact

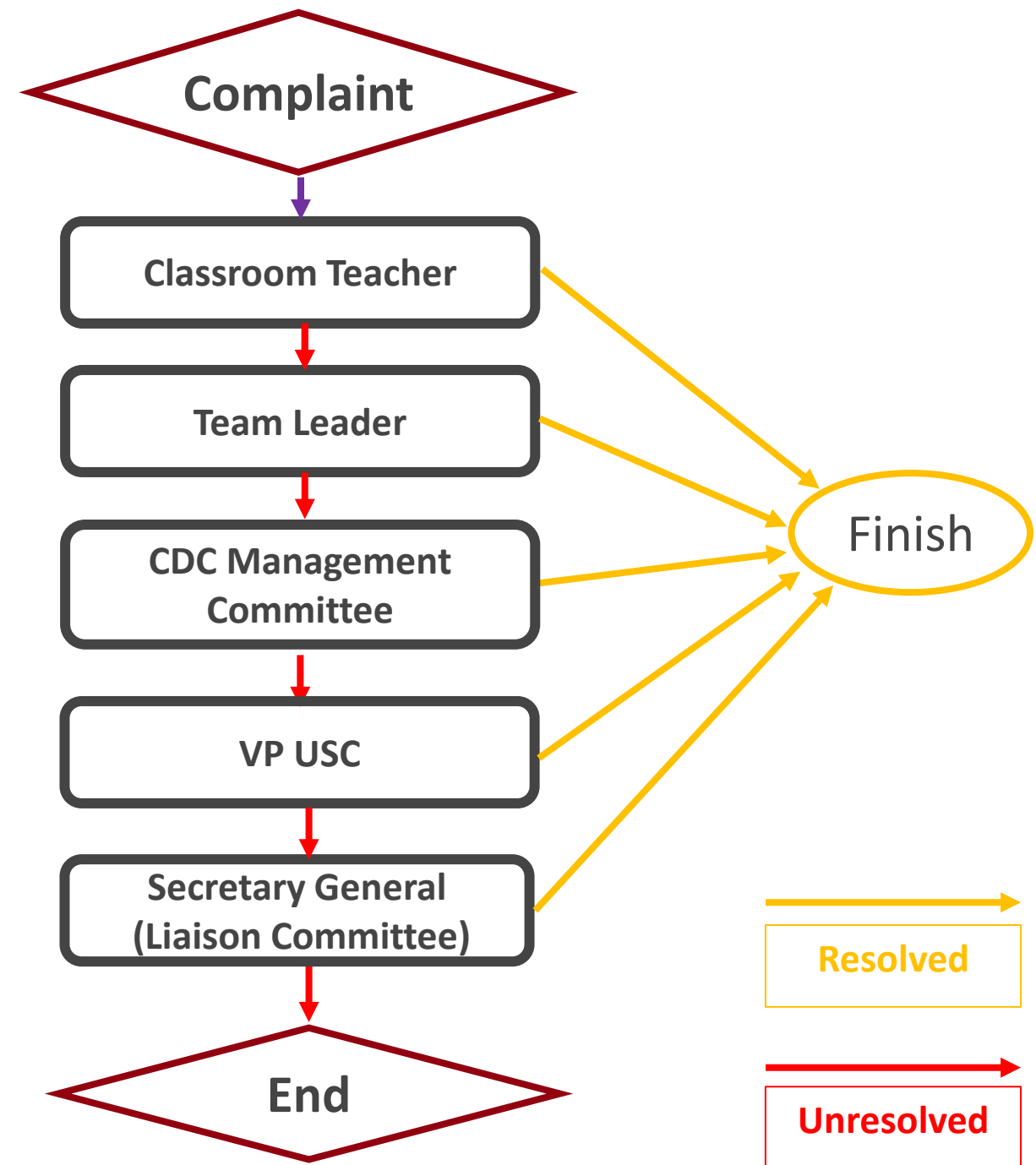
[Feedback webform](#)

Feedback box

Annual Survey



How are issues handled?





Meet the Assistant Director

Events

Personal Information and Confidentiality

Health & COVID Policies

Safety Policies and Procedures

2023 Tedako Events Plan

※ There might be a change of plan or cancelation due to scheduling availability. We kindly ask for your understanding.



April

Earth Day

May

Ishikawa Police Visit
Class Observation



June

Parent Teacher
Conference
Dental Hygiene Day

July

Tanabata & Suika Wari
Water Play (July-
September)



August

Art Exhibit

September

Elderly House Visit

October

Undokai (Sport's Day)

November

Fire Department Visit
753 Photo



December

Winter Concert

January

Muuchi-Zukuri
Class Observation



February

Parent Teacher Conference



March

Hinamatsuri Musical
Performance
Graduation Day





Personal information management at CDC

Personal information management at CDC

CDC follows OIST's Rules of Personal Information Protection (PRP 11)

Personal Information Protection Manager: **Julia Nabholz, Director**

Personal Information Protection Administrator: **Sawako Suzuki, Head of Administration**

- All staff members take the OIST mandatory training “Personal Information Protection” each year.
- Documents containing personal information are kept in the security cabinet with lock and only the limited admin staff have access to these documents.
- Data and digital files containing personal information are kept in SharePoint and restricted SharePoint following the OIST IT information classification guidelines, accessible to authorized users only
- No personal information is provided to third parties without parents' consent.

[OIST Information Classification](#)

[OIST Information Classification - Approved Service and others](#)



Consent Forms

1. CDC Personal Information Handling Agreement

This document explains how CDC manages and use personal information collected.

It is necessary for CDC to have personal information and sometimes sensitive personal information to provide childcare, to ensure a safe environment for children and for the prefectural inspection.

We ask all the parents to read and understand how we manage and use personal information and sign the form.

2. CDC User Personal Information Consent Form

This document is to ask for parents' consent to use their and their children's personal information in the software products utilized at CDC.

Currently, Class Dojo and Sandbox are used at CDC and their data servers are located overseas. For us to manage personal information in these software products, we need to provide the details of these software products and obtain consent from the parents in accordance with the Act on the Personal Information Protection and relevant guidelines.

Details of the software products can be found in [CDC Parent Handbook](#) and the handbook will be kept up-to-date to reflect the actual usage of these software products.



Consent Forms (Continued)

3. Notice and Consent Form for Onna Village Childcare Consultation

CDC will be utilizing the childcare consultation service in which qualified professionals from Onna Village will visit CDC twice a year and advise to CDC classroom staff about childcare.

There may be some cases where our classroom staff are asked to share personal information about children so that the Onna Village's psychologist and public health nurse can give more effective advice.

We ask all the parents to please understand the purpose of the service and give your consent to for CDC to utilize this service and to provide information about their children as necessary.

4. Media Release Agreement Form

This form is to ask for parents' consent for OIST and CDC to use children's photos and videos in internal and external medias (we ask separate consent from parents for external media uses).



Health & COVID Policies & Procedures



[Link to the latest CDC COVID-19 Procedures](#)

Daily Temperature Checks and 24-hour exclusion with cold symptoms

[Exclusion Policies](#) and documentations for readmission

Mask use

Regular PCR for CDC Staff

School Closure Guidelines based on advice from Onna Village Guidance



CDC Emergency Plan and Child Protection Objectives

- Develop and implement effective crisis and security plans that will promote the safety and welfare of children and preschool staff.
- Prepare children and CDC staff to take appropriate actions in response to fire, earthquake, suspicious individuals and preschool specific hazards.

CDC Staff Safety Goals

- 1) Know the location of all fire extinguishers and AED
- 2) Know how to use a fire extinguisher
- 3) Know the procedures possible emergency situations and pick-up
- 4) Know the procedures for reporting any (suspect) cases of child abuse



Emergency Plans and Procedures

Management of fire and disaster prevention at CDC is based on OIST's Fire Prevention and Control Plan

All CDC staff member receive Safety First Training and Pediatric First Aid Training
This includes

- Evacuation Drills and Guidance (Monthly)
- Use of Fire Extinguisher (Initial & as needed)
- CPR & First Aid Class (Initial & Biannual)





Emergency Drills

Fire Drills (Monthly)

Including

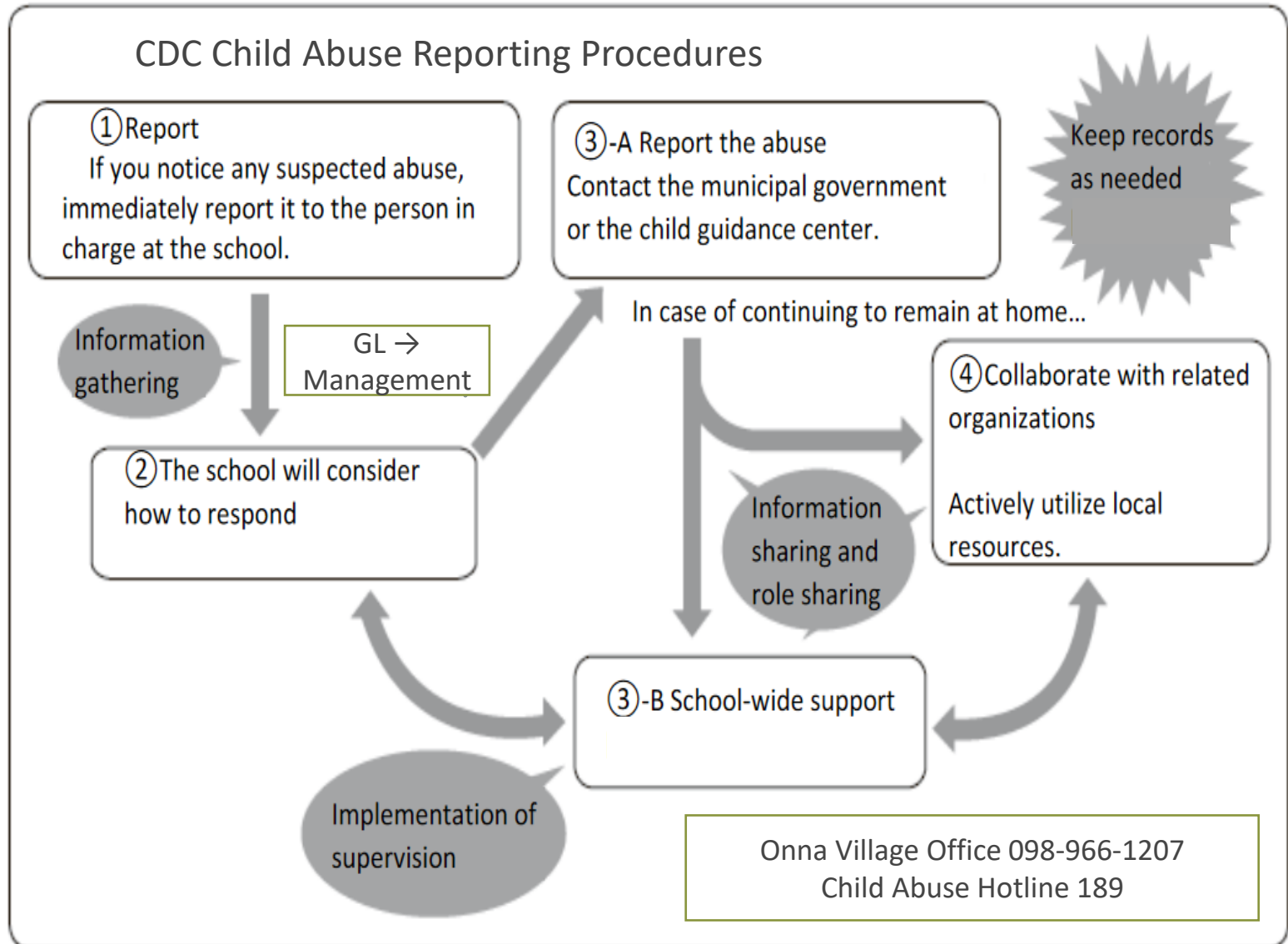
- Naptime Evacuation
- Secondary Route Evacuation

Other Drills

- Earthquake (3x annually)
- Suspicious Individual (1x annually)
- Water Damage (Procedure Review)



Child Abuse Prevention and Reporting Procedures





Meet the Head of Administration

Document Submission and Student Records

Lunch and Snack Orders

Monthly Fee Calculation

Childcare Subsidy Program and Reimbursement

Documents	When to submit
Enrollment documents	Upon enrollment
Vaccination records	2 times a year, June and November
Bi-annual Health Check-up	If your child misses the bi-annual health-check-up held at CDC, please follow up
Household income document	July
Re-admission Report	After recovering from infectious diseases
Health monitoring form	When under quarantine with COIVD-19 and influenza



Lunch and Snack Orders

<Lunch>

- Lunch order is optional. (Texture: Paste, chopped and chunks)
- Lunch fee is 350 JPY/meal currently.
- If your child has food allergy or dietary restrictions, please let us know in advance. (Some of the special dietary needs cannot be accommodated.)
- We will ask the parents to fill in SY2023 school lunch order webform once the tendering process completes

<Snack>

- Snack order is mandatory for pre-toddler children and above. (No snack provided to infant class children)
- Snack fee is 2,400 JPY/month for full-time children including 1x morning snack and 1x afternoon snack daily.



Monthly Fee Calculation

Monthly fees: Payroll deducted on the 17th of each month

- Monthly childcare fee
- Lunch fee (optional)
- Snack fee
- Late pick-up fee

[Change of Service Form](#) →



OIST

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY
沖縄科学技術大学院大学

CDC Change of Service Form

*Each time you submit a change of service form, you will be charged 1000 JPY. You may submit multiple changes on one form and the charge will still only be 1,000 JPY per form. This fee will be automatically deducted from payroll next month. This form is due by the 20th in the previous month of the desired change.

Date of submission (yyyy/mm/dd): / /

I submit the change of service form for my child.

Child's name: Child's class name:

Parent signature:

<Type of service change>

Lunch order:

☐ Re-request for lunch order after cancellation in current fiscal year

☐ Change day(s) of use (e.g., add or remove days for use)

Details of lunch service change:

Snack order:

☐ Re-request for snack order after cancellation in current fiscal year

☐ Change day(s) of use (e.g., add or remove days for use)

Details of snack service change:

Childcare service (attendance schedule):

☐ Full time to part time

☐ Part time to full time

☐ Change in part-time schedule (e.g., change of days, add or remove days)

Details of childcare service change:



Childcare Subsidy Program and Reimbursement

Information about the subsidy program (Cabinet Office's website):

<https://www8.cao.go.jp/shoushi/shinseido/musyouka/about/en/index.html>

Eligibility:

Children aged 3-5 as of April 1, 2023, with both parents working or studying (up to 37,000 JPY/month)

- Children aged 0-2 as of April 1, 2023 from households exempted from residential tax (up to 42,000 JPY/month)

Application:

Visit your local municipal office and submit your application.

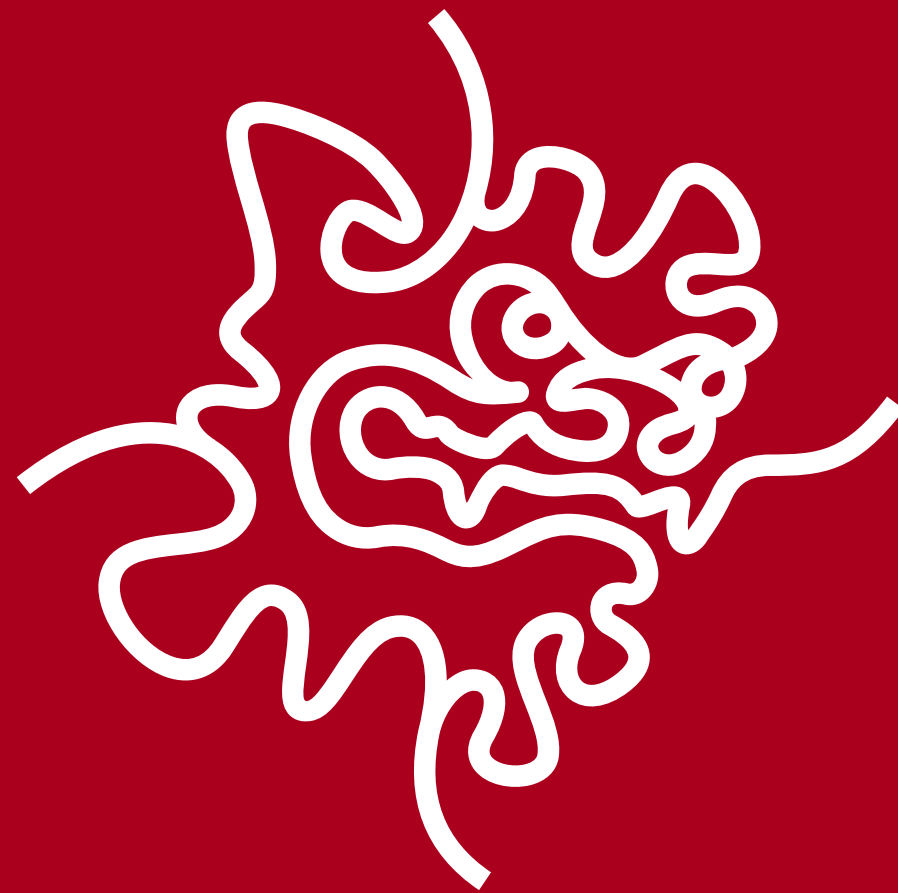


Survey

Help us improve!

Please give us your feedback about this session!





Thank you!