



Welcome CDC Parents and Carers

New Class Orientation

School Year 2024

2024/2/27





Welcome to Tedako CDC New Class Orientation

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CDC Goals and Philosophy

Mission Statement

CDC is a cooperative effort by OIST families, faculty and staff to support the development of happy, healthy, compassionate, and socially confident children who are prepared to successfully face challenges beyond the security of the CDC through play.

Philosophy

The CDC is grounded in the following beliefs:

- 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.

Play-based learning is the CDC's educational philosophy.



CDC Goals and Philosophy

Goals

CDC will strive to:

- 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

CDC will encourage children to:

- explore a variety of materials and activities
- grow in expressing himself or herself verbally
- develop responsibility for themselves and their actions
- expressing their aggression and other strong feelings in acceptable ways
- finish what he or she starts
- respect all people
- respect materials
- build a strong self-image through successful experiences
- cooperate with others
- share items and people



Curriculum

Curriculum at Tedako CDC includes child-initiated and adult-directed activities. Experiences are offered to young children that support and enrich their development physically, emotionally, socially, cognitively and creatively.

Each classroom has weekly lesson plans. These plans contain theme-based activities, goals and objectives, environmental organization & assistance, ways to build partnership with family, and reflection for each activity. Lesson plans should be changed weekly in order to accommodate the children's changing interests.

Each classroom is center-based, meaning it is set-up in learning centers. These includes but not limited to blocks, dramatic play, books, gross motor, fine motor, art, manipulatives, puzzles, science, math and writing. Outdoor play, important to a child's physical development, is included in both the morning and afternoon schedule. Child-initiated activity or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

Our philosophy is grounded in the belief that children learn through play. Every decision made by the CDC staff in regards to lessons, centers and activities are based on this philosophy.



Actively Bi-Lingual

Our dual language program is partial immersion and divides language by classroom staff. During instruction, the classroom staff will only speak one language at a time without translating. Children will be asked to speak to the classroom staff in the language of instruction at the time but may use their peers as resources. During free play children may interact in the language of their choice.

One English lead classroom staff and one Japanese lead classroom staff are assigned to each class (except for the infant classes). English lead speaks in English consistently when interacting with children and Japanese lead speaks in Japanese consistently when interacting with children. An English circle time and a Japanese circle time are offered daily.

Thematic Learning

The use of themes is a practical and logical way to begin curriculum planning. The themes are based upon what the children know and see every day, as well as the children's interests.

The themes are age-appropriate and in general span the length of 2 weeks. CDC has a yearly plan for themes and monthly themes are shared with parents through the CDC monthly newsletter.



Staff Assignment for FY2024

*Please note that staffing may be subject to change due to unforeseen circumstances.

Infant (0-1yo)

Team Leader
Nan Scuba

Pre-toddler (1-2yo)

Team Leader
Naomi Nakazato

Toddler (2-3yo)

Team Leader
Eri Nagahama

Preschool (3-6yo)

Team Leader
Julia Nabholz

Kukuru

Takako Zukeran
Rie Nakamura
Chiyo Utsumi
Mirai Owaki

Kanasan

Satoko Matsuo
Kurniati Yoshita Putry
New Staff

Kafuu

Megumi Nakasone
Serina Taira
Koichi Ishijima
Cauvery

Nujumi (3-5yo)

Maria Hanashiro
Mio Murakoshi
Miyu Chibana

Shinka (5-6yo)

Eunice Ayuman
Yosuke Taira
Nao Jones
Kahana Stone

Akasan

Satsuki Hightower
Haruka Kadena
Tomomi Uema
Arisa Matsuda
Boutheina Zaoi

Churasan

Iraida Haward
Maki Choomuang
Makoto Ikemiyagi
Jahan Nursrat

Nuuji

Yuuki Iramina
Reina Takara
Kiwako Igei
New Staff

Wakatida

Radley So
Junko Wakita
New Staff

Umusan

Anne Janssen Rabaut
Arisa Matayoshi
Tamiko Higa

Kugani

Kamakshi Kalpana Vedantham
Manami Wakuta
Sanae Shimoji
Christian Butler-Zanetti

Miyarabi

Mary Emeka
Misaki Shiroma
Akane Nakandakari

Cover Teacher

Pranjali Rupanawar
(Pre-toddler)
Otoha Ikebe
(Toddler)
Kirti Hemrajani
(Preschool)



FY2024 CDC Event Plan

CDC school year starts in April and ends in March following the Japanese standard school system. Here is the plan for the annual school events.

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



April
Earth Day

August
Art Exhibit

December
Winter Concert



May
Ishikawa Police Visit
Class Observation

September
Elderly House Visit

January
Muuchi-Zukuri
Class Observation



June
Parent Teacher
Conference
Dental Hygiene Day

October
Undokai (Sport's Day)
Barnyard Dance/Culture
Day

February
Parent Teacher Conference



July
Tanabata & Suika Wari
Water Play (July-
September)

November
Fire Department Visit
753 Photo



March
Hinamatsuri Concert
Graduation Ceremony





Health and Safety Policies and Procedures

Health and safety of the CDC children and staff members are a top priority. We strive to keep the CDC environment safe and healthy based on the national standards for childcare centers while identifying and implementing best practices.

For detailed information about what we do to ensure the safety, security and well-being of children and staff members and also to ensure readiness for emergency, please visit the [CDC website's Health and Safety page](#) and [CDC Annual Safety Plan](#) (annual safety plan will be updated for FY2024 soon).

Illness exclusion

CDC is a place to take care of healthy children and we do not provide care to sick children. If your child is diagnosed with infectious diseases, please inform the CDC of the diagnose immediately and follow the readmission criteria specified in [our exclusion policy](#). If your child starts showing the signs and symptoms of sickness while s/he is in our care, we will contact the parent and ask for immediate pick-up and to seek medical advice.

Administering Medication at the CDC

The CDC will only give doctor-prescribed medicines. CDC staff are not allowed to measure dosage by law. Please pre-measure into a single dose and give it to the CDC staff together with the Drug Information Form (薬剤情報提供書)” and [Medication Administration Consent Form](#).



Emergency Plans and Procedures

We take measures to ensure the safety of children and enhance emergency preparedness.

Emergency plan and child protection objectives

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

CDC staff safety goals

- Know the location of all the fire extinguishers and AED within and nearby the CDC facility
- Know how to use a fire extinguisher
- Know the procedures possible emergency situations and emergency pick-up
- Know the procedures for reporting any (suspect) cases of child abuse



Emergency Plans and Procedures

Safety training for CDC staff

All CDC staff member receive Safety First Training and Pediatric First Aid Training.

This includes:

- Emergency evacuation drills and guidance (monthly)
- Use of fire extinguisher (Initial & as needed)
- CPR & first aid class (Initial & biannual)



Emergency evacuation drills

The CDC holds an emergency drill every month according to the national standards for childcare facilities.

Fire drills (monthly)

Including

- Naptime evacuation
- Secondary route evacuation

Other Drills

- Earthquake (3 times annually)
- Suspicious Individual (1 time annually)
- Water disaster (1 time annually, procedure review)



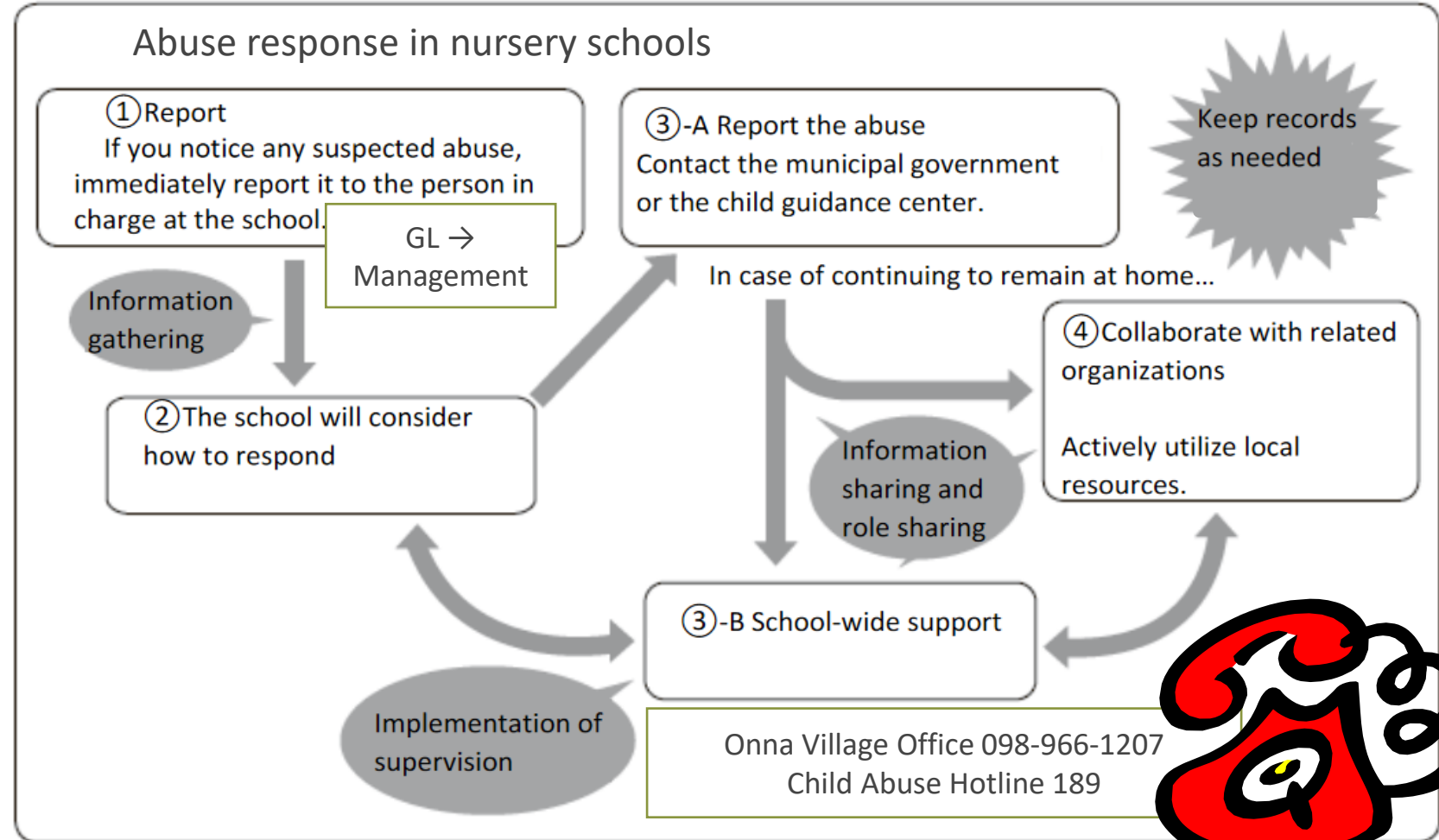
Emergency Plans and Procedures

Child abuse prevention and reporting procedures

This is a flow chart for the child abuse reporting procedures.

The safety of the children in our care the top priority. CDC staff follow best practices in the prevention, education, and reporting of child abuse, maltreatment or neglect.

In the recent years, we have heard so many cases of child maltreatment at preschools in Japan. The CDC prevents incidents of child abuse through appropriate staffing ratio and education that promotes fostering positive, nurturing, and developmentally appropriate interactions among children and CDC professionals.





Administrative Procedures

Document Submission and Student Records

Personal Information and Confidentiality

Lunch and snack Orders

OIST T-Shirt and Color Hat

Monthly Fee Calculation

Childcare Subsidy Program and Reimbursement



Document Submission and Student Records

We request parents to submit various documents and information throughout the year for a smooth administrative operation and also to ensure the compliance with the Japanese national standards for childcare facilities. Below are some of the documents that we collect from parents annually or on a regular basis.

We hold bi-annual health check-up at CDC in June and November. This is a requirement for childcare facilities in Japan. If your child is absent on the day of health check-up, we will ask you to take your child to an external clinic to take a check-up individually. When you receive a request to take your child to a clinic, please do so as soon as possible. We need to have health check-up records for all children to pass the annual prefectural inspection and all the parents' cooperation is critical.

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	June-July
Re-admission report	After recovering from infectious diseases
Health monitoring form	When your child contracts with COVID-19 or influenza



Personal Information and Confidentiality

The CDC acquires, keeps, manages and uses personal information of children and parents due to the nature of the service that we provide. The CDC takes every reasonable measure to protect your personal information while providing quality childcare. Please contact us if you have any questions or concerns about how we handle personal information at the CDC.

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

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

Personal Information Protection Administrator: **Sawako Suzuki, CDC 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 (except for the cases listed in the [Personal Information Handling Agreement Form](#))

[OIST Information Classification](#)

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



Lunch and Snack Orders

Lunch

School lunch operation is outsourced to an external vendor and freshly prepared lunch is delivered to CDC daily. School lunch order is optional and we recommend parents to start lunch order after their children have turned 1 year old. This is because our school lunch is not specifically designed for infants and it contains higher amount of salt than the amount that small children are recommended to intake from a single meal.

If you do not order lunch, please pack a boxed lunch for your child every day. CDC has **nut-free policy**. Nuts are very common food allergy among young children and also choking hazards. When you prepare home lunch for your child, check all the ingredients carefully and make sure that no nut is included in the lunch.

If your child has food allergy or dietary restrictions, please let CDC Admin know in advance. Not all the special dietary needs can be accommodated by the vendor and in that case we need to ask you to pack home lunch for your child.

- Lunch order is optional. (texture: Paste, chopped and chunks)
- Lunch fee is 350 JPY/meal (payroll deducted with monthly childcare fee)
- Special dietary needs may not be accommodated
- No refunds or take-home lunch are available if your child is absent
- We will ask parents to fill in and submit SY2024 school lunch order webform

Sodium content in each school lunch meal is 1.5g in average, while the recommended sodium intake in Japan is less than 1.5g a day for children aged 6-11 months old, less than 3g a day for children 1-2 years old and 3.5g for ages 3-5. If you decide to order school lunch, we always recommend you to reduce the sodium intake with the breakfast and dinner at home.



Lunch and Snack Orders

Lunch

Monthly lunch menu will be posted in the CDC monthly newsletter.

Daily lunch photo is posted and shared through Class Dojo app.



FEBRUARY LUNCH CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
	 	 	1 White Rice Egg Omlet w Vegetable Stir-Fried Goya Soy Bean Salad Fu Miso Soup	2 White Rice Fish w Dressing Vegetable Soup Vermicelli Salad Egg Miso Soup
5 White Rice Pork Chop Stir-Fried Mustard Green Seaweed Salad Fu Miso Soup	6 White Rice Grilled White Fish w Curry Stewed Pumpkin Green Pepper Salad Chinese Cabbage Miso Soup	7 White Rice Chicken Meat Ball Stir-Fried Green Beans Potato Salad Wakame Seaweed Miso Soup	8 White Rice Flat Fish w Tomato Sauce Stir-Fried Carrot Eggplant Salad Yushi Tofu	9 White Rice Sweet & Soy Grilled Chicken Stir-Fried Cabbage & Mushrooms Udon Salad Shiitake Mushroom Miso Soup
12 Substitute Holiday (National Foundation Day)	13 White Rice Grilled Chicken w Salt Hijiki Cauliflower Salad Yushi Tofu	14 Curry & Rice Coleslaw Salad Lemon Jelly	15 White Rice Pork Dumpling Mapo Vermicelli Bamboo Shoot Salad Koya Tofu Miso Soup	16 White Rice Egg Omlet w Sauce Stewed Winter Gourd w Miso Green Veggie Salad Pork & Veggie Miso Soup
19 White Rice Tofu Hamburg Stir-Fried Kanpyo Potato Salad Wakame Seaweed Miso Soup	20 White Rice Salt-Marinated White Fish Stir-Fried Daikon Radish Strips Eggplant Salad Pork & Veggie Miso Soup	21 Okinawan Mixed Rice Pork w Japanese Plum Stir-Fried Lotus Root w Sesame Onion Salad Yushi Tofu	22 White Rice Egg Omlet w Vegetable Stewed Chicken & Pumpkin Spinach Salad Winter Gourd Miso Soup	23 Emperor's Birthday (Holiday)
26 White Rice Grilled White Fish w Japanese Plum Mapo Winter Gourd Cabbage Salad Shiitake Mushroom Miso Soup	27 White Rice Grilled Chicken w Sauce Stewed Potato & Pork w Miso Burdock Salad Egg Miso Soup	28 Cream Stew Mustard Green Salad Strawberry Jelly	29 White Rice Vegetable Hamburg Stir-Fried Vermicelli Okra Salad Pumpkin Miso Soup	 













Lunch and Snack Orders

Snack

Snack order is mandatory for pre-toddler children and above. We try our best to select snack items which are free from common allergens and halal-friendly so that all the children can enjoy the same snack together.

- 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
- No refunds or take-home snack are available if your child is absent
- Monthly snack menu will be posted in the CDC monthly newsletter

FEBRUARY SNACK MENU

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Brown Rice Cereal/ Soy Milk 玄米フレーク/ 豆乳 	Veggie Crackers/ Tangerine 野菜クラッカー/ みかん 	Yogurt/ Mixed Berries ヨーグルト/ ミックスベリー 	Veggie Crackers/ Apple Juice 野菜クラッカー/ りんごジュース 	Brown Rice Senbei/ Dates *Veggie Crackers/ Banana or Tangerine 玄米せんべい/デーツ *玄米せんべい バナナ、みかん 
PM	Wheat Cracker/ Cheese 五穀ビスケット/ チーズ 	Rice Ball (Tuna & Soy Sauce) (Red Shiso) おにぎり (ツナ&しょうゆ) (ゆかり) 	Banana/Soy Milk バナナ/豆乳 	Pizza Toast/ Milk *Pumpkin/ Milk ピザトースト/牛乳 *カボチャのチーズ焼き/豆乳 	Strawberry Cake いちごケーキ 

SUBSTITUTIONS:
 Due to availability or ripeness of fresh fruits or vegetables, substitutions may occur.
 果物の入荷状況や熟度によってはメニューが変更することがあります。
 * Substitution for young toddler. *印は小さなお子様用のおやつです。
 We will celebrate all February Birthdays and the children will enjoy cake and Soy milk with their friends on 2/16.
 2/16(金)には2月のお誕生会をします。ケーキと豆乳でお祝いします。



OIST T-shirt and Color Hat

OIST T-shirt

As a part of the FY2024 annual fee, each child will receive a new OIST T-Shirt. We ask children and CDC staff to wear OIST T-shirt on special occasions such as field trip day and annual school events.

We will send you the FY2024 OIST T-Shirt Order Form once the new school year starts in April. Please fill out the form to place an order. Available sizes are from 70-130. Sample sizes are available in the office.

Color hat

We use color hats for pre-toddler and older children to make it easy for teachers to identify which children are in their class during outdoor play, campus walk and field trips to keep track of children and enhance safety.

The hats will be purchased by CDC when the children enter the Toddler Classroom (Age 2-3) and will be used until they leave the CDC (up to 4 years if children stay until elementary school).

We will send the hat home on Friday. Please wash and return it to the class on Monday.

Please note that if the hat is lost, we will ask parents to re-purchase it (aprox. cost 1,000 JPY).





Monthly Fee Calculation

Monthly fees are payroll deducted from monthly salaries of OIST employees on the 17th each month. For parents who are not directly employed by OIST, e.g. temp agency staff, incubator staff and also those who are on maternity leave, we send invoice and ask them to pay the monthly fee through bank transfer by the end of the month.

In order to guarantee continued enrollment of a child, fees are not changed if the child is absent. The CDC childcare fee is prorated only when a child is withdrawn from the program with a one-month advance notice of withdrawal. For more information about the fee and payment, please see the [CDC fee policy](#).

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

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

Annual fees:

- Annual fee (10,000 JPY)
- Event fee (2,500 JPY for pre-toddler and toddler, 10,000 JPY preschool and Shinka)

*The CDC closes at 18:00 and we do not provide extended childcare service. If a child is not picked up by 18:00, we charge late pick-up fee. Late pick-up fee is 1,000 JPY for each 15 minutes after 18:00. We kindly ask you to do your best to pick up your child before 18:00.



Monthly Fee Calculation

Change of Service Form

The CDC processes the monthly fees for all children by the beginning of each month. If you want to make a change to your childcare service (full-time/part-time, part-time attendance schedule), suspend lunch and snack orders, please submit the [Change of Service Form](#) by the 20th of the previous month. Requests submitted after the deadline will not be accepted. Each time you submit a change of service form, you will be charged 1,000 JPY. We do not charge for cancelations of childcare, snack or lunch service, but still we ask you to let us know by the 20th of the previous month.)

Withdrawal

If you are withdrawing your child from CDC, we ask you to submit the withdrawal form at least one month in advance so we can prorate the fees for your child's last month as necessary and also we can start preparing to offer the space to new families in the waiting list in a timely manner.



Childcare Subsidy Program and Reimbursement

CDC parents can apply for Childcare Subsidy Program (幼児教育・保育の無償化制度). If your child is between 3 and 5 of age as of April 1, and both parents are working or studying, you may be eligible for the subsidy program. Application must be made with your local municipal office. Once your application is approved and you receive certificate from the municipal office, we issue Childcare Fee Receipt and Service Certificate every three months (in July, October, January and April) and you can receive reimbursements from the municipal office by submitting these receipts.

If you are not sure if you are eligible for the subsidy program or not, or if you need support with the application, please feel free to contact CDC Admin.

[Information about the subsidy program](#) (Children and Families Agency's website):

Eligibility:

- Children aged 3-5 as of April 1, 2024, with both parents working or studying (up to 37,000 JPY/month)
- Children aged 0-2 as of April 1, 2024 from households exempted from residential tax (up to 42,000 JPY/month)

Application:

Visit your local municipal office and submit your application.



Parent Communication

We believe that clear, transparent and timely communication is key to positive relationship with our parents and carers. We use different tools and platforms for different purposes for effective and efficient communication.



Email: Email is the main way of communication at the CDC. Please pay attention to the emails that you receive from the CDC. If your child is not attending the class, please send an email to your child's classroom teachers at classroomname@oist.jp.



Class Dojo: Class Dojo is a parent and school communication app. Classroom staff will share daily stories, photos and videos of children through Class Dojo.



Face to Face Meetings: Parents, Classroom Staff, Team Leader and the Director may request a meeting as deemed necessary.



Parent-Teacher Conference: CDC will organize two parent-teacher conferences per year (in June and February).



Newsletter: CDC monthly newsletter will include monthly event schedule, monthly childcare themes, Japanese seasonal and traditional event information, snack and lunch menu, policy updates and reminders, health and safety information and etc.



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

Parent feedback is very important for the CDC. Please tell us what we do well and what we can do to improve our service.

Parents can share feedback directly to CDC staff, anonymously through a [CDC feedback webform](#), or the feedback box in the CDC office.

Evaluation of Program

Parents will be given the opportunity to participate in an annual survey and provide feedback at the end of each school year. Results of this survey will be reported to the Sectary General of the University, who is responsible for ensuring the sustainable provision of high-quality and international pre-school and after-school/holiday programs.





Complaints Procedures

If a parent has a concern about CDC matters, the following process should be followed to resolve the situation.

Initial Complaint

- 1) The issue should be discussed with the Classroom Staff and if not resolved or involves a complaint against the Classroom Staff, with the Team Leader.
- 2) If the Team Leader is unable to resolve the issue, to the parent's satisfaction, the Team Leader will report the incident and parent concern to the CDC Management Committee.
- 3) If the parent remains unsatisfied with the situation, the CDC Management Committee will report the incident and all steps that have been taken to resolve the matter to the UCS Director for final arbitration. If the complaint is related to an incident involving the CDC Head of Administration and/or the CDC Assistant Director, the parent should discuss the matter directly with the CDC Director. If an incident involves the CDC Director, or there is a likely conflict of interest, the complaint should be made to the UCS Director. The UCS Director will review the full incident report, all steps taken to resolve the matter and meet with the parents to develop a plan to resolve the situation in a manner that aligns with standard protocols, processes and ensures the parent concerns are addressed appropriately.

POC for Complaints

Head of Administration: sawako.suzuki@oist.jp

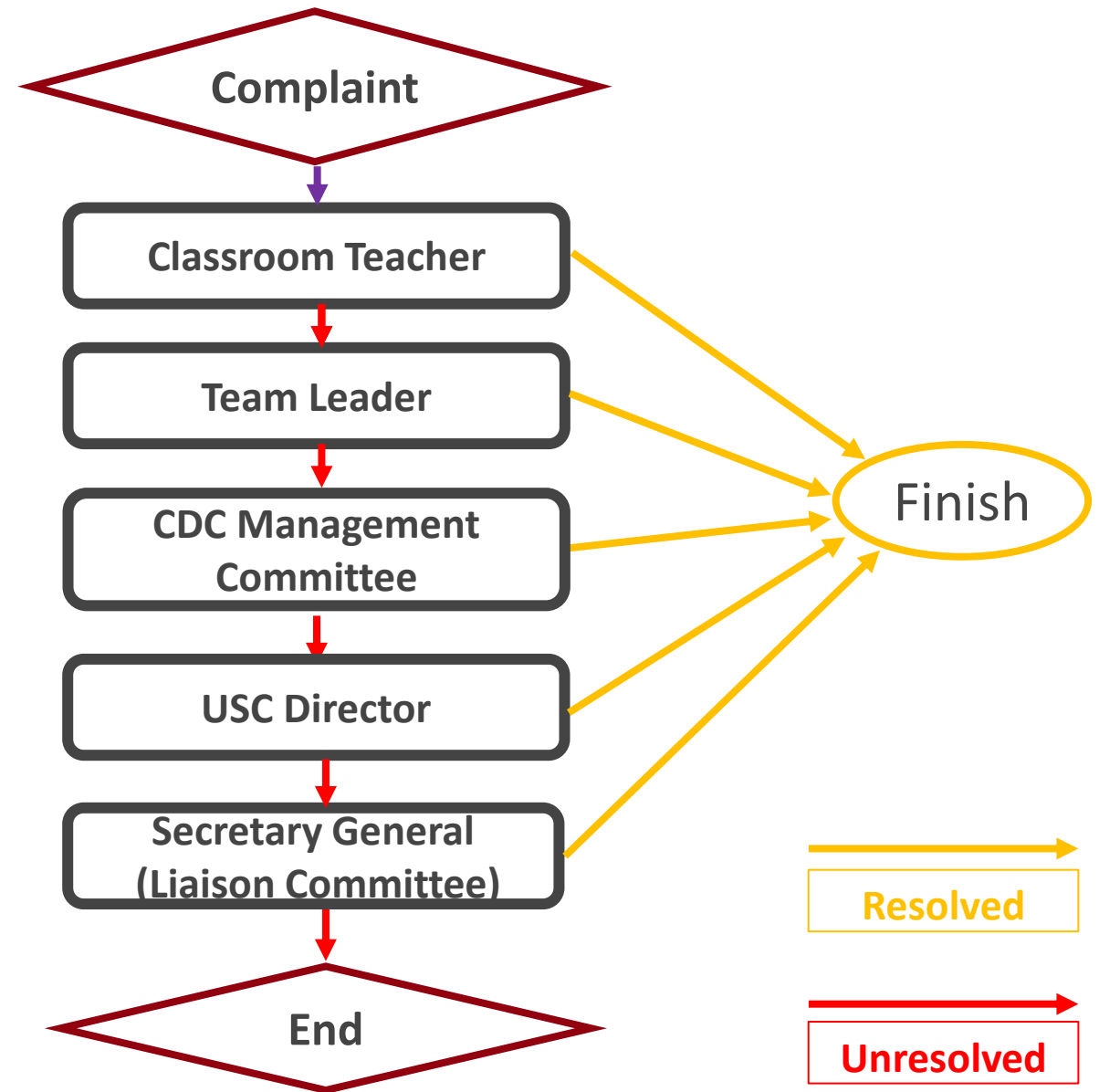
CDC Director: julia.nabholz@oist.jp



Complaints Procedures

Appeal

A parent who is unsatisfied with the decision of the UCS Director is permitted to appeal the decision to the Chair of the CDC Liaison Committee, the OIST Secretary General. The Secretary General will review the matter thoroughly and meet with both the parents and UCS Director to determine an appropriate resolution to address the parent's concern. The Secretary General will consult with the Office of the General Counsel and the HR Division to review the situation prior to finalizing their decision



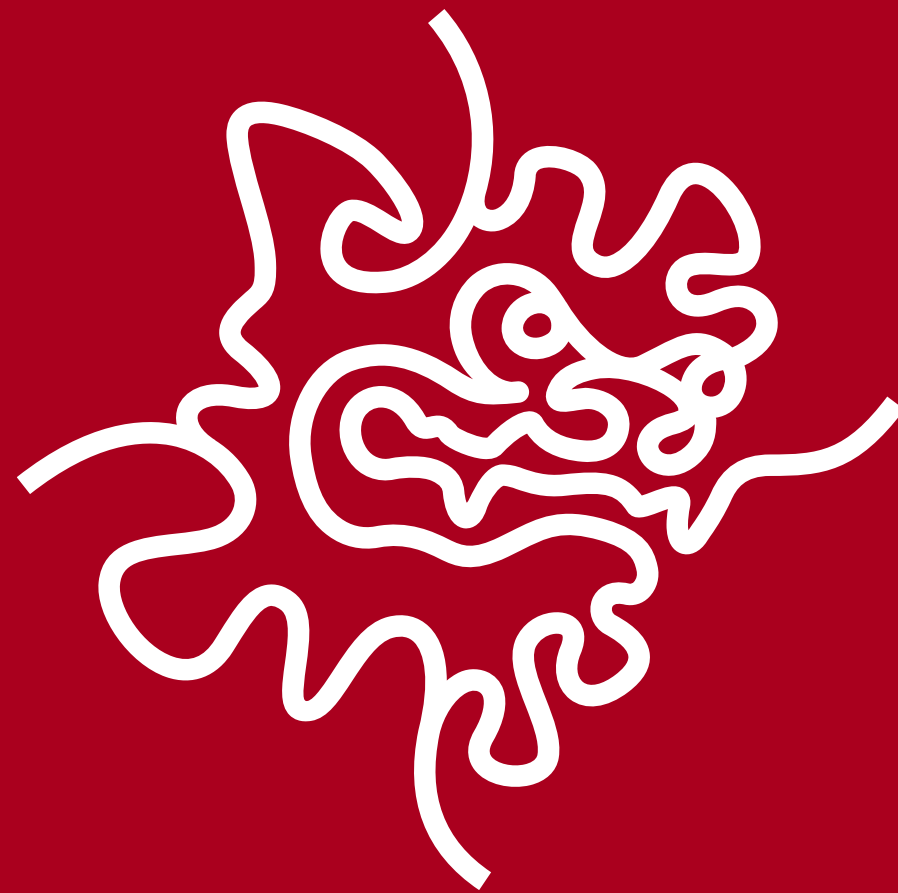


Survey

Help us improve!

Please give us your feedback about this session!





Thank you!