



Welcome CDC Parents and Carers

New Class Orientation

School Year 2022

2022/3/22





Welcome to Tedako CDC New Class Orientation

Welcome!

Meet the Group Leader (Daily Program Support)

Meet the Class Teacher (Introduction)

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

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



Meet the Director

Communication

Feedback

Concerns



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

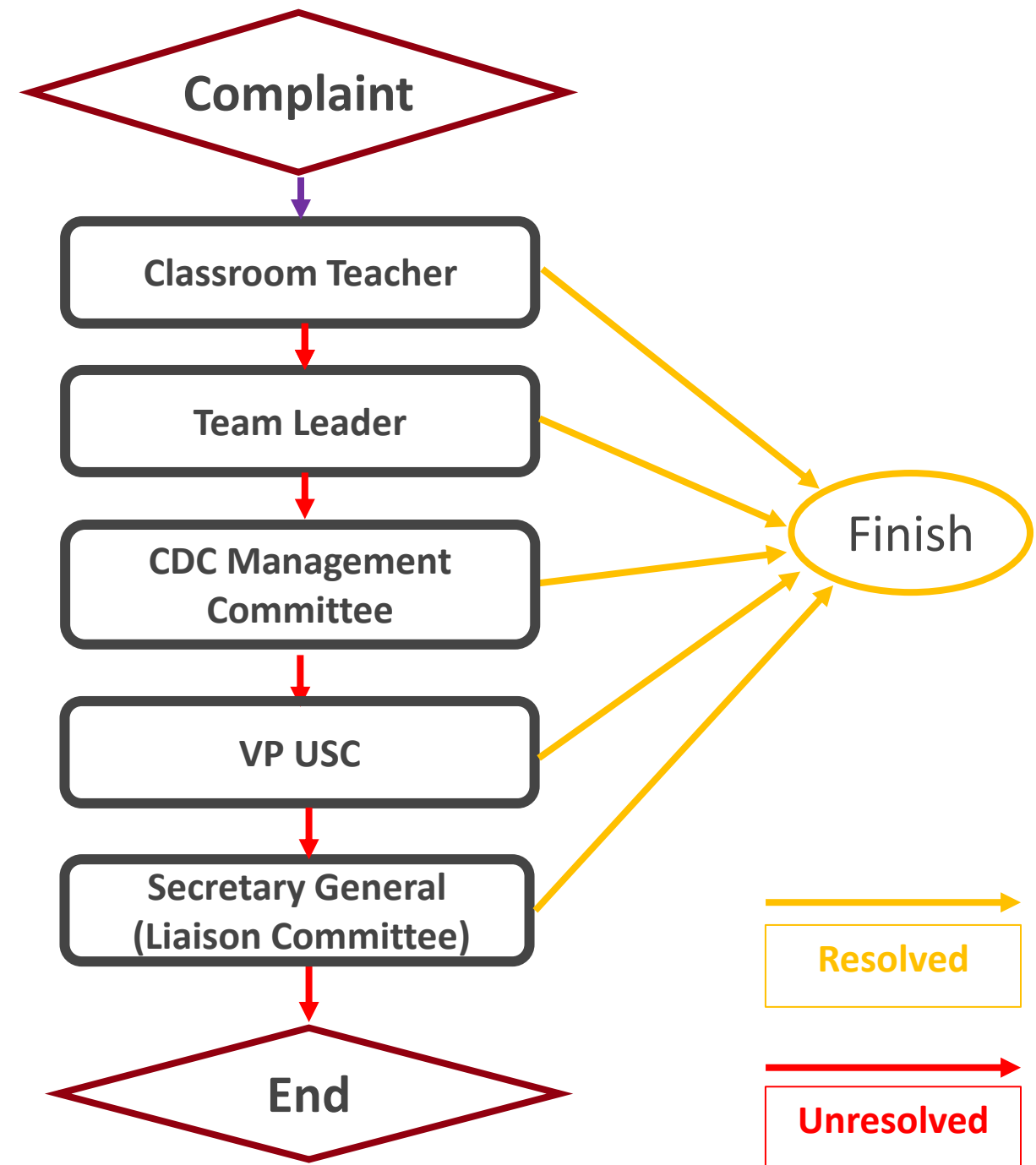
Feedback webform

Feedback box

Annual Survey



How are issues handled?





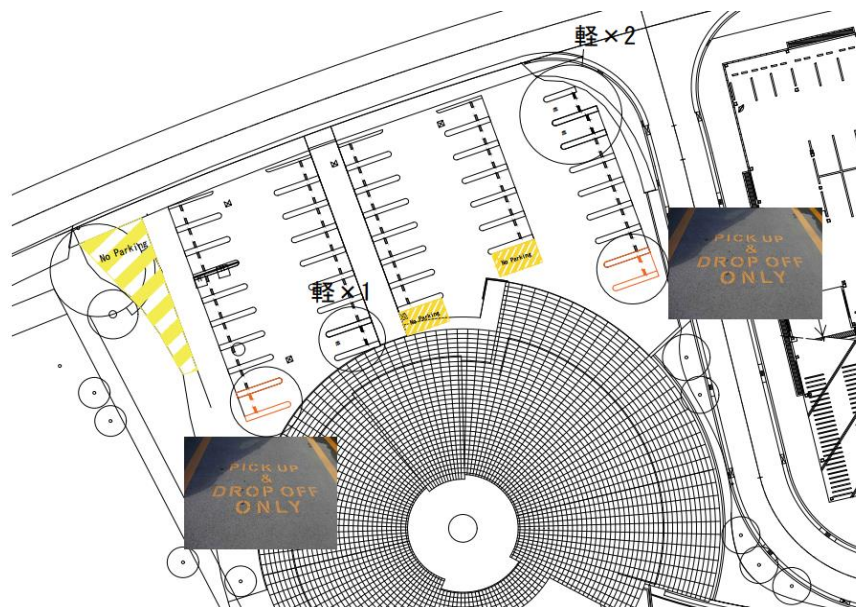
Parking Procedures

CDC Parking is for Parents Only

2021-22 Parking Survey

For Safety of Our Children

Future Plan





Meet the Deputy Director

Events

Confidentiality Policy

COVID Procedures

Safety Drills and Evacuation Procedure

2022 Tedako Events Plan

※ There might be a change of plan due to the COVID-19. 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

Culture Day
Elderly House Visit

October

Undokai (Sport's Day)

November

Fire Department Visit
753 Photo



December

Winter Concert

January

Muuchi-Zukuri
Class Observation



February

Parent's Night Out
Parent Teacher Conference
Setsubun Maki Zushi
(Sushi Making)



March

Hinamatsuri Musical
Performance
Graduation Day





Confidentiality & Media Release

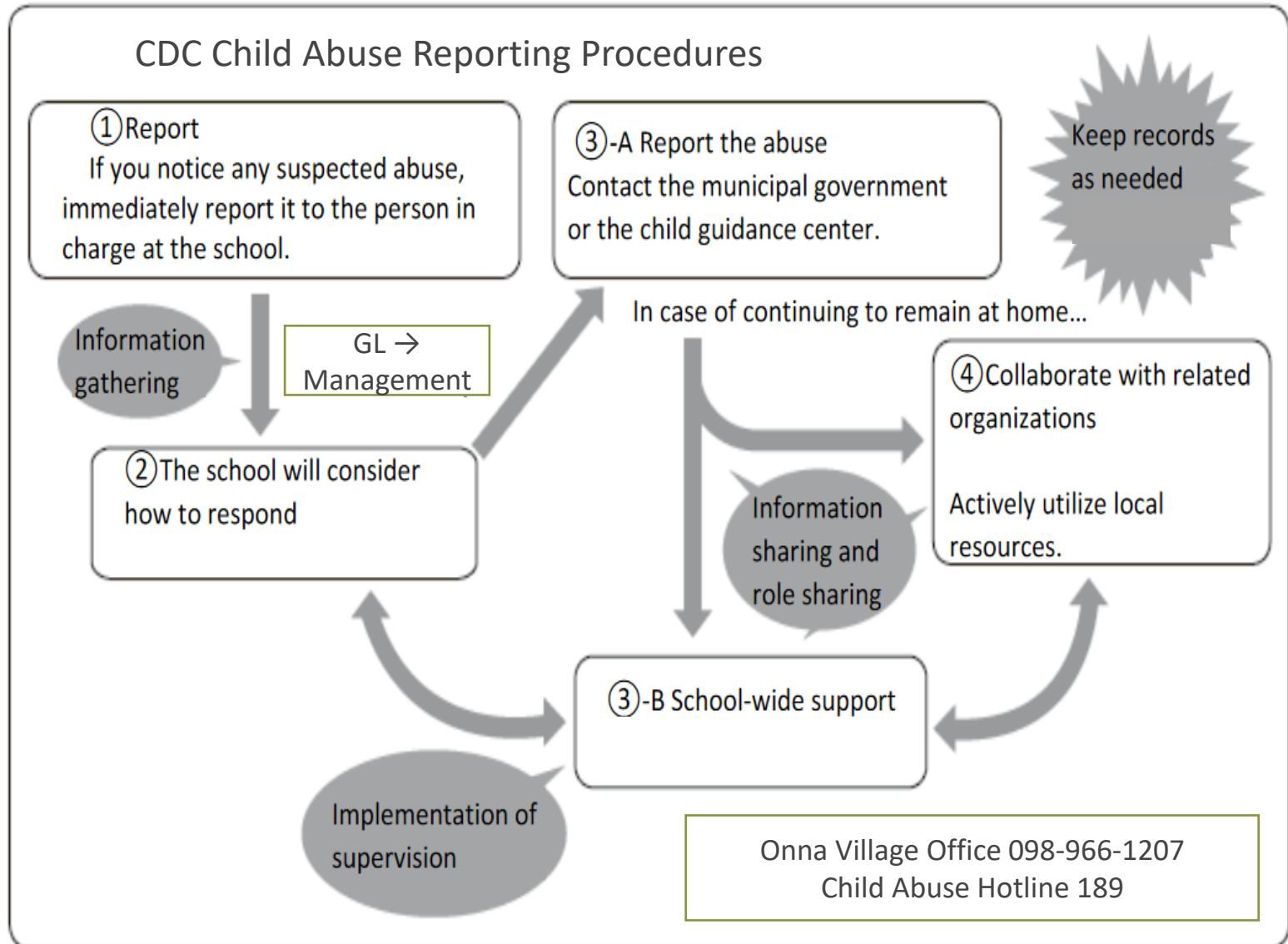
- All Staff and Volunteers respect the confidentiality of all Parents and Children.
- A signed media release that grants permission from guardians will be obtained at the time of enrollment
- A separate permission to be granted on each occasion shared with a broader community

Link to Media Release Policy

[20200203 Data Protection Policy for Photographs and Video.pdf \(oist.jp\)](#)



Child Abuse Prevention and Reporting Procedures





COVID Safety Procedures



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

Daily Temperature Checks and 24-hour exclusion with cold symptoms

Social Distancing Measures/ Mask use

Regular PCR / Antigen for CDC Staff

Teachers Providing Extra Cleaning

School Closure Guideline
Okinawa School/ Daycare PCR Testing



Safety Drills



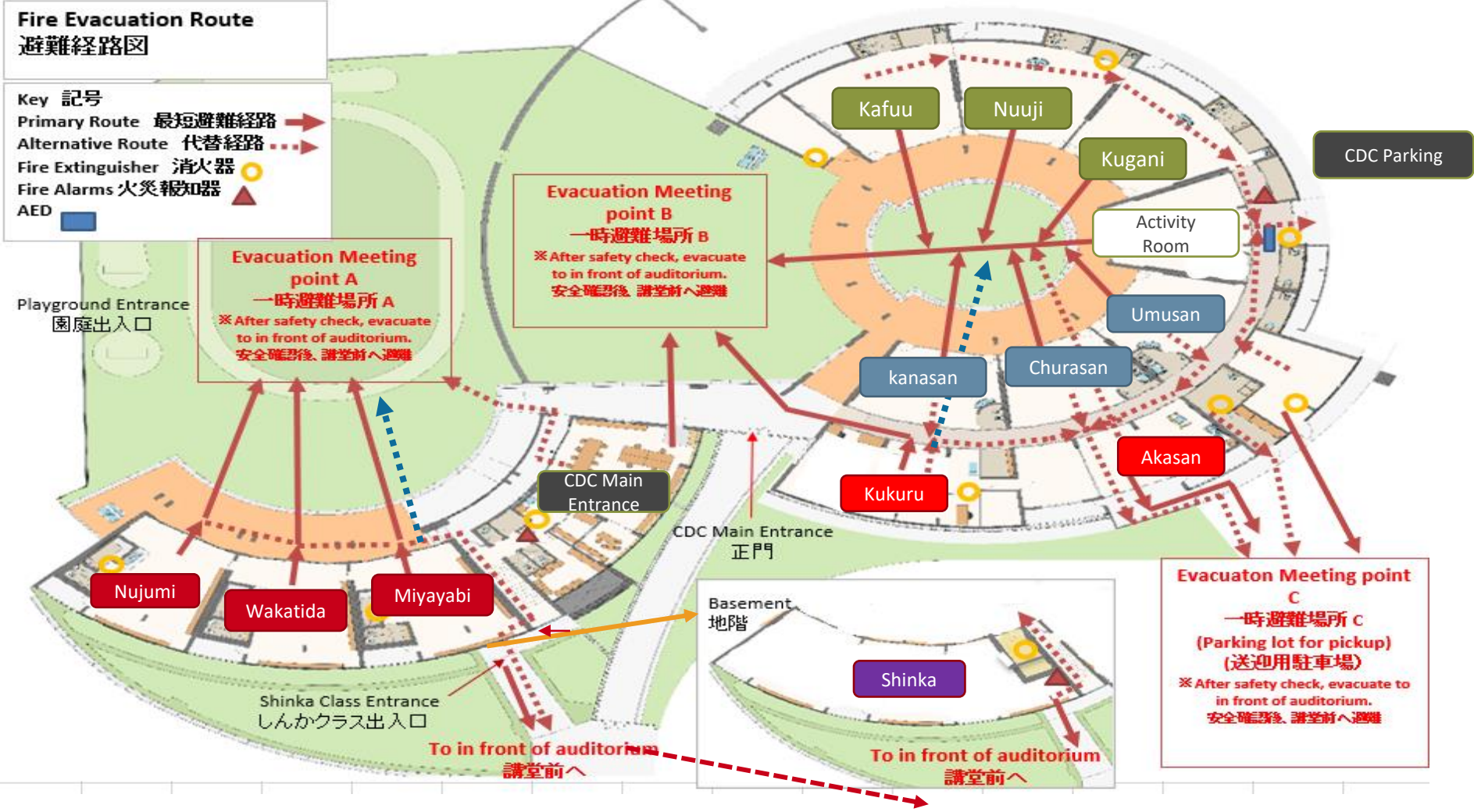
Monthly Fire Drills

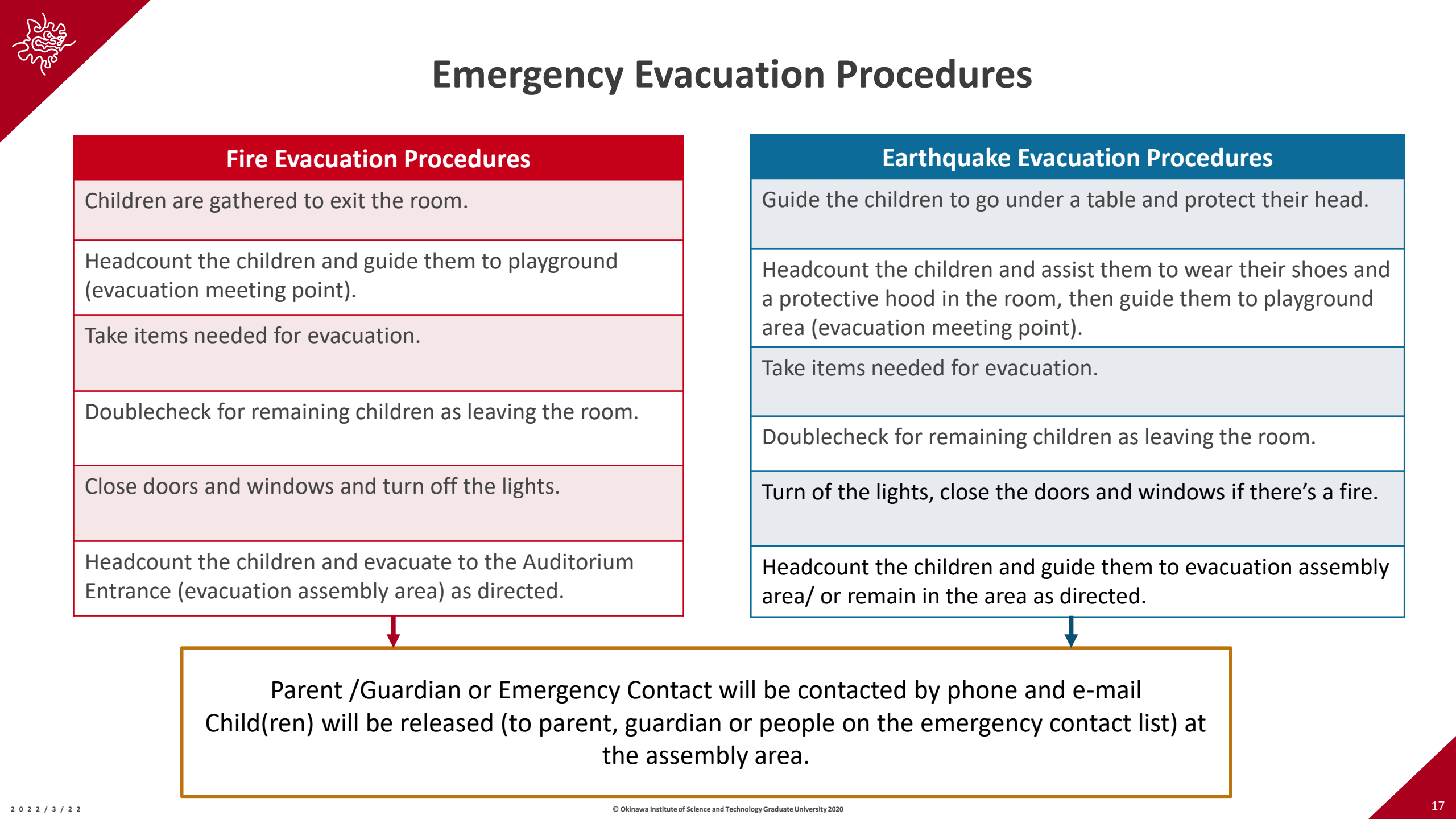
Triannual Earthquake Drills

Annual Suspicious Individual Drill



Evacuation Route for Class





Emergency Evacuation Procedures

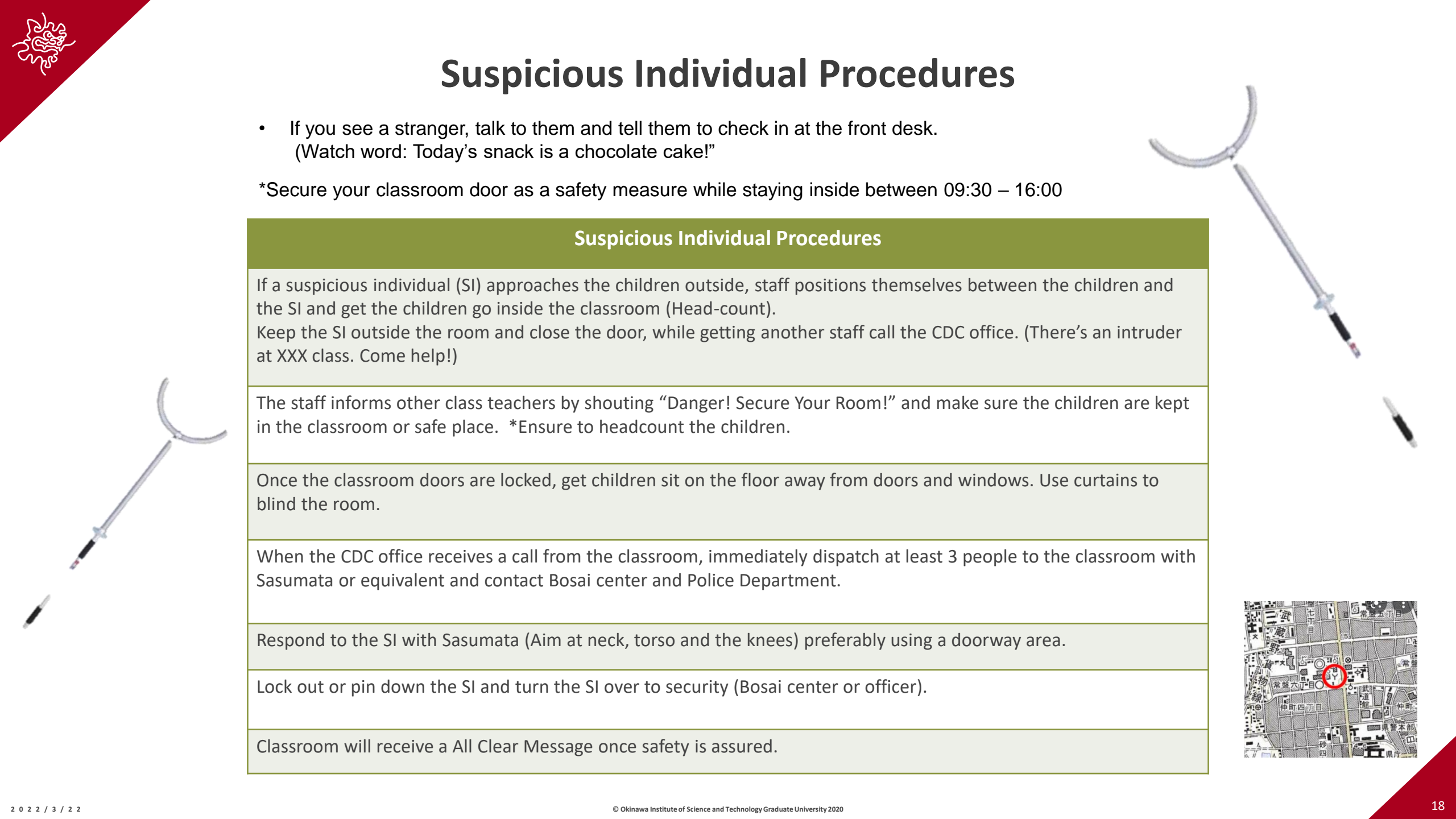
Fire Evacuation Procedures

- Children are gathered to exit the room.
- Headcount the children and guide them to playground (evacuation meeting point).
- Take items needed for evacuation.
- Doublecheck for remaining children as leaving the room.
- Close doors and windows and turn off the lights.
- Headcount the children and evacuate to the Auditorium Entrance (evacuation assembly area) as directed.

Earthquake Evacuation Procedures

- Guide the children to go under a table and protect their head.
- Headcount the children and assist them to wear their shoes and a protective hood in the room, then guide them to playground area (evacuation meeting point).
- Take items needed for evacuation.
- Doublecheck for remaining children as leaving the room.
- Turn of the lights, close the doors and windows if there's a fire.
- Headcount the children and guide them to evacuation assembly area/ or remain in the area as directed.

Parent /Guardian or Emergency Contact will be contacted by phone and e-mail
Child(ren) will be released (to parent, guardian or people on the emergency contact list) at the assembly area.

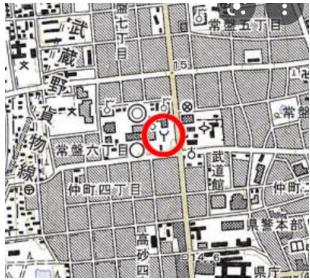


Suspicious Individual Procedures

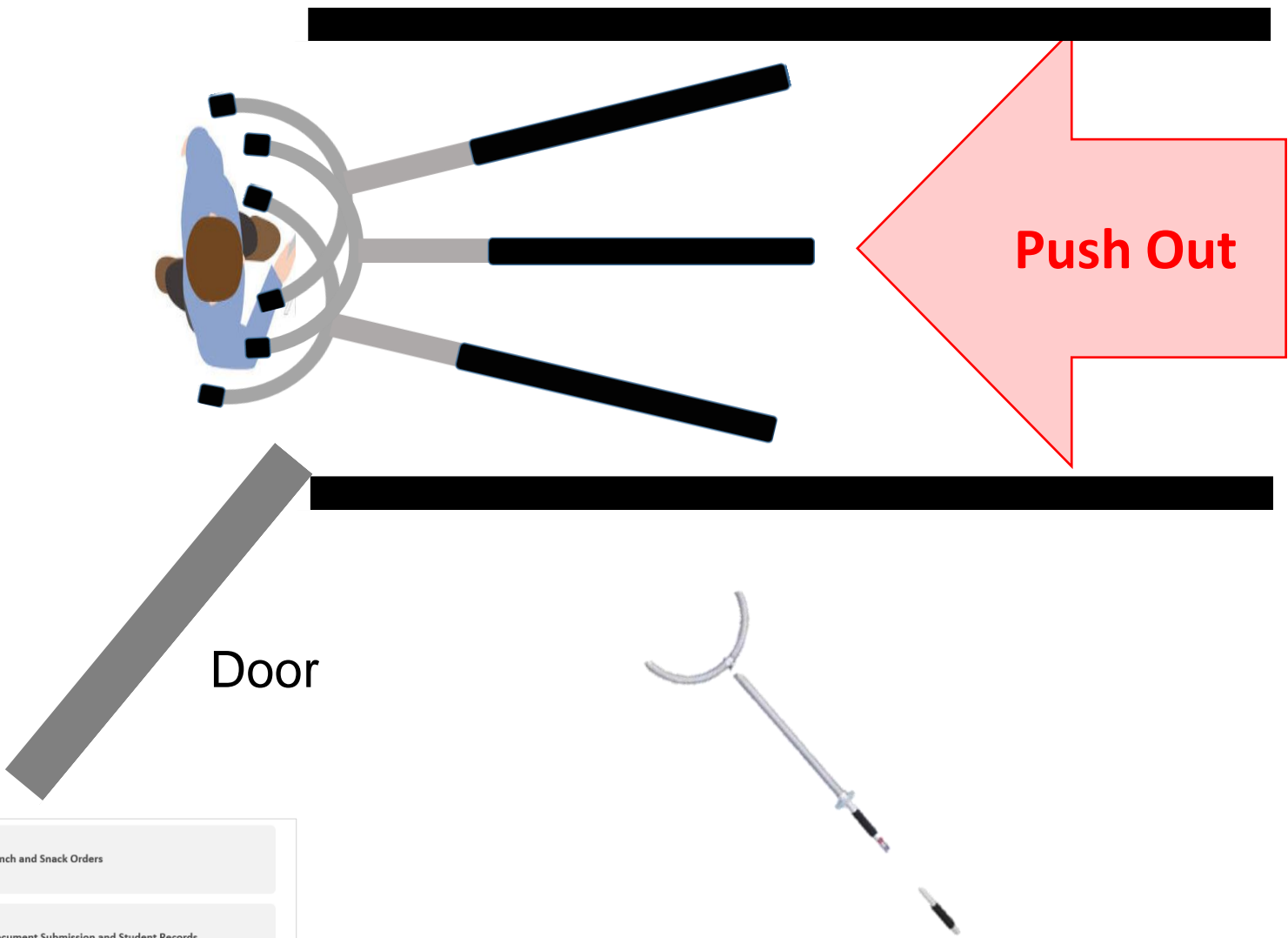
- If you see a stranger, talk to them and tell them to check in at the front desk.
(Watch word: Today's snack is a chocolate cake!)

*Secure your classroom door as a safety measure while staying inside between 09:30 – 16:00

Suspicious Individual Procedures
If a suspicious individual (SI) approaches the children outside, staff positions themselves between the children and the SI and get the children go inside the classroom (Head-count). Keep the SI outside the room and close the door, while getting another staff call the CDC office. (There's an intruder at XXX class. Come help!)
The staff informs other class teachers by shouting "Danger! Secure Your Room!" and make sure the children are kept in the classroom or safe place. *Ensure to headcount the children.
Once the classroom doors are locked, get children sit on the floor away from doors and windows. Use curtains to blind the room.
When the CDC office receives a call from the classroom, immediately dispatch at least 3 people to the classroom with Sasumata or equivalent and contact Bosai center and Police Department.
Respond to the SI with Sasumata (Aim at neck, torso and the knees) preferably using a doorway area.
Lock out or pin down the SI and turn the SI over to security (Bosai center or officer).
Classroom will receive a All Clear Message once safety is assured.



Suspicious Individual Procedures





Meet the Head of Administration


Lunch and Snack Orders

Document Submission and Student Records

Monthly Fee Calculation

Childcare Subsidy Program and Reimbursement

Lunch and Snack Orders

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

CDC Lunch Order Form for SY2022 (2022 年度ランチ注文票)

Date of Submission 提出日(yyyy/mm/dd): ____/____/____

Child's name 園児氏名: _____ SY2022 Class name 2022 年度クラス名: _____

*Please check the applicable box. 該当する箇所にチェックを入れてください。

<Order Day 注文日> ☐ Monday 月曜 ☐ Tuesday 火曜 ☐ Wednesday 水曜 ☐ Thursday 木曜 ☐ Friday 金曜

<Order details 注文内容>

☐ Finely Chopped (細きざみ) ☐ Chopped (きざみ) ☐ Chunked (一口大)

Allergy (アレルギー): ☐ No ☐ Yes _____
Restriction (食事制限): _____

<Planned holidays 計画しているお休み日程>

*Please write planned holidays for which you do not need your child lunch to be ordered. If you change your holiday plan and need to order lunch, we kindly ask you to submit the Change of Service Form and you will be charged 1,000JPY for the change.
預にお休みが確定して、ランチ注文の必要がない日をこちらに記載ください。お休みの予定が変更し、後からランチを注文する場合には Change of Service Form を提出いただきます。その際には 1,000 円の手数料が発生します。

<Lunch order policy and important notes 重要事項>

- Lunch fee is 350JPY per meal and will be payroll deducted with childcare fees each month.
ランチは 1 食 350 円です。毎月保育料とともに、給与から控除されます。
- To cancel or suspend lunch order or to change lunch order schedule, contact CDC Admin @ cdc.admin@oist.jp by the 20th of the previous month and submit the Change of Service Form. You will be charged 1,000JPY for the change.
ランチをキャンセルする場合、ランチを停止する場合、または注文する曜日を変更する場合には、前月の 20 日までに CDC Admin までメールにてご連絡ください。Change of Service Form を提出いただきます。その際には 1,000 円の手数料が発生します。
- No refunds or take-home lunches available if absent.
お子様がお休みの場合、返金やランチ持ち帰りの対応はいたしません。

☐ I have read, understood and agreed to the policy above and submit the lunch order form for my child for the school year 2022.
私は、上記内容を理解し、同意の上で 2022 年度のランチ注文票を提出いたします。

Parent name 保護者氏名: _____ Parent signature 保護者署名: _____

For orders starting in April 2022 (new school year), this form must be submitted to CDC Office by March 18, 2022.
新年度のランチ注文をご希望される場合には、こちらのフォームに記入し、**2022 年 3 月 18 日まで**に CDC オフィスまで提出ください。(締め切り厳守)

<Lunch>

- Lunch order is optional. (Texture: Paste, chopped and chunks)
- Lunch fee is 350 JPY/meal.
- If your child has food allergy or dietary restrictions, please let us know in advance. (Some of the special dietary needs cannot be accommodated.)

<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.



Document Submission and Student Records

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 COVID-19 and influenza




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](#) →



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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, 2022, with both parents working or studying (up to 37,000 JPY/month)
- Children aged 0-2 as of April 1, 2022 from households exempted from residential tax (up to 42,000 JPY/month)

Application:

Visit your local municipal office and submit your application.

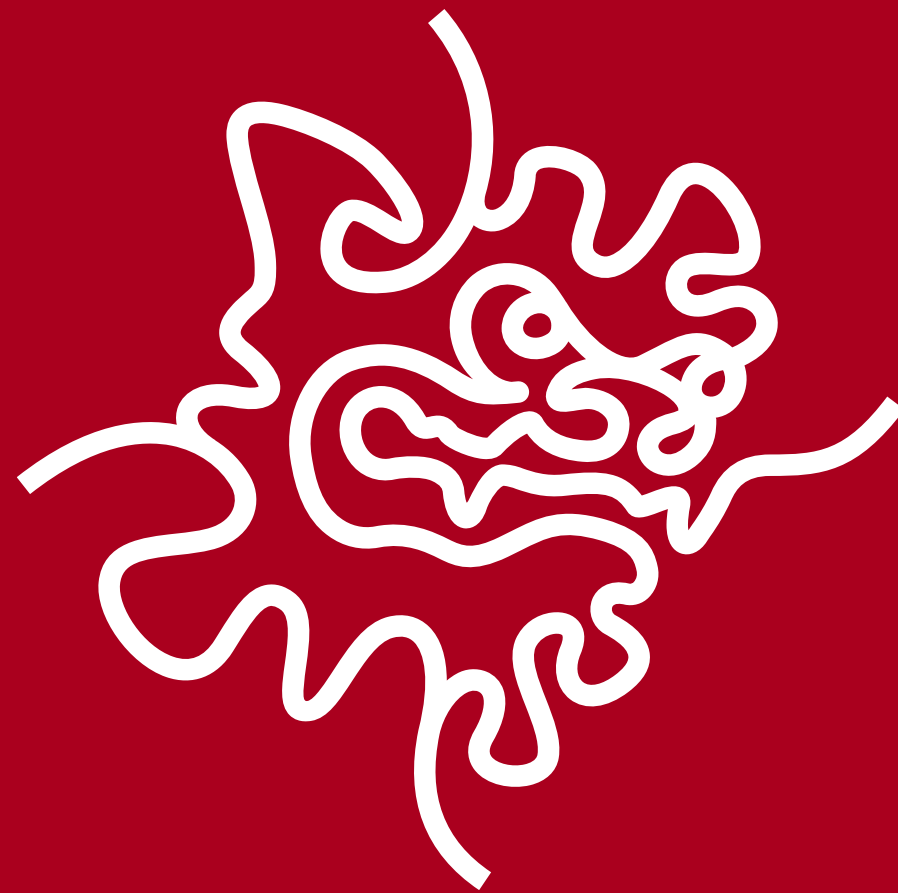


Survey

Help us improve!

Please give us your feedback about this session!





Thank you!