



# Winter School 2022

December 19th 2022 to January 7th 2023



**Mon**

**Tue**

**Wed**

**Thu**

**Fri**

**Sat**

## December 2022

19 <b>OPEN</b> Christmas Cook-In	20 <b>OPEN</b> Cozy Camp Fire Stories	21 <b>OPEN</b> Winter White Art Workshops	22 <b>OPEN</b> Merry Music Madness!	23 <b>OPEN</b> Christmas Parties	24 <b>CLOSED</b> Christmas Eve
26 <b>CLOSED</b> Boxing Day	27 <b>OPEN</b> Cozy Camp Fire Stories	28 <b>OPEN</b> Winter White Art Workshops	29 <b>OPEN</b> Merry Music Madness!	30 <b>OPEN</b> Snowflake Sports 'n' Games	31 <b>CLOSED</b> New Year's Eve

## January 2023

2 <b>CLOSED</b>	3 <b>CLOSED</b>	4 <b>CLOSED</b>	5 <b>CLOSED</b>	6 <b>CLOSED</b>	7 <b>OPEN</b> Saturday School Welcome to 2023 Year of the Rabbit!
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Regular Day 9.00am to 3.00pm \* Full Day 9.00am to 5.00pm \* Extension/Add-ons 8.00am to 7.00pm

Also available: Private Tuition (academic, language and music)

<https://www.kspacetokyo.org/main/about/winter-school-online-booking-form.php>

**BOOK NOW**

**www.kspacetokyo.org**

enquiries@kspacetokyo.org | 03-5421-4186



Kspace welcomes children to join us for our wonderful Winter School 2022! Make the most of the festive holidays in an international setting enjoying great winter-camp style activities. We offer 10 days jam-packed with a great balance of sensory stimulation, learning, exploration and adventure!

Our 'Wonderful Winter School' themes always feature great characters and inspiration from a wide range of popular films, lovely wintry books, and both traditional and modern songs. Guaranteed to get the children into the festive holiday spirit! Alongside daily themes we have focus on cookery, arts & crafts, sports/games, drama & media fun. Your child will love our great projects, amazing teachers, and own unique style of Kspace edutainment!

In addition to our regular daily and afternoon programmes we offer private 1-1 tuition for academic subjects, language support, music and a range of subjects. Available with advance booking (age 3 yrs upwards).



## Ages & Times



Our schedule is designed to offer parents great service and support.

We have a great choice of attendance times, dates and courses, which work well for families that are rushing around in the busy Christmas and New Year period!

### Winter School Age Groups

#### Puddings

14 months to 3 yrs

#### Gingerbreads

3 yrs to 4 yrs

#### Candy Canes

4 yrs to 6 yrs

#### Trifles

6 yrs to 8 yrs

#### Marzipans

8 yrs to 9 yrs

**Note:** Children aged 3+ will be placed in their appropriate group by a teacher. Class selection will depend on language ability & date of birth/age as of August 31st in 2022.

### Times

**Regular Day** – 9.00am to 3.00pm

**All Day** – 9.00am to 5.00pm

**Breakfast Club** - 8.00am to 9.00am

*Note: Arrival/collection times will be slightly staggered for some groups, to ease congestion during the pandemic.*

**After-School** – Hourly lessons from 3.00pm

**Afternoon Extension** - 5.00pm to 6.00pm & 6.00pm to 7.00pm





# Fees Information



## Entrance Fees

### Kspace Members

No Winter School Registration Fee. Materials Fee of ¥6,000, per child

### Winter Enrolment for Non-Members

Winter School Registration Fee of ¥10,000\* per child & Materials Fee of ¥6,000, per child

\*Alternatively, we recommend you join one of our other membership options and enjoy access to the relevant regular courses & zero registration fee for future Spring, Summer & Winter School periods!

*NOTE: Appropriate Materials & Membership Winter Fees apply per child, regardless of the number of attendance dates you choose.*

### Kspace Main Membership @ ¥20,000 (per child - 50% discount for siblings)

Covers entry to After-School, Private Tutorials, Seasonal Programmes and community website access and events.

### Kspace Saturday Membership @ ¥40,000 & ¥10,000 Saturday Annual Materials Fee

Covers entry to the Saturday School Programme, Seasonal Programmes, Private 1-1 Tuition on Saturdays and community website access and events.

## Attendance Fees

All age groups	Singles
Regular Day (9.00am to 3.00pm)	¥13,000
All day option (9.00am to 5.00pm)	¥16,000

After-School	Single Class (1 hour)	¥3,000
	Block of 10 classes	¥25,000

Breakfast Club	8.00am to 9.00am	¥2,000
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Afternoon Extension	5.00pm to 7.00pm	¥2,000 per hour
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### Private Tutorials (Age 3yrs +)

#### Academic Classes

¥7,000 per class (1 hr blocks).

One-to-one lessons in Maths, Literacy, Phonics, English, Science and general project and homework support.

#### Music Classes (Age 3yrs +)

¥5,000 per class (30 minute blocks).

One-to-one professional tuition in a range of instruments. Please enquire.

#### Notes:

- No part-charge fees, invoiced per unit only.
- Breakfast Club charged for any early drop-off before your child's official drop-off time, regardless of minutes.
- Private-Tuition: Please check for tutor schedules to match your needs.
- Japanese Consumption Tax of 10% will be added to all prices.

## Refunds & Make-up Fees

From December 2nd 2022 all bookings and payments are non-refundable and not transferable to other services.

Please refer kindly to the dates and further stipulations listed below:

Date of Cancellation	Charge
On or before December 2nd 2022	¥30,000 minimum charge retained by school
After December 2nd 2022	*100% of Payment Retained by School

#### \*Notes:

- If the retained monies include a full Kspace or Saturday School Membership Fee, the family is entitled to use services as a Kspace member in the future for the named student.
- Winter School fees only apply to the Winter School period and services cannot be offered in lieu. Fees/credit cannot be carried over if unused, in full or in part.
- Credits or fees cannot be transferred to any other child or family.
- Make-up days may be offered (within the Winter School period) if 2 days notice of absence is given in writing (only).
- Approval of make-up days is based upon space, dates and availability and is at the discretion of the school.



## Monday - Christmas Cook-In (Seasonal Cooking with Sensory Fun)

Everyone loves to cook and there are so many great recipes at Christmas time that help to warm cold bellies!

Cooking is a great way to use little hands, learn new techniques, and get children involved in all sorts of practical maths (like weights and measures), that toddlers to tweens can enjoy! The rooms will be filled with the smell of seasonal spices, and sometimes bring their delicious festive goodies home!

**Date:** December 19th 2022

**CLOSED:** December 26th 2022 and January 2nd 2023

## Tuesday – Cozy Camp Fire Stories (Phonics, Literacy and Story-Times)

Winter is a great time to cozy-up together and enjoy a Christmas story! We enjoy Campfire Stories, focusing on a special Christmas/winter themed books and related music, craft-time and role-play. We'll enjoy some phonics, as well as games and activities that help us with our spelling bees (seasonal themed). Christmas rhymes and poems also add to the special festive atmosphere. Our cute puppets and other colourful materials make learning the very best of fun!

**Dates:** December 20th & 27th 2022

**CLOSED:** January 3rd 2023

## Wednesdays – Winter White Art Workshops (Arts and Crafts)

Kspace has a fun and amazing approach to teaching art and in Winter School all children get to learn, explore and enjoy a wonderful range of creative projects. Our Winter Schoolers will enjoy craft projects from hanging decorations to full-scale murals. Some of their special work will be sent home to mummy and daddy, and everything that they do will help build on the spirit of Christmas and New Year!

**Dates:** December 21st & 28th 2022

**CLOSED:** January 4th 2023

## Thursdays - Merry Music Madness!

### (Singing, Drama, Dance, Movie-Making, Music and Performance Arts)

Props, costumes, theme-based fun, percussion instruments and some great seasonal songs... there's so much action to look forward to on Thursdays! We bring some movie-style role-play for the children with big screen karaoke, dance moves, skits and even some drama fun on the menu! All age groups have an age/ability-appropriate theme, with percussion and props = memorable and rewarding experiences.

**Dates:** December 22nd & 29th 2022

**CLOSED:** January 5th 2023

## Fridays - Snowflake Sports 'n' Games

### (P.E., Indoor Games, Ball Games, Mini-Gym, Christmas themed projects)

How will Santa deliver all those presents?! He needs a great workout and some training, so that children are going to help him. We set our fantastically equipped gym up for some Santa style obstacle courses, team games, challenges, and physical fun! Children will love seeing how many presents they can get into their sacks, and how quickly they can climb down the pretend chimney in our beautifully equipped soft gym.

**Note:** Friday December 23rd is the last Winter School date before Christmas Day and we will also be having some party style activities.

**Dates:** December 23rd & 30th 2022

**CLOSED:** January 6th 2023

## Saturday -

2023 - it's the Year of the Rabbit! Our children will be welcoming the year in a great range of New Year fun!

**Date:** January 7th 2023

**CLOSED:** December 24th and 31st 2022





# CATERED MEALS



## KIWI KITCHEN

LUNCH AND SNACKS ARE PROVIDED THROUGH KIWI KITCHEN FROM MONDAY TO FRIDAY

### ORDERING

Please create an account with kiwi kitchen:

**NOTE:**

Orders must be placed on the **Thursday BEFORE** the week you are ordering for.

Contact Kiwi Kitchen directly via: <https://kiwikitchen.com/english/>

If you miss the ordering deadline please send your child to school with a morning snack and packed lunch.

### MEAL FEES

REGULAR ¥850  
LARGE ¥950

Each meal comes with an early morning snack and side dish.

Uneaten food is thrown away. We do not pass feedback on how much children have eaten daily for the 3 year old classes and older (unless they are unwell or not eating).

**NOTE:**

Meal fees and policies are not decided by Kspace. Kiwi Kitchen guidelines are below.

**Payment:** All payment is made directly through Kiwi Kitchen.

**Cancellations:** Cancellations can be accepted until 13:00 on the previous working day with the exception of Mondays where orders must be cancelled no later than 13:00 from the previous Friday. Please note that the office working days are Monday to Friday, excluding national holidays.

## KSPACE SATURDAY SCHOOL

Book online here: <https://www.kspacetokyo.org/main/saturday/saturday-lunch-order-form.php>

Meal choices include: Tomato pasta, Carbonara pasta, Chicken Nuggets and rice, Chicken Curry and rice.

### MORNING SNACK AND LUNCH ¥850

### AFTERNOON SNACKS ¥300 (CAN BE ORDERED ONLINE FOR STUDENTS ATTENDING AFTER-SCHOOL CLASSES)

### PACKED LUNCHES

Parents have the option of bringing in packed lunches from home.

Packed lunches include:

- 1 x morning snack
- 1x lunch
- 1 x afternoon snack if your child is staying for after school lessons.
- 5:00pm to 7:00pm extensions hours require children to have one extra snack

Please ensure to abide by the prohibited food list.

### IMPORTANT NOTE:

You do NOT need to provide eating utensils.



# Winter School Packed Lunches/Obento Food Policy



## ALLERGIES

We have children at the school with fatal allergies. If you send in packed lunches please adhere strictly to policy below and ensure that you do not send in allergens, or any food containing trace elements of nuts/nut products etc.

### The following items are prohibited at Kspace in both lunches and snacks

#### ALLERGENS

- ★ All nuts (including but not limited to peanuts, cashews, almonds and pine nuts)
- ★ Nut products  
(e.g. pastry containing ground almonds) / nut oils
- ★ Sesame, milk or yoghurt drinks.
- ★ Eggs e.g. boiled, mashed eggs etc.
- ★ Some biscuits/cakes contain eggs but please avoid if possible.

#### PROHIBITED NON-ALLERGENS

- ★ Sweets
- ★ Candy
- ★ Chocolate
- ★ Coke, Soda, Fizzy Drinks
- ★ Mochi, dango, Konyaku
- ★ Small jellies that are a choking hazard
- ★ Coffee / caffeinated drinks
- ★ Kimchee, garlic and other foods with strong odours (natto, various cheeses, fermented foods etc)
- ★ Any fruits etc. with stones e.g. ume/ume boshi, whole avocado or peach

We **also request that parents do not send in:**

- Sausages or food with a 'skin' like small smoked cheeses
- Grapes or fruit that can choke
- Decorative Obento items e.g. green plastic dividers, ornaments etc.
- Toothpicks or small items that are sharp or like prongs

**NOTES:** Packed lunches are served at room temperature. We cannot heat up or deep refrigerate items. We do not wash out dishes/containers etc.

Some children are allergic to other substances or food sources (honey, gluten, wheat etc) and it is mandatory that parents inform us of these allergies. These items will not to be added to our prohibited foods due to incidence of use at the school. We do not encourage any sweets/cakes/junk food etc please.





# WINTER SCHOOL TIMETABLE



	Puddings (14 months to 3 years)	Gingerbreads (3 to 4 years)	Candy Canes (4 to 6 years)	Truffles (6 to 8 years)	Marzipans (8 to 9 years)
8:00 - 9:00	Optional Breakfast Club				
9.00 am	Regular Drop Off*				
	*Drop-off and collection times are staggered. Parents will be informed.				
9:00 - 9:15					Registration & Morning Meeting
9:15 - 9:30					
9:30 - 9:45	Themed Circle Time	Themed Circle Time	Morning Meeting & Themed Circle Time	Morning Meeting & Themed Circle Time	Themed Activity 1
9:45 - 10:00					
10:00 - 10:15	Story Time plus Snack/Toilet Time	Story Time plus Snack/Toilet Time	Focus Period (Maths/Phonics) & Snack 1 plus Toilet Time	Focus Period (Maths/Phonics) & Snack 1 plus Toilet Time	Snack/Toilet Break
10:15 - 10:30					
10:30 - 10:45	Themed Activity 1				
10:45 - 11:00		Themed Activity 1	Themed Activity 1	Themed Activity 1	Themed Activity 2
11:00 - 11:15	Gym Play				
11:15 - 11:30	Themed Activity 2				
11:30 - 11:45		Gym Play			
11:45 - 12:00	Lunch		Physical Activity Period <small>(on Fitness Fridays this period may be swapped for another subject)</small>	Physical Activity Period <small>(on Fitness Fridays this period may be swapped for another subject)</small>	Themed Activity 3
12:00 - 12:15		Themed Activity 2			
12:15 - 12:30	Puppets/Story Time/ Nappies/Toilet		Lunch & Toilet Time	Lunch & Toilet Time	Lunch & Rest
12:30 - 12:45					
12:45 - 1:00	Cocoon Club <small>(nap or rest time – some children like to snooze, others like to enjoy quiet table activities, puzzles or play with a teacher)</small>	Lunch & Toilet Time			
1:00 - 1:15					Physical Education
1:15 - 1:30			Themed Activity 2	Themed Activity 2	
1:30 - 1:45	Gym Time/ Music Time	Themed Activity 3			Well Being/Yoga/Relaxation
1:45 - 2:00					
2:00 - 2:15			Final songs/ stories/games	Final songs/ stories/games	
2:15 - 2:30	Activity 3	Music & Percussion Time (or alternative activity)			Themed Activity 4
2:30 - 2:45			Daily Reiteration, tidy-up and wind down.	Daily Reiteration, tidy-up and wind down.	
2:45 - 3:00	Wind Down & Pack Up	Wind Down & Pack Up	Wind Down & Pack Up	Wind Down & Pack Up	Review of the Day
	Regular Collection Time is at 3:00 pm				
3:00 - 4:00	After-School Classes				After-School Classes
4:00 - 5:00	After-School Classes				After-School Classes
5:00 - 6:00	Extension Hrs available in units of 1 hr, starting and finishing on the hour @ 2,000yen. No part charges.				After-School Classes or Extension Hr
6:00 - 7:00					Extension Hrs



## Media & Communication with Parents



During Winter School we hope to give you a window into your child's time with us through lovely newsletters and occasional KspaceTV Mini-Movies. You will receive links to these sent to your email address and you will also have access to a members' website that holds all Saturday/Seasonal School updates. You can download the newsletters or take a look at other info and learn more about what we do at Kspace.

**Note:** Parents that enroll with us for Winter School receive a Winter School Starter pack before the start of Winter School. This has all information about access to your online media winter members' web and password.

You will also receive a set of forms to sign. In this authorization pack you will be asked to sign a notice that gives us permission to photograph and record your child. Unfortunately it isn't possible in the Seasonal School periods to segregate individual children or make special arrangements whilst recording. We are here to answer any of your questions.



Sample of past Winter School newsletters



**SCAN ME**



Kokomo Club Private Members' Web Example



@kspaceinternationalschool



@kspaceinternational

Follow and LIKE us  
to stay connected

**BOOK ONLINE NOW!!**

<https://www.kspacetokyo.org/main/about/winter-school-online-booking-form.php>







# After School Programmes



**Monday December 19th to Friday December 30th 2022**

The after school timetable for January 7th 2023 onwards is released separately.

## Aspace

### Afternoon Programme

After our Regular Programme's collection time, we run additional specialised classes throughout the afternoon. After enjoying their closing Circle Time, your child will have a refreshment, clean up and enjoy more funky fun! Children who are enrolled in our full day programme will automatically join these classes, unless you opt for private tutorials instead.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Puddings</b> (14 months to 3 years)	3:00 - 4:00 <b>Winter Crafts</b>	3:00 - 4:00 <b>Percussion Fun!</b>	3:00 - 4:00 <b>Ball Games</b>	3:00 - 4:00 <b>Pre-phonics</b>	3:00 - 4:00 <b>Messy Paint Madness</b>
	4:00 - 5:00 <b>Club ABCs</b>	4:00 - 5:00 <b>Gym Babies</b>	4:00 - 5:00 <b>Winter Sing-Song</b>	4:00 - 5:00 <b>Club 123s</b>	4:00 - 5:00 <b>Magical Stories</b>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Gingerbreads</b> (3 to 4 years)	3:00 - 4:00 <b>Winter Crafts</b>	3:00 - 4:00 <b>Warm &amp; Cozy Cooking</b>	3:00 - 4:00 <b>Percussion Fun!</b>	3:00 - 4:00 <b>Campfire S'mores</b>	3:00 - 4:00 <b>Messy Paint Madness</b>
	4:00 - 5:00 <b>Winter Sing-Song</b>	4:00 - 5:00 <b>Winter Crafts</b>	4:00 - 5:00 <b>Smallfoot &amp; Happy Feet Dance</b>	4:00 - 5:00 <b>Snowy Science</b>	4:00 - 5:00 <b>Cup Cake Decorating</b>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Candy Canes</b> (4 to 6 years)	3:00 - 4:00 <b>Sculpture</b>	3:00 - 4:00 <b>Winter Crafts</b>	3:00 - 4:00 <b>Singapore Maths</b>	3:00 - 4:00 <b>Sticky Science!</b>	3:00 - 4:00 <b>World Art</b>
	4:00 - 5:00 <b>Singapore Maths</b>	4:00 - 5:00 <b>Warm &amp; Cozy Cooking</b>	4:00 - 5:00 <b>Construction-Club</b>	4:00 - 5:00 <b>Painting</b>	4:00 - 5:00 <b>Beebot Club</b>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Trifles &amp; Marzipans</b> (6 to 9 years)	3:00 - 4:00 <b>Sculpture</b>	3:00 - 4:00 <b>Winter Crafts</b>	3:00 - 4:00 <b>Singapore Maths</b>	3:00 - 4:00 <b>Sticky Science!</b>	3:00 - 4:00 <b>World Art</b>
	4:00 - 5:00 <b>Singapore Maths</b>	4:00 - 5:00 <b>Warm &amp; Cozy Cooking</b>	4:00 - 5:00 <b>Construction-Club</b>	4:00 - 5:00 <b>Painting</b>	4:00 - 5:00 <b>Beebot Club</b>

### Private Tutorial

**Ages 3-11 Years.**

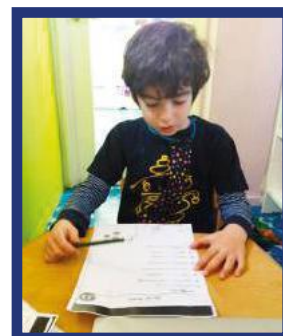
(approx age - Kspace can tutor all ages over 3yrs so please enquire)

Private tutorials are available in many subjects and we can also assist your child with holiday homework from other schools, interview techniques and speech practice.

Our range of options includes EFL/English Language, Phonics, Literacy, Mathematics, Science and Music (guitar, ukelele, piano - please enquire).

Please mail us in advance if you have a specific area of interest for private study.

All students attend an initial paid assessment lesson with full tutor-feedback and a personalised study plan.



## Winter (November to April 4th)

### Puddings

Yellow Long sleeved T-shirt



Yellow Sweatshirt



Dark Grey Sweatpants (4 designs)



Orange Long sleeved T-shirt



Orange Sweatshirt



Dark/Light Grey Sweatpants (4 designs)



### Gingerbreads

Pink Long sleeved T-shirt



Pink Sweatshirt



Dark/Light Grey Sweatpants (4 designs)



Red Long sleeved T-shirt



Red Sweatshirt



Dark/Light Grey Sweatpants (4 designs)



### Candy Canes

White Long sleeved T-shirt



Green Sweatshirt



Dark/Light Grey Sweatpants (4 designs)



### Truffles Marzipans

Purple Long sleeved T-shirt



Purple Sweatshirt



Dark/Light Grey Sweatpants (4 designs)



## PRICES

Long Sleeved T-shirt ¥3,000

Regular Sweatshirt ¥4,000

Allergy Safety Long Sleeved T-shirt ¥4,000

Allergy Safety-Aware Sweatshirt ¥4,200

Sweatpants ¥3,600

Note: Uniform items are mandatory and must please be worn to each lesson.  
Prices listed are exclusive of Japanese Consumption Tax, to be added @10%

## SIZES

100

110

120

130

140

150

## HOW TO ORDER UNIFORM

All items are ordered directly from: [accounts@kspacetokyo.org](mailto:accounts@kspacetokyo.org)

A) Please write 'Winter Uniform Order' in title +:

1. Child's name
2. Age group
3. Details which items needed (e.g, 'Long Sleeved T-shirt', 'Sweatshirt' & 'jogging bottoms')
4. Size
5. How many items you need

## Examples (Not for sale at Kspace)



### Uniform Indoor Shoes

- Only plimsolls/上履き are permitted inside the school.  
**PLEASE DO NOT PROVIDE ANY OTHER STYLE OF INDOOR FOOTWEAR.**
- White or Black



### Health Protocol

Kspace will inform all parents with children age 4yrs + of the health/mask policy before starting, with details in our Winter Starter Pack.