

Age 14 months
to 9 years

KSPACE INVITES YOU TO WINTER SCHOOL 2023 DECEMBER 18TH - 29TH

Mon

Tue

Wed

Thu

Fri

Sat

December 2023

18 OPEN Merry Cooks' Christmas (Seasonal Cooking with Sensory Fun)	19 OPEN World's Winter Tales (Seasonal Stories, Phonics & Literacy)	20 OPEN Jingle-Jangle Workshops (Art and Design)	21 OPEN Winter Games Days (P.E., Mini-Gym & Christmas Themed Treasure Hunts)	22 OPEN Thistle Theatre Time (Music and Media Merriment)	23 OPEN Snowy Saturday Medley CHRISTMAS PARTY DAY! (Themed Games, Phonics, Maths, Art and more)
25 CLOSED Christmas Day	26 CLOSED Boxing Day	27 OPEN Jingle-Jangle Workshops (Art and Design)	28 OPEN Winter Games Days (P.E., Mini-Gym & Christmas Themed Treasure Hunts)	29 OPEN Thistle Theatre Time (Music and Media Merriment)	30 CLOSED

**Kspace
CLOSED**

Sundays and December 25th, 26th, 30th, 31st,
January 1st, 2nd, 3rd, 4th, 5th and 6th.

BOOK NOW

www.kspacetokyo.org
enquiries@kspacetokyo.org | 03-5421-4186



Kspace welcomes new and returning children to join us for our fantastic Winter School of 2023. We're here to make the festive period memorable and productive for your child! Every one of our nine workshops is jam-packed with fresh activities, detailed content, and designed to appeal to all ages.

Your child can come along and have fun in our truly international setting whilst enjoying winter-camp style activities. Daily content includes a great balance of English language, sensory stimulation, physical and academic fun, with special wintery and Christmas themed focus periods. Your child will love our great projects, amazing teachers, and our own special style of Kspace edutainment.

In addition to our regular daily and afternoon programmes we offer private 1-1 tuition for academic and language support, music, and a wide 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

Little Skaters 14 months to 3 years	Sledgers 3 - 4 years	Skiers 4 - 6 years	Snowboarders 6 - 8 years	Bobsledders 8 - 9 years
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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 2023.

Times

Regular Day – 9.00am to 3.00pm

All day option – 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 at drop-off and collection.

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: ¥8,000 per child

Winter Enrolment for Non-Members:

- *Overseas Application/Screening Fee: ¥15,000 per child
- Winter School Registration Fee: ¥10,000 per child
- Materials Fee: ¥8,000 per child

Note: *If you are overseas and/or not resident in Japan we must arrange a Skype/Zoom meeting to screen your application. An invoice for the Overseas Application Fee will be sent and must be paid before this meeting. This fee is non-refundable and non-deductible from your final invoice.

Alternative Option for Non-Members:

We recommend considering one of our other membership options, which provide access to relevant regular courses and waive the registration fee for future Spring, Summer, and Winter School periods.

1. Kspace Main Membership @ ¥20,000 per child

Includes entry to Midweek After-School, Midweek Private Tutorials, Seasonal Programmes, community website access, and events

2. Kspace Saturday Membership @ ¥40,000 per child & ¥10,000 Saturday Materials Fee:

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

Note: Materials and Membership Winter Fees apply per child, regardless of the number of attendance dates you choose.

Attendance Fees

All age groups	Singles
Regular Day (9.00am to 3.00pm)	¥13,000
All day option (9.00am to 5.00pm)	¥17,000

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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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.

Private Tutorials (Age 3yrs +)

Academic Classes

¥8,000 per class (1 hr, blocks must be booked in advance).

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

Music Classes (Age 3yrs +)

¥5,500 per class (30 minute blocks, booked in advance).

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

All after school blocks purchased by families attending on a Visitors' Enrolment only - classes must be used in 2023 and cannot be carried over or credited into 2024.

Refunds and Make-Ups

From November 17th 2023 all bookings and payments are non-refundable or transferable to other services. Please refer kindly to the dates and further stipulations listed below:

Date of Cancellation	Charge
On or before November 17th 2023	¥30,000 minimum charge retained by school
From November 18th 2023 onwards	*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.



Content



Mondays – Merry Cooks' Christmas 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 and learn new techniques. It's also a brilliant method to involve children in all sorts of practical maths (like weights and measures), encouraging team and partner work, and increasing vocabulary. The rooms will be filled with the smell of seasonal spices. If the children don't eat their delicious festive goodies in class, they might even bring some home!

Monday December 18th only

Closed December 25th

Tuesday – World's Winter Tales Seasonal Stories, Phonics & Literacy

Winter is a great time to cozy-up together and enjoy a huge range of Christmas stories. This Tuesday we will be looking at some endearing winter tales from all around the world, including perhaps some countries where it's actually warm at Christmas time! Our cute puppets and other colourful materials make learning the very best of fun! This 'one-day only' workshop will be a great chance for all four age groups to enjoy some of the very best children's books, brought to life in each group by our special 'Mystery Guest' reader.

Tuesday December 19th only

Closed December 26th

Wednesdays – Jingle Jangle Workshops Art and Design

Kspace is well known for its fun and amazing approach to teaching art. In these Winter School art workshops all children get to learn, explore, and enjoy a wonderful range of creative projects across the age groups. Our Winter Schoolers will enjoy craft projects that draw inspiration from the fabulous winter film 'Jingle Jangle', as well as everything from hanging decorations to full-scale murals. Some of their special work will be sent home for mummy and daddy, and everything that they do will help build up the excitement of the Christmas period!

Wednesdays December 20th & 27th

Closed January 3rd 2024

Thursdays – Winter Games Day P.E., Mini-Gym & Christmas Themed Treasure Hunts

On Thursday 21st we will be asking, 'How will Santa deliver all those presents?' He needs a great workout and some training to get prepared, and today 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. The class will wind down some searches around the class for special 'treasure'.

In Week 2 (Thursday 28th) for our 'welcome back' class after Christmas we will be celebrating the all sorts of winter sports, manoeuvring between various obstacle courses, challenging ourselves in team and pairs as we create our own Winter Olympics.

Thursdays December 21st & 28th

Closed January 4th 2024

Fridays – Thistle Theatre Time Music and Media Merriment

Props, costumes, theme-based fun...so much action to look forward to on these special Fridays! We bring some movie-style drama and role-play for the children, plus big screen karaoke with special Christmas songs on the menu...you can't go wrong! All age groups have a special age-appropriate theme, with percussion, interaction with puppets, and situation role-play to create memorable and rewarding experiences. Our massive Kokomo mascot may also make an appearance to help pose with the kiddies in their finale photo shoot on Friday 22nd, for our pre-party date! Older groups will also enjoy some of the great songs and our own choreography from the movie Jingle Jangle.

Week 2 (Friday 29th): As we head towards the New Year we gaze into the future and take a sneak peak into the 'Year of the Dragon'! The children will really enjoy looking at dragons in history, books and popular movies, and they get to create their very own mythical snow dragons.

Fridays December 22nd & 29th

Closed January 5th 2024

Saturday – Snowy Saturday Medley CHRISTMAS PARTY (Phonics, Maths, Art ... all the activities in one day)

The fun doesn't stop on Saturdays! We combine a range of great winter-themed activities to offer the children enjoy a balanced day of festive fun! On Saturday 23rd we will be looking at the fabulous wintery books of Raymond Briggs and taking inspiration from well-loved titles like The Snowman, The Bear and Father Christmas for our exciting content. At today's Christmas party the children will have story time with a very 'special guest', and enjoy the spirit of giving.

Saturdays December 23rd

Closed December 30th 2023 and January 6th 2024





Winter School Lunch/Snack Guide



WINTER SCHOOL MEAL OPTIONS ARE:

- A) Choose to order Kspace Catered Meals online
or
B) Send in packed lunches/obento from home.

Full details of online ordering for Kspace Catered Meals will be sent to enrolled/paid parents in our Winter Starter Pack, but please see our brief guide below for an overview of what's on offer.

★ Kspace Catered Meals (Monday to Saturday)

- Mid Morning & Lunch Set @¥950 each meal
- Mid Afternoon/Extension Time Snack @¥350 each meal

Kspace catered meal choices are: Cheese & Tomato Pasta, Carbonara Pasta or Japanese Chicken Curry and Rice. All meals come with steamed veggies and a side salad.

Snacks are crackers/biscuits and fruit.

Allergies

Unfortunately we cannot cater for children with specific dietary needs and allergies.

Kspace catered meals may contain allergens and dairy. Please do not order if your child has an allergy.

Parents take full responsibility for the order and consumption of Kspace catered meals.

Please provide packed meals/Obento from home according to the guidelines below if you do not order Kspace Catered Meals.





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.

During seasonal camp periods we do not provide parents with updates regarding children's eating behaviour or how much they ate, unless the team has any specific observations.

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 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.

PACKED LUNCHES

If you send packed lunches you will need the following items:

- 1 x early morning snack
- 1 x lunch
- Plenty of water (2 bottles of water or even a 2ltr bottle if your child drinks a lot (for a full day), labelled with your child's name).
- 1 x afternoon snack if your child is staying on for after-school

You must stick strictly to the Prohibited Foods List please

Extension Periods

Breakfast Club (8.00am to 9.00am)

You can send in your own breakfast, we do not cater. All food sent into Kspace MUST adhere to our Prohibited Foods List

Afternoon Programme Only (classes from 3.00pm onwards)

Children can bring a snack. They must also bring drinking water in a labeled drinking bottle with their name clearly written.

Extension Hours (5.00pm to 7.00pm)

Extension hours are added to a student's full day or full after-school attendance, and so they might get hungry when they are with us.

Please provide a snack from home or you can send in a light early evening meal.

From Monday to Friday you also have the option to order a meal or snack for this period from Kiwi kitchen.

Please also provide water



WINTER SCHOOL TIMETABLE



	Little Skaters (14 months to 3 years)	Sledgers (3 to 4 years)	Skiers (4 to 6 years)	Snowboarders (6 to 8 years)	Bobsledders (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
	Gym Play				
11:00 - 11:15					
11:15 - 11:30	Themed Activity 2				
		Gym Play			
11:30 - 11:45			Physical Activity Period (on Fitness Fridays this period may be swapped for another subject)	Physical Activity Period (on Fitness Fridays this period may be swapped for another subject)	Themed Activity 3
11:45 - 12:00	Lunch				
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 (nap or rest time – some children like to snooze, others like to enjoy quiet table activities, puzzles or play with a teacher)	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 3.00pm					
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-information.php>





After School Programmes



Monday December 18th to Friday December 29th 2023

The after school timetable for January 9th 2024 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
Little Skaters (14 months to 3 years)	3:00 - 4:00 Winter Crafts	3:00 - 4:00 Percussion Fun!	3:00 - 4:00 Ball Games	3:00 - 4:00 Pre-phonics	3:00 - 4:00 Messy Paint Madness
	4:00 - 5:00 Club ABCs	4:00 - 5:00 Gym Babies	4:00 - 5:00 Winter Sing-Song	4:00 - 5:00 Club 123s	4:00 - 5:00 Magical Stories

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Skiers (4 to 6 years)	3:00 - 4:00 Famous Artists	3:00 - 4:00 Winter Crafts	3:00 - 4:00 Singapore Maths	3:00 - 4:00 Sticky Science!	3:00 - 4:00 World Art
	4:00 - 5:00 Singapore Maths	4:00 - 5:00 Warm & Cozy Cooking	4:00 - 5:00 Construction-Club	4:00 - 5:00 Famous Artists	4:00 - 5:00 Beebot Club

	Monday	Tuesday	Wednesday	Thursday	Friday
Snowboarders & Bobsledders (6 to 9 years)	3:00 - 4:00 Famous Artists	3:00 - 4:00 Winter Crafts	3:00 - 4:00 Singapore Maths	3:00 - 4:00 Sticky Science!	3:00 - 4:00 World Art
	4:00 - 5:00 Singapore Maths	4:00 - 5:00 Warm & Cozy Cooking	4:00 - 5:00 Construction-Club	4:00 - 5:00 Famous Artists	4:00 - 5:00 Beebot Club

Private Tutorial

Ages 3-11 Years.

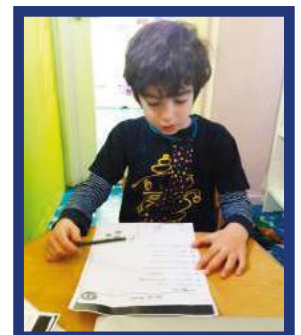
(approx age - Kspace can tutor all ages over 3yrs so please enquire)

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, melodian - 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.



	All-Year Tshirt	Winter (November to April 4th)		
Little Skaters	Yellow T-shirt 	Yellow Long sleeved T-shirt 	Yellow Sweatshirt 	Dark Grey Sweatpants (4 designs) 
	Orange T-shirt 	Orange Long sleeved T-shirt 	Orange Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
	Pink T-Shirt 	Pink Long sleeved T-shirt 	Pink Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
Sledgers	Red T-shirt 	Red Long sleeved T-shirt 	Red Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
	Blue T-shirt 	Blue Long sleeved T-shirt 	Blue Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
	Green T-shirt 	White Long sleeved T-shirt 	Green Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
Skiers	Purple T-shirt 	Purple Long sleeved T-shirt 	Purple Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
	Purple T-shirt 	Purple Long sleeved T-shirt 	Purple Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>
Snowboarders & Bobsledders	Purple T-shirt 	Purple Long sleeved T-shirt 	Purple Sweatshirt 	Dark/Light Grey Sweatpants (4 designs)  <div>  Dark Grey  Light Grey </div>



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



PRICES Japanese Consumption Tax 10% will be added to price

T-shirt ¥3,500

Long sleeved T-shirt ¥3,800

Sweatpants ¥4,000

Sweatshirt ¥4,700

Online Order Form

