

Age 14 months
to 8 years

Kspace



Winter School 2021

'Magical Winter & Christmas'

December Monday 20th to December Thursday 30th

Closed: December 24th, 25th, 26th and 31st & January 1st and 2nd.



December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20 Kokomama's Christmas Cooks	21 Magical Festive Tales	22 Winter Works of Art	23 Winter Medley & Christmas Party	24 Closed Christmas Eve	25 Closed Merry Christmas
27 Kokomama's Winter Cooks	28 Magical Festive Tales	29 Winter Works of Art	30 Winter Medley (P.E., Music & Drama Day)	31 Closed New Year's Eve	1 (January 2022) Closed Happy New Year



BOOK ONLINE NOW!!

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

Welcome to Kspace Winter School 2021! If your child joins us they can spend the festive holidays in an international setting enjoying winter-camp style activities. We offer 8 full days jam-packed with a great balance of sensory stimulation, learning, exploration and adventure!

Our theme this year is 'Magical Winter & Christmas', featuring 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

Snowballs

14 months to 3 years

Elves

3 - 4 years

Snowmen

4 - 6 years

Santas

6 - 8 years

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

Enrolment for Visitors

Winter School Registration Fee of ¥8,000* per child & Materials Fee of ¥6,000, per child

*Alternatively, we recommend you join one of our other membership options and enjoy 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 @ 20,000yen (per child - 50% discount for siblings)

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

Kspace Saturday Membership @ ¥40,000 & ¥10,000 Saturday 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	¥1,000
Afternoon Extension	5.00pm to 7.00pm	¥2,000 per hour

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 5th 2021 all bookings and payments are non-refundable or transferable, unless Kspace is unable to provide service. Please refer kindly to the dates and further stipulations listed below:

Date of Cancellation	Charge
On or before December 5th 2021	¥30,000 minimum charge retained by school
After December 5th 2021	*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 availability and is at the discretion of the school.
- Any fees due for retention by Kspace based on the rules for cancellations (mentioned in the chart above) that have not yet been paid, must still be paid to Kspace, even if the student does not attend.



Content

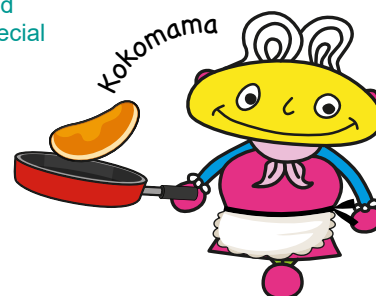


Mondays - Kokomama's Christmas Cooks! *Cooking, Science & Sensory Fun*

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

December 20th: Kokomama's Christmas Cooks will be creating their very own gingerbread biscuits and gingerbread house, along with enjoying the fun of learning about icing and special decorations for our delicious traditional treats!

December 27th: Kokomama's Winter Cooks. Today we will be having a lot of fun recreating some snowball madness in the school, and enjoying serving up delicious coconut, flaky recipes that are guaranteed to make the mouth water!



Tuesdays - Magical Festive Tales *Seasonal Stories, Phonics & Literacy*

Winter is a time to enjoy some campfire style fun and discover some brilliant Christmas and winter themed stories. On Tuesdays we'll be bringing stories alive with cute puppets and other colourful materials that make learning the very best of fun! These story based dates are 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 lively Kspace readers.

December 21st: Letters of Love: Using inspiration from the movie Klaus and the book 'Felix Christmas Around the World', children create and role-play our own winter postal service and draw/write/create special Christmas offerings for their loved ones. Let's learn together about old fashioned paper post!

December 28th: As the children prepare to wind down 2021, we take a deep dive into stories about celebrating the year and New Year's resolutions.

Wednesdays - Winter Works of Art *Art, Craft & Creation*

Kspace is well known for its amazing approach to teaching art. In our 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 small scale to large group projects and some of their special work will be sent home to mummy and daddy, and everything that they do will help build up the excitement to Christmas Day!

December 22nd: The Magic of the Christmas Tree

Children have great fun recreating their very own large tree as well as mini take-homes. Complete with all trimmings and decorations from tinsel to mini-faux candles, lanterns and the final star, they will love seeing it beautify and grow into a sparkling spectacle! We'll enjoy learning about the tradition of the tree and other great info to broaden their knowledge.

December 29th: Globes & Dioramas

Today the children think about special memories they enjoyed in 2021, the seasons and special highlights, and create lovely snow globes and 3D dioramas to their magical moments.

Thursdays - Winter Medley *Dance/Theatre/Music/Media Day*

Props, costumes, theme-based fun...so much action to look forward to in these two special workshops that mark our pre-Christmas and pre-New Year periods. We bring some themed movie-style drama and role-play for the children, plus big screen karaoke with special Christmas songs on the menu. All four age groups have a special age-appropriate content, with percussion, situation role-play to create memorable and rewarding experiences.

December 23rd: 'Pre-Christmas Eve' full themed party with a special visit from 'Santa'!

December 30th: Massive End of Year celebrations with giant photoshoot & party!



Winter School Lunch/Snack Guide



Catered Lunches - Monday Dec 20th to Thursday Dec 23rd only

We use a service provided by Kiwi Kitchen caterers and all orders/payments etc. are dealt with by Kiwi Kitchen online.

Ordering: please login and

create an account with the caterer directly via this link https://edu.kiwikitchen.com/users/sign_up

Booking Date Notes:

*All meals for the period Monday Dec 20th to Thursday Dec 23rd must be ordered before or by Thursday Dec 16th, at the latest.

*If you have not ordered your meal by Thursday Dec 16th you must please send in catered snacks and meals. See below.

*If you experience any problems please email Andrew at Kiwi Kitchen (inquiries@kiwikitchen.com) and of course come back to us if you need any help!

Meal Fees:

*Each meal comes with an early morning snack and one fruit tub @ ¥850 (regular) or ¥1000 (large) per attendance day.

*Uneaten food is thrown away. We do not pass feedback on how much children have eaten daily (unless they appear unwell).

*Extra early evening meals can be ordered online for dates up to Thursday 23rd of December (if they are pre-ordered by Thursday dec 16th) for children who are staying with us for extension time.

IMPORTANT NOTES:

Meals fees and policies are decided by Kiwi Kitchen. See guidelines below:

***Payment** - Payments to Kiwi Kitchens are due in advance.

***Deadline** - Lunch orders cannot be accepted after midnight on Thursday Dec 16th.

***Cancellations** -

Kiwi Kitchen requires 48 hours notice in writing for meal cancellations. Cancellations must be made direct to Kiwi Kitchen and not to Kspace.

***Meal Choice** - The selection of meals is determined by the caterer and can be found online after you create an account. The caterer is at liberty to amend meals at any time and Kspace is not responsible if meals are changed.



Winter School Lunch/Snack Guide



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

Seasame, milk or yoghurt drinks

Eggs, e.g. boiled, mashed eggs, etc.

Some biscuits/cakes contain eggs - 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 fruit, etc. with stones, e.g. ume/ ume boshi, whole avocado or peach

Healthy food suggestions for lunches and snacks

Fruits: berries, quartered grapes, orange slices, bananas, peeled and sliced apples, persimmon pieces, pineapple chunks, mango pieces, melon, pitted cherries

Vegetables: carrots (thinly sliced, or steamed), green beans, broccoli or cauliflower florets, finely-cut leafy vegetables (raw or cooked), tomatoes (cherry tomatoes quartered), roasted squash or pumpkin

Japanese: onigiri, curry rice, salads, fried rice, yakisoba

Legumes, roots: corn (on or off the cob), edamame, mashed beans, potatoes, sweet potatoes

Chicken breast, hamburger, cooked fish, deli meat, sausages (cut/quartered for younger students), tofu

Whole grain pasta, rice, cereals (dry or cooked), low sugar waffles or pancakes with fruit, tuna sandwiches, soy-nut butter and jelly sandwich, veggie pizza, grilled cheese sandwich, bagel with cream cheese

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.

PACKED LUNCHES

During Summer School you have the option to send in packed lunches from home.

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 (8:00 am to 9:00 am)

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 (5:00 pm to 7:00 pm)

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.

For dates Monday Dec 20th to Thursday Dec 23rd you can pre-order an evening hot meal for extension periods from caterer Kiwi Kitchen if it is ordered by Thursday Dec 16th.

Please also provide water



Age Group's Schedules



	Snowballs (14 months to 3 years)	Elves (3 to 4 years)	Snowmen (4 to 6 years)	Santas (6 to 8 years)
8:00-9:00*	Optional Early Drop Off (Breakfast Club) <small>Book in advance @1,000yen</small>			
*9.00 am	Regular Drop Off	Regular Drop Off	Regular Drop Off	Regular Drop Off
9:15-9:30	Morning Winter Circle Time	Morning Winter Circle Time Phonics Box	Morning Winter Circle Time & Phonics	Morning Winter Circle Time & Phonics
9:30-9:45				
9:45-10:00				
10:00-10:15	Story & Snack plus Toilet Time	Story & Snack plus Toilet Time	Morning Exercise	Morning Exercise
10:15-10:30			Snack plus Toilet Time	Snack plus Toilet Time
10:30-10:45	Daily Themed Activity 1	Daily Themed Activity 1	Daily Themed Activity 1	Daily Themed Activity 1
10:45-11:00				
11:00-11:15	P.E./Sports/ Dance Activity	Early Phonics		
11:15-11:30				
11:30-11:45	Lunch & Toilet Time/Nappies	P.E./Sports/ Dance Activity	Winter Story Time	Winter Story Time
11:45-12:00				
12:00-12:15	Cocoon Club (for sleepers) or Activity (non-sleepers)	Lunch & Toilet Time	Daily Themed Activity 2	Daily Themed Activity 2
12:15-12:30				
12:30-12:45			Lunch & Toilet Time	Lunch & Toilet Time
12:45-1:00				
1:00-1:15	Wake-up/Toilet Time/ Nappy Change	Mystery Box & Music Circle (early Phonics)	P.E./Sports/ Dance Activity	Daily Phonics
1:15-1:30				
1:30-1:45			Daily Phonics	P.E./Sports/ Dance Activity
1:45-2:00				
2:00-2:15	Daily Themed Activity 2	Daily Themed Activity 2	Daily Maths	Daily Maths
2:15-2:30				
2:30-2:45	Closing Circle in gym		Closing Circle	Closing Circle
2:45-3:00*		Closing Circle and Reiteration		
	*3.00pm - Regular Collection Time (or children can enjoy After-School or Private Tuition)			
3.00-4:00	After-School Classes			
4.00-5:00	After-School Classes			
5.00-7:00	Extension Hrs available in units of 1 hr @ 2,000yen			

The 9.00am drop-off and 3.00pm collection will be staggered slightly so that we can avoid parent congestion near the school. Your class's exact times will be sent to you in the Starter Pack.



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



December 20th to 30th

(Closed Dec 24th, 25th, 26th, 31st & Jan 1st and 2nd 2022)

Aspace

After School Classes

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

*Private Tuition incurs a separate fee.

	Monday (Dec 20th & 27th)	Tuesday (Dec 21st & 28th)	Wednesday (Dec 22nd & 29th)	Thursday (Dec 23rd & 30th)	Friday (Dec 24th & 31st)	Saturday (Dec 25th & Jan 1st)
Snowballs (14 months to 3 years)	3:00 - 4:00 Winter Crafts 4:00 - 5:00 Club ABCs	3:00 - 4:00 Percussion Fun! 4:00 - 5:00 Ball Games	3:00 - 4:00 Winter Science 4:00 - 5:00 Winter Sing-Song	3:00 - 4:00 Pre-phonics 4:00 - 5:00 Club 123s	School Closed	School Closed
Elves (3 to 4 years)	3:00 - 4:00 Winter Crafts 4:00 - 5:00 Winter Sing-Song	3:00 - 4:00 Warm & Cozy Cooking 4:00 - 5:00 Winter Crafts	3:00 - 4:00 Percussion Fun! 4:00 - 5:00 Gymnastics	3:00 - 4:00 Snowy Science 4:00 - 5:00 Sculpture	School Closed	School Closed
Snowmen (4 to 6 years)	3:00 - 4:00 Festive Sculpture 4:00 - 5:00 Kapla	3:00 - 4:00 Art 4:00 - 5:00 Warm & Cozy Cooking	3:00 - 4:00 Warm & Cozy Cooking 4:00 - 5:00 Festive Sculpture	3:00 - 4:00 Sticky Science! 4:00 - 5:00 Drumming	School Closed	School Closed
Santas (6 to 8 years)	3:00 - 4:00 Festive Sculpture 4:00 - 5:00 Kapla	3:00 - 4:00 Art 4:00 - 5:00 Warm & Cozy Cooking	3:00 - 4:00 Warm & Cozy Cooking 4:00 - 5:00 Festive Sculpture	3:00 - 4:00 Sticky Science! 4:00 - 5:00 Drumming	School Closed	School Closed

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.



	Long sleeved T-shirt	Sweatshirt	Sweatpants
Snowballs	<p>Yellow Long sleeved T-shirt</p> 	<p>Yellow Sweatshirt</p> 	<p>Dark Grey Sweatpants (4 designs)</p> 
	<p>Orange Long sleeved T-shirt</p> 	<p>Orange Sweatshirt</p> 	<p>Dark/Light Grey Sweatpants (4 designs)</p>  <div>  Dark Grey  Light Grey </div>
Elves	<p>Pink Long sleeved T-shirt</p> 	<p>Pink Sweatshirt</p> 	<p>Dark/Light Grey Sweatpants (4 designs)</p>  <div>  Dark Grey  Light Grey </div>
	<p>Red Long sleeved T-shirt</p> 	<p>Red Sweatshirt</p> 	<p>Dark/Light Grey Sweatpants (4 designs)</p>  <div>  Dark Grey  Light Grey </div>
Snowmen	<p>Green Long sleeved T-shirt</p> 	<p>Green Sweatshirt</p> 	<p>Dark/Light Grey Sweatpants (4 designs)</p>  <div>  Dark Grey  Light Grey </div>
	<p>Purple Long sleeved T-shirt</p> 	<p>Purple Sweatshirt</p> 	<p>Dark/Light Grey Sweatpants (4 designs)</p>  <div>  Dark Grey  Light Grey </div>
Santas			

PRICES

Long Sleeved T-shirt ¥3,000

Regular Sweatshirt ¥4,000

Allergy Safety Long Sleeved T-shirt ¥4,000

Allergy Safety 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



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
- No Uggs/Wellington boots/long slippers/Crocs etc. can be worn inside the school.

Size/Colour: If you are new to us, we will inform you which colour uniform your child must wear. We can also help you if you are unsure about your child's size and/or which winter uniform pieces they must wear.

► **Online Order Form**

