

The Montessori School of Tokyo

Parent Handbook



Table of Contents

Table of Contents

1. Welcome to The Montessori School of Tokyo

1.1 Mission and Philosophy

2. Parent Information

2.1 MST Classes and Location

2.2 Communication Between Home and School

2.3 Room Parents

2.4 MST Social, Digital and Print Media Policy

2.5 Celebrations

3. Daily Procedures

3.1 Morning Arrival

3.2 Afternoon Departure

3.3 Library

3.4 Late Arrivals

3.5 Non-attendance (missing school days and early dismissal)

3.7 Parking

3.8 Bicycles, Scooters (and Strollers/Prams)

3.9 Bicycle Helmets

3.10 Bicycle/ Scooter Policy

3.11 Bicycle Insurance

3.12 Bicycle Ownership

4. Daily Life

4.1 First Day of School

4.2 What Your Child Will Need

4.3 Lunch

4.4 Snacks

4.5 Field Trips & “Going Out”

5. Policies and Procedures

5.1 Family Registration and Student Enrolment

5.2 Re-enrolment Procedure

5.3 Classroom Placement

5.4 Transferring Student Records

5.5 Departure/ Withdrawal Procedure

5.6 Allergies

5.7 Illness

5.8 Vaccination/Immunisation

5.9 Medication

5.10 School Closure

5.11 Simulated Emergency Evacuation Drill

5.12 Earthquake Emergency Procedures

5.13 Student Protection

5.14 Heat-Related Illness Prevention / Pollution Index

6 List of Commonly Used Abbreviations at MST

1. Welcome to The Montessori School of Tokyo

1.1 Mission and Philosophy

MST Mission Statement: ***“Stimulating curiosity while developing independence in thought and action”***

Our Core Values: ***Confidence - Respect - Compassion***

Thank you for choosing to educate your child at The Montessori School of Tokyo. Montessori education focuses on the development of the whole child, and our methods are most successful when there is a high degree of congruence between home and school expectations.

The Montessori School of Tokyo (MST) is a vibrant and diverse community of learners, guides, and families drawn together from all corners of the globe. Our mission is to inspire our students to develop their full potential as individuals and compassionate, confident, and impactful members of society. We are proud of our commitment to the Montessori philosophy and to the primacy of a child’s holistic development in providing the foundations for a life full of learning.

We believe that our Montessori approach is uniquely suited to meet the needs of the native Japanese and foreign students and families we serve; we are committed to continuing to refine our practices and approaches to ensure that our students are well-prepared for their futures and for the unique demands of our rapidly evolving world.

Responsibilities of the Child

- To construct the adult he or she will become.

Responsibilities of the School

- To provide a programme that is stimulating, developmentally appropriate, and the best use of the school’s resources.
- To provide an environment that is clean, safe, and attractive.
- To provide teachers who strive for professional excellence and who are exceptional in guiding, observing, and caring for children.
- To remain committed to the professional growth of our staff and open to new ideas and research.
- To provide opportunities for family-school partnerships and participation in activities in the larger community.

Responsibilities of the Family

To support both the child and the school by:

- Attending parent meetings and conferences.
- Engaging in parent education opportunities.
- Keeping informed about goals and policies of school.
- Reading communications from the school.
- Communicating and working in collaboration with the school to support the development of the child within the framework of the educational principles of MST.
- Fulfilling financial and legal obligations to the school.
- Acting as an advocate for the school and its programmes.

2. Parent Information

2.1 MST Classes and Location

Montessori Classes	Age Range (approx)	MST Classes	Characteristics of the Age
Toddler (Orchard)	18 months -3yrs	Little People <ul style="list-style-type: none"> • Banyan • Pine 	Independence / Coordination / Concentration / Order
Early Childhood (Forest)	3-6yrs	Sunshine <ul style="list-style-type: none"> • Cedar • Hazel • Olive • Sequoia 	Independence / Coordination / Concentration / Order
Lower Elementary (Forest)	6-9yrs	Lower Elementary <ul style="list-style-type: none"> • Maple • Oak 	Imagination / Socialisation / Reasoning Mind / Moral Justice
Lower Elementary (Grove)	6-9yrs	Lower Elementary <ul style="list-style-type: none"> • Ginkgo 	
Upper Elementary (Grove)	9-12yrs	Upper Elementary <ul style="list-style-type: none"> • Willow 	
Middle School (Grove)	12-15yrs	Middle School <ul style="list-style-type: none"> • Eucalyptus 	Economic Independence / Service / Social Dynamics / Emotional Understanding

The address of each building is as follows:

Forest:

3-5-13 Minami Azabu, Minato-ku, Tokyo, 106-0047
Phone Number: 03-5449-7067
Fax Number: 03-5449-0087

Orchard:

3-5-12 Minami Azabu, Minato-ku, Tokyo,
106-0047

Grove:

2-1-18 Minami Azabu, Minato-ku, Tokyo, 106-0047
Phone Number: 03-5793-3243

2.2 Communication Between Home and School

General enquiries

Email the Administration Office at info@montessorijapan.com.

Questions about your child

Email your class teachers at CLASSNAME@montessorijapan.com - In the case that you may feel necessary to address your concern with a member of the leadership team, please contact the relevant Level Leads ([Ludovica](#) for the Early Childhood programmes, [Kelly](#) for the Elementary programme, [Xavier](#) for the Adolescent programme).

Regular updates on your child's progress

On [Transparent Classroom](#) (TC), a record keeping system that allows us to share relevant information with families. Your account will be activated at the time of enrolment. Please follow the steps in the email to activate your TC account.

In-depth update on your child's development

Learning Conferences (3 times yearly for Early Childhood programmes, twice a year in Elementary a Middle School) and Progress Reports (at the end of the Sunshine programme, and twice a year from Lower Elementary onwards).

Visiting your child's class

"Watch Me" Visits (Early Childhood) and Student-led Conferences (Elementary and Middle School).

Learning about the Montessori approach and the school

Parent Education events, such as Positive Discipline Parenting Course, Autumn Insights (A Montessori Parent Evening), Montessori Moments, Montessori Journey, and the opportunity to observe your child's class every year.

2.3 Room Parents

Each class has one or more Room Parent(s). Their role consists of:

- Helping to welcome new families into the community
- Creating opportunities for social gatherings
- Sending reminders on upcoming events
- Supporting the PI (Parent Involvement) team in organising school events

Note that it is not the responsibility of Room Parents to act as an intermediary between individual families and teachers when it comes to any questions about their child's progress, or any classroom incidents/anecdotes about which they would like to know more. As always, every MST family is expected to communicate directly with the classroom teachers in the first instance if they have any questions or concerns about their child's time at school.

All registered parent emails will be shared with MST Room Parents for official Room Parent communications. It is the responsibility of parents to inform Room Parents directly if they wish to be removed from a Room Parent mailing list (or register an alternative email address)

2.4 [MST Social, Digital and Print Media Policy](#)

2.5 Celebrations

Some of the annual traditions we celebrate include the following.

- Class by class celebrations, such as concerts and Transition and Graduation Ceremonies.
- School or level-wide Concerts
- Cultural events organised by the PI team
- Family Picnic
- Spring Fair
- Children's Birthdays

3. Daily Procedures

3.1 Morning Arrival

A teacher from each classroom will be outside to welcome students between 8:20 and 8:30. All students are expected on campus by 8:30. The school cannot be responsible for students who arrive at school earlier than 8:20.

If driving to MST Forest Campus, please note that the street is one-way only and that local traffic restrictions prohibit vehicles from proceeding any further past the Forest Campus building until 8:20. Should you use the car drop-off system, please remain in the car while a school staff member will help your child out of the vehicle, then depart promptly to avoid traffic congestion.

Please note that there is **NO** drop-off system in front of the Grove campus. If arriving by car, please have your child exit the car in a nearby street and proceed to walk alone to the school entrance.

If biking to Grove Campus with your child, please adhere to a “20 second drop-off” to minimise bicycle congestion and noise for our neighbours.

For safety reasons, pedestrians should always keep their children by their side. Never allow them to run ahead, especially into the street in front of the MST buildings.

3.2 Afternoon Departure

Unless we receive specific permission from you to do otherwise, we will only release your child to the people specified by you in our records.

Dismissal and Road Safety

Dismissal points for each class are as follows:

		Class	Dismissal Point	Dismissal Time
Orchard	Little People	Banyan	Front door	15:20 - 15:30
		Pine		
Forest	Sunshine	Cedar	Main entrance	15:20 - 15:30
		Hazel		
		Sequoia		
		Olive	Elevator entrance	15:30
	Lower Elementary	Maple		
		Oak		
Grove	Lower Elementary	Ginkgo	Front gate	15:30
	Middle School	Eucalyptus		
	Upper Elementary	Willow	Garage entrance	15:30

For Little People and Sunshine parents, please do your best to arrive on time and wait in an orderly fashion for your child. We also require all parents to leave school promptly after collecting their children to reduce congestion. Please also be informed that we have no food/drink policy around our campuses to keep the streets around all MST campuses clean and safe at this time of day, and to facilitate a prompt departure from campus after pick-up.

Elementary students are dismissed at the door of their classrooms, and are not directly supervised as they leave the school premises (or while waiting for After School Activities).

When your child is going home with someone else

In the event that your Little People or Sunshine child needs to be collected by someone who is not specifically registered as a caregiver through the MST Caregiver Form on [OpenApply](#), you must indicate this on arrival in the morning before leaving your child at school and then complete/sign a release form. This form can only be completed on the same day your child is going home with someone else.

To notify the school one or more days in advance of such an event, an email must be sent to info@montessorijapan.com. In an emergency, you may call 03-5449-7067 (Forest Campus) or 03-5793-3243 (Grove Campus) in order to release your child to someone not on your caregiver list.

These rules also apply when students go home with school friends.

We will require identification of anyone whom you have given permission to pick up your child if he or she is not familiar to our staff.

3.3 Library

Library hours are from 8:30 to 16:20 each day. After school, Elementary students may use the library between 15:30 and 16:20. Little People and Sunshine students must be accompanied by an adult when using the library after the child is dismissed from the classroom. Children and families are welcome to check out books if they wish to do so. Please return the books directly to the Library.

3.4 Late Arrivals

If you are going to be late for school because of a planned commitment, please call or email the school and let us know you will be late. If your child is in Elementary or Middle School and we do not hear from you by 8:45, we will call you to make sure your child is safe.

If an Elementary or Middle School student arrives later than 8:30, the child is considered a late arrival. The child must report to the Administration Office at both the Forest and Grove Campuses according to each child's classroom location and will receive a late arrival slip, which must be delivered to their classroom teacher. If a child is late five or more times, parents will be informed via email communication from the Administration Office. Frequent or excessive tardiness will result in the school contacting parents to remind them of the importance of timely arrivals.

Note: While we do not record tardies for Little People and Sunshine students, we recommend families make their best effort to arrive by 8.30, to support a smooth transition into the class. If you encounter any challenges with this, please reach out to your class teachers for support and advice.

3.5 Non-attendance (missing school days and early dismissal)

Absences, Late Arrivals and Early Departures

Missing school for various reasons will be treated according to the categories below.

One Day Absence

Any whole day missed. Whenever your child will be absent from school (a day or more for whatever reason), please call the Administration Office on 03-5449-7067 (Forest Campus) or 03-5793-3243 (Grove Campus) or email info@montessorijapan.com **before 8:30**.

If your child's absence is due to a **health-related issue**, please include the school nurse (nurse@montessorijapan.com) in your email and provide a brief description of your child's condition and circumstances.

Late Arrival / Early Departure

For Elementary and Middle School students, any arrival after 8:30 for all programmes is recorded as a Late Arrival. Any departure before 15:30 is recorded as an Early Departure. For Early Childhood programmes, late arrivals and early departures will not be recorded.

Depending on the time of the day, students may be in the classroom, multi-purpose room, MST garden or any of the nearby parks, so parents should notify the school ahead of time about these departures to ensure that the child is on campus and ready to leave.

Absences will be recorded on student progress reports for all levels.

School-Approved Absences

Middle School students who miss school to participate in an officially sanctioned sporting activity are eligible for School-Approved Absences. This type of absence is recorded on Transparent Classroom as a day away from school grounds but is not counted as an absence on any official transcript. Middle School families need to contact the Administration Office of the Grove Campus one week before the planned sporting event and provide the school with supporting documentation from the sporting organisation to be considered eligible for this type of absence.

Attending Japanese School

Some Japanese families might decide to enrol their child in Japanese public school once their child reaches the age for first grade. Requirements to keep a child enrolled with partial attendance vary depending on each Japanese school.

In any case, parents who want to explore this path must meet with their class teachers in advance and make a shared plan that takes into account their family needs, their child's wellbeing, and continuity for the whole class community.

When a child attends Japanese school in the morning, they may **not** join their MST class later that day and must be absent from MST for the rest of the day. It would, however, be fine to join an After School Activity (ASA).

National Holidays

Please note that MST is open on many Japanese national holidays throughout the year. The specifics of our academic calendar change annually, so please consult the official school calendar for more information. If there are no entries on a Japanese national holiday, you should assume it is a regular school day for your child.

3.7 Parking

The traffic congestion in front of MST at drop-off and pick-up times can cause problems. None of the parking is “officially” for us, so we ask you to be very careful not to park anywhere which could give any cause for complaint as described below.

The problems arise when cars are stopped (1) in front of neighbours’ parking spaces and (2) on both sides of the road, thereby blocking the two-way flow of traffic, which is essential to all in the mornings. Neighbours have complained about the inconvenience caused when their cars cannot exit their parking spaces or when they cannot negotiate their way through the narrow roads, due to MST cars blocking the road, parking close to corners, etc.

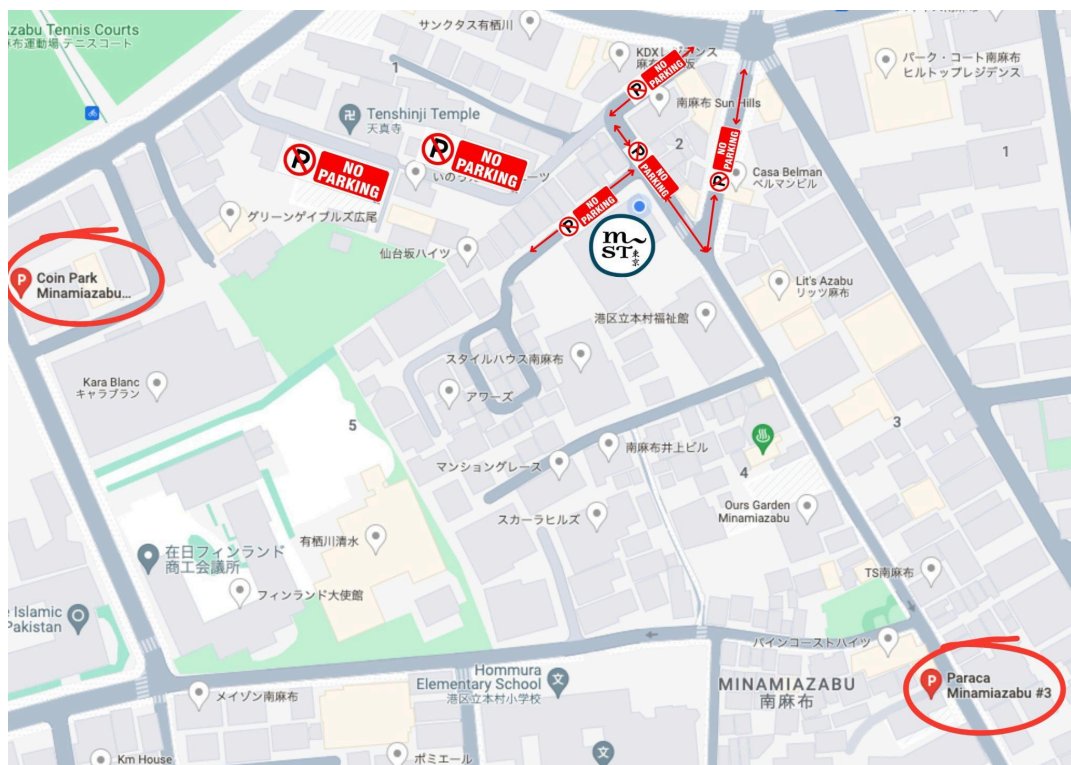
Please also note that all areas near the school are officially no-parking zones designated by the police. Any cars parked for any length of time may be ticketed and towed. The school highly recommends that coin-operated public parking be utilised by MST car users who need to get out of their cars for any reason.

Parents dropping off their children by car must either (1) utilise the “20 second drop-off” (Forest Campus only) or (2) utilise coin-operated public parking.

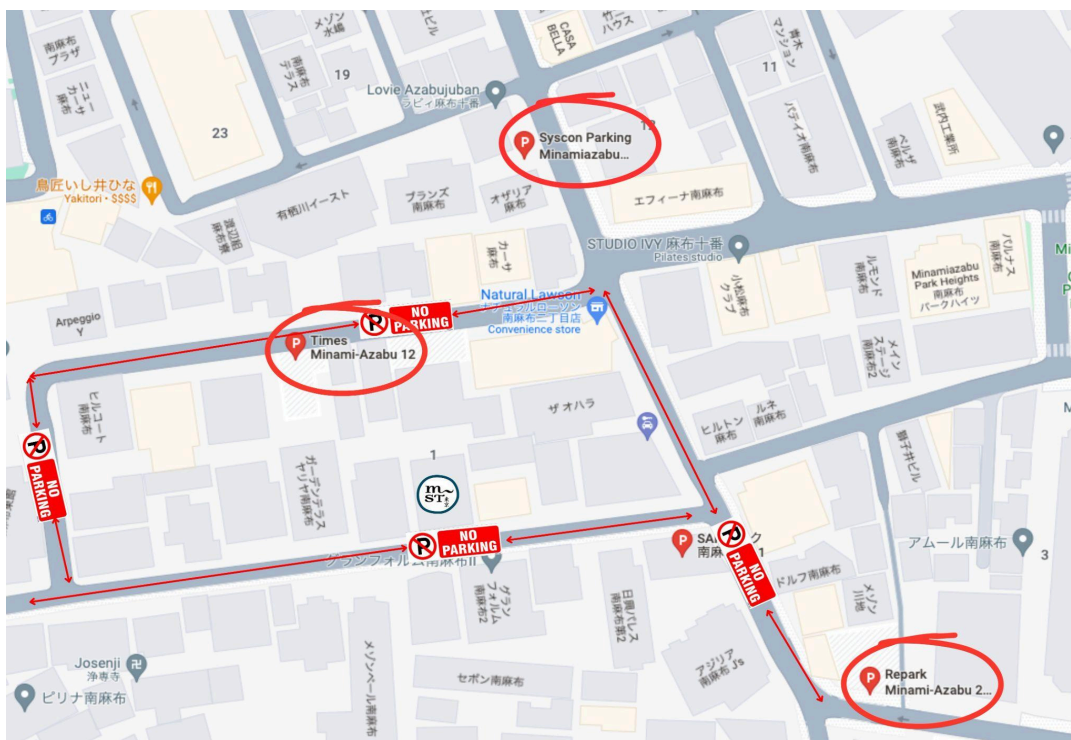
Pick Up (Dismissal)

Please note that there is no free parking area that we can use around the MST campuses. If you plan to pick up your child by car, please first find a coin parking then collect your child.

FOREST CAMPUS



GROVE CAMPUS



3.8 Bicycles, Scooters (and Strollers/Prams)

We have limited parking spaces for student bicycles and scooters in the basement of the Orchard and Grove buildings. Please store vehicles neatly, avoiding the area between yellow lines and know that MST takes no responsibility for the security of vehicles parked on the premises. All bicycles and scooters should be collected by 16:20 as the shutters will be closed at that time.

3.9 Bicycle Helmets

Students of all ages at MST must wear a helmet when riding a bicycle or scooter to and from school. Adolescents riding bicycles during the school day will also be required to wear helmets.

Under the Japanese Road Traffic Act (Article 63-11), people must make an effort to wear a helmet when riding a bicycle.

3.10 Bicycle/ Scooter Policy

- Proof of bicycle insurance (please see 3.11 below) must be submitted to MST before the beginning of the academic year.
- The Administration Office will provide a bike/ scooter permit sticker, which must be clearly displayed on the rear of the bicycle/handlebars of the scooter.
- Students **must** wear a helmet correctly with the chin strap securely fastened when riding a bicycle or scooter to school.
- Use a bicycle/scooter suitable for commuting to school.
- Ensure that the safety features of the bicycle (bell, brakes, lights, etc.) are complete. Strictly follow traffic rules and observe proper etiquette (two people riding on the same bike that is not

a mamachari, ignoring traffic signals, wearing headphones or using a phone while riding, causing trouble to pedestrians, etc.

- Do not ride your bicycle/ scooter on school grounds; park it in the designated place.
- Bicycles without a crank (the part that rotates each time you pedal), such as [Strider](#), fall under the category of play equipment under the Road Traffic Act and are therefore prohibited from running on public roads. Please refrain from riding crank-less bicycles to school and limit them to park use only.

3.11 Bicycle Insurance

In Tokyo, a new ordinance was revised on 1st April 2020, making it **mandatory** for people to purchase bicycle insurance that can compensate for damages if they injure others. Children's scooters are also covered by this insurance.

Reasonably priced Personal Traffic Accidental Insurance and Bike Liability Insurance Plans are available for Minato City residents, workers, and students. You can [apply for this online](#).

An alternate insurance option can be purchased at any time of year from [7-Eleven](#).

3.12 Bicycle Ownership

Japanese law requires bike owners to register both new and secondhand bicycles with the Crime Prevention Registration Office (自転車防犯登録) issued by the Metropolitan Police Department under the National Public Safety Commission.

If you have purchased your bicycle from a store in Japan, this will likely have been completed for you. If that is not the case, you can visit your closest bicycle store with the following in order to register for ownership:

- ID with your photo and address issued by a Japanese authority (e.g. driver's licence, residence card)
- Deed of Transfer or [Joutou shomeisho](#)
- Your bicycle
- Crime Prevention Registration Fee of ¥660

※The school takes no responsibility for theft or damage of items related to bicycle/ scooter commuting to school.

Please ensure you can follow the above conditions for commuting to school by bicycle/ scooter and ride safely before applying for the MST Bike/ Scooter Permit.

If your child does not follow the rules after being granted permission to bike to school, or if the school judges that biking to school is dangerous, the consent may be revoked. Please check with your family and provide sufficient guidance. For further details from the Tokyo Metropolitan Police Department, [click here](#).

4. Daily Life

4.1 First Day of School

Note: Not all Little People and Sunshine students start school on the same date. Students returning for their 2nd or 3rd year in Sunshine will typically start on the first day of the first semester (as will all Elementary and Middle School students). The start dates for children new to Little People and Sunshine classes are spread out throughout the first two weeks.

4.2 What Your Child Will Need

Everything must be clearly marked with your child's name.

Little People Programme

- A pair of indoor shoes (Shoes must have a back and be secure on the child's feet. Crocs and similar footwear are not allowed.)
- Two sets of clothing to be kept in the clothing bag provided by school
- A wet bag
- A bag of diapers and a packet of wipes (if child is not toilet-trained yet)
- Water bottle

Sunshine Programme

- A pair of indoor shoes (Shoes must have a back and be secure on the child's feet. Crocs and similar shoes are not allowed.)
- A change of clothes in a bag with handles and a wet bag
- A water bottle

Elementary and Middle School Programmes

- A pair of indoor shoes (Shoes must have a back and be secure on the child's feet. Crocs and similar shoes are not allowed.)
- A water bottle - It can be refilled at school.
- Sports-appropriate athletic shoes for indoor gym use (may be the same shoes used for indoor classroom shoes)

Toys, games, and other personal items

- Toys, electronic games, trading cards, and other unnecessary items from home should not be brought to school, as they can cause distraction for the usual class routines.

Phones, smartwatches, and other communication devices

- Phones and smartwatches are permitted for Elementary and Middle School students. However, they should only be used before and after school hours, used off of school property, and only for the purpose of making calls (no games, websites, etc).
- All personal devices are stored according to classroom guidelines.
- Elementary and Middle School families must register the student's phone or device and **sign a Cell Phone/ Device Contract** at the start of the school year.
- Parents must **read our [Screen and Digital Device Policy](#)**.

Children's Clothing at School

MST has its own line of Spiritwear, which includes polo shirts, shorts, backpacks and sports clothing (see more details on the [school website](#)). We ask that all students wear an MST shirt whenever going off campus as a group (on field trips, outings or other occasions when representing the school). The sports wear is recommended for Elementary and Middle School when participating in PE classes as well as when representing MST at sporting events. Aside from the required occasions above, spiritwear can be worn on any day at school, and many students do so.

Fantasy-Branded Clothing and Accessories:

The wearing of any clothing which displays any fantasy characters (Pokémon, Disney, Marvel, Star Wars, Hello Kitty, Minecraft, etc.) is **not allowed**. The same is held for lunch boxes, backpacks, and all other items brought to school.

Show and Tell and Sharing Table:

Children love to bring in personal possessions from home to show their friends. If there is some treasured item (i.e. a photo, something given to them by a grandparent, etc.) which your child would like to bring to school, please follow the guidelines from your child's teacher about when and how to bring in these items.

4.3 Lunch

Students bring their lunch to school every day in a clearly labelled lunchbox. Any lunch brought from home should not require heating.

Alternatively, parents may choose to order lunch online to be delivered to school daily using external catering services, including [Luca Deli](#) and [Itadakimasu](#). Note that MST does not typically send home or refund externally catered lunches if students are absent. **Please use your own discretion in avoiding overly processed and/or sugary foods in your child's lunchbox. Please do not send any drinks besides water.**

Upper Elementary and Middle School students have access to a microwave oven to warm food. If required, Little People, Sunshine, and Lower Elementary students need to use insulated containers to keep food warm until it is lunchtime.

All uneaten food which can be contained will be sent home. Please be sure to always pack cutlery and an empty container/sealable bag on any days when your child receives food from the catering service, so any uneaten food can be returned home.

Please note that MST is a **nut-aware** school. Please see Section [5.6 Allergies](#) for further details.

4.4 Snacks

Little People and Sunshine Programme

Students are welcome to bring a small healthy snack from home to eat at any point throughout the morning. Students are required to bring their own water in a water bottle every morning, and teachers will refill their bottles with filtered water when needed.

Special Dietary Restrictions - Some students may follow a special diet for medical or religious reasons. Please be sure to notify the teachers if your child should avoid certain foods.

This will be taken into account in planning snacks or on days when the class prepares its own lunch. Known food allergies should be noted on the online Health History Form ([OpenApply](#)).

4.5 Field Trips & “Going Out”

Classes will periodically take field trips to local points of interest during the year. You will be notified of upcoming field trips by email. **All field trips and “Going Out” activities (see below) will be covered by a single permission slip signed at the beginning of the school year and submitted online to the Administration Office.** Regular trips to local parks are not considered to be field trips.

Little People and Sunshine:

Parents will always be notified of any trips scheduled for your child's class. On field trip days, please have your child wear his/her MST Spiritwear shirt. Little People field trips are dependent on the needs of the group at the given time of year and, as such, may not occur every year.

“Going Out” Trips

Going Out excursions are student-planned purposeful trips to gather information or supplies or to do an errand. The purpose of these excursions could be shopping for ingredients or garden supplies, visiting a public library, going to a pet store, or mailing something at the post office, etc.

Depending on the length and proximity of the trip, parents may or may not be notified in advance.

On occasion, Middle School students who have shown the required level of responsibility may be allowed to leave campus for these or similar reasons without adult supervision. Older Upper Elementary students who have shown the required level of responsibility may be allowed to leave campus without an adult for shopping trips in the neighbourhood of the school.

Elementary Programmes

Lower Elementary students typically engage in annual day-trips such as the Lower EI Snow Fun Day, while Upper Elementary students typically take part in overnight trips, which include camp and ski trips. All school trips will be carefully planned and chaperoned. Information about these special trips will be given throughout the year.

Middle School Programme

Since the adolescent programme tends to engage in longer and more significant overnight trips, sometimes up to a week or more (e.g. Odyssey), Middle School families and students are given adequate notice in order to prepare the necessary items.

5. Policies and Procedures

5.1 Family Registration and Student Enrolment

At the start of every academic year, we ask all families to complete Family Registration and Student Enrolment on [OpenApply](#).

OpenApply Checklist

- Class Placement and First Day of School - assigned to everyone

- Registration Form - assigned to everyone
- Health History Form - assigned to everyone
- Emergency Contact Form - assigned to everyone
- Employer Registration for Tuition Fee Payment - assigned to those who confirmed that their employer pays the school fees in the Registration Form
- Caregivers Form - only assigned to LP and SS students.
- Parents Questionnaire - assigned to every LP and MS student. Assigned to **new** SS and EL students or students continuing in the same class but with a new lead teacher
- Elementary Cell Phone/ Device Contract - assigned to EL students
- Technology Contract - Elementary - assigned to EL students
- Technology Contract - Adolescent Community - assigned to MS students
- Cell Phone/ Device Contract - Adolescent Community - assigned to MS students

If your child is joining MST mid-year, please ensure that you complete these items before their first day of school.

If your contact details change at any point during the year (including phone number, address, or email), please notify the Administration Office via email (info@montessorijapan.com) so we can keep our records up to date.

5.2 Re-enrolment Procedure

In January/February each academic year, the re-enrolment procedure takes place. The non-refundable re-enrolment fee will reserve a seat for your child(ren) for the coming academic year. Should your family be withdrawing from the school, the deposit invoice should be ignored, however you will need to submit the Re-enrolment/Transfer form via OpenApply to notify the Administration Office (admit@montessorijapan.com) by the deadline.

Please note that in order for the school to make adequate and realistic short- and long-term plans, the non-refundable re-enrolment deposit is also charged to families who are uncertain about their plans and do not provide a clear decision by the deadline.

A child's place is only secured for the next academic year when steps 1 and 2 are completed by the deadline of the re-enrolment process. The child is fully re-enrolled when all 3 steps are completed.

1. The re-enrolment deposit fee is paid in full by the deadline,
2. The re-enrollment process is completed by the deadline, and
3. The Semester 1 tuition is paid in full by 10 June.

It is important to note that should a family pay the non-refundable re-enrolment deposit and fully complete the online re-enrolment process, this amount will be applied to the first semester tuition of the following academic year.

- Should payments not be received by the stated deadlines, MST will send one reminder with an extended deadline, after which failure to pay will result in your child's place being made available to new applicants.
- If you request re-enrolment after the deadline without the deposit payment, the request will be considered, subject to space availability, and a reinstatement fee of ¥100,000 per child will apply.

- Returning students whose families have not yet met all financial obligations from the previous academic year cannot have their place confirmed for the following academic year until all unpaid fees are settled.
- Should the Semester 1 tuition fee not have been deposited by the deadline stated, the school reserves the right to cancel the reservation and offer the placement to another candidate who may apply or be in the wait group.

5.3 Classroom Placement

MST recognises the importance of thoughtful placement of students when moving from programme to programme. The admissions team consults classroom teachers, Enrichment teachers (including EAL and Learning Support teachers) and other relevant staff as part of the placement process.

We consider the following criteria when making placement decisions for transitioning students decisions;

- current status of the receiving class,
- age,
- native languages,
- English fluency,
- balance of nationalities,
- gender,
- personality types,
- academic abilities,
- teacher recommendations,
- social/emotional abilities,
- behavioural considerations,
- siblings (twins/siblings in the same class, etc),
- learning style,
- neurodiversity, and more.

Please be informed that classroom teachers are asked not to engage in direct discussions with parents about final classroom placements.

5.4 Transferring Student Records

Internal Handovers

When students transition between MST classes and/or a new teacher joins an MST class, a student records handover meeting takes place between classes/teachers - sharing relevant information with the new/receiving teachers about each student, which may include items such as notes on learning progress and social interactions, communication threads from the student's family, any official diagnosis, and recommendations from an external specialist about how best to support the child, etc.

When students transfer to another school, we are often required to complete a confidential recommendation form/letter for the receiving school. Such forms typically ask the MST staff member completing the form to disclose any details of learning support the student may have received whilst at MST, any known diagnoses, etc.

Recommendations for New Schools

Students entering other schools may be asked for an evaluation or recommendation from MST. We will complete recommendations for **up to three schools** within a period of 10 school days after receiving

the forms.

The procedure is as follows:

- Submit all hard copy recommendation forms and requests to the Administration Office or email using admit@montessorijapan.com. **Please do not send requests directly to teachers.**
- For online submissions, please enter admit@montessorijapan.com email address for the recommendation requests. The forms will then be shared with the corresponding teacher(s) accordingly.
- Any information requested or forms to be completed will be sent by MST directly to the new school. MST cannot provide confidential recommendation(s) to parents directly.
- Should a family require additional school recommendations, please allow up to 10 further school days for completion, again for a maximum of three schools.
- Most recommendation letters are sent electronically (and free of charge). Should it be necessary for any documentation to be sent via the postal service or other courier service, parents will be asked to cover any related fees.

School Certificate/ Transcript

If you need any school certificate, such as an “Enrolment Certificate” or “Graduation Certificate”, or a transcript (applicable only to Middle School students), please submit an application via the MST website [Parent Hub](#). Visit our ‘Sign Up Portal’ then select “[School Certificate Application](#)”. Please allow for 10 school days after submitting the application to receive an email with an attachment. Should you have any questions, please email info@montessorijapan.com.

5.5 Departure/ Withdrawal Procedure

As soon as you know your child will withdraw from MST, please inform the school by sending an email to admit@montessorijapan.com. Late notice of withdrawal makes it difficult for us to determine space availability and may prevent new applicants from being given the opportunity to attend MST. For any student withdrawing from MST, **a thirty-day notice** is required when submitting the Notification of Student Departure form (OpenApply).

Mid-Year Withdrawal

To officially notify the school of a student’s departure, contact the Admissions Office (admit@montessorijapan.com) and submit the Notification of Student Departure Form via OpenApply. Refunds are issued quarterly and only for students who are;

- a) departing from the Kanto region, and
- b) for whom notification of departure is given at least 30 days prior to the last day of the final quarter they will be attending.

End of Year Withdrawal

If your child will withdraw from MST at the end of the academic year, please indicate so on the Re-enrolment/Transfer Form assigned to your child’s checklist on OpenApply. Please refer to 5.2 Re-enrolment Procedure.

Withdrawal Prior to the Commencement of the Academic Year

If a **newly enrolled student** withdraws for unavoidable reasons before the academic year starts, the

tuition and building development fees will be refunded. Application and registration fees are non-refundable.

For **returning students**, only the tuition fee is refundable; the re-enrolment deposit is non-refundable. If transitioning from the Little People to the Sunshine Programme, the building development fee is also refundable.

Unavoidable reasons include, but are not limited to, unexpected family relocation, visa issues, or medical conditions that prevent the child from attending school, supported by official documentation (e.g., relocation notice, visa denial, or medical certificate). Transferring to another school in the Kanto region is not considered an unavoidable reason.

To receive a full refund of applicable fees, written notice of withdrawal along with supporting documentation must be submitted at least 30 calendar days prior to the first day of the academic year.

Family Acceptance & Sibling Withdrawal

Applicants are prioritised if they are applying for all of their children, and we offer sibling priority any time that an existing MST family is seeking to enrol a younger sibling.

We believe that this commitment to family acceptance generally supports the growth of a strong school community and student body. This relationship, of course, works both ways, and should an MST family choose to transfer an older sibling to another international school at an age-level where MST offers a programme of our own, we will no longer be obligated to guarantee a place for the younger sibling(s). We will discuss cases like this individually with families should they arise.

Yearbook

Each student is entitled to a school yearbook which is produced at the end of the academic year. If you are leaving MST mid-year for any reason and wish to receive a yearbook in June, please fill out the [Yearbook Delivery Form](#) and pay the shipping costs. Yearbooks can be shipped to an address within Japan and to an address outside Japan.

Please see below the prices for delivery:

- Address in Japan: ¥4,000 per Yearbook
- Address in Asia/Oceania: ¥5,000 per Yearbook
- Address in Europe: ¥6,000 per Yearbook
- Address in Africa: ¥6,000 per Yearbook
- Address in North/South America: ¥7,000 per Yearbook

5.6 Allergies

MST is a **nut-aware school** committed to providing a safe environment for all students, staff and visitors.

Our "nut-aware" policy is utilised to minimise the risk of exposure to nuts where possible, while also encouraging community awareness and age-appropriate self-responsibility, including the importance of washing hands thoroughly, cleaning communal spaces, not sharing food at school, etc. We have a full-time school nurse on staff and review plans and policies annually to ensure that we are able to respond effectively to any potential emergencies.

Parents are asked to inform the school of any allergies their child may have upon entrance to the school and annually thereafter through the online Health History Form. Once we receive this

information, we will follow our procedures, which include notifying all parents in the class about any allergies and, in the case of a severe allergy, requesting parents of a certain class to refrain from sending that allergen (usually, but not always, a food item) to school.

For Middle School students, the key to their developing independence is the growing and preparation of food for social and economic purposes. It is not possible to guarantee that all of the ingredients in the kitchen are processed in nut-free facilities. Students are taught food handling and kitchen safety procedures to prevent the unintentional introduction of a known allergen and prevent cross-contamination in the kitchen. Items sold by the Middle School micro-economy always list ingredients so that customers can make an informed choice.

Students with severe allergies should keep two EpiPens prescribed by their doctor at school. All students who are capable of self-administering an EpiPen will be educated to carry their own EpiPen in their backpack, with an extra one to be kept in the classroom. Students who are not capable of self-administering an EpiPen will have both in the classroom.

5.7 Illness

If your child is showing any symptoms of illness or is running a fever, please keep them at home. If in doubt, please err on the side of caution. To ensure the health and safety of all students, please adhere to the following policies:

24 Hour Fever-Free Policy

Children must be fever-free (37.4°C or lower without the use of any fever reducing medication) for 24 hours before returning to school after an illness.

Vomiting and Diarrhea Policy

If a student vomits or has diarrhea at school for any reason, they will be sent home. Students should be able to have their usual breakfast without any issues before returning to school. If there are multiple cases, we may require students to be 24 hours vomit/diarrhoea-free.

Head Lice Policy

Please check your child's hair for head lice before school starts, especially after long breaks, to prevent any spread within our community. If head lice was found in your child's hair, please make sure to start the right treatment before returning to school.

Eye Infection Policy

If your child has eye symptoms such as redness or itchiness, it may be a sign of pink eye. In such cases, please visit an eye doctor to rule out any contagious conditions before sending your child back to school.

Contagious Illnesses

Chicken pox, German measles, Influenza, Measles, Mumps, Pink eye, Acute Hemorrhagic Conjunctivitis, Meningococcal Meningitis, EHEC infection, Adenovirus infection, Whooping cough, Tuberculosis, Infectious gastroenteritis, Bacterial gastroenteritis, and others.

Orthopaedic Injuries

Students with casts, immobilisers, or crutches must be reported to the nurse before entering the classroom. Please inform both class teachers and the nurse of any medical diagnosis as well as any restrictions or limitations related to Physical Education (PE), recess, class activities, writing, or testing.

If your child has any contagious illnesses (examples listed below), please have the [Medical Confirmation Form](#) signed by a medical physician and submitted to the Administration Office before your child returns to school. The list of illnesses is slightly different depending on class level and can be downloaded from [Medical Forms](#) of the Parent Hub.

5.8 Vaccination/Immunisation

We appreciate that every family has their own beliefs and practices with regard to vaccination/immunisation and, accordingly, will decide for themselves whether they would like their children to be immunised. Should MST deem there to be a significant risk of infection to an unvaccinated student, or other students, based on local health conditions and medical advice, a student may be asked to temporarily refrain from coming to school until it is determined safe to return. [Click here](#) for the Japanese immunisation schedule in multiple languages.

5.9 Medication

Except under extraordinary situations, we prefer not to administer medication at school.

- Refrain from sending any medication in your child's backpack or lunchbox, including over-the-counter, motion sickness medications, supplements and vitamins.
- In the event of your child needing to take medication at a certain time which falls during school hours, please fill out the online "[Medication Consent Form](#)" or print out the form from the [Medical Forms](#) of the Parent Hub. It must be filled out and signed for each prescription. Medication must be provided in a container with the child's name, date, and time to be taken.
- Our staff members are prohibited from providing or administering any medication, including aspirin, to any student except as authorised by you as parent or guardian by your signing of the permission slip. **We will strictly adhere to this policy.**
- If your Elementary or Middle School child is using any medication with which they are very familiar and entirely proficient at administering by themselves (e.g. eye drops, asthma inhalers, moisturiser for dry skin, anti-itch cream, sore throat lozenges, etc.) and no assistance is required from MST staff/faculty, then there is no need to fill in any form. Please remind your child that there is to be no sharing of medications between students at school.
- Please note that for first-aid in school, MST does not use any medications except Vaseline, non-steroidal **anti**-inflammatory drugs (NSAIDs) to prevent itching, and natural pain relief gel (Arnica). If your child cannot take any of these, please contact our nurse directly.

5.10 School Closure

In the unlikely event of school not being able to open as normal due to sudden and/or unexpected events (e.g. heavy snow, typhoon), a decision will be shared via email by 6:00. We will also email this information to the parents' registered email addresses.

5.11 Simulated Emergency Evacuation Drill

At least once a year, we will have a simulated emergency evacuation drill in order to practice what we all need to do in the event of a fire or earthquake. Please note the following to assist us in making the drill run as smoothly as possible.

- The teachers will speak to students prior to scheduled drills, to explain their importance and reduce potential anxiety (especially for younger children). If your child is not a native English speaker, please speak to them at home (in their native tongue) prior to any scheduled emergency drills and let us know if we can help by answering any questions.
- In the case of an earthquake, children will first take cover under tables or door portals and then follow the instructions from their teachers.
- In the case of a fire, the children will follow their teachers' instructions and will be led out to safety.
- Information sheets will be posted on both entrances and we will walk to Arisugawa Park to our meeting place.
- Students will **only be released to a parent or caregiver whose name is indicated as an Emergency Pick-up Contact via the Emergency Contact Form in your OpenApply dashboard.**

5.12 Earthquake Emergency Procedures

What will happen at MST if there is a serious earthquake?

- The children have learned during earthquake drills to shelter under the nearest table until directed otherwise.
- After the earthquake has stopped, the Head of School or other administration staff will decide whether to evacuate the school. This decision will be based on the state of the school building, the risk of fire or gas leaks, the state of the roads and buildings outside and/or requests from local authorities.
- If the school is evacuated and the route/situation is deemed to be safe, then the teachers and children will walk to the meeting point in Arisugawa Park (see below for details on locating the meeting point). The teachers will carry earthquake kits. Information sheets will be posted outside both school entrances.
- If the Internet connection is operational, the Administration Office will post the latest information on the school website.
- Medical attention will be given as required.
- If landline telephones are operational, the Administration Office will leave a message with the latest information on the NTT (Nippon Telegraph and Telephone) Emergency Message Service. Parents can dial to listen to the message (see below for details).
- Teachers will remain with the children until collected by parents. If children are not collected within 24 hours, the school will notify embassies and next of kin. If necessary, we will eventually relocate to Honmura Elementary School and from then on will follow the guidelines of the authorities.

What should parents do after a serious earthquake?

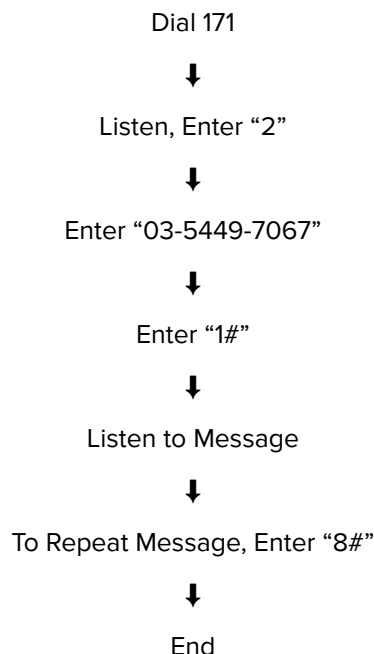
- Walk to the meeting point in Arisugawa Park as soon as possible to collect your child. Parents should decide beforehand which parent will do this. If children are not in Arisugawa Park, proceed to school. Information sheets will be posted outside both school entrances. Please note that meeting points for all campuses (Forest, Orchard, Grove) will be at the same location.

Bring with you enough supplies so that you and your child can walk home: i.e. a stroller, drinks, snacks, suitable footwear/ clothing.

Please do not call the school landline telephone or classroom mobile telephone, as they will be used for outgoing calls.

To get information using the NTT Emergency Message Service

In the event of an emergency, the Head of School will leave a message using the NTT Message Service, which can be obtained as follows:



Meeting Point

As we are unable to know what the situation will be like in Arisugawa Park, it is difficult to say exactly where we will be. We will enter the park from the entrance opposite the tennis courts (where the Tokyo Metropolitan Central Library is) and try to find a patch of ground. Starting from the immediate left and then moving towards the playground area, we will set ourselves up in a place which can accommodate all of us.

How can parents help MST in the event of an earthquake?

- Make sure you have completed all the forms on OpenApply.
- Make sure that all information provided is up-to-date at all times.
- Keep your mobile phone and the MST Earthquake card with you at all times.
- Make sure that your child is always suitably dressed, according to the season (warm coat for winter, sun hat for hot sunny weather, suitable shoes for walking).
- Make a family earthquake plan. Decide which parent will collect which child and where everyone will meet up. Register your family with your Embassy.
- Equip your home for an earthquake and make sure all family members understand earthquake procedures.

5.13 Student Protection

At MST, we are committed to safeguarding the well-being of our students and staff. We view student protection as a paramount moral obligation as well as a legal duty. As a school, we are a mandatory

reporter, meaning that we are required by law to report evidence or suspicion that a child has been abused or neglected.

MST has a [Student Protection Policy](#) that outlines policies, procedures, and guidelines to prevent and protect students from harassment or abuse and to respond promptly and effectively should abuse be observed, suspected, or disclosed. This includes any alleged abuse of MST students by adults within or outside of our school community. It also includes rules and advice intended to prevent situations in which student abuse by MST employees could occur or be suspected. Policies relating to peer-to-peer conflict of bullying, health and safety, and security are covered separately in the Faculty and Parent Handbooks.

MST does not condone physical punishment.

Raising children can present unique challenges. Families who would like to seek out additional support and information can contact any of the following organisations:

TELL (Lifeline): 03-5774-0992 (available every day; please [see website](#) for exact hours).

[Academic Consultation Center](#) (for concerns relating to a child's wellbeing, safety, and mental health).

[Child Guidance Center](#): 0120-52-8343 (Japanese 24/7 Lifeline) or **0120-279-338** (English 24/7 Lifeline)

5.14 Heat-Related Illness Prevention / Pollution Index

During the hot summer months, we will monitor the maximum expected temperature and the air pollution index by consulting the following sources:

- Wet Bulb Globe Temperature Index (WBGT), which aggregates temperature, humidity and radiation data, as provided by the [Ministry of the Environment's Heat Illness Prevention Information site](#); and
- [Minato-ku Air Quality Information site](#)

If the WBGT temperature indicates a maximum of 31°C or above or if the average air pollution index level of PM2.5 monitored at 9:00 exceeds 35µg/m³, we will minimise or cancel outside activities that may result in strenuous physical exertion.

6 List of Commonly Used Abbreviations at MST

AMI - Association Montessori Internationale	AMS - American Montessori Society	ASA - After School Activities
CE - Creative Expression	CGC - The Child Guidance Center	CMT - Case Management Team
CPO - Child Protection Officer	DSA - During School Activities	EC - Early Childhood Programmes (18 months - 6 years)
EL - Elementary Programmes (6-12 years)	EOI - Expression of Interest	FO - Forest Campus
GR - Grove Campus	IBT - International Benchmark Tests	IMC - International Montessori Council
ITP - Instrument Tuition Programme	JCIS - Japan Council of International Schools	LCs - Learning Conferences
LE - Lower Elementary (6-9 years)	LP - Little People (18 months-3 years)	LT - Leadership Team
MPR - Multipurpose Room (Forest 2F)	MS - Middle School (12-15 years)	MST - The Montessori School of Tokyo
OA - OpenApply	OR - Orchard Building	PD - Professional Development
PE - Physical Education	PI - Parent Involvement	SS - Sunshine (3-6 years)
TAIP - The Tokyo Association of International Pre-Schools	TC - Transparent Classroom	TELL - Tokyo Expat LifeLine
UE - Upper Elementary (9-12 years)	WBGT - Wet Bulb Globe Temperature Index	