

Instruction for Registration

Koguma Preschool 2024-25

Registration will open on Sunday, at 9am on March 17th.

From the time stated above, registration forms will be accepted via email sent to the membership email address. Please note that seats will be reserved in the order in which the registration forms are received (according to the order of arrival of the email). Please read the following requirements for the registration process.

【Registration Requirements】

- Registration forms must be submitted via e-mail.

(Membership: membership@kogumapreschool.org)

※Koala/Panda/Koguma Hiroba/kangaroo: Registration Form

※Nature Field Trip (field trip only): Shizen Tanken Class Registration Form

- Please indicate in the e-mail subject line the name of the class in which you wish to enroll your child.
- Siblings must submit a separate registration form for each child. Please send a separate registration email for each child.
- If you wish to register one student for two classes, please send two separate e-mails titled with the appropriate class name. A registration form should be attached to one of the emails.
- If you wish to apply for a drop-off slot, please write "Request for drop-off" in the body of the e-mail.

※ If you are not accepted for drop-off, please indicate whether you wish to be added to the waitlist (as a drop-off) or enrolled in the class as a non-drop-off spot. Failure to meet the requirements above may result in your registration not being accepted.

Once your registration has been accepted, the Treasurer will send you the registration fee information.

If payment is not received within 72 hours of receiving the notice, your reserved seat will be cancelled.

【Class Schedule – 2024-25 】

- **Koala class (1 year to 3 years and 5 months old)**

※Parent & child class (Children under 2 years old enter the classroom accompanied by a parent or guardian.)

- Age: 1 year and 0 month by August 31, 2024 (negotiable)
- Class Dates & Times: Tuesday/Thursday 10am -12pm
- Registration Fee: \$70 (non-refundable)
- Monthly Fee: \$140 (includes Bates fee) / Drop-off Monthly Fee: \$220(includes Bates fee)
- Capacity: Ten students (1 drop-off slot)

- **Panda class (3 years and 6 months to 5 years old)**

- Age: 3 years and 6 months by August 31, 2024 (negotiable)
- Class Dates & Times: Monday/Wednesday 10am-12:30pm
- Registration Fee: \$70 (non-refundable)
- Monthly Fee: \$185 (includes Bates fee) / Drop-off Monthly Fee: \$245 (includes Bates fee)
- Capacity: Twelve students (1 drop-off slot)

- **Koguma Hiroba (2 to 5 years old)**

- Age: 2 years and 0 month by August 31, 2024 (negotiable)
- Class Dates & Times: Fridays, 10am-12pm
- Registration Fee: \$70 (non-refundable)
- Monthly Fee: \$80 (includes Bates fee) / Drop-off Monthly Fee: \$125 (includes Bates fee)
- Capacity: Ten students (1 drop-off slot)

- **Kangaroo (1 to 5 years old)**

※Parent & child class (children must be accompanied by a parent or guardian.)

- Age: 1 year and 0 months old by August 31, 2024 (negotiable)
- Date: Saturday, twice per month, 10am-12pm
- Registration Fee: \$70 (non-refundable)
- Tuition: \$65
- Capacity: Ten students

• **Nature Field Trip class (1 to 5years old)**

※Parent & child class (children must be accompanied by a parent or guardian.)

- Age: 1 year and 0 month by August 31, 2024 (negotiable)
- Date: Once per month, 10am-12pm
- Registration Fee: \$30 (non-refundable)
- Tuition: \$30

• **Monthly Field trip**

If your children enrolled in Panda, Koala, Koguma Hiroba, or the Kangaroo class, you are welcome to join the monthly field trip, even if the date is not on your class schedule.

• **Sibling Discount**

If siblings attend the school together, the younger child will receive a 25% discount on both the registration fee and the monthly fee.

We may take 3-5 days to complete the registration process. We apologize for the inconvenience this may cause to parents. We appreciate your understanding, which facilitates the registration process.