



# Okinawa Christian School International

*Equipping Students to walk with Jesus and impact the world for Him*

May 12, 2023

Dear Parents and Guardians,

We are again pleased to extend our After School Program to OCSI families for the upcoming **2023-2024** school year. Families in need of childcare after school are welcome to apply for our After School Program. Space for this program is very limited, and applications will be accepted on a first come, first serve basis. If you are in need of after school care for your PreK - 5th grade students, please see the information below and submit your application to the school cashier as soon as possible.

Sincerely,  
Ms. Sarah Turner  
Elementary Principal

## Details

- **Time:** Monday through Friday, 3:00 - promptly before 6:00 PM. (No after school care on half days)
- **Transportation:** Parents must be able to provide their own transportation for child pick-up. There will be no bus service.
- **Location:** OCSI Campus in one of the classrooms
- **After School Program Fees** アフタースクールプログラム料金  
Payment details are in accordance with [Fee conduct policy](#)
  - Annual Rate 年間費用 ¥200,000 Annual Per student (Due on or before August 11th; Non-refundable after Payment. 払戻不可)
  - Billed Fees (tuition, lunch, bus and after school) will be charged as either a one-time payment, two payments, or in 10 payment increments per year (as selected by families at the time of enrollment).
  - The monthly billing cycle (August - May) starts from the 16th of August month to the 15th of the following month.
  - Payment for the subsequent billing cycles are due on or before the 10th of each month
  - Fees for this service cannot be prorated and any cancellation request requires at least 30 days prior notice (Please submit a cancel form [After School Program Form '23-24](#))
- **Program:** Students have time for outside and inside play as the weather permits. Homework help is available, but the teacher is not able to provide individual tutoring. Students are encouraged to bring a snack and will be allowed time in the computer lab to use online educational games.
- **After School Program policy:** Students will be required to obey all OCSI rules outlined in the School Handbook. Students who have repeated behavioral problems may be asked to leave the program. Parents and/or Guards are expected to pick up children promptly at 6:00 PM. We do not have supervision after this time. If a family is late three times, then the student will need to miss one week of After School Program. Students may be dropped from the program should there be a consistent violation of this agreement. For withdrawing from the program, please note that in accordance with our FeeConduct Policy, 30 days notice is required. Families are responsible for the monthly fee, even if the student's last day is earlier than the 30 days.

**Please note that your submission of After School Program application form will constitute an agreement of the After School Service Policy by you and your student.** This policy includes your understanding of the rules, conduct and guidelines that we are asking parents to review with their students. As a part of our continuing efforts to improve our Child Safety policies, OCSI will be strictly following this policy.