



# 光の学校

## Hikari no Gakko



### 2015 Policies and Information

Welcome to the 19<sup>th</sup> annual program of Hikari no Gakko of Salinas. The 2015 Hikari no Gakko is scheduled for **6/15/15 – 6/26/15**. We will have our mandatory clean-up day on **Saturday, June 27th**.

The purpose of the Hikari no Gakko, or “Shining School,” is to develop awareness, appreciation, understanding and enthusiasm for the Japanese-American/Japanese culture, heritage and traditions.

Hikari no Gakko is a non-profit incorporated group of volunteer parents. It is located at, but not associated with, the Buddhist Temple of Salinas.

#### Program and Staff

Hikari no Gakko is a two week parent cooperative summer program to educate children in grades Kindergarten through Middle School. Children will explore Japan through literature and will incorporate activities in arts and crafts, music, dance, games, cooking, history, language and demonstrations. Each grade level has a specific theme. Please call if you have any questions regarding your child’s placement.

Matsuri (Festivals)	Ages 4-6
Konnichiwa Nihon (Japan)	Ages 5-7
Kome (Rice)	Ages 6-8
Umi (The Sea)	Ages 7-9
Take (Bamboo)	Ages 8-10
Kami (Paper)	Ages 9-11
Kinu (Silk and Internment)	Ages 10-12
Takehashi (Bridge)	Ages 11-12

Experienced volunteers/credentialed teachers have volunteered to share their various interests and talents in the Japanese culture. We are also fortunate to have local resource people share their hobbies and experiences with us.

## Important Information and Dates

Hikari no Gakko Director: Robert Gatanaga  
E-mail: rgtng@yahoo.com  
Cell #: (831) 594-7458

Mailing address: **Hikari no Gakko**  
**820 Park Row #411**  
**Salinas, CA 93901**

Email address: hikarinogakko\_salinas@yahoo.com

2014 location: Buddhist Temple of Salinas  
14 California Street  
Salinas, California 93901  
(831) 424-7985

<u>Event</u>	<u>Date</u>	<u>Time</u>
Hikari no Gakko	6/15/15 – 6/26/15	8:30 a.m. – 12:30 p.m.
Registration Deadlines:	April 1, 2015 - SPACE IS LIMITED TO 12 STUDENTS PER CLASS	
Opening of School (Teachers & Staff only)	6/13/15 (Saturday)	9:00 a.m.
Open House	6/26/15 (Friday)	5:00 p.m. – 9:00 p.m.
	Exhibits/Farmer's Market	5:30 p.m. – 7:00 p.m.
	Childrens' Performances	7:00 p.m.
Closing of School <b>MANDATORY FOR ALL FAMILIES</b> <b>*No Exceptions*</b>	6/27/15 (Saturday)	9:00 a.m.- 12:00 p.m.

We encourage all families and friends to participate in these special Gakko experiences for your child. Everyone is encouraged and welcomed to join in on any of the special activities, help in the classrooms, and/or attend the demonstrations.

We always welcome new or prospective board members. Please contact any board member for more information.

## **Registration and Fees**

Currently, we are enrolling children entering grades Kindergarten through 6<sup>th</sup> grade in the Fall 2015. Children entering Kindergarten **must** turn (5) years old on or before September 1<sup>st</sup>, 2015. \*NO EXCEPTIONS CAN BE MADE. Enrollment is limited and is on a **first come, first serve** basis. Priority will be given to returning students.

The tuition is **\$225 per child**. The full tuition payment is due by **April 1, 2015**. If the class is full, we will make every attempt to place your child in another age appropriate class. For cancellations up to two (2) weeks prior to the start of school, a full refund, less a \$25.00 administration fee, will be issued. After that period, **no refunds will be issued**. In the event of a returned check, there will be a \$25.00 fee for bank charges. **Returning students enrolled after April 30, 2015, will be charged \$250 for each child.**

Tuition payments may be combined in one (1) check. The check should be made payable to **Hikari no Gakko**. This payment is due by April 1, 2015.

We also have a "Cleaning Deposit" of \$200.00 this year to ensure all families participate in their parent co-op duties of cleaning during the Program as well as the June 28, 2015, Cleaning Day and closing of the school. If all duties are fulfilled, your check will be returned to you or destroyed on Cleaning Day. This is a separate check, also made payable to **Hikari no Gakko** with "Cleaning Deposit" referenced on the check with your child's name (Only one cleaning deposit per family). This check should be sent along with your registration check. Families with children only registered in the Middle School program are not required to submit a "Cleaning Deposit" check.

Please send all completed forms and checks to:

**Hikari no Gakko  
820 Park Row #411  
Salinas, CA 93901**

## **Family Commitments**

The success of the Hikari no Gakko program depends on the dedication and commitment of parents like you. (All parents are encouraged to participate fully in the preparation work, fundraising efforts and committees to keep tuition costs low and to maintain the quality of the Program. Hikari no Gakko is a **parent cooperative**.)

- 1) **Working Hours**: Each "family" is **REQUIRED** to work at least one day **per child** at Hikari no Gakko. Any additional hours you can commit to would be greatly appreciated.

We define "family" as the child's parents, grandparents, aunts, uncles, cousins and family friends as those who can volunteer. **If a family member cannot work, the parents are required to find someone to substitute for them. This person must be cleared through either Robert Gatanaga or Eunice Fletcher.** Student volunteers (a separate Hikari no Gakko teen program) cannot be used to fulfill family work commitments.

Unless specified otherwise, the work hours are from 10:30 a.m. to 12:30 p.m. Please check the board during sign in for your assignment on the day you are scheduled. The duties may include

setting up and cleaning up for resource teachers and demonstrations, playground and/or gymnasium supervision during pick up time, cleaning of facilities and various activities for the operation of the School. Failure of completion of these duties will result in the loss of your Cleaning Deposit.

All families will receive copies of each of the Hikari no Gakko Program level curriculum information. Sign-ups for work schedules and committees will be scheduled through **signupgenius.com**. Final work schedules and committee assignments will be emailed at a later date. **Please take the time to review this information, especially the work schedule.** Once you have been scheduled to work, you will be responsible for finding a substitute and to notify the Volunteer Coordinator of any changes to the schedule if you are unable to fulfill your commitment.

**2) Committees:** All families are required to serve on at least one (1) of the committees listed below.

- a. Arts and Crafts – Duties may include woodworking/Bamboo- cutting, sanding, battledores, paper cut-outs, copying, purchasing craft and school supplies, preparing crafts for students, prepare name tags for students and volunteers. Must be available during school hours on assigned day of work.
- b. Open House Program– Duties may include set-up and clean-up on June 27, 2014, for Open House, working with Fundraising Committee members with set-up, clean-up, design flyer, refreshments, communications to parents. Must be available during school hours on Open House day.
- c. Fundraising – Duties may include assisting in the coordination of the (flower, produce and craft items booth), communication to parents, selling tickets for raffle, organize/participate in fundraising activities, make signs, sale of t-shirts, organize obento dinners and working with the Open House/Pot Luck Lunch Committee with some of the duties involved with the Open House Program.
- d. Market Place/Snack - Duties may include the coordination of the Market Place (flower, produce and snack booth), communication to parents, preparation or packaging of daily snacks or items to be sold at Market Place, preparation and clean up of snacks for teachers and parent and student volunteers, make signs, working with the Open House Committee with some of the duties involved with the Open House Program.
- e. Cooking Committee – Duties include food prep for cooking demonstrations, set-up and clean-up of kitchen and assisting Chairperson in cooking demonstrations for each class. May assist committee on Open House with making tea and kitchen clean-up. Must be available during school hours on assigned day of work.

We welcome anyone willing to serve on more than one committee.

**Closing of School** All families are required to provide one member to help close the school on **Saturday, June 27, 2015 promptly at 9 am**. Since this is a working day, please DO NOT bring your children on this day. Failure of completion of these duties will result in the loss of your \$200 Cleaning Deposit.

### 3) Operating Rules and Requirements

- 1) **ALL FAMILIES MUST FULFILL HIS/HER WORK REQUIREMENTS.** Work hours are from 10:30 a.m. to 12:30 p.m. unless otherwise specified. All families must also serve on at least one committee and provide snack for two different days.
- 2) All families are required to work on clean-up day, Saturday, June 27, 2015. No exceptions.
- 3) All families must attend the Orientation Meeting.
- 4) School will be held on Monday, June 15, 2015, through Friday, June 26, 2015. The official school hours are from 8:30 a.m. to 12:30 p.m. There will be a late pick up fee of \$10.00 per 15 minutes for each child not picked up after 12:45 p.m. This year we will also institute an early drop-off fee of \$10.00 per child dropped off before 8:15am – this is for the safety of your children - Gakko cannot be responsible for unattended children dropped off before school.
- 5) It is required that the parent, or the responsible adult, sign in and out each day indicating the time of arrival and departure. **Per law requirements, full signatures are required; no initials.**
- 6) The student is required to bring his/her own scissors, pencils, crayons, glue sticks, Elmer's glue and markers. The items should be labeled and in a pencil box.
- 7) There will be a snack period each day. Parents are asked to provide a nutritious snack and drink for their child to bring to school. **Snacks will be available for purchase on a daily basis. Students may also purchase a snack card worth \$20 from the Marketplace to pay for their snacks. The snack cards are kept at the Marketplace for the students' convenience.**
- 8) **Illness:**
  - a. It is the parent's responsibility to notify the School if your child is ill or if he/she has been exposed to any disease or contagious illnesses.
  - b. If your child becomes ill at school, he/she will be removed from class and the parent, or responsible person, will be notified and is required to pick up the child promptly.
  - c. Keep your child home if he/she has had fever, diarrhea or vomiting in the previous 24 hour period.
  - d. Keep your child home if he/she is too sick to actively participate in the full program, including outside play. Hikari no Gakko **cannot** administer medication to any student.
- 9) Parents need to inform the School of any changes in address, phone numbers, employment or emergency information.

### Student Discipline

If a student exhibits continued disruptive behavior, the parents will be notified. A special meeting will be arranged between the child, the parent, teacher, Directors and a board member. Alternatives and corrective measures will be discussed with the goal of reaching a mutually acceptable solution. If the problems persist, Hikari no Gakko reserves the right to dismiss the student from the program.

### **Insurance**

Hikari no Gakko and/or the Buddhist Temple of Salinas, their board officials, teachers or members will not be liable for any injury or loss sustained by the participant while participating in activities sponsored by Hikari no Gakko. **Participants are not covered by medical insurance under the Hikari no Gakko or the Buddhist Temple of Salinas.**

### **Non-Profit Corporation**

Hikari no Gakko is a non-profit public benefit corporation of volunteer parents. Tuition to attend school is not tax-deductible. However, any additional donations are greatly appreciated and may be tax deductible (please consult your tax preparer).

### **Additional Information**

Thank you for your support and participation in Hikari no Gakko Program of Salinas. Please keep this Policies and Information package for your reference. If you have any further questions, please feel free to contact the Hikari no Gakko Director, Robert Gatanaga, Board Member or email us at **hikarinogakko\_salinas@yahoo.com**. We look forward to sharing new experiences and working with you and your child(ren) in the upcoming weeks. Arigato!