

Guidebook for Parents/Guardians of Foreign Children
who will Enter Elementary Schools in Nishitokyo City

Information for Elementary Schools

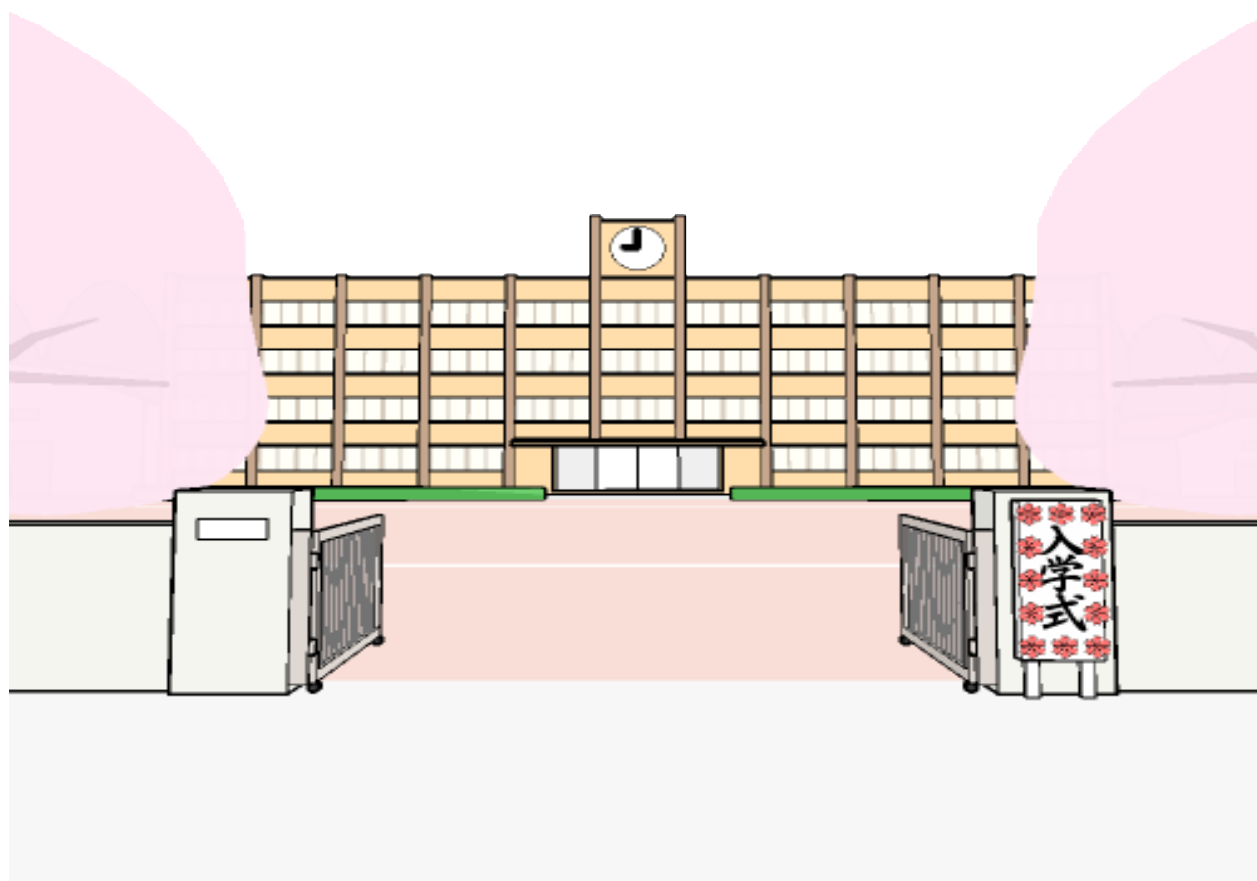


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This guidebook provides parents/guardians with general information on the elementary schools in Nishitokyo City. Details may vary at each school. Be sure to get necessary and specific information of the school where your child will enroll!

1 Procedures for Starting Elementary School

Japanese elementary schools begin in April. Every child who is six years old on April 1 can and should enter an elementary school.

① School Entrance Application

If your child's nationality is not Japanese, you need to apply for school entrance by turning in the "School Entrance Application", or (SHUGAKU NEGAI). Bring the child's Residence Card and apply at the Education Planning Section (KYOIKU KIKAKUKA) on the 3rd floor of the Hoya City Hall. (→ Education Planning Section: TEL 042-438-4071)

If your child holds Japanese nationality, this application is not necessary.

② Medical Check-up when Entering School

All children will have a medical check-up at the elementary school which they enter. Please let your child take this check-up.

③ Guidance Letter for Entering School

"Guidance letter for entering school (SHUUGAKU TSUCHI)" will be sent by mail to all pupils who will enroll in April. Please turn in this "guidance letter for entering school (SHUUGAKU TSUCHI)" to the school on the entrance ceremony day.

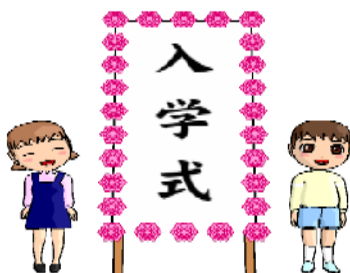
④ School Orientation for Parents/Guardians

Every school offers a school orientation in January or February. Please do attend a school orientation at the school where your child will enroll.

→ You will get the whole picture of the school. Do not miss this orientation!

⑤ Entrance Ceremony (NYUUGAKU SHIKI)

The Entrance Ceremony will be held at the early part of April. On this day, please make sure that you bring and turn in to the school the "Guidance Letter for Entering School (SHUUGAKU TSUCHI)".



Child Card (JIDOU CARD)

You are requested to fill in a “Child Card” and submit it to the school around the time of your child’s entering school. You can always consult the homeroom teacher about questions and concerns on your child’s education.

Write the following information on the Child Card.

Name and age (grade) of the child, parents/guardians and other family members.

Contact phone numbers for emergency

Write the telephone numbers of persons who can come to pick up your child when he/she gets sick suddenly, or in the case of an emergency. You will need to provide 3 or 4 contacts who can be responsible in taking care of your child including some neighbors as well as your own parents and other family members.

Write important information of your child which you may want the teacher to know.

Food allergy, illnesses or health concerns:

Ex. Kent gets itchy when he eats an egg.

Life style and behaviors (such as meals)

Ex. Ivan has difficulty in keeping still.

秘 2年間保存 児童カード

年 月現在 保谷第二小学校 年 組 番

ふりがな	性別	自宅電話	()
児童名 (生年月日) (平成 年 月 日生)		地区名	地区 班
ふりがな	現住所	西東京市	町 丁目 番号
保護者名	父	氏名	年 組
保護者の緊急連絡先(電話番号だけの記入でもかまいません。)	携帯電話 ()	近所の児童	氏名
	職場の電話 ()		年 組
	母	氏名	年 組
	携帯電話 ()	氏名	年 組
	職場の電話 ()		
家族構成	続柄	氏名	学年・組等
	本人		
保育歴 (1年生のみ記入)	年 月 ~ 年 月 日まで (幼稚園在園 保育園在園)		
健康・その他で連絡しておきたいこと			
災害時 引き取り人	氏名	続柄	電話
	1		()
	2		()

じどうめい 児童名	Name of Child
ほごしやめい 保護者名	Name of Parent/Guardian:
じたくでんわ 自宅電話	Home Phone Number
ちくめい 地区名	Name of your District Group
きんきゅうれんらくさき 緊急連絡先	Emergency Contact Number
けいたいでんわ 携帯電話	Cell Phone Number:
しょくばでんわ 職場の電話	Phone Number of Workplace:
きんじよ 近所の児童	Friends in Neighborhood
かぞくこうせい 家族構成	Family Members
ぞくから 続柄	Relationship to Child
ほいくれき 保育歴	Day Care History before School
さいがいじ 災害時 ひきとり 引き取り人	Person(s) to Pick up Child in case of Emergency/Disaster:

引き取り人は、原則として、保護者か同居の親族とします。
(親族以外の場合、実際の非常時に、責任を持って引き取りに来られる方とします。)

2 A Day in School

A day's schedule in the school varies from school to school. Be sure to confirm the timetable of the school your child enters.

< Example of A Day's Schedule of School >

8 : 15 ~ 8 : 25	<p>TOUKOU – Go to school Children take the designated route to school(TSUUGAKU RO). You must inform the school if your child is late or absent.</p>
8 : 30 ~ 8 : 45	<p>Meeting (SHUUKAI) – All the pupils will gather in the gym or school ground. Morning Homeroom (ASA NO KAI) – A morning homeroom is held for exchanging morning greetings and receiving the day's information from the teacher.</p>
8 : 45 ~	<p>Classes (JYUGYOU) The homeroom teacher (TAN-NIN) will teach all subjects. There will be four classes of 45 minutes each in the morning. The subjects vary according to the day of the week. There will be a 5 minute break (YASUMI JIKAN) between classes, and a longer break of 20 minutes (NAKA YASUMI). Children can go to the rest room during break time.</p>
12 : 25 ~ 13 : 05	<p>School Lunch (KYUUSHOKU) School lunch is provided by the school. Parents/guardians pay for the cost. Children will take turns serving lunch to their own class. (KYUUSHOKU TOUBAN) Days with no lunch will be announced through a letter from school.</p>
13 : 05 ~ 13 : 45	<p>After Lunch Break (HIRU YASUMI) Cleaning Time (SOUJI) - Pupils and teachers will clean classrooms and other areas in the school.</p>
13 : 45 ~	<p>Classes (JYUGYOU) There are days with no classes in the afternoon. Afternoon Homeroom (KAERI NO KAI) – The homeroom teacher will distribute a letter(s) from school (RENRAKU PURINTO) and announce important information about the next day's classes or other matters related to school life (GAKKOU SEIKATSU) such as friendships, cleaning times, school lunch, breaks, etc. Going home (GEKOU) – Children will go home along the designated route. After classes (HOUKAGO) – Time after all classes are over</p>



GAKUDOU CLUB, or Club for School Children

– When you as parents/guardians cannot be at home due to work etc. and need to leave your child(ren) alone at home, you can place your child(ren), who are in the fourth grade or lower, with the Gakudou Club, or the Club for School Children. Application is needed. Please contact the following office for information: (→ Support for Child Rearing – Child and Adolescent Section – Tel: 042-460-9843. KOSODATE SHIENBU JIDOU SEISHONEN DEVISION)

3 Annual Schedule and Events

Schools are, in principle, closed on Saturdays, Sundays and National Holidays. But some school events may fall on these days. Annual events and their schedules are different from school to school. Please confirm the annual events and schedules of the school which your child goes to.

First Semester - ICHI GAKKI (4/6~7/20)	Entrance Ceremony (NYUGAKU SHIKI) - Ceremony to welcome newly enrolled first grade pupils. Opening Ceremony (SHIGYOU SHIKI) - Ceremony of the first day of the semester. Physical Check-up (SHINTAI SOKUTEI) – Pupils’ height and weight will be measured. Also pupils’ health will be examined by a doctor(s). Closing Ceremony (SHUUGYOU SHIKI) - Ceremony of the last day of the semester. Pupils will receive their school report (TUUCHI HYOU). (1)
Summer Break NATSU YASUMI (7/21~8/31)	There will be a swimming class (SUIEI SHIDOU) at school for a certain period during the summer break. (All regular classes are closed.) Pupils will be given Summer Assignments. They will submit their results and achievements of the Summer Assignments on the first day of the second semester.
Second Semester - NI GAKKI (9/1~12/25)	Opening Ceremony (SHIGYOU SHIKI) – A “Pick-up Drill (HIKIWATASHI KUNREN) (2) will take place after the opening ceremony. (Some schools conduct this training in the first semester. Closing Ceremony (SHUUGYOU SHIKI)
Winter Break - FUYU YASUMI (12/26~1/7)	Pupils will be given Winter Assignments. They will submit their results and achievements of the Winter Assignments on the first day of the third semester. (All regular classes are closed.)
Third Semester - SAN GAKKI (1/8~3/25)	Opening Ceremony (SHIGYOU SHIKI) Ceremony of the last day of the school year (SHUURYOU SHIKI) – Ceremony to commemorate pupils’ completion of their school year. Graduation Ceremony (SOTSUGYOU SHIKI) – Ceremony to commemorate the graduation of the sixth grade pupils.
Spring Break HARU YASUMI (3/26~4/5)	After the Spring Break, all pupils will proceed to the next grade.

(1) School Report (TUUCHI HYOU)

– The school report is to show the parents/guardians the grades of their pupil. Each school has a different name, such “AYUMI”, for its school report. Pupils will receive a school report on the closing ceremony (SHUUGYOU SHIKI) day and should get their parents/guardians’ “HANKO”* on it and return it to the school on the next opening ceremony (SHIGYOU SHIKI) day.

(2) **Pick-Up Drill (HIKIWATASHI KUNREN)** – The Pick-up Drill is a simulation drill for an emergency such as earthquakes to return the pupils safe back home. You as a parent/guardian should go to school to pick up your child in this drill.

HANKO – You as parents/guardians are requested to press your HANKO to the column that says “HOGOSHA-INN” or has the mark “INN”.

School Activities to Enjoy (GYOUJI) – Schedules and contents vary from school to school.

1.Sports Day (UNDOUKAI) – Sports day is an event for pupils to enjoy sports activities such as short distance race, relays, and dancing. All pupils will participate.

Parents/guardians are also invited. Check with the teacher if you need to prepare a lunch for your child. Please read carefully the information paper about the Sports Day from the school (RENRAKU PRINT).



2.Field trip, Excursion (ENSOKU) –

Pupils will bring a packed lunch (OBENTOU) from home and visit places outside the school for a whole day. Pupils will carry a picnic rucksack instead of their regular school bag, LANDOSERU.

3.Swimming Classes – There are swimming classes between June and September. On the morning of the swimming class day, before going to school, take the temperature of your child, record it in the “Swimming Card” (SUIEI Card), press your **HANKO** and make sure your child submit the card to school. The Swimming Card will be handed out to pupils from the school.

4.Presentation of Study (GAKUSHUU HAPPYOU KAI) – At this event, pupils will exhibit or present their work such as a drawing, poem or written reports made in class. All pupils and parents/guardians are invited.



5.Musical & Theatrical Performances (GAKUGEI KAI) –

Pupils of each grade will present a theater piece. All pupils and parents/guardians are invited.

6.Music Day (ONGAKU KAI) – Pupils of each grade will perform songs or play musical instruments. All pupils and parents/guardians are invited.

7.Exhibition (TENRAN KAI) –

All pupils will present their art work. All pupils and parents /guardians are invited.



8.School Trip (IDOU KYOUSHITSU) – All 6th graders will go out on an overnight trip. Fees will accrue.

4 Working together with your Child

~ What Parents/Guardians are expected to Do at Home ~

① The role of parents every day after school when your child comes back from school...

Check the Correspondence Notebook (RENRAKU CHOU)

- The Correspondence Notebook (RENRAKU CHOU) is used for pupils to write down important announcements from their teacher, and for the communication between teachers and you as parents/guardians.

Check all Letters from School (RENRAKU PRINT)

- Important information about school activities and class schedules will be announced through letters from school (RENRAKU PRINT). Read them carefully and keep them for a while as you may need the information later.
- The letters are also called “OTAYORI” or “OTEGAMI”

Check and help your child do Homework / Assignments (SHUKUDAI)

- Grade one pupils usually have homework such as practicing to write Hiragana and Kanji, or counting/calculating.
- They also have assignments called **ONDOKU**, or reading aloud their Japanese (KOKUGO) text book (KYOKASHO).

Preparation for the next day

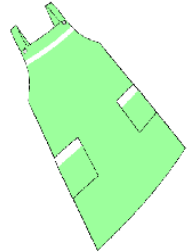
- You and your child must read and check what is written in his/her Correspondence Notebook (RENRAKU CHOU) and make sure that everything is ready and put inside his/her LANDOSERU.
- Prepare the textbooks and notebooks for the next day, since subjects vary everyday according to the day of the week.

Check together with your child if all things necessary are prepared.

② Necessary items for school

- You will receive information on the items which your child will need at school. Prepare them by the date designated. For example, swimming suit, keyboard harmonica (KENBAN harmonica), flute, ruler, etc.

③ Things to be washed on weekends and brought back to the school on Monday



- Every Friday, pupils will take home their PE uniforms and indoor-shoes.
- The pupils who are in charge of school lunch (KYUUSHOKU TOBAN) will take home the school apron. Wash these items and make sure that your child will return them to school on Monday.

④ If your child is to be late for school or has to leave school early..

- You as a parent/guardian must inform the school of the change of the schedule of your child.
- If your child is arriving late for school (CHIKOKU), you are required to accompany him/her to school.
- If your child has to leave school early (SOUTAI), you are required to pick him/her up at the school.

Teachers will be very worried if any pupil does not come to school without any notice.
Do not fail to inform the school.



5 Things not allowed in school

□ Things not allowed to bring to school:

× Money, a cell phone, food, snacks, toys, video games

□ Things not allowed to do in school:

× Dying hair, wearing pierced earrings and other accessories are not allowed.

× Commuting to school by bicycle is not allowed.

× Being absent without notice to the school, or leaving school early without permission from the teacher is prohibited. You should always inform the school or the teacher of any changes.

6 Can your Child do these Things by him/herself?

■ Can go to school along the designated school route, paying attention to traffic lights and cars.

■ Can read and write his/her own name in Hiragana.

■ Can reply “Hai” when his/her name is called.

■ Can say his/her address and telephone number. (But) not tell these information to strangers.)

■ Can change clothes. Can fold clothes after taking them off.

Can take off and put on shoes.

■ Can go to the rest room by him/herself. There are two kinds of toilet, Japanese and western style.

■ Can eat with chopsticks, spoon and fork.

■ Can tell the teacher or friends when feeling any aches physically or having any problems.

■ Can put away his/her own things, raincoat etc. by him/herself.

Please walk and experience the designated school route with your child before he/she enters the school!



7 Things used at School

Please confirm with your school as to what things your child needs at school because they vary from school to school.

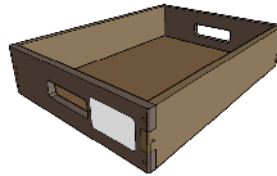


Write and put the full name of your child on all things used at school.

text books



toolbox



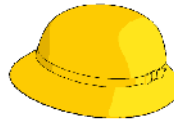
correspondence notebook



name tag



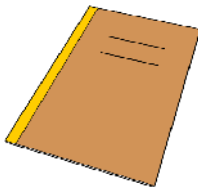
cap



burglar alarm



notebooks



Things to prepare as chosen and designated by the school.

indoor shoes



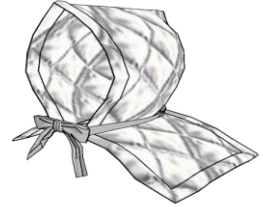
P.E. wear



red/white caps



disaster protection hood

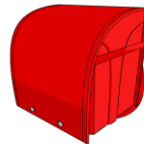


Things to prepare when school starts

handy bag



Landoseru / school bag



sports shoes



stationary (pencils, eraser)



umbrella



ZOKIN, or a stitched towel for cleaning

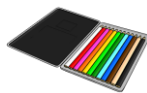


Additional things to prepare when requested by school

ruler



color pencils



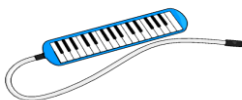
paste



scissors



Keyboard harmonica



recorder



jumping rope



swimming suit



8 Children's Health and School Clinic

The school also takes care of pupils' health and safety.



① School Clinic

Every school has a school clinic (HOKEN SHITSU) and a nurse (HOKEN NO SENSEI). When a child gets injured or sick, he/she will receive first aid treatment in the HOKEN SHITSU. If necessary, the nurse will inform and ask his/her parents/guardians to come to school and pick up the child.

② Health Survey

A Health Survey Sheet or Card will be given to pupils soon after entering school. Write in the parents/guardians' contact numbers in case of emergency, any medical history before entering school, and records concerning the child's allergy and vaccination. Submit the sheet/card to school after filling it up.

③ Physical Check-up

Children will receive a physical check-up at their schools. Parents/guardians will receive a card showing its results, which they need to press their HANKO on and return to the school.

④ Infections Disease (KANSEN SHOU)

When your child catches an infectious disease such as influenza, mumps (OTAFUKU KAZE), measles (HASHIKA) and chicken pox (MIZU BOUSOU), he/she must stay at home until the doctor gives permission to get back to school. This is to avoid infecting other children with the disease.

⑤ Temporary Closing of Classes (GAKKYUU HEISA)

Due to a spread of an infectious disease, a whole class(es) may be closed. In this case, all pupils of the class(es) stop coming to school. Pupils not infected should also stay home calmly.

⑥ Sleep Early and Get up Early (HAYANE HAYAOKI)

Please see to it that your child eats breakfast before going to school so that he/she can have a good and active day at school.

At night, let your child go to bed early and get enough sleep.

9 Communication Between School and Family

① Use Correspondence Notebook (RENRAKU CHOU)

When your child needs to be absent from, or is to come late to, school, write to that effect in the Correspondence Notebook (RENRAKU CHOU) and ask his/her brother/sister or a friend to take it to school

<例> Example

Good morning.

Ex.1: My child will be absent today because of cold.

Ex.2: My child will be late because he/she has to go to the hospital.

Ex.3: My child has to leave early since he/she has an appointment. I will come to pick him/her up after the second session.

Thank you.

- In Japanese schools, a pupil will not be absent from school except for the reason of illness or injury.
- Without informing the school of the child's absence (KESSEKI) or of lateness (CHIKOKU), teachers will worry of a possible accident. Please never fail to inform the school.
- If your child cannot participate in P.E. class due to some illness or injury, write that information in the Correspondence Notebook (RENRAKU CHOU) so the teacher will know about it.
- Please write any information which you wish/need to tell the teacher or the school, in the Correspondence Notebook (RENRAKU CHOU), and hand it in to the school.

◎If you forget to write information for the school in the Correspondence Notebook (RENRAKU CHOU), please be sure to call the school by phone.

② Always check a letter from the school, GAKUNEN DAYORI !

Pupils will receive various letters from school (RENRAKU PURINTO).

The Letter of each Grade Level (GAKUNEN DAYORI) will inform you of contents of lessons and things to prepare for some lessons.

Always read these letters yourself or ask someone to read them for you so you understand better and fully. (→ p.19 / 5)

※The name of these letters varies between schools and grade levels.

③Application for Events (GYOJI) and Lesson Materials (KYOZAI)

~Application may be necessary for certain activities or lesson materials for you and/or your child to attend or to receive.~

You need to fill in the names of the parent/guardian and the child in an application form, and turn it in to the teacher.

ねん がつ にち
年 月 日
しゅうがっこう
〇〇小学校

〇〇〇のお知らせ

cutting line
きりとり

ねん くみ
〇年〇組

じどうしめい
児童氏名
Child's Name

ほごしゃしめい
保護者氏名
Parent's/Guardian's Name

さんか 参加します。
Will participate

さんか 参加しません。
Will NOT participate

Example

Cut off this line and submit the bottom

Write your child's name

Write the name of the parent/guardian and press HANKO.

Circle one of the two

④Group Mail, or Sugu(=Quick) Mail, from School to Each Family

School may send a group mail to all families for safety reasons in such cases of a typhoon, heavy snow, or information about suspicious strangers. A prior registration is necessary to receive a group mail. Please register your mail address every year following a registration manual from school.

⑤Contact Network(RENRAKU MOU)

Contact Network (RENRAKU MOU) is a network-type list of children's names and contact telephone numbers to relay an important message from the school by telephone. If you don't understand the message relayed over this network, do not hesitate to ask other parents!

Please be sure to tell the homeroom teacher if you do not read Japanese!

10 When and How to Know about School and your Child at School

The school offers gatherings and opportunities where you can meet the homeroom teacher and other parents/guardians.



① Parent/Teacher Meeting (HOGOSHA KAI)

At a Parent/Teacher meeting (HOGOSHA KAI), the homeroom teacher and parents/guardians will discuss topics such as pupils' studies, behaviors and activities in school and how pupils spend their time at home.

You will have a chance to meet other parents.

Do attend this meeting and do not worry about your Japanese ability!

② Open Class (JUGYOU SANKAN)

You can visit and observe classes of your child on an open class day (JUGYOU SANKAN BI).

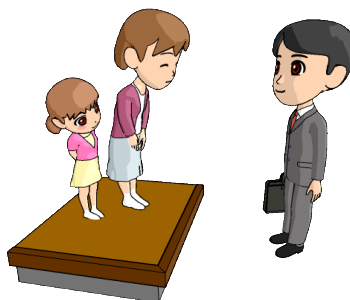


③ Individual Interview (KOJIN MENDAN)

The "Individual Interviews" will give you a good and important opportunity where you can talk individually with the homeroom teacher about your child.

④ Home Visitation (KATEI HOUMON)

The homeroom teacher will visit each house of the pupils of his/her class to talk with the parents/guardians. (Some schools do not have this visitation program.)



11 Costs pertaining to School

The following are the costs and fees you will need to pay to the school.

① Textbooks and Tuition fee

Textbooks and tuition fee for elementary schools are free of charge.

② Lesson Material Fee (KYOUZAI HI)

You need to pay for lesson materials.

The homeroom teacher will hand out an envelope to collect money (SHUUKIN BUKURO) to each pupil when it is time to collect fees for such materials.

You should put the exact amount of money into the envelope so that no change will be needed. Your child is to take to the school the envelope with the money on the due date.

③ School Lunch Fee (KYUUSHOKU HI)

You need to pay for the school lunch.

You will be asked to open an account at the bank designated by the school. Then, the lunch fee will be automatically withdrawn from this bank account.

④ PTA Fees

You need to pay the fee for the PTA around May, putting the fee in the designated envelope.

Some schools may not have P T A.

PTA (Parents and Teachers Association)

Every parent/guardian will be a member of the PTA. The representatives from each grade (GAKUNEN) will lead the management of the PTA. The activities include events of the district and safety patrols when children go to school and come back home.

12 Words and Terms for School

TEACHERS&STAFF 先生と職員			
こうちょうせんせい 校長先生	Principal	せんか せんせい 専科の先生	Teacher for Special Subject
ふくこうちょうせんせい 副校長先生	Assistant principal	ほけん せんせい 保健の先生	School Nurse
たんになん せんせい 担任の先生	Homeroom Teacher	しゅじ 主事さん	Janitor

SCHOOL FACILITIES 学校の施設			
こうもん せいもん 校門・正門	school gate main gate	としょしつ 図書室	school library
こうしゃ 校舎	school building	きゅうしょくしつ 給食室	kitchen
こうてい (うんどうじょう) 校庭 (運動場)	school ground	たもくてきしつ 多目的室	multi-purpose room
うけつけ 受付	reception desk	そうだんしつ 相談室	counselling room
げたばこ げた箱	shoe boxes	ほけんしつ 保健室	school clinic
ろうか 廊下	Corridor	けいびいんしつ 警備員室	security guard room
かいたん 階段	Stairs	たいいくかん 体育館	gymnasium, gym
しょうこうぐち 昇降口	Entrance	ぶーる プール	swimming pool
きょうしつ 教室	Classroom	とイレ トイレ	toilet, wash room
しよくいんしつ 職員室	faculty room teachers' room	みずのみば 水飲み場	water faucets and fountains for drinking and washing

SUBJECTS of LESSONS 授業の科目			
こくご 国語	Japanese	かてい 家庭	Home Economics
さんすう 算数	Mathematics	どうとく 道徳	Moral Education
せいかつ 生活	Life Studies	そうごう (そうごうがくしゅう) 総合 (総合学習)	Integrated Studies
Grade 3-6 will study Science (RIKA) and Social Studies (SHAKAI) instead of Life Studies		しよしゃ 書写	Calligraphy
りか 理科	Science	がっかつ (がっきゅうかつどう) 学活 (学級活動)	Class activity
しゃかい 社会	Social Studies	がいこくごかつどう 外国語活動	Foreign Language

			Activities
すこう すがこうさく 図工 (図画工作)	Art & Crafts	Foreign Language Activities (English) will start from Grade 5.	
おんがく 音楽	Music	くらぶ クラブ	Club Activities
体育	Physical Education	Club activities will start from Grade 4.	

THINGS TO BRING TO SCHOOL 持ち物			
べんとう お弁当	packed lunch	しおり	booklet, guidebook
すいどう 水筒	flask, water bottle	きが 着替え	change of clothes
しきもの	picnic sheet	うわぎ 上着	jacket, coat
て お手ふき・おしぼり	small damp towel to wipe hands	したぎ 下着	underwear
びにーるぶくろ ビニール袋 (スーパーの袋)	plastic bag (supermarket bag)	あまく 雨具	umbrella and rain coat
りゅっくさく リュックサック	rucksack, knapsack	お 置きがさ	umbrella left at school for sudden rain

SCHOOL SUPPLIES 学用品			
えんぴつけずり	pencil sharpener	なまえペン 名前ペン	oil pen to write names
ねんど 粘土	Clay	とりる ドリル (練習問題)	workbook
ねんどばん 粘土板	clay board		

SCHOOL LIFE 学校生活			
がくしゅう 学習	learning, studying	もくひょう 目標 (めあて)	objective, purpose
がっきゅう 学級、クラス	Class	てすと テスト	examination
だんし じょし 男子・女子	boy / girl	けんか	quarrel, fight
ていがくねん 低学年	grades 1 & 2	わすれもの 忘れ物	things left behind
ちゅうがくねん 中学年	grades 3 & 4	おとしもの 落とし物	lost property
こうがくねん 高学年	grades 5 & 6	てんにゅう 転入	transfer from another school
はん 班	squad, group	てんにゅうせい 転入生	a transfer student
とうばん 当番	on duty, shift	ほうそう 放送	announcement
かかり 係	person in charge	ふしんしゃ 不審者	suspicious person

にっちよく 日直	on day duty	ゆうかい 誘拐	kidnapping
どくしょ 読書	reading books	ちくほん 地区班	district group, zone group
どくしょしゅうかん 読書週間	book reading week	きまり・きそく	rules
じしゅう 自習	self-study	ひなんくんれん 避難訓練	disaster evacuation drill
めいぼ 名簿	list of names	しゅうだんとうこう 集団登校	going to school in group
かね ちやいむ 鐘・チャイム	Chimes	しゅうだんげこう 集団下校	going home from school in group
きりつ た 起立(立ってください)・着席 (座ってください)	立ち上がり (座ってください)	Stand up, sit down	

HYGIENE 衛生			
てあら 手洗い	wash hands	さんかくきん 三角巾	triangular cloth to cover one's head
うがい	Gargle	えぶろん ばくい エプロン (白衣)	apron (white coat)
へいねつ 平熱	normal temperature	たい 台ふきん	duster
はいべん 排便	stool, or evacuation	らんちよんまっと ランチオンマット	luncheon mat
にょうけんさ 尿検査	Urinalysis	なぶきん ナプキン	napkin
ぎょうちゅうけんさ ぎょう虫検査	threadworm test	ほうき	broom
よぼうせつしゅ 予防接種	Vaccination	ちりとり	dustpan
むしば 虫歯	Cavities	ぞうきん 雑巾	ZOKIN, or a stitched towel for cleaning
けが	Injuries	ばけつ バケツ	bucket
つめ	Nail	いんふるえんざ インフルエンザ	influenza
おもらし	wet one's pants		

13 Where to Consult when you have Problems

① About your child's development and growth

Before entering school, you can consult the Education Committee of Nishitokyo City. Please go to the Education Support Section of the Education Division.

After entering school, please consult your child's homeroom teacher.

② Bullying

Please consult the homeroom teacher.

You can also consult the school counselor at the school.

③ Financial Problems and Aids

You can apply for Financial Assistance for School Expenses (SHUUGAKU ENJO SEIDO).

Nishitokyo City has a financial support program to subsidize fully for the school lunch fee or school supplies.

Before entering school, consult the Education Planning Section of Education Division under the Nishitokyo City Education Committee.

After entering school, consult your child's homeroom teacher.

④ Support to Enhance Japanese Language Ability of your Child

Japanese Lessons

Your child can take Japanese lessons by a teacher of Japanese in the school for a certain period.

Please consult with the school when you first meet with them.

Children's Japanese Lesson Classes

NPO NIMIC provides children, who are in need of more Japanese language ability to cope with school, with necessary Japanese language learning programs.

Please consult NIMIC – phone 042-461-0381.

⑤ Support to Enhance YOUR Japanese Language Ability

If you do not understand well the information paper on Japanese lessons, please consult with NIMIC and inquire for Japanese lessons for adults.

There are many Japanese classes, run by volunteers, in Nishitokyo City.

You can download the following link for further information.

<http://www.nimic.jp/download/japaneseclass.pdf>

You can contact the following organizations for further information:

NIMIC, phone 042-461-0381, available on Mon – Fri, 10 am to 12 pm / 1 pm to 4 pm

The following class has a day care service for small children:

Yagisawa Community Center (YAGISAWA KOUMINKAN); phone 042-464-8211

⑥ Consultation on Education by Clinical Psychotherapist

Where: You can consult a psychotherapist outside the school.

Please contact Education Counseling Center of Nishitokyo City, phone 042-438-4077.

**Guidebook for Parents/Guardians of Foreign Children
who will Enter Elementary Schools in Nishitokyo City
Information for Elementary Schools**

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