



**San Fernando Valley Japanese Language Institute**

12953 Branford Street, Pacoima, CA 91331 • Tel. (818) 896-8612- Email: [frontdesk@sfvjl.com](mailto:frontdesk@sfvjl.com)

**REGISTRATION FORM**

(Please print)

New: Y  or N  Class \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name \_\_\_\_\_  
First Middle Last

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Phone (Home or Cell) \_\_\_\_\_

Current School \_\_\_\_\_ School District \_\_\_\_\_

School Address \_\_\_\_\_  
Street Address City Zip Code

Home Address \_\_\_\_\_  
Street Address City Zip Code

Alternate Home Address \_\_\_\_\_  
Street Address City Zip Code

Mother/Guardian \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other family members attending SFVJLI: Name: \_\_\_\_\_ Class \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_

Do you have any previous Japanese language study experience? Y or N

If yes, please explain \_\_\_\_\_

Are you a member of the SFV Japanese American Community Center? Y or N

Referred by SFVJLI Member: \_\_\_\_\_

- Signing this registration form and the payment of the tuition fees will automatically enroll you and your registered child(ren) as member(s) in the San Fernando Japanese American Community Center (SFVJACC).
- By signing this registration form, I understand that the monthly tuition is an installment towards the whole year's tuition.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

(Student 18 years or older may sign)





## SCHOOL RULES AND GUIDELINES

### GENERAL RULES

1. Students should take care of school related business and personal matters before school, during recess, or after school hours.
2. Students shall not leave the classroom without permission. Students shall never be outside the classroom during class time without permission.
3. Students are required to obtain permission from the teacher before leaving the school campus during school hours.
4. Students must wear closed toe shoes during school hours.
5. Electronic devices such as radios, personal audio player, tape recorders, and game devices may not be brought to school.
6. Use of cell phones and I pods is NOT allowed during class hours. Without exception, any infraction will result in the teacher confiscating the device until the end of the school day. With a parent present, the device can be reclaimed at the end of the school day.
7. Students shall keep their hands and unkind remarks to themselves. The Golden Rule is worth practicing: "Do unto others as you would have them do unto you."
8. Students shall show courtesy to the teachers, classroom assistants, PTA volunteers and others.
9. Students shall keep the school campus clean by properly disposing of their trash and recyclables. A clean campus is safer and healthier for everyone.
10. Students are not permitted in the Office, unless permission is granted.
11. Students are responsible for the clean maintenance of their classrooms. The students shall empty trash from their desks at the end of the day.
12. Students shall keep the restrooms clean and neat and report any malfunctions to the office staff.
13. Students are not permitted to operate automobiles, motorcycles, and bicycles during school hours or during recess.
14. Any damage caused to the school and/or Community Center property will be the responsibility of the students involved and their parents and restitution will be required.

### ATTENDANCE

1. School hours are from 8:30 am to 12:30 pm. Any student who comes to school after the opening bell (8:30 am) will be marked late.
2. Students must enter their classrooms immediately after the bell has rung.

### SAFETY

1. Students are not permitted to leave the school campus from 8:30 am to 12:30 pm unless permission is granted by the teacher or Chief Coordinator.
2. Dropping-off and picking-up of students outside the School property is prohibited.

## 2024/2025 School Rules and Guidelines [Please Retain]

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3. Please use the School's parking lot, either in front of or behind the school building, to park your car. The SFVJACC parking lot is not recommended because it's not visible from the school.
4. The parking lot gates in front of the School are subject to closure between 8:45 am and 12:15 pm in order to keep out anyone passing by the school.
5. If you are tardy and the parking lot gates are closed, you may enter the Community Center parking lot from Branford Street and drive to the back of the School. If all of the gates are closed, please call the office at 818-896-8612 before you arrive and someone will open the gate on Remick Avenue.
6. Please walk small children to their classrooms, especially the Nyumon students. There will be a sign-in and sign-out form in the Nyumon classroom for the responsible adult to fill in on arrival and departure.
7. All teaching staff, the office manager, PTA Board members, classroom assistants, and regular volunteers will wear Photo ID BADGES.
8. Other volunteers who decide to remain on the school property will need to wear a Visitor badge and sign their names on the sign-in and sign-out form located in the office.
9. Skateboards, roller blades, roller skates, and bicycles are not permitted on the school campus
10. All sporting equipment such as baseballs, basketballs, baseball bats, and other related sports equipment is not permitted in the classroom.
11. No student may possess any flammable item such as matches, lighters, and other such related items.
12. Students are not permitted to possess firearms, toy guns, or knives while in class or on the school campus.
13. Students are not permitted in or around the SFVJACC Gym before, or during school hours.

### CLASSROOM RULES

1. Be on time to school, and be at your desk ready to study when the bell rings.
2. Be prepared for class: have a notebook, textbooks, sharpened pencils, assignments and homework at the start of class.
3. Follow the teacher's directions.
4. No talking without permission, or leaving one's desk without permission, unless the teacher directs otherwise.
5. Leave the room only with the teacher's permission.
6. Be polite and Respect other people's property.
7. Eating, drinking or chewing gum during class is prohibited.
8. Wearing hats or caps during class is prohibited.
9. If you need help or have a problem in class, ask to speak with the teacher before or after class. Speak quietly and calmly. If you are unable to communicate with your teacher, ask to see the coordinator.
10. Usage of foul or obscene language and gestures, or the making of remarks which will offend the self esteem of students, teachers or other adults will not be tolerated.

**INFRACTIONS OF THE RULES MAY RESULT IN DISCIPLINARY ACTIONS.**



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**SCHOOL RULES AND GUIDELINES**

I declare that I am the parent or legal guardian of the students listed below and that I and my children have reviewed the “SCHOOL RULES AND GUIDELINES” for students of the San Fernando Valley Japanese Language Institute and that we agree to abide by those rules and guidelines.

\_\_\_\_\_  
**Parent/Guardian Signature**  
(Student 18 years or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/ Guardian Name

\_\_\_\_\_  
Email Address

Student(s) Information

Class	Last Name	First Name

**\* This form / page must be signed and returned to the school office with other registration forms.**



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**PARENT/ STUDENT AGREEMENT**

By signing up my child with San Fernando Valley Japanese Language Institute (SFVJLI), and by signing below, I agree to and understand the following terms and conditions:

- Monthly tuition is an installment towards the whole tuition and is due and payable **by the second Saturday** of each month.
- My account is subject to **a \$25.00 late fee** which I agree to pay, if the tuition is paid after the second Saturday of each month.
- There is no discount or credit given for any missing school day or absences.
- I have read the school rules and guidelines with my child and we agree to abide by them
- I will complete the **Termination Form**, which is available in the office, if I withdraw my child from the school permanently. **Tuition is payable until the Termination Form is submitted.**
- Continuing failure to meet payment obligations may result in dismissal from the school.
- I will make myself or one designated family member available for **Two (2) MANDATORY** volunteer events, **KURI-MANJU (usually in March)** and **OBON FESTIVAL (usually in late June)**.

I agree to pay a **\$100.00** fee for **each event** I am not able to participate in.

\_\_\_\_\_  
Parent/Guardian Signature  
(Student 18 years or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Phone

## 2024/2025 Registration – #5



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### **TUITION & FEES**

Returning Student: Y\_\_ N\_\_

Student's Name(s): \_\_\_\_\_  
 \_\_\_\_\_

New Student /Existing Student Register after 7/31/24		Amount	Students	Total
Registration Fee	Per Student	\$30.00	X (    )	\$
<b>All Student</b>				
Per Family				
SFVJACC Membership**	Per Family (Per Year)	\$75.00	1	\$75.00
<i>**SFVJACC (San Fernando Valley Japanese American Community Center)</i>				
Per Student				
Operation/Material Fee	Per Student (Per Year)	\$100.00	X (    )	\$
<b>Monthly Tuition</b>			please circle one (number of month)	
Note: Tuition is due from Aug 2024 to May 2025	One (1) Student	\$95.00	X 1, 5, 10	\$
	Two (2) Students	\$175.00	X 1, 5, 10	\$
	Three (3) Students	\$250.00	X 1, 5, 10	\$
	Four (4) Students	\$330.00	X 1, 5, 10	\$
Advance Tuition Payment Discount Per Family (Pay by 07/31/2024)	5 Months (Aug 2024– Dec 2024)	(\$25.00)	---	\$
	10 Months in Full (Aug 2024 – May 2025)	(\$50.00)	---	\$
Total Paid	Check # Zelle or Paypal	\$		

- Tuition is due by the second Saturday of each month.
- Tuition received after the by the second Saturday of each month will be subject to a \$25.00 late fee.
- Monthly tuition is an installment towards the tuition for the entire school year and must be paid in full each month even if student is absent from class unless a Termination Form has been submitted and accepted by SFVJLI.
- Termination Form must be completed by Parent(s) or Guardian(s) of student(s) for early termination from San Fernando Valley Japanese Language Institute (SFVJLI) and for, if applicable, a tuition refund consideration in accordance with the Tuition Refund Policy. Tuition is payable until the Termination Form is submitted.

I have read and understood the above terms regarding tuition, fees, and termination.

Parent/Guardian Name: \_\_\_\_\_  
 (Student 18 years or older)

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_



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**LIABILITY RELEASE**

I / We, the undersigned, parents of \_\_\_\_\_, agree to hold harmless the San Fernando Valley Japanese Language Institute (SFVJLI), its officers, employees, PTA officers, parent volunteers, and San Fernando Valley Japanese American Community Center (SFVJACC) from any and all liabilities, claims, demands, actions or causes of action, harm, personal injury, or property damage which my/our child or I/us may suffer arising out of his/her participation in the SFVJLI program. This release is effective until revoked in writing and delivered to the Chief Coordinator of the SFVJLI.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Phone





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**Acknowledgement of and Consent to Policy Regarding  
Use of Student Photographs, Likenesses and Recordings**

It is the policy of the San Fernando Valley Japanese Language Institute (SFVJLI) to reproduce through printed, audio, visual and/or electronic means photographs, likenesses and recordings of its students and their activities and the works created by its students for educational and promotional purposes. Photographs, likenesses and recordings of SFVJLI students and their activities and the works they create may be used by SFVJLI in its own publications and publications of the San Fernando Valley Japanese American Community Center (SFVJACC) such as newsletters, newspapers, yearbooks, photo albums and fundraising brochures; in press and/or media releases distributed by SFVJLI for publication in local and regional newspapers; and in social media publications such as the SFVJLI website ([www.SFVJLI.com](http://www.SFVJLI.com)), the SFVJLI Facebook page ([www.facebook/SFVJLI.com](http://www.facebook/SFVJLI.com)), the SFVJACC website and Facebook page; and in recordings disseminated on YouTube and through videos, DVDs and CDs.

The undersigned parent or legal guardian of an SFVJLI student (if the student is under 18 years of age) or student (if the student is 18 years old or older) acknowledges that he or she is aware of and consents to the foregoing SFVJLI policy regarding use of student photographs, likenesses, recordings and works; assigns any and all rights he or she may otherwise have in the photograph, likeness, recording and student work; and releases and discharges SFVJLI and SFVJACC and their respective trustees, officers, agents, and employees from any and all claims, damages or suits which may arise from using a photograph, likeness or recording of a student or a student's work in the manner hereinabove provided.

\_\_\_\_\_  
Signature of Parent/Guardian (for students under 18 years of age)

\_\_\_\_\_  
Signature of Student (for students 18 years old or older)

Printed Name \_\_\_\_\_

Student Name \_\_\_\_\_

(Please print if signed by parent or guardian)

Date (mm/dd/yy) \_\_\_\_\_

Student Class \_\_\_\_\_ (Please print)

# Cover Letter for Registration Package for 2024/2025

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## ***San Fernando Valley Japanese Language Institute***

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New Semester starts on Saturday, August 17, 2024 and will end on May 31, 2025.

Registration will begin of 8:00am on the first day of School.

Students 18 years and older sign in place of parents or guardians.

*Please fill and sign forms #1 - #7 and submit by July 31, 2024. (Payment is due by August 15th, 2024.) All forms are required to be signed and submitted.*

### **Registration Form (#1)**

The registration form will allow us to obtain the necessary information to register your child.

### **Emergency Information (#2)**

In case an emergency, we need to have information on who to contact and how to best help your child.

### **School Rules and Guidelines (Please Keep) (#3)**

### **School Rules and Guidelines Acceptance (#3A)**

### **Parent/Student Agreement (including mandatory events) (#4)**

We want everyone to have full disclosure before they sign-up for our school. The Parent Agreement advises parents is required by their child and them.

### **Tuition and Fees (#5)**

The tuition and fees document lists all expenses to be aware of for the year (except for the cost for the textbook).

### **Liability Release (#6)**

This document reflects the scope of liability.

### **Photo Release Form (#7)**

This form is required because from time to time the school will use photographs of its students and the work they do at the school for educational and promotional purposes.

### **Tuition Refund Policy (Please keep)**

This document reflects the guidelines for our school Tuition Refund policy.

### **SFVJLI Relationship with SFVJACC (Please keep)**

### **Notice to Parents and Students regarding Non-Sponsored Activities (Please Keep)**

We are looking forward to seeing you.

Nina Kato  
Chief Coordinator

## SFVJLI's Relationship with SFVJACC

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It has come to our attention that some of you are not clear of our school's relationship with the San Fernando Valley Japanese American Community Center ("CC") as you were required to pay to become CC member as part of your application to our school. Our school (Japanese Language Institute or "JLI") and CC are separate legal entity; however, we are related in that JLI belong to the CC's Coordinating Council. We have been working as partners for many years.

These are the benefit the JLI receive from CC, free of charge:

- 1) Use of the land. JLI owns the school building, but it is on CC's land.
- 2) Use of the playground. The playground is owned by the CC, but JLI should take care of the maintenance, since we are the only organization using it at this time.
- 3) Use of the parking lots. The lots are owned by the CC. The nice newly paved parking lot repairs were paid by the CC.
- 4) Use of the restrooms. The building that the restrooms are located is owned by the CC. As we use them the most, we are responsible for cleaning them. The maintenance is done by the CC.
- 5) Use of the Pioneer Building. This is where our holiday program, New Year Party, Reading/Speech Contests and other activities are held.
- 6) Use of the kitchen. This is where we do our cooking classes, make our fundraiser food such as Kurimanju and Curry Rice, and hold meetings.
- 7) Use of the Gym and tables and chairs in the gym. We use the Gym as our back up for our children's day picnic and we use the tables and chairs for our yard sales
- 8) CC pays for all the utilities and WiFi used by JLI.

CC does not ask JLI to pay rent or usage fee for any of the items listed above. This is a significant assistance is keeping our operating expenses low, which in turn keeps our tuition at our current level. The CC only requests that all JLI families become CC members as they want us to be part of the Community.

These are the benefit that JLI families, as the CC member, receive from the CC:

- 1) Access to various activities/clubs/classes such as youth basketball, craft classes, various exercise classes (including zumba), music and dance classes, and many senior citizen classes (for grandparents and for some of us that will get there soon). Some classes and clubs may charge minimal additional fees.
- 2) Invitations to various functions and fundraisers. Donations/attendance to these functions is not required. Please donate and attend these functions as you see fit.
- 3) Subscription to the bi-monthly newsletters. We are allowed to turn in articles/announcements for the newsletter.
- 4) Use of the facilities such as the Pioneer Center, kitchen, and the Gym, for approved parties/functions at minimal charge.
- 5) Eligibility for various college scholarships for graduating High School Seniors.

## SFVJLI's Relationship with SFVJACC

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- 6) Eligibility to help at various events for high school students to receive community service hours.

With the above list of benefits that JLI and our families receive from CC, we are fortunate to be part of their community and have them as our partner. For any additional question regarding this matter, please contact the [sfvjli@hotmail.com](mailto:sfvjli@hotmail.com) or visit [sfvjacc.com](http://sfvjacc.com) for more information.

**Your Community Center membership is a great opportunity both to participate in the Japanese American cultural experience and also just to participate in a wide range of community activities. We hope that all of our parents and students will check out the Community Center's activities and hopefully find activities that are worthwhile and fun for them.**

The following is a message from the CC about the JLI's relationship with the CC.

*The community center is the gathering place for many generations. We are mainly a volunteer organization with the goal of preserving Japanese culture and promoting the Japanese American experience through education, events, and activities. Thanks to the generosity of our members and the rent from Bert Corona Charter Middle School we have been able to maintain our facilities and offer programs of interest for more than 850 paid memberships.*

*KIZUNA means the bond between family and friends. We are a home away from home for many during the day until late at night. We are inspired by the Pioneers and more recently, by the people of the Tohoku region of Japan for their embodiment of this concept,*

*A member at the recent retreat spoke of fundraiser fatigue. People are not obligated in any way to support Family Day or Super bingo. These are the community center's two fundraisers. In the spirit of cooperation, 17 organizations support each other and meet monthly to invite one another to events as well as to avoid schedule conflicts.*

*We are grateful to each member for all that they contribute in time, goods, and donations. We hope to provide a clean (albeit a work in progress), safe place that we can all be proud of.*



サンフェルナンドバレー日本語学園

San Fernando Valley Japanese Language Institute  
12953 Branford Street  
Pacoima, CA 91331

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### **NOTICE TO PARENTS AND STUDENTS**

From time-to-time, students and teachers of the San Fernando Valley Japanese Language Institute organize and attend after-school events which are not sponsored by the SFVJLI. Such events may be very helpful to our students in their study of the Japanese language and culture. The school encourages its students to participate in activities outside of the school's formal program whenever and wherever possible to further their study and understanding of the Japanese language and culture. The SFVJLI hopes that friendships made among students attending the school will last a lifetime and will help our students in their lifelong pursuit of learning about Japan and its language and culture.

The SFVJLI would like to take this opportunity to remind all of our students and their parents that the SFVJLI only sponsors and requires student and/or parent participation in the events listed on the school's official calendar. Events and activities which are not listed on the school's official calendar are not sponsored by the SFVJLI and student and/or parent attendance at and participation in such events and activities is not required. The SFVJLI does not provide support, organization, or supervision for such activities and events.

San Fernando Valley Japanese Language Institute



## TUITION REFUND POLICY

With the exception of the *Tuition Refund Program (TRP)*, defined below, all registration and all fees/payments are nonrefundable and nontransferable

### Discounts

*Sibling Discount:* A discount is available to every family with more than one student at SVJLI. Full tuition is paid for the oldest student and the discount applies to each additional enrolled sibling. (Please see the Tuition and fees schedule)

*Annual Pay Discount:* A discount is available on tuitions paid in full by cash, check or the like. Annual payments **must** be received by the specified dates on the Tuition and fees schedule or at the time of enrollment to qualify for this discount. (Please see the Tuition and fees schedule)

### Tuition Refund Program

*The Tuition Refund Program (TRP)* is designed to protect the tuition investment of those families who have enrolled and paid for the full year tuition, but find themselves unable to attend SFVJLI for either of the following reasons:

1. The family is moving more than 50 miles away from SFVJLI; or
2. The student is unable to attend SFVJLI due to medical reasons.

All Families who pay annually are enrolled in the Tuition Refund Program.

Families must submit in writing their reason for withdrawal on the Termination Form. Tuition is payable until the Termination form is submitted. If it meets the TRP criteria, families receive a refund equal to 100 % of the unused portion of tuition.

### Payment Guidelines

If you pay by check, please note the student's name and purpose of payment with the amount to apply to each category.

Any cash tuition payment must be made in the school office where a receipt will be issued.