

Dear parents

March 2<sup>nd</sup>, 2020

Okazaki, Mutsumi Seibu Elementary school  
Mr. Yamamoto Norio, Principal

Notice about establishing voluntary classes at elementary schools during the temporary closure of our school due to the coronavirus.

With elementary and junior high schools in the city being temporarily closed from March 2 (Monday) to March 23 (Monday), we were contacted by the Okazaki City Board of Education to establish voluntary classes for the 1<sup>st</sup> to the 6<sup>th</sup> graders.

1. Implementation period: From March 4, 2020 (Wednesday) to March 23, 2020 (Monday), weekdays only.  
\*Excluding March 3, 2020 because of the Junior high school graduation ceremony and March 19, 2020 because of the elementary school graduation ceremony.

2. Time schedule: From 9:00 am to 3:00pm

Detailed schedule:

- 8:30am ~ 9:00am: Parents and students will be welcomed at the school. (Please come in from the north entrance of our school)
- 9:00am ~ 9:15am (Health observation, schedule check, etc....)
- 9:15 am~ 1<sup>st</sup> period      10:15am~2<sup>nd</sup> period      11:15am~3<sup>rd</sup> period
- 12:00~01:00pm: Lunch at school (lunch box)
- 01:00pm~4<sup>th</sup> period      02:00pm~5<sup>th</sup> period
- 02:45pm~03:00pm: Preparation to leave school (Preparation and information time)
- 03:00pm~03:15pm: Leaving school (Please pick up your children at the north entrance of the school)

3. Those it concerns:

Children who are not registered at the 'Children's center' and the 'Kodomo no ie' during the temporary closure of our school and apply to the following (1) and (2) cases can attend to this program.

- (1) Due to both parents working or being a single parent, I can't watch my children. Otherwise, please watch your children at home as much as possible.
- (2) Families who can't personally send their children to school may ask other relatives or parents to send their children to school instead of them.

\*If you need immediate assistance due to family or emergency circumstances, please contact us.

4. Notes on how to apply:

- (1) Please apply by email the day before sending your children to school.

**Mutsumi Seibu Elementary school:** [seibu@st.oklab.ed.jp](mailto:seibu@st.oklab.ed.jp) **\*please contact us every time.**

Email title: Grade, class and name of the child.

Email content: Date and day. I will attend to voluntary classes on that day.

- (2) If you live not too far from our school, please come to school and pick up your children on foot. Please refrain to use cars to avoid any traffic jam.
- \* Please come in the school and register your name on the registration book. (North entrance)
  - \* If you come by car, please enter from the main gate and exit the school from the entrance near to the flag pole.
- (3) There is no school lunch and school will not provide any lunch, please prepare your lunch box.
- (4) The main activity for the student is self-studying, so please prepare any material your children might need.
- (5) Please check every morning the temperature of your children. Please avoid coming to school if your children have cold like symptoms or a fever. Furthermore, if during at school, symptoms like a fever is observed on your children, please come to pick them up as soon as possible.
- (6) If one of your family members has cold like symptoms or a fever, please refrain from going to school to prevent any risk of infection at school.

(Contact: Okazaki Mutsumi Seibu Elementary school, Mr. Tajima Hirotsugu, TEL71-2971)