

Table of Contents

1. Facility / Building
2. Drop-off / Pick-up
3. Class descriptions / Schedules
4. Absences and Make-up (Illness)
5. Tuition / Terms / Supplies
6. Competitions / Fun Meets / Exams
7. Communication
8. Observing in Class
9. Expected behavior
10. Helping your child
11. Holidays/No classes
12. Inclement Weather Policy
13. Photography

1. Facility / Building :

We are responsible for keeping the facility safe and clean so please be considerate and supervise your children at all times. Make sure the place is cleaned up at the end of the class. To avoid unwanted accidents, children are advised to walk (not run) both within and outside the building, especially when they walk in from the entrance door.

We are sharing this building with other tenants so we need to respect their privacy and safety as well.

Shoe Removal: Please remove your footwear before entering the classroom.

2. Drop off and Pick up:

We request parents drop off the students no more than 5 minutes before the scheduled starting time. Earlier arrivals result in unnecessary distractions for those still in the class.

Please pick up your child promptly after class.

We would like to have all parents come inside to pick up their children before the class ends. When you arrive, you may wait quietly in the room until your child is dismissed. Often classes may last a few minutes longer to allow additional time for students who need more help and for communications with parents. Please be patient. However, please do not assume class will always finish late! It is important that you pick up your child/children on time so that the next class is not delayed.

JAMS cannot be responsible for your child's safety following the completion of class. If you do not wish to come into the classroom to pick up your child, you will be asked to complete a waiver relieving JAMS and the building leaser of any liability should your child not make it safely to your car.

3. Course Description / Schedules:

Classes below will be held once a week, for 18 weeks per term.

P1 Pre-K Only: Pre-K beginners will be held on Wednesdays at 2:30-3:15p.m.

B1 Beginners Only: These classes will be held on Wednesdays at 3:20-4:20 p.m.

I1 Intermediate only: These classes will be held on Mondays, Tuesdays, Thursdays, and Fridays at 4:25-5:25p.m. or 5:30-6:30p.m. Please refer to chart below.

A1 **Advanced only:** These classes will be held on Wednesdays at 4:30-6:20 p.m. Classes below will be held twice a week, for 18 weeks per term.

P2 **Pr-K only:** Pre-K class will be held on Mondays and Thursdays at 2:30-3:15 p.m.

B2&I2 **Beginner and Intermediate only:** These classes are held on Mondays, Tuesdays, Thursdays and Fridays at 3:20-4:20 p.m. 4:25-5:25 p.m. 5:30-6:30 p.m. Please refer to schedule chart below.

Note: Class schedules will vary when there are abacus competitions, teacher-education sessions, parent-teacher meetings and summer special programs. 4 students must be enrolled as a minimum for a class to proceed.

Curriculum: For the twice a week schedule only, Abacus training will be done primarily on Mondays and Tuesdays. Anzan (mental calculation) and applied math will be done on Thursdays and Fridays. Therefore, it is beneficial for the student to have classes on Mondays or Tuesdays and then Thursdays or Fridays. This also splits up the week allowing the student to apply their in-class instruction at home.

TIME	Monday	Tuesday	Thursday	Friday	TIME	Wednesday
2:30 - 3:15	PK Beginner		PK Beginner			Once a week Class
3:20 - 4:20	Beginner	Beginner	Beginner	Beginner	2:30 - 3:15	PK Beginner
4:25 - 5:25	Inter	Beginner	Inter	Beginner	3:20 - 4:20	Beginner
5:30 - 6:30	Inter	Inter	Inter	Inter	4:30 - 6:20	Advanced Class

4. Absences and Make-up Lessons – Absences:

Good attendance is a sign of strong commitment. Each student is a team member of the class and the team suffers when one person is not present.

Parents’ Planned Absences:

Parents are required to contact the teacher in advance by providing at least 48 hours notice to reserve their right for a make-up class. Failure to contact the teacher will forfeit their right for the make-up class. Make-up classes are only allowed during the current term and cannot be carried over to the next term.

- *Missing classes on Mondays can only be made-up on Tuesdays and vice versa*
- *Missing classes on Thursdays can only be made-up on Fridays and vice versa.*

- *For classes missed on Wednesdays:*
 - *Beginner students can only do make-ups on Tuesdays or Fridays.*
 - *Advanced students can only do make-ups on Mondays or Thursdays 4:25-6:30 only.*

- *There will be a maximum of 3 make-up classes during the term.*

No class days (Holidays and Snow days):

When public school holidays fall on a Friday or Monday, students normally scheduled for those classes can make-up their class in the same week or next week when their level is scheduled.

Unplanned absences:

Parents are required to contact the teacher immediately and the make-up class will only be allowed at the teacher's discretion.

Please do not spread germs!

To maintain a healthy environment, sick students with transferable diseases are required to stay home. The teacher reserves the right to send the student home if his or her sickness interferes with the other students' learning

5. Tuition / Terms Supplies:

Students must provide their own pencils and come prepared with their abacus, cards and applicable textbook(s)/pages.

A registration fee is required again if the student elects to quit for a full term and then decides to return to JAMS at a later date in the school year.

The JAMS program is a continuous year-round program. Tuition is based on the number of classes taken in the term. JAMS conducts its lessons in a group setting but individual progress varies. The student's progress also needs parental support by maintaining a consistent study schedule at home. As each student learns at his/her own pace, evaluations are made on an ongoing basis.

See No.6 annual competition/fun meeting for more information.

Fall Term 2007

There are two payment plans, Paid in Full or 5 Monthly Installments.

Term tuition includes 18 weeks of lessons, Teacher and Parent conferences.

Sibling discount: 10% from the lowest tuition.

Tuition may be paid in full or in 5 monthly installments. Tuition must be paid in full or the 1st payment by August 31st to guarantee enrollment for Fall Term. If tuition is not received by August 31st the student's time will be released to another student. There are no tuition refunds after August 31st 2007. Parents must pay tuition in full if the student discontinues lessons before the end of the term.

Call 503-520-1063 to ask more information.

6. Competition and Fun Meet and Level Exams:

The JAMS Portland Annual competition and Fun Meet are of equal importance as class lessons. All students are expected to attend and fees are included, tentatively scheduled for April 13th 2008. The Jams Portland student entrance fee will be covered by JAMS. Normal exam fees will apply if necessary. Parents are encouraged to assist in the event: Administrative, Registration, Music, Refreshment, Host Family coordinator, Student Housing, Transportation, Exam Grading etc.,

The All American Calculation Contest will be held in August 2009 here in Oregon. There is an Abacus contest in Los Angeles, San Jose, New York and Japan as well. Most activities and competitions can be scheduled a year in advance in Japan. For competitions in the U.S., you will be notified 3 months in advance. We will update you as soon as competitions are scheduled.

Level Exam

Students are only allowed to take the next level exam after the completion of their current book. Fees range between \$12-\$30. Exams are given at the discretion of the instructor.

Exam dates during Fall Term:

Abacus Exam October 17th, 18th, 19th Anzan Exam: December 5th 6th 7th

7. Communication :

Please communicate with your teacher if there are problems studying at home. Email is the preferred and the most effective way of reaching the teacher.

You may call and leave a message at 503-520-1063 and your call will be returned during business hours. You may email the teacher at jamsportland@gmail.com

8. Observing in Class:

Parents are welcome to observe their children during the last 10 minutes of each class. If parents bring siblings, please ensure that they do not disturb the class nor should they touch any computers. Your cooperation in helping us provide the best possible learning environment for your children is greatly appreciated.

Please have your cell phones in silent or vibrant mode at all times during lessons or classes. If you need to make an urgent call that cannot wait, leave the classroom and make your calls in the hallway.

Under no circumstances should visiting children (siblings, friends) be left in the classroom without parental supervision. The instructor cannot be responsible for monitoring additional children not registered for the class.

9. Expected Behavior and Dismissal:

At JAMS we are committed to providing a safe and respectful learning environment. We ask that children wash their hands upon arrival, remove their shoes, coat and hat, and greet the instructor with the formal Japanese greeting “Kon-ni-chi-wa.” Upon departure, the student should say goodbye to the instructor in Japanese “Sa-yo-nara.” These are gestures of respect and help set the tone for a controlled and effective learning environment.

Any of the following behaviors will result in immediate dismissal from the course: theft, vandalism, violence and repeated disrespect towards the instructor and fellow students.

Disruptive behavior cannot be tolerated in any classroom; it adversely affects the learning environment and is unfair to other students. The instructor uses “time-out” as a form of discipline if the child becomes disruptive. Parents will be promptly notified if this measure is required.

10. Help your Child Learn:

Parents are welcome to observe during last 10 minutes of class session –

Do not try to “Help” in the lesson. The child’s attention should be focused on the lesson and the work with the teacher. You can best help by not interfering with the work. The child cannot focus on two “teachers” at the same time.

Do not show disapproval at a mistake during the lesson/competition. Your child is quick to notice the slightest hint of disapproval. We learn by our mistakes. Let your child understand that it is all right to take a chance and try, and that a mistake is not the end of the world. If your child makes mistakes in the lesson or competition, do not blame them afterwards.

Avoid making comparisons between your child and others. Every child must progress at his or her own rate.

11. Holidays/No classes:

October 12th 2007, November 5th 12th 22nd 23rd 2007, December 3rd, 21st, 2007 to January 4th, 2008, and January 21st, 2008 Schedule based on the Beaverton School District.

12. Inclement Weather Policy

In the event of severe weather, or if the Beaverton School District is closed/starting late, JAMS will follow the same schedule. Tune in to the media or check a website as follows for school closure information: www.kgw.com or www.koin.com.

13. Photography :

On occasion, JAMS photographs students enrolled in classes or participating in events. These photographs are for JAMS use only and may be included in future catalogs, brochures, pamphlets or flyers. We do not use student names with photos.