

Friends Academy of JCS

Friends Academy

2024 / 2025

After Club

After School

Music Studio



Address: 310 West 103rd Street New York, NY 10025

Phone: 212-935-8535

Email: friends.nyikuei@gmail.com

Instagram: https://instagram.com/friends_academy_ny?r=nametag

About us

Friends Academy offers various classes on weekdays after 3:00 p.m. for all ages from 3 years old to adult.

*Private tutoring programs are available on Sundays.

Japanese School System

Our school follows the Japanese school system.

School Year: April ~ March

Grade Age: Born between April 2nd to April 1st of the following year.

e.g.) Born between 4/2/2017 to 4/1/2018 is 1st grade in 2024/ 2025 school year

Preschool to Kindergarten: 3-4 years-old (Nensho)

4-5 years-old (Nenchu)

5-6 years-old (Nencho)

Elementary school: 6 years (1st grade ~ 6th grade)

Middle school: 3 years (7th grade ~ 9th grade)

High School: 3 years (10th grade ~ 12th grade)

Semester

Our school year is divided into three semesters.

★ 1st Semester: 4/2/2024 ~ 6/26/2024

★ 2nd Semester: 9/4/2024 ~ 12/23/2024

★ 3rd Semester: 1/7/2025 ~ 3/21/2025

*Please check the After programs schedule for school close dates.

After Program Semester Schedule

Semester	1st Semester	2nd Semester	3rd Semester
Duration	4/2/2024~6/26/2024	9/4/2023~12/23/2024	1/7/2023~3/21/2025
Close date	5/27	10/14, 11/28, 11/29	1/20, 2/17
Note	No class and clubs on 4/23~ 4/25 due to the use of classrooms during the Spring School.	*After Club starts date. Undo Club: 9/11 Hiragana Club: 9/12	

*There are no after club, after school, and music school during the summer and winter break.

*After Club will hold a presentation at the end of the semester. We will inform you of the date as soon as it is decided.

Undo Club (Exercise Club)

Children will enjoy rhythm and mat exercise, jump rope, vaulting horse and dance in the class. The main activities change every month *The class is in Japanese.

Date: Wednesday

Time: 3:15pm ~ 4:00pm

Age: 3 ~ 5 years-old

Capacity: 10 people maximum

Fee: \$40.00 per class (Monthly payment)

Bring to the class: Inside shoes

Thermos / Bottle (ONLY water or unsweetened tea)

*Please wear clothes suitable for exercise.



Application

1. Please fill out and send the Google form.
2. Decide trial date and take trial. *Trial fee is \$40.00.
3. After taking a trial, please decide whether to enroll in the club or not.
4. Submit required documents and payment.
 - Emergency Form and Consent Form
 - Picture permission



Payment Policy and Refund Terms

- Please register a parent or guardian and child information through the school registration website [<https://id.nyikuei.org/>]. (This is not necessary for those already enrolled at our school.)
- At the end of the month, we will send an invoice to the email address registered at [<https://id.nyikuei.org/>] with the billing amount for the following month. *Please pay every month in advance.
- Payment can be made by cash, check, credit card, or interbank transfer (ACH).
- If your child joins the class in the middle of the month, we will charge you for the days that are left.
- Refunds will be given in the case of absence due to mourning, public transportation suspension or school closure due to stormy weather, or school events sponsored by Friends Academy.
- No refund will be given if you withdraw from the club in the middle of the month. Please notify us at least one month prior to your withdrawal. If you wish to rejoin the class, you may do so as long as there is space available.

Important terms

- Children who are not at an age-appropriate developmental stage (e.g., not able to follow directions) and who are not able to participate in group activities will not be permitted to attend.
- NYC Department of Health safety standards are subject to change, and our school reserves the right to revise its program capacity and activity policies.
- Insurance coverage for injuries, etc. will be in accordance with the New York Ikuei Gakuen Weekday Division, using the family's insurance first, and then using the school's insurance only in the event of medical expenses that cannot be covered (medical treatment only.)

Hiragana Club

Our motto is “learning practical Japanese through experience.” The Hiragana Club has activities that motivate children to write in Japanese by taking interest in their own names. In addition, they will learn vocabulary and various expressions through Japanese traditional culture and seasonal events.

Age:【Beginner】3~6 years-old

【Intermediate】5 years old and up

Day: Thursday

Time:【Beginner】3:15pm ~ 4:15pm

【Intermediate】4:30pm ~ 5:30pm

Capacity: 10 People maximum each class

Bring to the Class: Pencils and an eraser, inside shoes, water bottle, and a folder

Fee: \$52.00 per class (Monthly payment)



Application

1. Please fill out and send the Google form.
2. Decide trial date and take trial. *Trial fee is \$52.00.
3. After taking a trial, please decide whether to enroll in the club or not.
4. Submit required documents and payment.
 - Emergency Form and Consent Form
 - Picture permission



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Iroha Kokugo Class

The Kokugo Class aims to develop Japanese comprehensive skills such as reading, writing, and speaking. The classes are mixed grade classes, and individual assignments are provided to ensure that students acquire Japanese language skills. The class is divided into two classes, Japanese I and II, according to the student's level.

Age: Elementary (Born during 4/2/2011 ~ 4/1/2017)

Day: Tuesday (Kokugo II), Friday (Kokugo I)

Time: 4:00pm ~ 6:00pm

Capacity: 8 People Maximum each class

Tuition: *Semester payment



Semester	1st Semester	2nd Semester	3rd Semester
Tuition	\$960.00	\$1,200	\$880.00
Materials fee	\$90.00	\$90.00	\$90.00
Facility fee	\$120.00	\$120.00	\$120.00
Total	\$1,170.00	\$1,410.00	\$1,090

*No makeup class for absence

Course contents

- Vocabulary for daily use
- Reading Comprehension
- Reading Aloud
- Writing

Each Class levels

- Kokugo I: 1st Grade ~2nd grade
- Kokugo II: 3rd Grade and up

Application

1. Contact us and let us know
 - a. Preferred class
 - b. Allergies if participants has
 - c. Learning goals
 - d. Preferred enrollment test day.
2. Online Application and registration.
*Please pay registration fee(\$50.00) and test fee(\$60.00).
3. Take an enrollment test (trial)
*Submit Emergency form
4. After passing the test, submit some required documents and pay admission fee(\$300.00) and tuition.
*Tuition, admission fee, registration fee are not refundable.

Private Tutoring

Friends Academy Private Tutoring is a program in which students come to the school building for in person lessons. Lessons can be customized to meet the needs of each individual student, such as study support at a local school or weekend school, or a Japanese-only course. In addition to one-on-one tutoring, you can also choose a study style that suits your child, such as semi-private tutoring with a friend or group tutoring with three or more students.

Ages: 1st Grade ~ High School

Content: Please contact us for details.

Frequency: Once a week or more

Courses: 60 minutes

90 minutes

120 minutes

Fee: The table shows per lesson fee for individual lessons.

Course	Private	Semi-private	Group
60 mins	\$125	\$100	\$85
90 mins	\$180	\$150	\$125.00
120 mins	\$220	\$200	\$165

(Monthly payment in advance)

Application

1. Please call or email us.
2. We will send you an application form.
3. We will find a tutor.
*It might take some time to find a match.

Payment Policy and Refund Terms

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- At the end of the month, we will send an invoice to the email address registered at [<https://id.nyikuei.org/>] with the billing amount for the following month. *Please pay every month in advance.
- Payment can be made by cash, check, credit card, or interbank transfer (ACH).
- Refunds will be given in the event of suspension of attendance due to a legal infectious disease, suspension of public transportation due to stormy weather, or school closure.
- At the end of the month, you and the instructor will decide the schedule for the following month, and we will bill you for the monthly fee. In the case of group tutoring, we will also charge for vacations that are known in advance. It cannot be carried over to the following month.
- We might charge a material fee.
- No lesson when Friends Academy is closed. (Such as summer break and winter break)

Scheduling, absence notification and cancellation policy

- ★ Lesson cancellations must be received by the office **by 4:00 p.m. the day before the lesson.** (For private tutoring students only, the lesson fee will be transferred to the following month.)
- ★ The lesson date and time are basically fixed. However, the lesson date and time will be changed for the instructor's convenience or in case of school closure due to stormy weather.
- ★ If you wish to change the course (e.g., from 60 to 90 minutes), start time, or day of the week, please contact us as soon as possible. (Please let us know as much as possible before the monthly fee is invoiced.)
- ★ If you will not be able to start your lesson on time due to traffic congestion, train delays, or other reasons, please call us. If you are late, we will not be able to extend the lesson time. If you wish to extend the lesson time and it is possible to do so, you will be charged for the extra time.

For Semi-private and Group tutoring

- **If a lesson cancellation is received by 4:00 p.m. on the day before the lesson.**

Case 1: One student cancels the lesson and another (or two) students wish to take the lesson.

- The person who wishes to take the lesson can take the lesson at the private lesson fee for one person. In this case, the difference will be charged at a later date.
- In the case of a group tutoring student, the lesson will be charged at the same rate as the number of participants. The difference will be collected at a later date.

Case 2: If both participants cancel the lesson, the lesson fee will be transferred to the following month.

- The lesson fee will be transferred to the following month.

Case 3: If both students agree to reschedule the lesson for another date and time

- The lesson will be rescheduled after consultation with the instructor.

- **If a lesson cancellation is received after 4:00 p.m. on the day before the lesson or on the day of the lesson.**

Case 1: One student cancels and another (or two) students wish to take the lesson.

- We will not refund the lesson fee for the person who cancels. Instead, a recording of the lesson will be made available to the student who cancels.
- The student who wishes to take the lesson will continue to receive the semi-private or group tutoring rate.

Case 2: If both participants (or all participants) cancel the lesson

- No refunds will be made because the lesson fee will still be incurred. There will be no make-up for the canceled lesson.

Important terms

- Children who are not at an age-appropriate developmental stage (e.g., not able to follow directions) and who are not able to participate in group activities will not be permitted to attend.
- NYC Department of Health safety standards are subject to change, and our school reserves the right to revise its program capacity and activity policies.
- Insurance coverage for injuries, etc. will be in accordance with the New York Ikuei Gakuen Weekday Division, using the family's insurance first, and then using the school's insurance only in the event of medical expenses that cannot be covered (medical treatment only.)

Home Tutoring

The Home Tutoring program is for those who cannot come to our location, who want to improve Japanese, who are total beginners but interested in Japanese language and culture.

Ages: 1st Grade ~ High School

Content: Please contact us for details.

Frequency: Once a week or more

Courses: 60 minutes

90 minutes

120 minutes

Fee: The table shows per lesson fee for individual lessons. (Monthly payment)

Course	Private	Semi-private	Group
60 mins	\$125	\$100	\$85
90 mins	\$180	\$150	\$125
120 mins	\$220	\$200	

Application

1. Please call or email us.
2. We will send you an application form.
3. We will find a tutor. *It might take some time to find a match.



Payment Policy and Refund Terms

- Please register a parent or guardian and child information through the school registration website [<https://id.nyikuei.org/>]. (This is not necessary for those already enrolled at our school.)
- At the beginning of the month, we will send an invoice to the email address registered at [<https://id.nyikuei.org/>] with the billing amount for the following month. *Please pay every month in advance.
- Payment can be made by cash, check, credit card, or interbank transfer (ACH).
- If you join the class in the middle of the month, we will charge you for the days that are left.
- We might charge a material fee.

Scheduling, absence notification and cancellation policy

- Lesson cancellations must be notified to the instructor by 4:00 p.m. the day before the lesson. The lesson fee will be charged if the cancellation is received after 4:00 p.m.
*The instructor is also preparing for the lesson. We ask for your cooperation in notifying us as soon as possible.
- The lesson date and time are basically fixed. However, make-up lessons will be held if the instructor is unavailable to have lessons, or if public transportation is suspended due to stormy weather.
- If you wish to change the start time, day, or number of lessons (e.g., from 60 to 90 minutes), please consult with the instructor and contact the office as soon as possible. (Please let us know before you are billed for the monthly fee if possible.)
- Tutoring is also available during summer vacation and other long vacations if it is convenient for you and the instructor.

Music Studio

Friends Academy offers music classes for piano, violin, and guitar. Our goal is to respect the individuality of each student, regardless of age or experience, and to nurture musical skills, knowledge, and sensitivity in a fun environment. Once a year, we also hold a recital for all students.

Ages: 4 years old and up (Guitar : 8 years old and up)

Instrument: Piano, Violine, Guitar

Schedule: Please contact us at a specific time and day.

***The Lessons are held on a fixed day and time each month.**

Fee: The table shows per lesson fee for individual lessons. (Monthly payment)

Child (4 years old -17 years old)			Adult (18 years old & up)			Group lesson For all ages	
Course	Beginner	Intermediate	Advance	Beginner	Intermediate		Advance
30 min	\$52	\$58	\$70	\$58	\$70	\$81	
45 min	\$70	\$78	\$94	\$78	\$94	\$109	\$56
60 min	\$91	\$101	\$121	\$101	\$121	\$141	

*The tuition for the visit is the above fee plus a \$15 travel fee.

*Group lessons (violin and guitar only) are offered with 2 to 5 students.

*A trial lesson for a group is \$57 per person.

Application

1. Please call or email us.
2. Decide trial date and take a trial. * Trial fee is a one time lesson fee.
*Please let us know your preference course
3. After taking a trial, please decide whether to enroll or not.
4. Submit required Documents and payment.
 - a. Emergency From and Consent Form
 - b. Picture Consent Form
 - c. Application form



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- At the end of the month, we will send an invoice to the email address registered at [<https://id.nyikuei.org/>] with the billing amount for the following month. *Please pay every month in advance.
- Payment can be made by cash, check, credit card, or interbank transfer (ACH).
- If your child joins the class in the middle of the month, we will charge you for the days that are left.
- Refunds will be given in the event of suspension of attendance due to a legal infectious disease, suspension of public transportation due to stormy weather, or school closure.

Friends Academy Music Studio Rules

- **In principle, lessons are held on a fixed day and time each month (fixed schedule system).**
- **If a student misses a lesson for any reason, there is no "make-up lesson" available.**
- In case of unavoidable circumstances, such as school events, inclement weather, or the instructor's illness, we may have to cancel classes temporarily. In such cases, a make-up day will be scheduled.
- Please note that the make-up date may be later than the following month.
- In principle, tuition fees are not refundable. However, we will refund the lesson fee in the case of absence due to mourning, public transportation suspension or school closure due to stormy weather, or school events sponsored by Friends Academy.
- If you have to miss a lesson or be late, please contact the office or your instructor at least one hour before the lesson starts.
- If you start a lesson in the middle of the month, you will be charged for the number of lessons from the start date.
- Please note that we may contact you to remind you if you have not paid your lesson fees. If you frequently fail to pay your lesson fees, we will tell you that you leave the music studio.

Library

Those who participate in the Friends Academy After Program may borrow books from the library.

- Each person may borrow up to **two books** from the library.
- The loan period is **one week**.
- Please write your name, the title of the book you wish to borrow, and the date of borrowing on the check-out sheet.
- Please indicate the return date when you return the book.
- Please return the books you read and return to their original place.
- Eating and drinking are not permitted in the library.
- The library may be used for classes. Please be as quiet as possible in the library.
- The library is not a waiting room. Please refrain from using the library for anything other than reading books.
- If you are enrolled in the Weekend School for Preschoolers, please bring the books you borrowed from the Weekend School on your child's first day of school.
- Books are not checked out during long vacations.
*However, summer school participants may borrow books.

