

GUIDELINES FOR JUNIOR & FAMILY



This is a summary of guidelines for juniors and families. However, to understand the overall regulations, please be sure to read the [new student guidelines and orientation file](#) (including refund and penalty rules).

ADAPTATION OF CLASS

- Guardian/parent's attention and monitoring are required to ensure junior's satisfaction with class.
- Parents must check the three items below in the junior's academic schedule during the first week of admission.
 - (1) **Adaptation to the teacher/teacher's teaching style,**
 - (2) **Is the vacant time suitable for the junior?**
 - (3) **Is the level of the textbook or group class appropriate?**
- If you have difficulty adjusting to the class or the teacher's style does not suit your child, please contact the Academic Director or Manager (language support for each country) for consultation at any time.
- **BUDDY TEACHER** is operated to help juniors adapt to classes. If parents have any requests regarding their junior's classes, parents can speak with the buddy teacher at any time.

CLASS OPERATION & CURRICULUM

- Classes are guaranteed for **19** days each month (from the 1st to the last day of each month). If it falls below 19 days, a make-up class will be scheduled.
- **There is no difference in curriculum and teacher quality** between Primary English (ages 7-11) and Junior ESL (ages 12-15). The only distinction lies in the amount of instruction tailored to the student's age.
- One-on-one classes primarily focus on speaking-related curriculum. In small groups, we cover listening, grammar, vocabulary, etc.
- Because the class emphasizes speaking, there are instances where the listening part is skipped when using the textbook.
- If you want writing or a specific subject, please apply, as one-on-one classes are available.
- If you are unable to participate in group classes for various reasons, only one-on-one classes will be scheduled instead of group classes. Two hours of small group is considered as one hour of one-on-one class.

- If you wish to request additional classes, you may do so through the scheduler. However, additional costs will be incurred.
- Junior IELTS, Junior TOEFL, and Junior Cambridge offer curricula for each official English test.

This LINE group delivers Academic-related Updates on JUNIOR & FAMILY.

You can log in to receive the academic schedule.



CHANGE OF CLASS/TEACHER

- Available every *Tuesday* and *Friday* at the ADMIN OFFICE. If you are a new student within 2 weeks of entering school, you can apply at any time.
- If there is a specific teacher you would like to choose, you can request a reservation.
- It is not possible to transfer a guardian/parent's class to a junior.

TEST

- Participation in the *PROGRESS TEST* is mandatory in the *4th week* after admission. **However, if you are about to graduate, you can participate in regular classes instead of this test.**
- If you would like to take a class, please apply at the ACADEMIC OFFICE at least 24 hours in advance.
- Juniors are also required to participate in the *WEEKLY TEST*, held every Wednesday after school.

TEXTBOOK

- Textbooks cost approximately 2,000 pesos per 4 weeks. Textbook costs may vary depending on the level or subject selected.
- Textbooks can be exchanged or refunded within 2 days of purchase. However, you must bring a receipt; there should be no graffiti or damage on the book.
- **If you have a tablet (or iPad), you can bring it here and use it. We provide the textbook pdf file for free.**

EVENING PROGRAM

- The evening program runs for 2 hours every day from 19:00 to 21:00 (or 18:00-20:00).
- During the evening program, instead of teaching, you review what you learned in class, complete homework, and prepare for the next day's class. One teacher is assigned to every 5 to 8 juniors.
- This program is not mandatory; participation is **optional**. Also, there is no issue if a junior participates for only one hour and goes to their accommodation early.

USE OF SWIMMING POOL

- The swimming pool is available from 18:30. However, for convenience reasons, juniors can use it earlier than this. **When a junior uses the swimming pool, a guardian must be present.**
- Use of the swimming pool may be restricted due to quarantine or cleaning.
- If you develop skin problems due to the water quality of the swimming pool, please stop using it and notify the office.
- Swimming lessons are conducted by instructors invited from outside. **Philinter is not involved in the swimming lesson fee.** However, when paying the fee, please only pay for a maximum of 6 lessons. Classes may be canceled due to weather or other reasons, and refunds are not possible. (Refer to the school bulletin board for details)

GOING OUT AND STAYING OUT, FAMILY VISIT

- Going out is relatively unrestricted. If you leave before 17:00 on weekdays, please visit the office and complete the 'GATE PASS' before going out. There are no restrictions on going out after 17:00, which is after school hours, and on weekends/public holidays.
- If you wish to stay out, please visit the office by 2 pm on Friday and complete the stay-out request form.
- Family visits are allowed, but overnight stays in the dormitory are not permitted. If you require accommodation, please utilize a nearby hotel. However, for those staying at AZON CONDO, there are no restrictions on family visits or accommodations.

PENALTIES AND PRECAUTIONS

- We do not have strict rules for juniors and families; however, we request your cooperation to ensure that public order is not disrupted. Below are items that typically result in penalties. Further details can be found in the **ORIENTATION FILE**.
 - ✓ Ensure that noise in the room does not disrupt the lives of others.
 - ✓ Fights or disturbances between juniors in the classroom should not interfere with other students' studies.
 - ✓ In case of serious violence, the junior may face expulsion.
 - ✓ Please adhere to the curfew when going out, open until 22:00 on weekdays and midnight on weekends.
 - ✓ Drinking alcohol or bringing it into the room or on campus is not allowed. If you wish to drink or cook, please use AZON CONDO.
- There are no refunds due to National holidays.
- Any usage exceeding the basic electricity bill will be deducted from the dormitory deposit at a later date. Please check your electricity bill every week on the bulletin board.

SHUTTLE SERVICE

- **The shuttle is exclusively for AZON CONDO users** to commute to and from school. If no AZON student utilizes the shuttle from school to AZON, the shuttle will not proceed to AZON. (Some dormitory users wait to board the shuttle at AZON, but it may not operate for this reason.)
- Shuttle times can be flexible, depending on the number of students. If you would like to extend the time slot for convenience, please contact the office at any time.

JUNIOR CARE BY GUARDIANS/PARENTS

- The care and safety of the junior are the responsibility of the guardian. Please always be careful to avoid accidents both on and off campus.
- If possible, always drink only **mineral water**. Unlike adults, juniors can easily get a stomachache or diarrhea if the water they drink changes. Even when going out, make sure to drink only mineral water (in a plastic container) purchased at the supermarket.
- We ask guardians to take good care of the junior so that he does not interfere with other students' studies and daily life by making noise or swearing.
- In particular, please strictly refrain from running on stairs or playing around near the swimming pool.
- Food and drinks must not be brought in during class hours.
- Please be polite to the teacher.
- Please make sure your junior does not have any skin contact with other adults or teachers. **Our school strictly prohibits skinship.**
- If you are allergic to certain foods or have any health concerns, please notify the office or manager.

EMERGENCY RESPONSE

- During non-working hours, you can communicate with managers through the LINE group below. Be sure to join this group. You can use it for dormitory and AZON CONDO living or in case of emergency.



DORMITORY



AZON

If an emergency occurs at night, you can get help from the manager or security guard. We also have emergency medicine.

If you cannot contact the manager, please ask the security guard to call the manager.

CLEANING & LAUNDRY

- Cleaning for **Dormitory users**: Please refer to the 'Cleaning Schedule' posted on the bulletin board on the first floor of the dormitory.
- Cleaning for **Azon users**: Please come to the ADMIN OFFICE by 9:10 a.m. on Tuesdays and Fridays to apply for cleaning. You must place your room key in the 'box' on the information table of the office. Keys can be retrieved from the AZON security guard.
- Bedding/Blanket Replacement: This is done every other week. Please come to the office to apply.

OTHER INFORMATION

- There may be sudden public holiday notices in the Philippines. If the '**Regular Class guarantee of 19 days per month**' (From the 1st to the last day of the month) is not possible due to a sudden public holiday, a make-up class will be held.
 - If you wish to miss class or leave early, please come to the ADMIN OFFICE and submit the relevant documents in advance.
 - We recommend setting the air conditioner to **26-27 Degrees** while sleeping. Because it is an inverter type, these temperature settings help lower your electricity bill.
 - If you discover a facility that is related to Junior's safety or maybe somewhat dangerous, please notify the office or manager.
 - On Saturdays and Sundays, there is a somewhat loud worship service at the church across from the dormitory building. For cultural reasons in the Philippines, worship cannot be restricted from 9 a.m. to 9 p.m. Please understand it.
 - An additional fee will be charged for pool view rooms.
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