

FRIENDS CLUB PROGRAM (Example Daily Schedule)

M/W/F	T/TH	
1:15PM	1:15PM	Report to Work (2:00 from 2 nd Trimester) Preparation time that may include meetings, program preparation, writing class plans, setting up the classroom, etc.
4:00PM	4:20PM	Younger Children Arrive
4:25PM	4:40PM	Playtime with the children.
4:25PM	4:40PM	First Class Begins
5:10PM	5:15PM	Older children arrive and play outside on their own while the younger children are in class.
5:25PM	5:40PM	Younger Children Leave
5:30PM	5:45PM	Second Class Begins
6:40PM	6:45PM	Older Children Leave
6:45PM--	6:45PM--	Clean-up and leave when finished.

SATURDAYS		
8:00AM		Report to Work
8:40AM		Older Children Arrive (Saturdays only) Playtime with the children.
9:10- 10:05AM		First Class with the Older Children
9:45AM		Younger children arrive and play outside on their own while we teach the older children.
10:10AM		Older Children Leave
10:15- 11:15AM		Second Class with the younger children
11:20AM		Younger Children Leave
11:30- 1:00PM		Clean-up & Lunch
1:00- 6:00PM		Afternoon Programs (like going to the zoo, park, museums) Sometimes the staff has this time off if there are no programs scheduled.

SUNDAYS		
		Occasional events occur on this day.

A First Year Friends Club Teacher's
Calendar of Events & Programs (Example)

February

- Arrive in Japan
- Training/Observation
- Bible Talks

March

- Training & Observation Cont.
- 6th Grade Graduation
- Closing Ceremonies
- Spring Vacation

April

- New School Year Staff Meetings
- New School Year Preparation
- Opening Ceremonies
- 2nd Grade Special Day
- 4th Grade Special Day

May

- 1st Grade Special Day
- 3rd Grade Special Day
- Bible Talk
- Alumni BBQ
- Friends Day

June

- Friends Day
- 6th Grade Special Day
- Bible Talk
- 5th Grade Special Day
- MeySen Birthday Party

July

- Open House
- Closing Ceremonies
- 1st Grade Summer Camp
- 2nd Grade Summer Camp
- 3rd Grade Summer Camp
- 4th Grade Summer Camp
- Summer Club for All Grades
- 6th Grade Beach Picnic

August

- 5th Grade Kansai Trip
- Staff Vacation Time
- Opening Ceremonies

September

- Exchange Day
- Open House

October

- 6th Grade Fall Overnight Trip
- 5th Grade Fall Overnight Trip
- Bible Talks
- 1-3rd Grade Jamboree Parties

November

- 4th Grade One Day Trip
- Open House
- Bible Talks
- Concert Day(s)

December

- Christmas Parties for Each Grade
- Closing Ceremonies
- Staff Winter Vacation Begins

January

- Staff Winter Vacation Ends
- Sledding Trips
- Open House Days

February

- 6th Grade Ski Trip
- Valentine's Party
- Open House
- Bible Talk

March

- Graduation
- Closing Ceremonies
- Spring Vacatio

