

OIST School Aged Program Fee Policy

Last updated: April 2025

This document outlines the OIST School Aged Program (SAP) fee structure, payment policy and priority system for enrollment that apply to all the users of the SAP.

1. Fees

(1) SAP service fees

Service	Fee	Notes
Annual Registration Fee (After School / Extended After School + Holiday Program)	5,000 JPY	Charged upon enrollment and every April.
Prorated Annual Registration Fee	Based on enrollment month	Enrollment months and prorated fees: * April-June: 5,000 JPY * July-Sept: 3,750 JPY * Oct-Dec: 2,500 JPY * Jan-March: 1,500 JPY
		* Prorated for school breaks (April, June, July, August, December, January, March)
Annual Materials Fee (After School / Holiday / Occasional Care)	5,000 JPY	
Annual Registration Fee (Holiday Program ONLY)	2,500 JPY	
Early After School (monthly)	18,000 JPY	
After School (monthly)	12,000 JPY	
Early After School (daily 13:00 – 18:30)	900 JPY	
After School (daily 14:30 – 18:30)	600 JPY	
Holiday Program (daily 08:30 – 18:30)	1,200 JPY	
Bus Services Fee (monthly, from Onna School Area - Afternoon Service Only)	4,800 JPY (one way)	
Annual Materials Fee (After School / Holiday / Occasional Care)	5,000 JPY	
Annual Registration Fee (Holiday Program ONLY)	2,500 JPY	
Early After School (monthly)	18,000 JPY	

Transportation Service Information

*The childcare and administrative fees for bus riding and part-time childcare will be charged based on a standard 4-week month.

Transportation service will not be provided on OIST Holidays. **Refunds or adjustments will not be provided for OIST holidays or emergency closings.**

(2) Other fees

Snack fee	Daily: 120 JPY / Per Snack: 60 JPY
Late fee	If children are not picked up by 18:30, there is a late fee of 1,000 yen for every 15 minutes after 18:30.
Lunch fee (Optional)	Determined by the lunch vendor
Change of service fee	1,000 JPY per change *There is a 1,000 JPY fee to change services such as attendance plan, and lunch, or snack orders after the start of the fiscal year in April.

*Annual registration fee and annual event fee are charged upon enrollment and every April afterwards; no refund will be offered to children withdrawing mid-year (after the school year starts). No annual fees will be charged for the re-enrollment within the same fiscal year.

(3) Occasional care fees

Occasional Care is available for families who need childcare for short periods of time (1 day to 1 month (max. 15 days)) and for families who need occasional childcare on a non-regular basis.

Registration Fee	5,000 JPY
Daily Fee (Flat Rate)	6,300 JPY
Hourly Fee (Flat Rate)	630 JPY

2. Payment

In principle, SAP fee payments must be made prior to the service is received. Most payments are made through payroll deduction and will be withheld on the 17th of each month (or the previous workday if the 17th day falls on a weekend or holiday). Users making payments by bank transfer (e.g. temp agency staff, visiting researchers and TDIC incubator tenant employees who do not receive monthly salary from OIST) will receive an invoice monthly via email and payments must be paid by the end of the month.

3. No refund policy

To guarantee continued enrollment of a child, fees are not changed if the child is absent. No refund or take-home lunch/snack are available if the child is absent. The SAP childcare fee is prorated only when a child is enrolled in the program in the middle of the month and when a child is withdrawn from the program with an advance notice of withdrawal at least by the 20th of the month prior.

Refunds are not given for emergency closure. This includes school closure due to:

- Typhoon or other inclement weather
- Power outage
- Communicable illness which includes classroom/school closure or sibling exclusions due to communicable illness

Refunds, adjustments, or fee waivers can be considered for extenuating circumstances including but not limited to acute sickness or financial hardships (please contact the SAP Director for details).

4. Change of Service

There is a 1,000 JPY fee to change services such as attendance plan, lunch, or snack orders after the start of the fiscal year in April. [Afterschool Change of Service Forms/](#)
[Transportation Change of Service Forms](#) must be submitted before the 20th of the month prior to the change. Multiple changes can be made at a time with a payment of 1,000 JPY.

Childcare: Changing contracts from part-time to full-time or changing part-time attendance schedule.

Transportation: Changing contracts from part-time to full-time or changing part-time attendance schedule.

5. Cancellation of Service

There is no fee charged for any cancellation of SAP childcare, snack or lunch service if the request for cancellation or termination is made by the 20th in the month prior to the cancellation. However, if there is a suspension of service within the same fiscal year, then a change of service fee will apply when the service is reinstated within the same fiscal year.

6. Grace period

When a parent's affiliation with OIST terminates, his/her child will no longer be eligible to attend the SAP/use the bus service and must withdraw from the program immediately unless the parent makes a request for a one-month grace period at least two months before the termination of affiliation with OIST. Eligibility cannot be extended beyond the one-month grace period. Payment must be completed in advance for the childcare fee during the grace period.

7. Part-time enrollment and priority policy

Part-time enrollment at the SAP is available if the program is not at full capacity. Fees will be calculated with a standard 4-week month.

Full-time children have priority over part-time children. If a full-time child applies for the program in a class where there is no space, but a part-time child is in attendance, the part-time child will be offered the full-time space. Part-time parents can pay full-time fees to reserve the space and attend part time based on their childcare needs. If a part-time parent turns down the full-time space offer, the space will be given to the full-time applicant. The part-time parent will have the option to be placed on a waitlist.