



オタワ日本語学校

Ottawa Japanese Language School Inc.
École de langue japonaise d'Ottawa

September 05, 2020

ojls.ca

Dear students and parents,

Thank you all for your patience these last few months. The process for reopening has been complex, however we have established a path forward. This memo and the attached instructions will explain everything you need to know.

Registration will be conducted entirely online, and will open on Tuesday, September 8th at noon. It will remain open until Saturday, September 12th at noon. The first day of classes will begin the following Saturday on the 19th. The attached instructions explain step by step how to register. Tuition will remain at previous rates (plus \$5 for credit processing), however given the uncertainty of future conditions we will only be offering registration for one semester at a time (no full year discounts). Credit to returning students in lieu of missed classes last year will be provided through your teachers.

Please be aware that class sizes will be capped at 20 people with space given in order of registration, and anyone wishing to register beyond that will be placed on a waiting list.

Classes will be conducted entirely online. Teachers will operate classes using Zoom, and will be providing a hub for materials and class information using Google Classroom. These services are free to students, however they will need to set up accounts themselves. While we understand this may not be some people's preference, the board has explored our options and determined this as our best path forward.

We understand the first few classes may be a bit bumpy, and we ask your help in helping fine tune the new system by providing your feedback to your teachers or board members after class.

If you have any questions or concerns, you may send them to chairperson@ojls.ca. On behalf of the Ottawa Japanese Language School and the entire board of directors, we appreciate your patience and understanding in these difficult times. We hope you continue to be safe and healthy, and that you will continue your studies with us this fall.

Sincerely,

Jacob Hammer
OJLS Board Chairperson
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