



FY2024

Public Children's Club Guide

<After School Program>

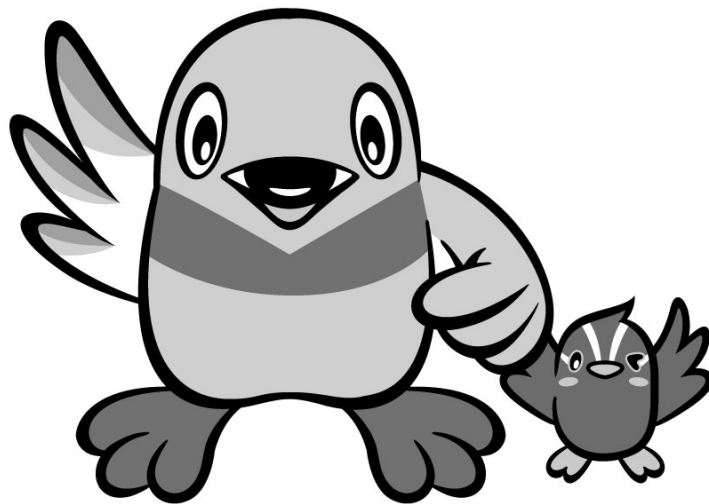
公営児童クラブ入室のご案内

Purpose

Children's club aims to help those children grow sound and healthfully, whose guardian(s) is regularly not at home during the daytime because of his/ her work or other reasons, by providing them with appropriate play and space after school.

- Introduction -

You will find in this guidebook important information regarding the procedure for enrollment. Make an application for a children's club after reading it carefully and having understood the contents. Keep the guidebook with you after the enrollment as it contains the important information.



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MISATO CITY BOARD OF EDUCATION
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1. Criteria for enrollment

(1) Eligibility

- 1) **A child who has a domicile in Misato City and has registered in an elementary school in Misato City.**

(Including a child who is planning to move in Misato City and already has a domicile-to-be in the City.)

*If you are moving in Misato City, please submit a copy of real estate purchase or rental agreement in addition to completed application documents. As the approval notice will be sent to you after you move in, be sure to stop by at Educational General Affairs Division when you come to Misato City Hall for your moving-in procedure. Your application will not be processed unless you provide us the information about your moving-in.

- 2) **A child who changed his/ her designated district school to another one due to the reason other than his/ her guardians' absence at home during the daytime.**

*While your application for change of your child's designated district school is processing, you can make an application for admission of children's club if the reason is not his/ her guardians' absence at home during the daytime.

- 3) **A child who can come to the children's club by him-/herself after classes and spend a time in a group of other children.**

*Those who have a Disability Certificate or a Rehabilitation Certificate (*Ryoiku-techo*) are required to submit its copy at the application.

(2) Criteria for enrollment etc.

Please note that the applicant child cannot enroll in a children's club if you have an overdue payment for children's club fee (including those for his/her sibling(s)).

- 1) **A guardian(s) is regularly not at home during the daytime because of his/her work.**

*The guardian's working hours are in principle 5 hours or more a day, including the time from 13:00 to 15:30, and 4 days or more a week from Monday through Saturday.

-Working hours are judged by hours stated in your Certificate of Employment, according to the cooperate rules and working conditions. Overtime hours are not included.

-If you work on the shift, the criteria for working hours are the same as mentioned above. Submit a document which shows the most recent 4-week of your shift roster.

- 2) **A guardian(s) is ill or mental/ physical disability and cannot take care of the child.**

- 3) **A guardian(s) is long-term/ nursing care of a relative who is living together or hospitalized for long time, and/ or similar condition.**

- 4) **A mother is before/ after childbirth and no guardian is at home.**

(Period of enrollment is 6 weeks before the expected delivery date and 8 weeks after childbirth and when no family member can care the child at home.)

If a mother is on a childcare leave and at home, the child is NOT eligible.

- 5) **A parent, guardian, or substitute can pick up the child at a designated time during the service hours of a children's club.** (A substitute is limited to those registered in a 'Confirmation note for the commutation (児童送迎確認書)').

- 6) **If the family has another preschool child(ren) other than the applicant one, he/ she (they) must be being cared in or has (have) already admitted to an institution.**

* Even in case your child meets the criteria, his/ her admission may be suspended upon the result of the examination and decision if the number of applicants exceeds the capacity.

2. Documents to be submitted at the application

(1) Application form for children’s club *One application form per applicant child is needed.

(2) Documents to prove the situation “hindering an applicant from childcare”

(Certificates of guardians and all cohabiters are required.)

Status	Documents to be submitted	Notes and remarks
1) Employment If you make or alter the contents of your certificate of employment without the permission of your employer, you may be charged with a crime offense.	-Certificate of Employment	Certified by your employer. If you are self-employed or a sole proprietor, please fill out the form in your own signature and attach the documents marked with ★.
	-Shift roster (When an applicant works on shift and does not have fixed working day and hours.)	When you work on shift, you should submit for the last 4-week shift roster and continuously submit it to the children’s club every month. If you are starting to work on shift, you should submit a one-month roster after working.
	-A copy of the duplicate of the last final tax return (for a sole proprietor or a self-employed, the one who is their own representatives)	Submit a document that proves your business (such as a copy of business license, company register) if a copy of the duplicate of the last final tax return is not available.
2) Illness or disability	-Medical certificate (original) -A copy of Disability Certificate	Documents proving the status of illness or disability
3) Student or technical trainee	-A copy of Certificate of school attendance -A copy of curriculum/ class schedule	Documents with the period of attendance at school Documents of school hours (only in case, a parent/ guardian is a student)
4) Long-term/ Nursing care of a family member who is ill or disabled	-Medical certificate (original) -A copy of Disability Certificate	Medical certificate or a copy of Disability Certificate of the person who is ill or disabled (The person must be a relative who is living together, hospitalized for a long time and/or in similar condition.)
5) Childbirth	-A copy of Mother and Child Health Handbook etc.	A copy of the cover and the page proving expected delivery date in the mother and child handbook (Period of enrollment is 6 weeks before the expected delivery date and 8 weeks after childbirth and when no family member can care the child at home.)
6) Others	-A statement of your situation that you are unable to care your child during the daytime	Described applicant’s situation which you cannot care the child with your signature/ name and seal. *The statement should be filed by the person him-/ herself who cannot care of the child.

*Read the notes in the following page and prepare your documents.

!!! Notes on preparing certificates of employment!!!

- ◆ Certificates of guardians and all cohabiters (including grandparent(s), uncle, aunt, concubinary etc.) of the applicant child are required.
- ◆ The format of the certificate of employment has changed from 2024 entry.
- ◆ Your application will not be accepted if the documents are insufficient or incomplete. Allow plenty of time for application as you may need to correct your documents.
- ◆ A copy of original certificate is acceptable if you apply for 2 or more children at the same time.
- ◆ Certificates are valid for 3 months from the date of issue.
- ◆ You may be asked to submit additional documents for the examination if necessary.

<Distribution of application forms>

'Public Children's Club Guide (including an Application form and a Certificate of Employment form)' are available at Educational General Affairs Division, 4th floor of Misato City Hall, each children's club in every elementary school and public facilities in Misato city.

*The application forms are distributed also at child care centers in Misato City exclusively between November 1 and December 8, 2023.

You can also download them from Misato City official website. <http://www.city.misato.lg.jp>

For Japanese version:

⇒ <トップページ> - <子育て> - <子どもを預ける> - <放課後児童クラブ> - <令和6年度公設公営児童クラブの入室申請>

ページ ID : 9488

For English version:

⇒ Front page → <English site > → <What's new>

→ <FY2024 Application for Public Children's Club (After School Program)>



Access to the Misato City official website.
(To the front page of the children's club)

3. Flow of enrollment in a children's club

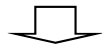
1) Application for admission	<p>Read the following page and check the application period and place. Your application may not be accepted if the documents are incomplete. Allow plenty of time for your application as you may need to correct your documents.</p> <p><u>*Please come to the venue only parents/ guardians.</u> <u>Your child does not need to come at the venue to apply.</u></p> <p>We will inform you later if your child needs to take an interview.</p> <p>* Even if you plan to make an application for private children's club, you can make an application for public children's club.</p>
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2) Examination and decision making	Your documents will be examined to make a decision for enrollment.
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3) Notice of results	Either notice will be sent you as mentioned below. (See page 7).
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Approval notice

(Your child is admitted to a children's club.)

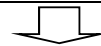
4) Attend to orientation meeting to be held in your children's club.	<p>The orientation meeting will be held in your children's club. The organizer of the children's club will explain about the documents to be submitted, the children's daily life and activity in the children's club. (See page 7.)</p>
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5) Submit necessary documents.	<p>-Application for credit transfer (口座振替申込書) <for all> -Application for registration of Saturday (joint) childcare (土曜(合同)保育登録申込書) <if you wish to receive the service> -Application for reduction of the fee (負担金減免申請書) <if you meet the criteria></p>
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6) Start of services	Follow the 'Public Children's Club Guide'.
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Suspension notice

(Your child is placed on the waiting list.)

If there is a vacancy in May and after, all suspended applications will be examined again.

You don't have to make a new application again.

If your child's admission is accepted, the approval notice will be sent to you around the 20th of the **previous month of the admission.**

⇒ See section 4) on the left.

(Your application is valid until **March 31, 2025.**)

If you have any of the under-mentioned changes which may influence the decision for admission, please notify Educational General Affairs Division of it.

- 1) Changing in the household members
- 2) Changing in your employment condition etc. stated in your application documents.
- 3) Withdrawing your application

4. Application schedule for admission in April

(1) Application period

From Wednesday, November 29 to Friday, December 8, 2023, except Saturday

*Please come to the venue only parents/ guardians as an interview with the applicant child will not be held on the day of the application.

*Admission is not determined by in order of application (or arrival).

<On weekdays>

Date: From Wednesday, November 29 to Friday, December 8, 2023

Time: 9:00 - 11:00, 13:00 - 16:00

Place: Conference room No.207, 2nd floor of Misato City Hall

*Application time will be extended until 19:00 on Tuesday, December 5 and Wednesday, December 6, 2023.

<On Sunday>

Date: Sunday, December 3, 2023

Time: 9:00 - 11:00, 13:00 - 16:00

Place: Large Conference Room, 7th floor of Misato City Hall

Phone: 048-953-1111 (exclusively available on the Sunday mentioned above)



(2) Examination and decision making

Your documents are examined and decided for admission.



(3) Notice of the result (scheduled in mid-February, 2024)

The result will be informed you in written notice. (See page 7.)



(4) Orientation meeting (March, 2024)

If your child is admitted to a children's club, you and your child need to attend the orientation meeting held in your children's club.

Be sure to bring the necessary documents with you.

We will inform you the details of schedule etc.

If you cannot attend the orientation, contact your children's club and get the instruction for use by the last open day before your child's enrollment. Please note that you are not allowed to receive the service from the children's club before attending the orientation.

[Notes]

- ◆ If you miss application during the above-mentioned period, your child will not be admitted for admission in April.
- ◆ As many applicants are expected on Sundays, you may be requested to wait a longer time until your turn.
- ◆ Application by post, at a child care center and a children's club are not accepted.

5. Application schedule for admission in May onwards

(1) Application period

Admission in	Due date for application	Application venue and time
May	by Monday, April 15, 2024	Place: Educational General Affairs Division, 4F of Misato City Hall Time: 8:30 - 17:00 <u>*Please come to the venue only parents/ guardians as an interview with the applicant child will not be held on the day of the application.</u> <u>*Your application is not received on Saturdays, Sundays, National holidays and the year-end and New Year holidays (from December 29 to January 3 of the following year).</u>
June	by Wednesday, May 15	
July	by Friday, June 14	
August	by Friday, July 12	
September	by Thursday, August 15	
October	by Friday, September 13	
November	by Tuesday, October 15	
December	by Friday, November 15	
January	by Friday, December 13	
February	by Wednesday, January 15, 2025	
March	by Friday, February 14	



(2) Examination and decision making

Your documents will be examined and decided for the enrollment.



(3) Notice of the result (around the 20th of the previous month of the admission)

The decision notice will be sent to your home. (*See page 7.)



(4) Orientation meeting (by one day before your child's enrollment)

Contact your children's club first and be sure to get the instructions for use. (*See page 7.)

[Notes]

- ◆ Your application may not be accepted if the documents are insufficient or incomplete.
- ◆ Application by post, at a child care center, a children's club is not accepted.
- ◆ Allow plenty of time for your application as you may need to correct your documents.
- ◆ Even if your child meets the criteria, his/ her enrollment may be suspended if the number of applicants exceeds the capacity.
- ◆ We will inform you if your child needs to take the interview.

7. Open and closed days

(1) Open days

Service hours

Day of the week	School day	No school day	Available children's club
Monday through Friday	From after school till 18:30	From 8:00 to 18:30	Each children's club
Saturday (joint childcare) See page 9.	X	From 8:00 to 16:00	Children's club at Kobo, Hikoito, Takasu-higashi, Togasaki, and Tango Elementary School

(2) Closed days

Closed days (including temporary closure)

- 1) Sundays, holidays defined by National Holidays Act and the year-end and New Year holidays (from December 29 to January 3 of the next year)
- 2) Temporary closure of the school because of a typhoon, heavy snow or other reasons. (When the start of class is delayed because of a typhoon or other reasons, a children's club starts from after school.)
- 3) When a whole school is closed in order to take preventative measures against the spread of infectious disease such as influenza or any other disease.
- 4) When the school events such as a sports meet, a classroom visitation or an open school day are held on a no school day.
- 5) If an evacuation information is issued due to a typhoon, torrential rain, etc., and your children's club is located within the warning area, or the school where your children's club becomes a designated evacuation shelter.
*Evacuation information: Alert level 3 (evacuation of elderly etc.) or higher
- 6) When an earthquake of the intensity 5+ or upper occurs.
- 7) When the mayor gives an order because of some reasons other than above mentioned.

Other notes

- 1) When a class/ all classes of the same grade are closed in order to take preventative measures against the spread of infectious disease such as influenza or for any other reason, the childcare service for children of the class(es) concerned will not be provided.
- 2) When an earthquake of the intensity 5+ or upper occurs on a no school day, pick-up your child immediately from his/ her children's club.

8. Saturday (joint) childcare

(1) Saturday (joint) childcare

Five children's clubs are open and provide the joint childcare service on Saturdays. If you want to apply for the Saturday (joint) childcare, submit both an Application for registration of Saturday (joint) childcare 『土曜（合同）保育登録申込書』 **with your signature/ name and seal** and a Confirmation of attending children's club on Saturday 『土曜保育利用確認書』 **with your signature/ name and seal** after you have fully confirmed the following matters:

1) Eligibility

- A child whose guardian(s) works on Saturdays and no one cares him/ her at home during the daytime.

⇒ Your child cannot use the service if your Certificate of Employment has no description of your work on Saturdays.

- A parent, guardian, or substitute must drop-off/ pick-up your child during the service hours of the children's club.

2) How to apply for registration

- Choose one of the five children's clubs considering conveniences for drop-off/ pick-up your child or other matters and submit an 'Application for registration of Saturday (joint) childcare' 『土曜（合同）保育登録申込書』.
- Once your child is enrolled in Saturday (joint) childcare, he/ she has to attend the same children's club throughout the year.

3) Due date for 'Application for registration of Saturday (joint) childcare'

- When you want to use Saturday (joint) childcare service, you must file your application form to the children's club by the 15th of the preceding month of the start.
- An 'Application for registration of Saturday (joint) childcare' will be accepted at any time when you have a change in working condition or when you want to receive Saturday (joint) childcare service due to the change of your working condition, submit an Application for registration of Saturday (joint) childcare 『土曜（合同）保育登録申込書』 with a 'Notification of Changing in family status (家庭状況変更届)' and 'Certificate of Employment (就労証明書)'. [Application forms for registration of Saturday (joint) childcare etc. are available at each children's club.]

4) How to receive Saturday (joint) childcare service and notes on use

- After registration, submit a 'Confirmation of attending children's club on Saturday' 『土曜保育利用確認書』 to your child's enrolling children's club by every 15th of the preceding month in principle. Your child is not allowed to attend Saturday (joint) children's club without submitting the document.

9. Arriving at, leaving or absence from a children's club

(1) When arriving or leaving

- 1) Your child attends to a children's club after school.
- 2) A parent, guardian, or substitute must pick-up your child when he/ she is leaving the children's club on weekdays and drop-off/ pick-up him/ her on no school days.
 - A substitute must be the person who is in-advance-registered in the 'Confirmation note for the drop-off/ pick-up (児童送迎確認書)'.
 - A substitute must carry his/ her ID (such as a driver's license or a health insurance card) whenever coming to the children's club.
- 3) When you are late for drop-off/ pick-up your child, you are requested to submit the statement of reasons.
- 4) As for a full-day childcare on a no school day, your child must be accompanied by a parent, guardian, or substitute and be handed over to a staff of the children's club between 8:00 and 9:00. Your child cannot wait alone in front of the children's club or in the school yard before 8:00.
- 5) You are requested to pick up your child promptly after work.
- 6) You are requested to refrain from picking up your child before 15:30 for better management of the children's club.
- 7) If your child is enrolling in a children's club for a reason other than working (e.g., illness, nursing care etc.), you are requested to pick him/ her up between 16:30 and 17:00.
- 8) When your child goes home alone as a parent, guardian, or substitute is in a state of emergency and cannot pick up him/ her, contact the children's club as soon as possible and submit 'Notification of going home alone in emergency (緊急時児童单独帰宅届)' on a later day. You must confirm your child's safe arrival home under your responsibility.
 - In the case of emergency, your child will be allowed to go home alone no later than 17:30 from April to September and no later than 16:30 from October to March for his/ her safety.
 - If the time has already passed, if your child does not have a house key, or if he/ she is a first grader of elementary school, he/ she is not allowed to go home alone. As a staff waits with the child, a parent, guardian, or substitute has to pick him/ her up immediately.

(2) Absence etc.

- 1) You are requested to notify the children's club of the reason for absence or the change of pick-up time when such events occur. Your child cannot be absent or leave early by declaring by himself or herself.
- 2) When your child stays absent for a long period, inform the children's club of his/ her conditions or status.
- 3) If you come to pick up your child earlier than the normal pick-up time for a family or other reason, he/she is not allowed to come back to the children's club on the same day, even if it is still open. (The same rule applies on a no school day as well.)
- 4) A child is not allowed to attend children's club when you take a day off.
- 5) When an emergency pick-up drill is carried out at your child's school, you should join and pick up your child.

(3) Guidelines for sickness (such as infectious disease)

- 1) When your child is diagnosed with an infectious or contagious disease, contact the children's club and specify the name of the infectious or contagious disease.
- 2) If any one of your enrolling children is diagnosed with an infectious or contagious disease to stay at home and you take a day off to care the child, the other sibling(s) are not allowed to attend the children's club for the same period.

10. Fee for children's club and how to pay

(1) How to pay

Payment should be made through a bank transfer.

- The payment will be withdrawn from your designed account on the last day of each month. If the day falls on Saturday, Sunday or a holiday, the payment will be effected on the first business day of the following month.
- After the admission is determined, the children's club will distribute a bank transfer request form (one sheet per child). (For those who are admitted in April, the form will be distributed at the orientation meeting held in March.)
- Fill out the bank transfer request form referring to the example and submit it at the designated bank in Misato City. (Bring the passbook and name seal with you.)
- The payment will be withdrawn from the following month if your bank transfer request form arrives at Educational General Affairs Division from the bank after the middle of month you applied. (Before starting bank transfer payment, please pay the fee at a bank as you receive the payment notice (bill). You cannot pay it at a convenience store.)
- You are required to pay the fee with the payment notice until submitting the bank transfer request form. The payment due date is the last day of each month. If it falls on Saturday, Sunday or a holiday, the payment should be made on or before the first business day of the following month.
- As the children's club is not an affiliate institution of a child care center, you should take a new procedure for requesting a bank transfer.
- Even if the applicant child's sibling has already enrolled in a children's club, you should take a new procedure again.

(2) Fee

Monthly payment is 10,000 yen per child.

(3) Notice of payment

If your child is enrolled in a children's club just for one day, you are required to pay one month's fee, regardless of whether or not he/ she attends. When you decide to have your child withdraw from a children's club, be sure to submit a 'Withdrawing from children's club notification (児童クラブ退室届)' to the club by the 15th of the previous month. **If you submit it after the due date, you may be required to pay the fees for the following month.**

<Note>

If you have overdue payment for more than three months, your child may be **dismissed (withdrawal) from his/her children's club.**

(4) Reduced/ Exemption from payment

If you are qualified in any of the following cases, you can apply for a reduced payment or exemption of the children's club fee.

Amount of Reduction/ Exemption	Criteria	Required documents
Exemption from payment	Public assistance recipient household etc.	-Application for reduced payment (減免申請書) -A copy of Certificate of Public assistance recipient(生活保護受給者証の写し) (issued on or after April 1, 2024)
Half of full payment	A single parent household (Death or divorce, etc.)	-Application for reduced payment(減免申請書) -Any one of the followings, ●a copy of Child rearing allowance certificate (児童扶養手当証書の写し) ●a copy of Certificate of Medical expense subsidy for a single parent (ひとり親家庭等医療費受給者証の写し) ●Certificate of family register with all records of the parent or guardian and the child admitted (copy of family register) (保護者及び入室児童の戸籍全部事項証明書(戸籍謄本)) If the family registry of the parent or guardian and the child admitted is the same, please submit only one copy.

[Note]

File an application for reduced payment by the 1st of the month when you want benefit reduced payment. If you apply on or after the 2nd of the month, reduced payment will be applicable from the following month.

11. Withdrawal, dismissal from a children's club

(1) When withdrawing from a children's club

Submit a 'Notification of withdrawing from children's club (児童クラブ退室届)' by the 15th of the month when your child withdraws from the children's club. If you have any overdue payment, you must complete the payment before leaving.

You need not to submit a 'Withdrawing from children's club notification' at a termination of an admission period. (e.g., March 31, 2025)

Note! If you submit your 'Withdrawal from children's club notification' after the due date, you may be required to pay the fees for the following month.

(2) Dismissal from enrollment

Your child's situation may be re-examined throughout the year if the situation no longer meets the criteria and in some cases, your child may be dismissed from children's club.

- 1) When you move out of Misato City or change your address and school in Misato City.
- 2) False statement in the application document(s) or no notification of your changing in status that you had submitted before.
- 3) When the club judges that your child has difficulty in a group activities and cannot guarantee his/ her safety after his/ her enrollment.
- 4) When you pose a problem for the management of children's club.
 - *In the case that you often submit a letter of excuse for being late for picking up your child, the club considers that it affects the operation of the children's club.
 - *When you cannot observe the rules even after you are suggested.
- 5) When your payment of children's club fee is overdue more than 3 months.
- 6) When the number of attendance to the children's club is less than a half of the open days (except on Saturdays) without a special reason(s).
- 7) Any other reason(s) mentioned above for which the mayor approves.

12. Other procedures

*List of Various application forms/ Notifications/ Submission dates

Be sure to inform a staff of a children's club and submit a new document promptly if any changes related to the entries in the application form occur while your child is enrolling in a children's club.

Submit the relevant document(s) to either your children's club or Educational General Affairs Division.

(1) Necessary procedure to take promptly after the admission to a children's club

Case	Documents to be submitted
When you want to cancel the enrollment after receiving the admission approval.	-A declination notice (入室辞退届) -An approval notice of children's club (入室承認通知書) Note: Submit the documents by one day before the enrollment. If not, the fee will be charged no matter if your child attends the children's club or not.

(2) Necessary procedures during the enrollment

*Inform the children's club when there is any of the following changes.

Case	Documents to be submitted
When you change your job or workplace (including your working conditions):	-Notification of Change in Family status (家庭状況変更届) -Certificate of Employment (就労証明書)
When you stop working: (Contact your children's club <u>within 3 days from your resignation day</u> . If you don't notify, your child may be dismissed from his/her children's club.)	-Notification of Change in Family status (家庭状況変更届) Note: If you want to continue to receive the service from children's club, you have to submit a Certificate of employment (or job offer) from your new employer within one month from your resignation day. (If not, your child's enrollment will be cancelled.)
When you change your address, name, telephone number or family structure (e.g., separation, divorce, marriage):	-Notification of Change in Family status (家庭状況変更届)
When you change your status regarding any of the criteria for admission (e.g., illness, long-term nursing care, childbirth):	-Notification of Change in Family status (家庭状況変更届) Note: Attach the necessary document(s) stated on page 5.
When you withdraw from children's club:	-'Withdrawing from children's club notification' (児童クラブ退室届) (Submit the document before the 15 th of the month when your child leaves children's club.)

*You are required to submit an application again when you want to change the children's club to another because of changing school inside Misato City.

13. Notes on use of children's club

(1) Notes on use

1) Your child cannot use the children's club on your day(s) off.

- When someone of your family takes a day off (the day not stated in the Certificate of Employment), your child cannot receive the service except when it is an unavoidable occasion. If you need to receive the service from the children's club on your day(s) off, you may be asked to submit a document proving your unavoidable circumstances (your working schedule or statement of the reason).

2) Drop-off/ Pick-up on time

- Drop-off/ pick-up your child during service hours of the children's club. If you cannot come in time, send an in-advance-registered substitute on behalf of you. Please note that if you are often late for the pick-up time, your child may be asked to dismiss from the children's club.

(2) Snack and lunch

1) Snack

- Children's clubs serve commercially-prepared snacks in principle.
- As individual response to a child with food allergy is difficult, you may be asked to prepare his/ her snack and bring it from home.

2) Lunch / water bottle

- Bring lunch and water bottle (water or tea) during no school days (e.g., Saturdays, spring-, summer- and winter- vacations, a substitute school holiday etc.) and when there is no lunch at school. Children's clubs do not prepare lunch. Do not let him/her bring money for lunch.

(3) Ways to contact your family

- Children's club distributes 'Children's Club Newsletters' (児童クラブだより) or notice if necessary.
- Be sure to look over your child's contact notebook, every notice and postings on a bulletin board of the children's club.

(4) Safety management

- If your child gets sick, gets hurt or has an accident, your children's club may contact your emergency contact numbers. Please note that we may contact you at any time as the child's children's club cannot take your child to a hospital at its discretion.
- Be sure to inform a staff at the children's club of your child's allergy.
- The children's club has an injury insurance preparing for an unexpected accident or an injury under its responsibility. The compensation amount for a hospitalization is JPY 1,500 per day and an outpatient benefit is JPY 1,000 per day by the injury insurance; it does not cover all the medical expenses. Benefit period for above insurance is the maximum of 180 days from the day of accident. Inform the children's club if you take your child to see a doctor after returning home because of the accident or injury occurred at the children's club. Other compensations (compensation for absence from your work because of nursing etc.) are not covered by the injury insurance.

*As an injury during the club activities not covered by the "Injury and Accident Mutual Aid Benefit System" of the Japan Sport Council (JSC), you cannot claim for reimbursement of the medical expenses etc.

14. List of public children's clubs for **FY2024**

◎A children's club is situated at each elementary school.

* Excluding **Kobo E.S. 2nd C.C. (Tentative name)**

Name of Children's Club	Place (Elementary School)	Telephone number
Shinwa E.S. C.C.	In Shinwa E.S.	048-952-0190
Kobo E.S. C.C.	In Kobo E.S.	048-954-0030
Kobo E.S. 2nd C.C.	5-15-9 Chuo	* We will notify you as soon as it is decided.
Sakura E.S. C.C.	In Sakura E.S.	048-957-8811
Hikoito E.S. C.C.	In Hikoito E.S.	048-959-3000
Hikosato E.S. C.C.	In Hikosato E.S.	048-958-9000
Takasu E.S. C.C.	In Takasu E.S.	048-955-3100
Takasu-higashi E.S. C.C.	In Takasu-higashi E.S.	048-955-7100
Tachibana E.S. C.C.	In Tachibana E.S.	048-957-6166
Mizuki E.S. C.C.	In Mizuki E.S.	048-959-2228
Waseda E.S. C.C.	In Waseda E.S.	048-952-4181
Togasaki E.S. C.C.	In Togasaki E.S.	048-956-1600
Takano E.S. C.C.	In Takano E.S.	048-956-8225
Hikonari E.S. C.C.	In Hikonari E.S.	048-953-8635
Maeya E.S. C.C.	In Maeya E.S.	048-956-9130
Yagisato E.S. C.C.	In Yagisato E.S.	048-955-5216
Zemma E.S. C.C.	In Zemma E.S.	048-957-7728
Fukiage E.S.	In Fukiage E.S.	048-956-1701
Tango E.S. C.C.	In Tango E.S.	048-959-4420

*E.S. stands for Elementary School, C.C. stands for Children's Club