

FY2026

Public Children's Club Guide

<After School Program>

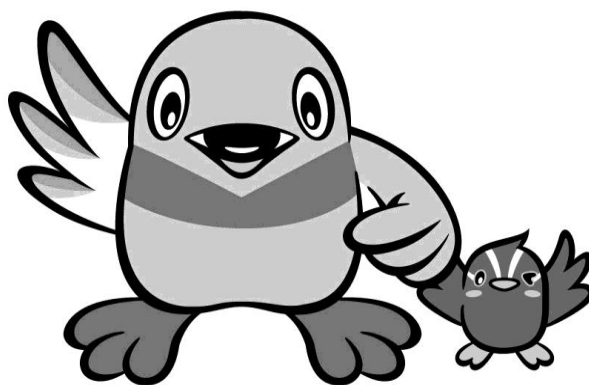
令和 8 年度 公営児童クラブ入室のご案内

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.

-Please read this guidebook at first-

You will find important information in this guidebook regarding the application procedure for enrollment and how children spend their time in the children's club. In order to ensure smooth procedure of enrollment, please read this guidebook thoroughly and fully understand its contents before proceeding. **As this guidebook contains important information you will need even after enrollment, please keep it handy for future reference.**



**Children's Club Section,
Educational General Affairs Division,
Department of School Education,
MISATO CITY BOARD OF EDUCATION
648-1 Hanawada, Misato City, 341-8501
Phone: 048-930-7755 (Direct line)**

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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 admission will not be determined unless you provide us the information about your moving-in.

*If the number of applications exceeds capacity, priority will be given to younger children with greater childcare needs. Please understand this situation and consider carefully your application if you have elder children.

- 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.**

*Your child can adapt to group activities with other children without difficulty in the children's club.

*If your child has a Disability Certificate or a Rehabilitation Certificate (*Ryoiku-techo*), you are required to submit its copy at the application.

- 4) Please be sure to submit application after consulting with us if your child uses after school day care service for children with disabilities, attending special needs class, or needs other special care.

*The children's club is a place where enrolled children engage in group activities with other children within a safe and secure environment. It is not a facility primarily focused on specialized therapeutic care or individualized support.

*Please note that while certain consideration will be given to children who need special care in the selection of children's club<after school program>, detailed arrangements may be made for those applicable children.

(If necessary, we will interview with guardian, visit to child care center/elementary school, and interview with your child.)

*Please note that based on the results of interview and investigation, if it is determined that ensuring safety is difficult with the club's current staffing and facilities, or that there is a risk of disrupting the order of communal living, admission may be declined.

*Children's club< after school program> may not be the best choice for children who need individual support.

*In Misato City, there are service providers that offer 'after school day services' for children in need of special care and rehabilitation after class. We recommend that you consider this service as one of the options for a variety of places to stay.

***Please be advised that if, upon applying for admission, there is no disclosure or Consultation regarding the child's necessary information, and significant difficulties in group activities are discovered after admission, we will proceed with the prescribed procedures.**

(2) Criteria for enrollment, etc.

1) Parent/guardian is not at home during the daytime because of his/her work.

The Principle of guardian's working hours

- 4 days or more a week from Monday through Saturday (Except Sunday)

- Working hours a day: including the time from 1:00 pm to 3:30 pm (5 hours or more)

-Working hours are judged by hours stated in your Certificate of Employment

-If you work on the shift, the criteria for work 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 relatives.

4) A mother is before/ after childbirth and no guardian is at home (because of hospitalization/outpatient treatment, etc.)

(The period of enrollment is 6 weeks before the expected delivery date (for multiple children, 14 weeks before the expected delivery date) and 8 weeks after childbirth only when the child is alone at home (because of **hospitalization/outpatient treatment, etc.**)

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)

*For the safety of the children, they are not allowed to come to and return home alone from the children's club.

*If a parent/guardian is unable to pick-up/drop-off your child, please use substitute including services provided by Family Support Center.

*To use the service, you need to attend a prior meeting held at Family Support Center.

<Inquiries> Family Support Center

3F, Health and Welfare Center, Misato City Hall

Phone: 048-930-7748 (Except Saturday, Sunday, national holidays, and the year-end and New Year holidays)

6) If the family has another preschool children 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 withheld upon the result of the examination and decision if the number of applicants exceeds the capacity.

7) The applicant child cannot enroll in a children's club if you have unpaid balance of children's club fee (including those for his/her sibling's).

[The payment of fees and actions taken in case of delinquency]

The fees for Children's Club collected from all of you are an important source of funding to operate children's club, covering facility maintenance, safety management, and the purchase of necessary materials for activities. To ensure fairness with the majority of parents who pay on time, we will strictly address any delinquency in fee payments. We will urge you to make payment by documents or phone call if payment arrears persist without-justifiable reason such as economic difficulties. If we still cannot confirm your intention for payment or if it is difficult to communicate with you, we may revoke the permission to use the service without prior notice in accordance with the prescribed procedures.

Additionally, the fact of consecutive arrears could affect future admission decisions, potentially resulting in denial of admission. Furthermore, please be advised that in cases deemed to be malicious delinquency, we may contact your employer without prior notice.

2. Documents to be submitted at the application

(1) 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 <u>*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.</u>	-Certificate of Employment	Created by your employer If you are self-employed or a sole proprietor, please fill in the form your own signature and attach the documents with★. (Essential)
	-Shift roster (When an applicant works on shift and does not have fixed working day and hours.)	When you work on shift, you must submit for the last 4-week shift roster and continuously submit it to the children’s club every month. (Essential) If you are starting to work on shift, you must 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 its own representatives)	If a copy of the duplicate of the last final tax return is not available (cannot submit), submit a document that proves the fact of your business operations (such as a copy of business license, certified copy of corporate register, report of starting business, business contract, order sheet).
2) Illness or disability	- A copy of Medical certificate - A copy of Disability Certificate	Documents proving the status of illness or disability. Medical Certificate should be issued within the past 3 months and included the disease name, treatment period, and reasons for being unable to provide childcare.
3) School attendance 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 of a parent/ guardian only
4) Long-term/ Nursing care	- A copy of Medical certificate -A copy of Disability Certificate	Copy of medical Certificate or Disability Certificate of the person who need long-term/Nursing care. Medical Certificate should be issued within the past 3 months and included the disease name, treatment period, and reasons for being unable to provide childcare.

5) Childbirth	-A copy of Mother and Child Health Handbook etc.	A copy of the cover and the page proving expected delivery date of the Mother and Child Health Handbook (The period of enrollment is 6 weeks before the expected delivery date (for multiple children, 14 weeks before the expected delivery date) and 8 weeks after childbirth only when the child is alone at home.)
6) Others	-A statement	Describe applicant's situation which unable to provide childcare . *The statement should be filed out by the person him-/ herself. *Proxy person needs to fill in a proxy's column

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.

◆If your application documents are incomplete, we will not be able to complete examination therefore, we will hold your enrollment to a children's club.

Please allow plenty of time for application as you may need to correct your documents.

◆Preferred month of admission needs to be within the employment period.

◆If you apply for multiple children at the same time, please be prepare for copies of original certificates as the attached documents in that case.

◆Certificates are valid within 3 months from the date of issue.

◆We may ask for other document(s) necessary for examine your application.

◆Employer's corporate seal is not required on the certificate of employment;
however, please note that if you make or alter the contents of it without permission of your employer, you may be charged with a criminal offense.

<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 4 and December 5, 2025.(scheduled)

You can also download them from Misato City official website.

<https://www.city.misato.lg.jp>

Top page → Select language → Translation → Search by public relation page ID
→ Enter Page ID (Page ID : 9505)



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

3. Flow of enrollment in a children's club

1) Application for admission	Please read the following page and check the application period. Your application may not be completed if the documents are insufficient. Please prepare all required documents (digitized) before submitting your application. *Depending on the characteristics of your child, we may conduct interviews by phone, visits to your child's child care center/ elementary school, and/or interviews with your child and so on. Also, you may be requested to prepare additional document(s) showing your child's characteristics. *Even if you plan to make an application for private children's club, you can make an application for public children's club, too.
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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 11.)
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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.	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 11.)
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5) Submit necessary documents.	-Application for account 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) *Submission by electronic application is recommended <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> *Submission by electronic application is recommended
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6) Start of services	Follow the 'Public Children's Club Guide' when using the club.
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Withholding 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, 2027.)

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

Electronic application

Electronic application (operated in Japanese) will be accepted as follows:

***For application, please read pages 1 to 5 carefully and be sure not to fail to submit any materials that meet the requirements.**

***If there is incomplete submission, you will be asked to change electronic application.**

<Reception period> Monday, November 10 to Friday, December 12, 2025

<Correction period> Monday, November 10 to Monday December 22, 2025

***If the data corrections (included attached necessary data) are not completed during the correction period, the entry will be denied. So please make correction by the deadline.**

(The data correction will be performed electronically).

【URL】

https://www.city.misato.lg.jp/kosodate_kyoiku/kodomoazukeru/hokagojidoclub/9505.html

【2D Barcode】



***In principle, only electronic application will be accepted for FY2026 admission.**

Please contact Educational General Affair Division (Children's Club Section) if you are unable to apply electronically due to unavoidable circumstances. We will provide guidance including alternative application method.

***Application by post is not acceptable.**

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

***Depending on the application details, data corrections or document replacements may be required. Please prepare your data and other documents well in advance and submit your application within the application period.**

***We may be unable to accept your application if there are deficiencies such as missing documents or incomplete entries. Applications submitted after the deadline will not be accepted for admission starting April 2026.**

***Your child is not able to enter children's club from April in 2026 if corrections are not made by the deadline.**

***If children's club receives more applications than their capacity, applications may be put on hold.**

(2) Examination and decision making

Your documents are examined and decided for admission.

(3) Notice of the result (scheduled in mid-February, 2026)

The result will be informed you in written notice. (See page 11.)

(4) Orientation meeting (March, 2026)

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

Be sure to bring all necessary documents with you.

We will inform you of the detailed schedule etc. at the time of result notification.

If you cannot attend the orientation meeting, contact your children's club and get the instructions for use by one day before his/her enrollment.

Please note that your child cannot use the children's club without attending the orientation.

[Others]

◆ If you miss application during above-mentioned period, your child will not be admitted in April.

◆ Application at child care centers and children's clubs are not accepted.

5. Application schedule for admission in May onwards

(1) Application period

Admission in	Due date for application period	Due date for correction period
May	From Monday , March 2 2026 to Friday, April 10, 2026	Wednesday, April 15, 2026
June	by Sunday, May 10	Friday, May 15
July	by Wednesday, June 10	Monday, Jun 15
August	by Friday, July 10	Wednesday, July 15
September	by Monday, August 10	Saturday, August 15
October	by Thursday, September 10	Tuesday, September 15
November	by Saturday, October 10	Thursday, October 15
December	by Tuesday, November 10	Sunday, November 15
January	by Thursday, December 10	Tuesday, December 15
February	by Sunday, January 10, 2027	Friday, January 15
March	by Wednesday, February 10	Monday, February 15

In principle, FY2026 admission will be accepted by electronic application.

***Please contact Educational General Affair Division (Children's Club Section) if you are unable to apply electronically due to unavoidable circumstances. We will provide guidance including alternative arrangements.**

***Notification of withdrawing from children's club also will be accepted by electronic application. (See 19 page)**

***If data correction is not completed within correction period, application will not admitted. So please keep due date for correction. (Please note that data correction will be conducted electronically considering convenience of the applicants.)**

***Application by post is not acceptable.**

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

*Depending on the application details, data corrections or document replacements may be required. Please prepare your data and others well in advance and submit your application within the application period.

***We may be unable to accept your application if there are deficiencies such as missing documents or incomplete entries.**

***Applications submitted after the deadline, your child will not be accepted for admission from relevant month.**

*If children's club receives more applications than their capacity, applications may put on hold.

(2) Examination and decision making

Your documents will be examined and determined for admission decision.

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

The decision notice will be sent to your home. (See page 11.)

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

Contact your children's club and be sure to get the instructions for use. (See page 11.)

[Others]

- ◆ If the documents are insufficient or incomplete, your child's admission will be put on hold as we cannot exam your application.
- ◆ Application at each child care center is not accepted.
- ◆ Allow plenty of time for your application deadline as your document may be requested to correct due to insufficient matters.
- ◆ Even if your child meets the criteria, his/ her enrollment may be place on withhold admission because the number of applicants exceeds the capacity.
- ◆ Depending on the characteristics of your child, we may conduct interviews by phone, visits to your child's child care center/ elementary school, and/or interviews with your child and so on. Also, you may be requested to prepare additional document(s) showing your child's characteristics. We will contact you as needed.

6. Admission decision notification

Item	Details
1) Notice of results	Your application documents will be examined. <u>If anything is unclear, we will conduct interviews by phone, visits to child care centers/elementary schools and interviews with children as needed.</u> A) Approval notice of children's club ⇒ <u>when your child is admitted</u> Enclosed documents: 'Application for reduction of fee for children's club'. (児童クラブ負担金減免申請書) 'Questionnaire on child's family' (児童家庭調査票) 'Confirmation note for commutation' (児童送迎確認書) 'Application for registration of Saturday childcare' (土曜保育登録申込書) *Complete all documents and submit to your child's children's club at the orientation meeting. B) Withholding notice of children's club ⇒ <u>when your child is placed on a waitlist even if he/ she meets the criteria for admission because the number of applicants exceeds the capacity</u> *When there are any vacancies throughout the year, all waiting applicants are examined and decided for the admission again. You do not have to make a new application for this examination, as your submitted application is valid until March 31, 2027. If you have any under-mentioned change(s), which may influence the decision for admission, notify Educational General Affairs Division of it. 1) Changing in the household members 2) Changing in your employment status etc. stated in your application document. 3) Withdrawing your application C) Disapproval notice of children's club ⇒ <u>When your child does not meet the criteria for admission</u>
2) Orientation meeting	Contact your child's enrolling children's club as soon as you receive the approval notice, make an appointment for the orientation meeting (by one day before his/ her enrollment) and attend the orientation meeting. <What to bring> - 'For FY 2026 Public Children's Club Guide' (this guidebook) - 'Questionnaire on child's family' (児童家庭調査票) (Bring and submit a complete one). - 'Confirmation note for commutation (児童送迎確認書)' (Bring and submit a complete one). <u>*Please note that your child cannot use a children's club if he/she is not attend the orientation meeting</u>

7. Open and closed days of children's club

(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 6:30 p.m.	From 8:00 a.m. to 6:30 p.m.	Each children's club
Saturday (joint childcare) See page 14.	X	From 8:00 a.m. to 4:00 p.m.	Children's club at Shinwa, Hikoito, Takasu-higashi, Togasaki, and Tango Elementary Schools

***Available children's club on Saturday will be changed from Kobo to Shinwa in FY2026.**

(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 time of school classes delays 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 higher occurs.
- 7) When the mayor gives an order because of some reasons other than above mentioned.

(3) The response of the children's club when typhoon is approaching.

We will inform you of temporary closure of children's club when typhoon is approaching as follows.

① Publish on Misato City official website

【2D Barcode】



* 1

Please refer to 'the guideline for temporary closure of children's club during wind and flood disaster' on the above official website.

② Inform by Misato City Mail Service

【2D Bar code】



* 2

***Pre-registration is required !**

* 1 Please refer to the Misato City official website as follows if you cannot read through 2D Barcode.

Select language → Translation → Search by public relations Page ID
→ Enter Page ID (9266)

* 2 Please refer to the Misato City official website as follows if you cannot read through 2D Barcode.

Select language → Translation → 'Search by public relations Page ID'
→ Enter Page ID (0950)

Others

- 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) In the event of an earthquake of intensity 5+ or higher or an 'evacuation information' is issued or expected to be issued, please come to pick up your child immediately.

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』 (Submission by electronic application is recommended) and a Confirmation of attending children's club on Saturday 『土曜保育利用確認書』 after you have fully checked the following matters.

*Concerning children who need special consideration (e.g. children with chronic illnesses, users in child development support center, users in therapeutic facility (including prospective users), children in special needs classes (including prospective user), Saturday childcare utilization will be coordinated on an individual basis following consultation.

1) Eligibility

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

*Your child can use the service only in case both parents are working on Saturdays.

(In case of a single parent, the relevant parent must be working on Saturdays.

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

*Employer's corporate seal is not required on the Certificate of Employment; however, please note that if you make or alter the contents of it without permission of your employer, you may be charged with a criminal offense.

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

*For the safety reasons of the children, they are not allowed to come to and return home alone from the children's club.

2) How to register

- Choose one of the five children's clubs considering conveniences for pick-up/drop-off 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』

***Submission by electronic application is recommended.**

- 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'

- If you want to use Saturday (joint) childcare service, you must file your application form to your child's children's club by the 15th of the preceding month of the start.

(If you submit by paper form and the 15th falls on closed day, please apply it on the preceding open weekday)

- An 'Application for registration of Saturday (joint) childcare' can be accepted at any time if you have a change in working condition or if 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.) ***Submission by electronic application is recommended.**

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 the 15th of the preceding month of use in principle.(the 15th falls on closed day, please submit it on the preceding open weekday) If you do not submit the document, your child is cannot attend Saturday (joint) children's club.

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

(1) Arriving or leaving

- 1) Your child comes to the children's club located in his/her school after classes.

Children are prohibited from riding a bicycle for coming to and from children's club during long-term school closure.

- 2) A parent, guardian, or substitute must accompany for pick-up/drop-off (hand over) the child when he/ she comes to or leaves from the children's club.
(Except on regular school days)

***For the safety reasons of the children, they are not allowed to come to and return home alone from the children's club.**

- Please refrain from parking or stopping in areas that may cause inconvenience to nearby residents.
- A substitute must be the person who is in-advance-registered in the 'Confirmation note for the pick-up/drop-off (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.

***If a parent/guardian is unable to pick-up/drop-off your child, please use substitute including services provided by Family Support Center.**

***To use the service, you need to attend a prior meeting held at Family Support Center.**

<Inquiries> Family Support Center

3F, Kenko fukushi kaikan (Health and Welfare Center), Misato City Hall

Phone: 048-930-7748 (Except Saturdays, Sundays, national holidays, and the year-end and New Year holidays)

- 3) When you are late for pick-up/drop-off your child, you are requested to submit the statement of reasons.

***Please be advised that users who fail to comply with usage rules, such as pick-up/drop-off times, will be subject to individual interviews. Should no improvement be observed, they may be required to leave the children's club.**

- 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 directly handed over to a staff members of the children's club between 8:00 a.m. and 9:00 a.m.

***Children are prohibited to wait alone in front of the children's club or in the school yard before its opening time (8:00 a.m.) for safety reasons.**

- 5) You are requested to pick up your child promptly after work.

- 6) You are requested to refrain from picking up your child before 3:30 p.m. 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, long-term care etc.), you are requested to pick him/her up between 4:30 p.m. and 5:00 p.m.. Parents and guardians/substitutes must pick up their children by the designated time (strictly enforced).
- 8) When your child returns home alone as a parent, guardian, or substitute is in a state of emergency and cannot pick him/her up, contact the children's club as soon as possible and submit 'Notification of return home alone in emergency (緊急時児童単独帰宅届)' on a later day. You must confirm your child's safe arrival at home under your responsibility.
 - In the case of emergency, your child will be allowed to return home alone no later than 5:30 p.m. from April to September and no later than 4:30 p.m. 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 return home alone. As a staff member 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.

*Please contact directly your child's children's club for any absence; do not contact the school. (The school is not responsible to convey such information to your children's club.)

- 2) **When your child stays absent for a long period, please inform the children's club of his/ her conditions or follow-up status.(Essential)**

*Educational General Affair Division (Children's Club Section) or the children's club may contact you to hear about your child conditions on so.

- 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 (as a general rule).
- 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 made 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.)
- *When the (bank transfer request) form is distributed, please promptly take a procedure for requesting a bank transfer at your preferred financial institution.
- 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 slip. You cannot pay it at a convenience store.)
- You are required to pay the fee with the payment slip 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 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.
- *If you are unable to make the transfer due to insufficient balance or other reasons, please pay immediately at a financial institution with the payment slip that will be sent to you at a later date.
- *If you do not pay by the due date or fail to pay due to insufficient balance, we will send a demand letter.
- *Please note that we may contact your employer stated in your Certificate of Employment.
(Please refer to page 3.)

(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, please 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. (Notification of withdrawing will be accepted by electronic application in principle. *Please refer to page 19).

If you submit it after the due date, you will be required to pay the fees for the following month.

<Note>

Please note that if you have overdue payment for more than two months without special reasons, your child may be dismissed (withdrawal) from his/her children's club.

As we take steps in accordance with the prescribed procedures if we cannot confirm your intention to pay, please promptly pay the fee.

(4) Reduction/Exemption of the fee

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 households 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, 2026)
Half of full payment	Single parent households (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 of all records of the parent or guardian and admitted child (a 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 Register of the parent or guardian and admitted child is in the same record, please submit only one copy.

<Note>

File an application for reduced payment by the 1st of the month in which you want to be reduced. (If you submit by paper form falls on closed day, please submit it by preceding open weekday)

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.

***Submission by electronic application is recommended.**

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.

Notification of withdrawing will be accepted by electronic application in principal.

*Please contact Educational General Affair Division (Children's Club Section) if you are unable to apply electronically due to unavoidable circumstances. We will provide guidance including alternative arrangements.

*If your unpaid balance is not cleared, we will take the prescribed procedures. Therefore, please pay it immediately.

You need not to submit a 'Withdrawing from children's club notification' at a termination of an admission period. (March 31, 2027)

Note!: If you delay to submit 'Withdrawal from children's club notification' for the deadline, you are required to pay the fee for the following month in principle.

(2) Dismissal from enrollment

Your child's status may be re-examined in the middle of the fiscal year if the situation no longer meets the following 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 2 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

***Please refer to the list of various application forms/ notifications and date of submission**

Be sure to inform 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) *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) (Submission by electronic application is recommended). Certificate of Employment (就労証明書) (Submission by electronic application is recommended).
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) (Submission by electronic application is recommended). *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) (Submission by electronic application is recommended).
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) (Submission by electronic application is recommended). Note:*Attach the necessary document(s) stated on (page 4-5)
When you withdraw from children's club:	-'Withdrawing from children's club notification' (児童クラブ退室届) Electronic Application *Submit the document by 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 school change 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 days when guardians or cohabitants are not working.

*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 days outside regular work schedule, please consult your enrolled club and Educational General Affair Division (Children's Club Section) in advance and follow their instructions. You may be required to submit documents (such as your working schedule or statement of the reason) if necessary.

2) Pick-up/drop-off on time

- Pick-up/drop-off your child during the service hours of the children's club is mandatory. 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.
- Individual accommodations for children with food allergies, etc. will be made to the extent possible by the children's club.

*You may be asked to prepare your child's snacks and bring it from home depending on his/her characteristics.

***Please be sure to consult with us in advance if your child cannot eat snacks provided by the children's club due to food allergies, religious restrictions or any other reason.**

(Although we will consider your request as much as possible, we may not be able to meet your expectations).

2) Lunch / water bottle

- Bring lunch and water bottle 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.

*Please surely prepare a water bottle at home filled with the necessary amount of water for your child.

(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. **The child's children's club cannot take your child to a hospital except ambulance transport. Please be sure to answer our calls in an emergency case.**
- Be sure to inform staff at the children's club of your child's allergy.
*As an injury during the club activities is 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. Q & A

Q1 Can I apply for admission to a children's club during job seeking activities?

- ☐ No, you cannot apply for it during job seeking activities.
- ☐ Guardian's situation should be under 'employment', 'illness or disability', 'school attendance or technical trainee', 'long-term or nursing care', and 'childbirth'.

*Please refer to page 2 '(2) Criteria for enrollment, etc.' for details.

Q2 How do we prepare for application if we have cohabitant (s) the same address but in separate households on the Resident Record ?

- ☐ You are required to submit necessary documents (certificate of employment or medical certificate) which prove the relevant person(s) cannot care your child at home.
Please submit necessary documents all together.

*Please refer to page 4. (2. Documents to be submitted at the application) regarding necessary documents for application.

Q3. Can my child use children's club when I am taking a childcare leave ?

- ☐ To use the children club, you need to meet criteria that you cannot care your child.
He/she cannot use children's club because you stays at home in daytime when taking a childcare leave.

*Please refer to page 2 '(2) Criteria for enrollment', etc.

Q4 Is it possible to ask for the child's brother or sister to pick-up/drop-off the child ?

- ☐ Yes, it is possible if they are junior high school students or above.
- ☐ If someone other than a guardian is pick-up/drop-off the child, it is limited to those who have reported in advance on the 'Confirmation note for commutation'.
(児童送迎確認書)
- ☐ The substitute is required to present identification documents (such as a driver's license or health insurance card) when he/she pick-up/drop-off the child.
*For the safety reasons of the children, they are not allowed to come to and return home alone from children's club.
*If a parent/guardian is unable to pick-up/drop-off your child, please use substitute including service provided by Family Support Center.

*Please refer to page 15 '(1) Arriving at leaving or absence from children's club'

Q5 I'm expecting childbirth. Can I use children's club ?

- ☐ It is possible to use children's club on the days when the guardian is not at home due to childbirth (hospitalization/outpatient treatment, etc.).

*The period of enrollment is six weeks before the expected date of childbirth (14 weeks in the case of multiple pregnancies) and 8 weeks after childbirth, and only when the child is alone at home (hospitalization/outpatient treatment, etc.).

Q6 Should I take any procedure in case of job transfer at my workplace?

- ☐ No need to submit other than change of name of the company, name of the company representative, name of workplace, work hours, or employment status.

*Please submit revised 'Notification of change in family status' and 'Certificate of Employment' if any change occurs.

Q7 Is it possible to use both public children's club and after-school day services?

- ☐ It is possible, however, please be sure consult us before applying.
Please note the following points.

*The children's club is a place where enrolled children engage in group activities with other children within a safe and secure environment. It is not a facility primarily focused on specialized the therapeutic care or individualized support.

*Please note that while certain consideration will be given to children who need special care in selection of children's club detained arrangements may be made for those applicable children.

*Please note that base on the results of interviews and investigations, if it is determined that ensuring safety is difficult with the club's current staffing and facilities or that there is a risk of disrupting the order living, admission may be declined.

Please refer to page 1 '(1) Eligibility' for details.

Q8 Is it possible to use the children's club only during elementary school summer or winter vacations?

☐ We accept for enrollment and withdrawal of children's club every month

*Example : You can apply for enrollment in July and withdraw in August if you need to use children's club during summer vacation.

Q9 How can I set up a bank transfer ?

☐ After the admission is determined, the children's club will distribute a bank transfer request form (one sheet per child). Please fill out the bank transfer request form and seal with your name, then submit it at the designated bank in Misato City.

*You are required to pay the fee with the payment slip until submitting the bank transfer request form. The payment due date is the last day of each month

*If you are unable to make the transfer due to insufficient balance or other reasons, please pay immediately at a financial institution with the payment slip that will be sent to you at a later date.

Please refer to page 17 '10. Fee for children's club' for details.

Q10 I have lost payment slip. How can I pay ?

☐ Please contact Children's Club Section, Educational Affair Division.
We will issue the payment slip again and send to you by post.

Please make your payment by the specified due date.

*Please make your payment at a financial institutions listed in <handling financial institutions> on the backside of payment slip.

*As a general rule, your payment will be made by account transfer.

15. List of public children's clubs for FY2026



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

*Excluding **Kobo** E.S. C.C (provisional 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.(provisional name)	5-15-19 Chuo	048-952-7974
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

(Future Plan)

Kobo E.S.C.C. and Kobo 2nd E.S.C.C. will be consolidated as they will operate on the same premises.