FY2027
Public Children's Club Guide
<After School Program>

令和９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 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 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 application procedures, 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 registered in an elementary school in Misato City.

(Including a child who is planning to move to Misato City and has already decided a place to live in.)

*If you are planning to move to Misato City, please submit (by electronic application system) a **copy of real estate purchase or rental agreement, etc. in addition to necessary application materials. As the approval notice will be sent to you after you move in, please stop by at Educational General Affairs Division when you come to Misato City Hall for your moving-in procedures.**

*If the number of applications exceeds capacity, priority will be given to the lower grade children who need more childcare; therefore, please understand that the upper grade children may not be available for children's club.

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

*You can apply for admission to a children's club if your application reason is other than guardian's absence at home while the child is applying for the change of his/her designated district school.

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

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

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

4) Please be sure to apply after consulting with us if your child uses after school day care service for children with disabilities, is enrolling in a special needs class, or needs other special care. [Essential]

*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, detailed adjustment may be made for those applicable children.

(If necessary, we will inquire by phone, interview with a parent/ guardian, visit your child's child care center/ elementary school, interview with your child, etc. as needed.)

*Please note that based on the results of interviews and inquiries if it is judged that ensuring safety is difficult with the club's current staffing and facilities, or that there is a risk of disrupting group activities and the order in the children's club, your child's admission may be declined. [Same procedure will be taken after enrollment.]

*Children's club 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 school, etc.

***Please be advised that if, upon applying for admission, you fail to provide the necessary information about your child or seek guidance regarding such matters and it is subsequently determined that your child's behavior significantly disrupts group activities after enrollment, we will proceed with adjustment of your child's participation and initiating withdrawal procedures.**

(2) Criteria for enrollment, etc.

Even if your child meets the criteria for enrollment, his/ her admission may be withheld upon the result of the examination and selection if the number of applicants exceeds the capacity.

1) When a parent/guardian or cohabitant is not at home during the daytime because of his/her work (school attendance).

Guidelines for work (school) hours [general principles]

- **4 days or more a week** from Monday through Saturday (Except Sundays)
- Work (school) hours a day: including the time from **1:00 pm to 3:30 pm (5 hours or more actual time)**

*Work hours are determined 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 materials which show the most recent 4-week of your shift roster.)

*School hours are determined based on your class schedule.

2) When a parent/guardian or cohabitant is ill or mental/ physical disability and cannot take care of the child.

3) When a parent/guardian or cohabitant is long-term/ nursing care of a relative.

4) When a parent/guardian or cohabitant is before/ after childbirth
(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.)

5) 5) A child needs continued use of children's club where the child has been already attending when the parent/ guardian or cohabitant is going to take childcare leave. *New applicants are not accepted.
This applies to a parent/ guardians or cohabitant who will take childcare leave on or after April 2, 2027.

6) 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 services of Family Support Center, you need to attend a registration meeting in advance.

<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)

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

***If a parent/guardian applies for the reason due to 'childcare leave', the child is not eligible.**

8) If you have unpaid balance of children's club fee, your child cannot be enrolled in a children's club (including those payments of the sibling's).

[Payment of fees and a 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 reasons such as economic difficulties, etc. 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.

<Note>

Please note that if you have overdue payments for more than two months without special reasons, your child may be dismissed (withdrawal) from the children's club. As we take steps in accordance with the withdrawal procedures if we cannot confirm your intention to pay, please promptly pay the fee.

2. Required materials for application

(1) Materials proving that your child cannot be cared at home (For all guardians and cohabitants.)

Criteria for enrollment	Required materials for application	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 submit the materials with★ (by electronic application system).
	- 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 (by electronic application system) a one-month roster after working.
	★A copy of the duplicate of the last final tax return of your income tax (In case of a sole proprietor or a self-employed)	If a copy of the duplicate of the last final tax return of your income tax is not available (cannot submit), submit materials that prove the fact of your business operations (such as a copy of business license, certified copy of corporate register, report of starting business).
2) Illness or disability, etc.	- A copy of Medical certificate - A copy of Disability Certificate	Materials 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 training	- A copy of Certificate of school attendance - A copy of class schedule, etc.	A with the period of school enrollment, Materials stating school hours
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 needs 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 <u>6 weeks before the expected delivery date (for multiple children, 14 weeks before the expected delivery date) and 8 weeks after childbirth</u>.)
6) Childcare leave *See "15. Q&A", No.3 on page 23.	- Certificate of Employment *Filled in the section "Taking childcare leave".	Applicable to a child who needs continued use of children's club where the child has been already attending when the parent/ guardian or cohabitant is going to take childcare leave. *New applicants are not accepted.
7) Others	- A statement	Describe the circumstances that no one cannot care your child at home. *The statement should be filed out by the person him-/ herself. *If it is filled by a proxy, please be sure to fill in the proxy's column, too.

Notes on preparing Certificate of Employment

◆**Certificates of guardians and all cohabiters (including grandparent(s), uncle, aunt, concubinary etc.) of the applicant child are required.**

◆If your required materials are incomplete including insufficient or missing entries, your child enrollment to a children's club will be put on hold as we cannot finish your examination. Please allow plenty of time for application as you may be requested to correct the application contents. If you do not correct your application within the correction period, your child cannot be enrolled.

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

◆If you apply for multiple children at the same time, please attach the necessary materials for each application.

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

◆We may ask for your cooperation to submit other materials for application as needed.

◆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.

◆When any information should be corrected, your employer needs to cross out with a double-line and fill in the correct information.

*Do not use correction tape or fluid. If you cross it out with the former stationery, your application will be invalid.

<Information about Public Children's Club Guide >

'Public Children's Club Guide' is available at Educational General Affairs Division, 4th floor of Misato City Hall and each children's club in Misato City.

The guide (with application forms) will be distributed at child care centers/ institutions and public facilities in Misato City, exclusively between October 23 and November 16, 2026 (scheduled).

You can also download them from Misato City official website.

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

Top page → Select language → Translation → Childrearing → Entrust your child → Afterschool Children's Club → FY 2027 Application for Public Children's Club Guide

Or, Search by public relation page ID → Enter Page ID: 5247

← Access to the Misato City official website. (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 application contents are insufficient. Please prepare all required materials before submitting your application. *If you do not correct your application within the correction period, your child cannot be enrolled. *Depending on the characteristics of the applicant child, we may inquire by phone, etc., interview with a parent/ guardian, visit your child's child care center/ institution, elementary school, and/or interviews with your child and so on. Also, you may be requested to prepare additional materials showing your child's character. ***Even if you are planning to make an application for private children's club, you can apply for a public children's club, too.**
2) Examination and selection	Application examination and enrollment selection for the Children's Club will be conducted.
3) Notice of results	Either notice will be sent you as mentioned below. *See page 11.

Approval notice

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

4) Attend orientation session at your child children's club.	The orientation session will be held at each children's club. The organizer of the children's club will explain about the materials to be submitted, the children's daily life and activity in the children's club. (See page 11.)
5) Proceed each application. ***Only for applicants who wish to use**	- Application for registration of Saturday (joint) childcare (土曜(合同)保育登録申込書) (if you are applicable and wish to use on Saturdays.) *Apply by electronic application system. - Application for reduction of the fee (負担金減免申請書) (if you are applicable and wish to receive it.) *Apply by electronic application system.
6) Start children's club	Follow the 'Public Children's Club Guide' when using the club.

Withholding notice

(Your child is placed on the waiting list.)

If there is a vacancy in May and after, examination and selection will be proceeded again.
You do not need to make a new application again.
If your child 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, 2028.)
If you have any of the following changes which may influence the decision for admission, please contact Educational General Affairs Division of it.

1) Changing in the household members
2) Changing in your employment condition etc. stated in your application contents.
3) Declining your application

4. Application schedule for admission in April

(1) Application period

Electronic application

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

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

***If any required materials are missing, you need to correct through electronic application system.**

<Reception period> Monday, November 9 to Friday, November 27, 2026

<Correction period> Monday, November 9 to Monday, December 14, 2026

***Please keep the due date for correction period as your child's enrollment will be denied if you have not completed corrections for application (including attach of required materials).**

【URL】https://www.city.misato.lg.jp/kosodate_kyoiku/kodomoazukeru/hokagojidoclub/6139.html
【2D code】

← See a page of Children's Club
"FY 2027 Application for Public Children's Club"

***Admission applications will be accepted only through electronic application system. Please call 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 methods.**

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

***Admission is not determined by in order of application.**

***Depending on the details of your application, you may be required to make corrections to your application or replacements of the materials. Please prepare all required materials and submit your application well in advance of the due date.**

***We may not accept your application if there are deficiencies such as missing materials or incomplete entries.**

***If you apply after the due date, your child cannot be enrolled in April 2027.**

***If you do not correct your application within the correction period, your child cannot be enrolled in April 2027.**

***If children's club receives more applications than their capacity, your child may be placed on hold admission.**

(2) Examination and selection

Your application contents will be examined and selected for enrollment.

(3) Notice of the result (scheduled in February 2027)

The notice will be sent to each family by post. *See page 11.

(4) Orientation session (in March 2027) *For newly enrolled children only

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

Be sure to bring necessary materials with you when you attend the session. *See page 11.

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

If you cannot attend the orientation session, please 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 orientation session.

[Others]

- **If you apply after the reception period, your child cannot be enrolled from April.**
- **Child care centers and children's clubs do not accept applications for enrollment.**

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 Wednesday, March 10, 2027 to Saturday, April 10, 2027	Thursday, April 15, 2027
June	by Manday, May 10	Saturday, May 15
July	by Thursday, June 10	Tuesday, Jun 15
August	by Saturday, July 10	Thursday, July 15
September	by Tuesday, August 10	Sunday, August 15
October	by Friday, September 10	Wednesday, September 15
November	by Sunday, October 10	Friday, October 15
December	by Wednesday, November 10	Monday, November 15
January	by Friday, December 10	Wednesday, December 15
February	by Monday, January 10, 2028	Saturday, January 15, 2028
March	by Thursday, February 10	Tuesday, February 15

Applications will be accepted by electronic application system.

*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 you have not completed application corrections (including attach of necessary materials) within correction period, your child cannot be enrolled; therefore, please keep due date for the correction.**

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

*Admission is not determined by in order of application.

***Depending on the application contents, we will ask you to correct application contents or replacements of the materials. Please prepare your materials well in advance and allow plenty of time for the reception period.**

*We may not accept your application if there are deficiencies such as missing materials or incomplete entries.

***If you apply after the reception period, your child cannot be enrolled from relevant month.**

***If you do not correct your application within the correction period, your child cannot be enrolled in the relevant month.**

***If the number of applications for a children's club exceeds its capacity, your child's admission may be placed on a waiting list.**

(2) Examination and selection

Your application contents will be examined and selected for enrollment.

(3) Notice of the result (around the 20th of the previous month of your desired month of enrollment)

The result notice will be sent to you by post. *See page 11.

(4) <u>Orientation session</u> (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.

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

[Others]

◆If your application contains any missing information, incomplete entries or other errors, your child's admission will be placed on hold as we are unable to review your application.

◆Allow plenty of time for the reception period as your application contents may be requested to correct due to insufficient matters.

◆If you do not correct your application within the correction period, your child cannot be enrolled.

◆Children's clubs do not accept applications for enrollment.

◆Even if your child meets the criteria, his/ her enrollment may be placed on hold because the number of applicants exceeds the capacity.

◆Depending on the characteristics of the 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 materials showing your child's characteristics. We will contact you as needed.

6. Admission decision notification

Item	Details
1) Notice of results	**Your application contents will be examined and selected. If necessary, we will inquire by phone, visit your child's child care center/ elementary school, interview with your child, etc. as needed.** **A) Approval notice of children's club** ⇒ **when your child is admitted** Enclosure: 'Questionnaire on child's family' (児童家庭調査票) and 'Confirmation note for commutation' (児童送迎確認書) *Please fill them out and submit to your child's children's club at the orientation session. **B) Withholding notice of children's club** ⇒ **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.** *When there are any vacancies throughout the year, examination and selection will be proceeded again. However, you do not need to make a new application for this examination again. Your application is valid until March 31, 2028. If you have any under-mentioned change, please be sure to contact Educational General Affairs Division as it may influence the admission selection. 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** ⇒ When your child does not meet the criteria for admission
2) Orientation session	**Please call your child's admitted children's club promptly after receiving the approval notice and make an appointment for the schedule of orientation session (by one day before his/ her enrollment) and attend it.** **<What materials you need to bring>** -'FY **2027** Public Children's Club Guide' -'Questionnaire on child's family' (児童家庭調査票) (Fill it out at home and bring it to submit.). -'Confirmation note for commutation' (児童送迎確認書) (Fill it out at home and bring it to submit.). ***Please note that your child cannot use a children's club if not attending the orientation session.**

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.		From 8:00 a.m. to 4:00 p.m.	Children's club at Shinwa, Hikoito, Takasu-higashi, Togasaki, and Tango Elementary Schools

(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 are 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 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 (hereinafter referred to as ‘the website’)

【2D code】 *1

Please refer to the ‘Guideline for temporary closures of children’s clubs during storm and flood disasters’ which is posted on the city’s official website.

2) Misato City official LINE

【2D code】 *2

*** “Add friends” registration is required in advance.**

3) We may send you a message through a school-parent contact application, “Cubell”.

*1 If you cannot read the 2Dcode, please follow the instructions on the website.

Select language → Translation → Childcare and Education → Leave your child with someone → After-school Children’s Club → Temporally closure of Children’s Club

*2 If you cannot read the 2Dcode, please follow the instructions on the website.
Select language → Translation → Search by organization → Planning and Policy Department → Public Relations and Public Affairs Division → Publications and Information Dissemination → Misato City official LINE

Others

1) When a class/ all classes of the same grade are closed to take preventative measures against the spread of infectious disease such as influenza, COVID-19 infection or others, the childcare service for children of the relevant class or grade 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 joint childcare services on Saturdays. If you want to apply for the Saturday (joint) childcare, please check the following matters and be sure to submit in advance both an 'Application for registration of Saturday (joint) childcare' (submit through electronic application system)『土曜(合同)保育登録申込(電子申請)』and a 'Confirmation of attending children's club on Saturday' (submit by paper form)『土曜保育利用確認書(紙)』.

***Concerning children who need special consideration (e.g., children with chronic illnesses, children using child development support center, children using therapeutic facility (including prospective users), children in special needs classes (including prospective users), Saturday childcare use will be arranged after having individual consultations.**

1) Eligible applicants

-Excursively for children whose guardians work on Saturdays and no one cares the child 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 apply for an 'Application for registration of Saturday (joint) childcare『土曜(合同)保育登録申込』(by electronic application system)
- 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 need to apply (through electronic application system) by the 15th of the preceding month of your desired month to start.
- 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, attach an Application for registration of Saturday (joint) childcare (by electronic application system)『土曜(合同)保育登録申込(電子申請)』 along with a 'Notification of Changing in family status' (家庭状況変更届) and 'Certificate of Employment' (就労証明書) (by electronic application system).

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

- After registration, submit a 'Confirmation of attending children's club on Saturday (by paper form)'『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. **If you do not submit the document, your child 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.

*** During school holidays, children are prohibited from riding their bicycles to and from children's clubs.**

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 regular school days).

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

***Please refrain from parking or stopping in areas where it may cause a nuisance to neighbors.**

- 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 My Number Card, etc.) whenever coming to the children's club.

***If a parent/guardian is unable to pick-up/drop-off your child, please use substitute such as a service 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
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 the 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 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 member 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) If your child needs to return 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 to report absences or other matters; do not contact the school. (The school is not responsible for conveying 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 or the children's club may contact guardians.

3) If you pick up your child earlier than the usual pickup time due to family, work, or after-school activities (including after-school day services), your child will not be allowed to return to the children's club, even if it is still within operating hours. **(The same applies on school holidays.)**

4) **A child is not allowed to attend children's club when a parent/ guardian takes 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 account 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 made on the first business day of the following month.
- After the admission is determined, the children's club will distribute a bank account transfer request form (one sheet per child).
  (For those who are admitted in April, the form will be distributed at the orientation session held in March.)

***When a bank account transfer request form is distributed, please promptly take a procedure for requesting a bank account transfer at your preferred financial institution.**

*You do not need to take a procedure for bank account transfer newly if you continue to use the Children's Club.

- Fill out the bank account 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.)
- If your bank account transfer request form arrives at Educational General Affairs Division from the bank after the middle of the month you applied, the payment will be withdrawn from your bank account starting from the following month. (Before starting the bank account transfer payment, please pay the fee at a financial institution with the payment slip we issue. **You cannot pay it at a convenience store**.)
- You need to pay the fee with the payment slip until submitting the bank account 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 will 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 need to take a new procedure for requesting a bank account transfer.**
- **Even if the applicant child's sibling has already enrolled in a children's club, you need to take a new procedure again.**

*If it is unable to be transferred 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, we will send a demand letter.

*Please note that we may contact your workplace. **(Please see page 3.)**

(2) Fee

10,000 yen a month per child.

(3) Note on fees

If your child is enrolled in a children's club even 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 submit 'Notification of withdrawal from children's club' (through electronic application system) by the **15th** of the previous month.
*Please see page 19 for details.

If you miss the due date for submission of the notification of withdrawal, you have to pay the fee 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 meet any of the following cases, you can apply for a reduced or exemption of the children's club fee.

Reduction or exemption application is accepted through electronic application system.

Amount of Reduction/ Exemption	Criteria	Required materials
Exemption from payment	Public assistance recipient households etc.	- 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, 2027)
Half of full payment	Single parent households (Death or divorce, etc.)	- 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） ●A transcript of a 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>

Please apply for fee reduction or exemption by the 1st of the month for which you wish to receive the reduction or exemption.

If you apply on or after the 2nd of the month, reduction or exemption will be applied from the following month.

***Please apply through electronic application system.**

11. Withdrawal/dismissal from a children's club

(1) When withdrawing from a children's club

Please submit a 'Notification of withdrawal from children's club' (児童クラブ退室届) through electronic application system **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 withdrawal from children's club must be made through electronic application system.

*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 proceed with your child's withdrawal. Therefore, please pay immediately.

You need not to submit a 'Notification of Withdrawal from children's club' (through electric application system) at a termination of an admission period. (March 31, 2028)

If you miss the acceptance period for 'Withdrawal from children's club notification', you have to pay the fee for the following month.

(2) Dismissal from children's club

Your child's status may be re-examined in the middle of the fiscal year if your situation 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 enrollment.
4) When you pose a problem for the management of children's club.
   *If 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
   *If you do not observe the rules of children's club (including dropping-off / pick-up within the service hours) even after you have been instructed
   *If you (your child) assault a staff member or use abusive language that violates his/her human rights
   *If your child acts violently causing injury to other children.
   *If your child behaves uncontrollably such as suddenly running off the premises that threatens life
   *If you make excessive complainants or perform customer harassment to the staff of children's club
5) When your payment of children's club fee is overdue more than 2 months
6) When the number of attendances to the children's club is less than half of the open days (except on Saturdays) without a special reason(s)
7) Any other reason mentioned above for which the mayor approves.

12. About each procedure

***Please refer to the list of each application/ notification, and its submission date**

Be sure to inform the staff of children's club promptly and take the following procedures if any changes in application contents occur while your child is enrolling in a children's club.

(1) Necessary procedures to be taken promptly after receiving approval notice of children's club

Case	Required materials, etc.
When you want to cancel the enrollment after receiving the approval notice of children's club.	- Notification of decline (入室辞退届) - An approval notice of children's club (入室承認通知書) *Submit 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 enrollment

***Be sure to inform your child's children's club when there is any changes of the following occur.**

Case	Required materials, etc.
When you change your job or workplace (including your working conditions):	- Notification of Change in Family status (家庭状況変更届) (Apply by electronic application system). - Certificate of Employment (就労証明書)
When you stop working: (Contact your child's children's club within 3 days from your resignation day. If you do not 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) (Apply by electronic application system). *Submit (by electronic application system) a certificate of employment from your new employer within one month from your resignation day. (If you do not submit it, your child's enrollment will be terminated.)
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) (Apply by electronic application system).
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) (Apply by electronic application system). * Submit (by electronic application system) the necessary application materials stated on pages 4-5.
When you withdraw from children's club:	- Notification of withdrawal from children's club notification' (児童クラブ退室届) (Apply by electronic application system). *Submit (by electronic application system) by the 15th of the month when your child leaves children's club.

***You are required to apply again when you change children's club due to transferring school in 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, *if your criterion for enrollment is 'Employment'.

- When someone in 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 the service of children's club on days outside regular work schedule, please consult your child children's club and Educational General Affair Division (Children's Club Section) in advance and follow their instructions. You may be required to submit materials (such as your work schedule or statement of the reason) if necessary.

2) Pick up/ drop off on time

- **It is mandatory to pick up/ drop off your child during the service hours of the children's club.** If you cannot come to pick up, please ask someone who has designated as a substitute beforehand on behalf of you for pick-up/drop-off. Please note that if you are often late for the pick-up time, your child may be asked to be dismissed from the children's club.

(2) Snack and lunch

1) Snack

- Children's clubs serve commercially prepared snacks in principle.
- Individual accommodations for children due to food allergies and food restrictions due to religion, etc. will be provided only 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.

<u>*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.</u> (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. Quick reference table of children's club

Application methods / Application contents	Electronic	Paper
- Application for Admission	○	×
- Notification of Withdrawal from children's club	○	×
- Application for Admission to a Saturday (joint) childcare	○	×
- Application for reduction/ exemption of childcare fee	○	×
- Notification of Change in Family Status	○	×
- Confirmation of attending children's club on Saturday	×	○
- Questionnaire on child's family	×	○
- Confirmation note for commutation	×	○

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15. Q & A

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

○ No, you cannot apply for it during your job seeking activities.

○ Guardian's status of criteria for enrollment should be under 'employment', 'illness or disability', 'school attendance or technical training', 'long-term or nursing care', and so on.

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

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

○ You are required to submit (by electronic application system) necessary materials (e.g., certificate of employment or medical certificate) which prove the relevant person(s) cannot care your child at home. Please apply along with the necessary materials all together.

*Please refer to page 4. '2. Required materials for application'

Q3. Can my child use children's club when I take childcare leave?

○ You may continue to use the service if your child is already enrolled and needs continued use of children's club when you take a childcare leave.
New applicants due to taking childcare leave are not acceptable.

It is eligible for a parent/guardian or cohabitant who will take childcare leave on or after April 2, 2027.

Q4. Is it possible to ask for my elder child (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 parent/ guardian is pick up/ drop off the child, it is limited to one who has reported in advance on the 'Confirmation note for commutation' （児童送迎確認書） for the substitute.

○ The substitute is required to present identification documents (such as a driver's license or My Number Card) when he/she pick up/ drop off your 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 or a substitute is unable to pick up/drop off your child, please use the transportation service provided by Family Support Center or other.

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

Q5. I’m expecting childbirth. Can my child use children’s club ?

○ It is possible to use children’s club if parent/guardian or cohabitant is before/ after giving birth.

*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.

Q6. Should I take any procedure in case I am transferred to a different department at work?

○ 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.

*If any changes occur, please take a procedure for revision of ‘Notification of change in family status’ through electronic application system and attach the ‘Certificate of Employment’

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 also 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 detailed adjustment may be made for those applicable children.

*Please note that based on the results of interviews and inquiries, 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 group activities and the order in the children’s club, admission may be declined.

*If your child leaves from children’s club earlier than the usual time, he/she will not be allowed to return, even if it is still within operating hours.

*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: If you want to use children’s club during summer vacation, you can apply (through electronic application system) for enrollment in July and apply for withdrawal (through electronic application system) in August.

Q9. How can I set up a bank account transfer?

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

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

*If it is unable to be transferred 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 and how to pay' 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 it to you by post; please pay with it.

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

*As your payment will be made by bank account transfer, please take a procedure in accordance with the notes on page 17.

Q11. Please tell me about Family Support Center

○The Family Support Center is a membership organization where people who need childcare support (requestor) and those who wish to provide such assistance (provider) become members to engage in mutual childrearing support activities in the community.

Advisors at the Family Support Center coordinate these support activities among members.

<Example of support activities>

- Transportation to and from child care center/ institution, kindergarten, elementary school, children's club, and so on.
- Transportation to and from children's club during long school closures.
- Childcare before and after the service hours of child care center/ institution
- Childcare while parents are out for errands or shopping
- Transportation to and from after-school activities

<Inquiries>

Family Support Center:

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

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

16. FY2027 List of public children's clubs



◎A children's club is situated at each elementary school.
*Excluding **Kobo** E.S. C.C

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.	5-15-19 Chuo	048-954-0030
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.	On the school premises of 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.	On the school premises of E.S.	048-955-5216
Zemma E.S. C.C.	In Zemma E.S.	048-957-7728
Fukiage E.S. C.C.	In Fukiage E.S.	048-956-1701
Tango E.S. C.C.	In Tango E.S.	048-959-4420