English・英

Usage Guidelines for FY 2027 After-school Children's Club (*Hokago Jido Club*)

（令和 9 年度美濃加茂市放課後児童クラブ利用要項）

The acceptance of applications for FY 2027 After-school Children's Club (*Hokago Jido Club*) will start.
The After-school Children's Club is a service covering elementary school students within the city, whose parents or guardians (including grandparents) are not home after school hours because of work, etc.
The club is a substitute place where students can stay after school instead of going home and is operated separately from the school. For those who wish to use this service, please submit the necessary documents.
＊Please be sure to read the Terms of Use and the enclosed checklist of Important Notes and Q&A before applying.

１． Criteria for Eligible Students（利用できる児童の要件）

- Elementary school students from 1st to 6th grade. (Depending on the application status, priority may be given to younger children when making admission decisions)
- Children whose parents or guardians (※1) , due to one of the reasons listed below, need to use the service for **more than 15 days a month or more than 3 days a week**; and who are unable to look after their children (※3) during day time (until 4:00PM ※2) whose children will use the facility for 3 or more days per week.

Employment, etc.	Parents or guardians who are working outside of the house, attending school, or undergoing technical training during the daytime
Pregnancy / Childbirth	From the first day of the month that covers the 6th week before childbirth to the last day of the month that covers the day after the 8th week from childbirth.
Illness / Injury	Parents or guardians who are hospitalized or undergoing hospital care as an outpatient
Caregiving / Nursing	Parents or guardians who are looking after / nursing another family member at home or at a separate home
Job Hunting	Single mother (or father) who is currently in the process of finding a job

※1 Parents, grandparents, siblings 18 years old above & even relatives who live with the household members (individuals not included in the same legal household but are currently living together are also included).

※2 Due to any one of the reasons written above that ends at 4:00PM or later (not including time for commute). However, those intending to use the service during Spring, Summer, and Winter Vacations only, commitments ending after 12:00PM are eligible.

※3 For those requiring protective care so the child could have a place to stay safely (at home, etc.).

＊Students may be denied usage of the club if the Board of Education deems that the club will not be able to give proper childcare due to management issues, life guidance disabilities, physical weakness, etc.

＊If there are relatives (such as a grandparent, etc.) living nearby, please submit their Employment Certificate(s).

※Club use is not available while attending the Nozomi classroom. An early adaption guidance class for foreign children and students.

２． Establishment location（開設場所）

(1) It is scheduled to be held at elementary schools within the city, the Kamono Children's Center, and city facilities. The capacity is as follows.

Club name	Address	Establish location
Ota *Shogakko Hokago Jido Club*	5-4-39 Oota honmachi	North Building,1st floor, Life Skills room, etc.
Kobi *Shogakko 1st. Hokago Jido Club*	1-9-8 Hongo machi	Small group classroom A and other locations
Yamanoue *Shogakko Hokago Jido Club*	3495-2 Yamanoue machi	Art room
Hachiya *Shogakko Hokago Jido Club*	11Kami Hachiya Hachiya cho	South Building,1st floor, west Wing*After School etc.
Kamono *Shogakko Hokago Jido Club*	1541Imaizumi Kamono cho	North Building, 2nd floor and other locations
Kamono Jidokan Hokago Jido Club	1453Takanosu Kamono cho	Children's Center Hall (weekdays) and other locations
Ibuka Shogakko Hokago Jido Club (※held jointly with Miwa Shogakko)	888-2 Ibuka cho	North Building, 2nd floor, Art room etc.
Shimoyoneda *Shogakko Hokago Jido Club*	578 Nishiwaki Shimoyoneda cho	South Building, 1sr floor and other locations
Yamate *Shogakko Hokago Jido Club*	2-6-6 Tajima cho	Special activity rooms on the 1st floor

※For the Kamono district, admission will be divided between Kamono *Shogakko Hokago Jido Club* and *Jidokan Hokago Jido Club* to equalize the number of children in these clubs.

(2) Miwa *Shogakko Hokago Jido Club* will be planned jointly with Ibuka *Shogakko Hokago Jido Club* ※It is plan to open at Ibuka Elementary school

(3) On Saturdays, children of all clubs will be looked after in one location only: Yamate *Shogakko Hokago Jido Club*. (Drop off and pick up must be done by their parents or guardians.)

３． **Plans and Fees**（プランと保育料金）

Class Category **Plans**（プラン）		**Amount of Fees**（保育料）	**Bank Transfer Date**（保育料振替日）
Whole-Year (1 Year)（通年、１年間）(Includes Summer, Winter & Spring Vacation)	① Without Saturdays（土曜なし）	¥5,000 (Monthly)	At the end of every month
	② With Saturdays（土曜あり）	¥6,500 (Monthly)	
Summer Vacation Only 夏休みのみ	③ Without Saturdays	¥8,000 (Annually)	End of August (Full Payment)
	④ With Saturdays	¥10,000 (Annually)	
Summer, Winter & Spring Vacations Only 春休み・夏休み・冬休み	⑤ Without Saturdays	¥10,000 (Annually)	
	⑥ With Saturdays	¥13,000 (Annually)	

(1) **Fees will be charged regardless of attendance.** Therefore, if the child enters or leaves the school in the middle of the month, the childcare fee will be calculated on a daily basis as stipulated by Article 11 of the Minokamo City Ordinance on the Implementation of After-school Children's Health Development Program. Once paid, the childcare fee will not be refunded.

(2) Households facing difficulty paying childcare fees due to reasons of natural disasters or others may have their childcare fees reduced or waived. Example: Households receiving Public Assistance (*seikatsu hogo*), households eligible for Partial-Protection School Tuition Assistance, and households exempt from resident tax must apply using the "Childcare Fee Reduction / Exemption Application Form." (Application is required every year.)

(3) The payment will be charged using automatic bank transfers (*kouza furikae*). After receiving the "Acceptance Form" please submit the "Minokamo City Automatic Bank Transfer Application Form" to your bank / financial institution (the application form is available in every financial institution within the city). Bank transfer date is scheduled at the end of every month, so please make sure that your account has sufficient balance. (※ If the end of the month is a holiday, the transfer date will be on the next business day.) For those who are planning to sign up for any Plan from ③ through ⑥, the bank transfer date is scheduled on the last day of August.

(4) Those with pending unpaid fees at the club will be ineligible to use the club. In addition, 3 months' worth of delayed payments will result in the revocation of eligibility.

(5) If you want to change your class category plan or quit the club, please make sure to submit the "Application of Changing of Class Category Plan" or "Notification of Cancellation" form by the 20th of the month prior to the month you wish to change the plan or quit the club.
Applications can be made online (available only in Japanese language). → 2D Code

＊Please do not inform the support staff on the site of cancellation; instead, be sure to submit a cancellation request to the city

４． **Operating Hours, Holidays**（開設する時間、休業日）

(1) School days： From the end of school classes until 6:30 PM
(2) Holidays： From 7:30 AM to 6:30 PM
} Please be punctual!

※ If you fail to pick your child up on time, your eligibility will be revoked.

(3) The club is not open during Sundays, National Holidays, Obon Holiday (August 13 to August 15) or the Year End Holiday (December 29 to January 3) Furthermore, the club is not open on the day before the start of Summer Vacation (July 20), the last day of Summer Vacation (August 31) , and during the end of the Fiscal Year (end of March).

(4) There may be days when the club will not be available due to other circumstances.

５．Acceptance Period, Documents to Submit and Place of Submission, etc.（受付期間、提出書類、提出場所等）
※Online application is available.

Application period is from：December 14 2026(MON) until January 15, 2027(Fri). Application made during this period will not be on a first-come first served basis.

Documents to Submit（提出書類）	Application forms available from:（配布場所）	Place of Submission（提出場所）
(1) ***Hokago Jido Club*** **Application Form** (2) **Documents that prove qualification to use** ○ **Employment (including part-time workers and business owners)** → Employment / Schedule to return to work Certificate ○ **Attending school or skills training** → Certificate of Enrollment and documents showing the period of enrollment and the number of hours. If you have decided to attend school, a Letter of Acceptance from school ○ **Pregnancy and childbirth** → A copy of Mother and Child Health Handbook (a document that shows the expected date of child birth) ○ **Illness/injury** → Medical Certificate or a copy of Physical Disability Booklet. In the case of hospitalization, documents that show the period of hospitalization ○ **Nursing care** → Medical Certificate or a copy of Physical Disability Booklet, written statement (documents that describes the condition) ○ **Job-seeking activities (for Single-parent Families only)** → Engaged in Job-seeking Activity Certificate/Form (issued by HelloWork) ○ **Engaged in farming business, etc.** → An affidavit describing situation and the size of farmland owned ○ **Other than the above reasons** → As per the requirements of Minokamo City	**Distribution starts on November 16(Mon)** ○You can also download forms from Minokamo City's Website ■***Hokago Jido Club*** Weekdays (during the ***Club***'s opening hours) ■**Childcare Division (at Minokamo Kenko Plaza)** Weekdays: 8:45 am to 16:45 pm	**From December 14 (Mon) until January 15 (Fri)** **(Please observe the deadline.)** **(Using Online Application)** ■Application are accepted until January 15（Fri）11:59 **(Using Paper Application Forms)** ■If online application is difficult, paper submission is also possible. ■**Childcare Division (at Minokamo Kenko Plaza)** Weekdays (8:45 am to 16:45 pm) ※Please note that applications are not accepted at elementary schools and city hall branch offices (*renrakusho*),clubs.
No need to submit these, if the siblings' 'Education/ Childcare Benefit Certification Status Report', 'Education/Childcare Benefit Certification Application', and 'Facilities Use Benefit Certification /Change Application Form', issued within 3 months have been submitted along with a Certificate of Employment, etc., * If there are grandparents, etc. who live nearby, it is necessary to submit a Certificate/proof of the said relative.		

(1) ***Hokago Jido Club*** **Application Form**
- One application per child must be submitted.
- Those who chose **Plan** ① or ② "Whole-Year", circle [yes or no] to show your intent to use the Club during the summer vacation. (No fees for August will be paid if you will not use the Club during summer vacation).
- You have to re-apply even if you are using the Club in the current FY 2025 or have used it in the past. There is no Auto-renewal in this service.

(2) **Certificate of Employment, etc.**
- Certificates of Employment of all family members, such as parents, grandparents, etc. (except minors) who live together with the child, are needed. In case of multiple applications (for siblings), you can attach a copy of the original certificate to other children's applications.
- If you have submitted the documents for Nursery School procedures within 3 months, you may not need to

submit them again.

(3) **"Checklist: Things to Consider" (Parent's copy)**
- Please read carefully and keep the copy in a safe place in the duration of *Hokago Jido Club* attendance.

(4) **Minokamo City Automatic Bank Transfer Application Form (after Approval)** **Make sure to accomplish!
- Please do the procedure at a financial institution within the city. (Application form is available in every financial institution within the city).
- Write the parent's name in the "taxpayer" column of *Hokago Jido Club* Application Form.
- You do not have to do this procedure if you have used the club in the past and have already submitted this.

６． Notice of Approval（入室の決定通知）
- We will inform you by sending a Notice of Approval for *Hokago Jido* Club by mail in February

７． Reminders（注意していただくこと）
1. If you have remaining unpaid fees, you will not be eligible to use the club. Furthermore, **3 months' worth of delayed payments will lead to the cancellation of your permit to use the service.**
2. Due to business hours, parents or guardians must pick up their child by 6:30 PM. If you repeatedly fail to pick up your child on time, you will be asked to withdraw from using the Club. You may be refused admission, if it is established based on previous records, that you had cases of not properly using the Club.
3. After checking the documents that you submitted, the Board of Education will decide whether you can use the service or not. If you have provided false information in your application or insufficient documents, you will not be able to use the service. If there are any changes to your application details (e.g., resignation, job change), please contact the Children's Future Division as soon as possible.
4. If the number of Application exceeds the capacity withing the application period, priority will be given to lower grades in the review process. Please note that if the number of applications exceeds the capacity, you may be placed on a "waiting list※". Applications will also be accepted at anytime after the submission deadline, (deadline is the 20th each month), but if the number of applications exceeds the capacity, you will be placed on a waiting list.

   ※If you are placed on a waiting list, we will contact you as soon as you became available to use the room.
5. If you become ineligible based on the criteria for using the club, you cannot continue using the service. Please submit the form "Application for Change of Class Category Plan" or "Notification of Cancellation" until the 20th of the month prior to the month when the implementation of service will start.
6. Please keep in mind that there are rules and regulations for group activities inside the club. If inconsiderate behaviors that disturb such activities continue, the staff will not be able to watch over other students safely. If the *Hokago Jido Club* decides, with approval from the Board of Education, that a student **is not following the rules** he/she will not be able to continue using the club.
7. Notice regarding suspension or resumption of Club operations due to safety alerts will be posted on Minokamo City's website.
8. The final deadline for applications for use during the summer holidays is June 20th.
9. After school childcare clubs should be used when parents or guardians are absent from home due to works or other reasons.

８． Insurance Membership（保険の加入）
- The child will have an accident insurance while they are enrolled in the club.

９． Online Application (Available in Japanese Language only)（オンライン申請について）
- You can apply directly via the Minokamo City's website or by scanning the 2D-code using a smartphone ➔
- We may request for resubmission of documents if the images are unclear.
- For PC application, search for Minokamo City's homepage and access the Application website.

１０． For Questions · Q&A, please check the related posts on Minokamo City's website.（お問い合わせ）

For Inquiries：☎ ０５７４－２５－２１１１(Extention387)
Minokamo City Health & Child Affairs Department, Childcare Services Division
Minokamo Kenko Plaza, Kenko no Machi 1-2 Minokamo City 505-0010