

About admission to the Yokohama City After-School Kids Club

1. What is the After-School Kids Club

The After-School Kids Club is a project that aims to provide a safe and comfortable place to be that offers both play and living spaces in elementary school facilities for all children.

2. Opening days for the After-School Kids Club

The After-School Kids Club is open every day except the days listed below in a) to c).

- a) Sundays
- b) National holidays
- c) From December 29 to January 3

3. Opening hours for the After-School Kids Club

The After-School Kids Club is open at the following times.

Opening days	Opening hours
From Mondays to Fridays	From after school to 7:00 p.m.
Saturdays	From 8:30 a.m. to 7:00 p.m.
Long school holidays	

* The club is closed or the opening hours are shortened on Saturdays, long school holidays and after 5:00 p.m. on weekdays unless there has been a request to use it.

4. Children who can use the After-School Kids Club

Children from the 1st grade to the 6th grade can use the After-School Kids Club in the elementary school they attend. Children who live within the school district of the elementary school and attend a national elementary school, private elementary school or special support education school can also use the Club.

5. Usage classification

There are two classifications for using the After-School Kids Club; [**Usage classification 1**] and [**Usage classification 2**].

When applying to use the Club, parents or guardians should choose the classification they wish to register the child in according to the type of use and their working status (you can change the usage classification in the middle of the fiscal year).

	Usage classification 1	Usage classification 2
Registration conditions	<ul style="list-style-type: none"> Children in the 1st grade to 6th grade of the elementary school they attend Children in the 1st grade to 6th grade who live in the elementary school district and attend a national elementary school, private elementary school, or special support education school. 	<p>In addition to the conditions for Usage Classification 1, the child should be a <u>child whose parent or guardian is not at home after school.</u></p> <p>★ What does a child whose parent or guardian is not at home after school mean?</p> <ul style="list-style-type: none"> Due to work or other requirements a parent or guardian is not at home more than one day a week when the child comes home from school. Due to health-related reasons a parent or guardian is not capable of properly caring for a child even when they are at home during after-school hours.
Usage hours and fee	<p>Weekdays : After school to <u>5:00 p.m.</u> *</p> <p>Saturdays and long school holidays : 8:30 a.m. to <u>5:00 p.m.</u> *</p> <p style="text-align: center;"><u>Free</u> *</p> <p><u>* For continued use after 5:00 p.m., we charge a ¥800 usage fee each time + a snack fee (actual cost).</u> Note that the Club may not be available for use on your preferred day due to the usage status of other children or other reasons.</p>	<p>Weekdays : After school to <u>7:00 p.m.</u></p> <p>Saturdays and long school holidays : 8:30 a.m. to <u>7:00 p.m.</u></p> <p style="text-align: center;"><u>Monthly fee ¥5,000</u> *</p> <p><u>* Certain reductions apply.</u></p> <p>★ You are required to pay a monthly fee of ¥5,000 if you register for Usage Classification 2 <u>regardless of how you actually use the Club.</u></p> <p>★ You are required to pay a snack fee (actual cost) for the number of usage days in addition to the monthly usage fee.</p>
Fixed number of users	No	Yes
Payment for the Injury Ex Gratia Payment System	¥500 annually per child	
Documents required for usage application	Usage application form	(1) Usage application form (2) Document to prove that the child is a child whose parent or guardian is not at home after school (employment certificate, health or disability certificate, etc.)

6. Usage and snack fees

Item	Usage classification 1	Usage classification 2
Usage fee	Free * ¥800 each time for continued use after 5:00 p.m.	Monthly fee ¥5,000 * * ¥2,500 per month for families to which the reduction of the usage fee is applicable.
Payment for the Injury Ex Gratia Payment System	¥500 annually per child	
Snack fee	None * Actual snack cost for continued use after 5:00 p.m.	Actual cost
Material cost, program entry fee, etc.	Actual cost	

[Usage fee reduction system]

The After-School Kids Club has a usage fee reduction system. The applicable reduction amount is only the monthly fee for Usage Classification 2 (monthly fee ¥5,000 ⇒ **monthly fee ¥2,500**). Actual cost including snack fee, material cost and program usage fee and temporary usage fee for Usage Classification 1 (¥800 each time) are not applicable for reduction.

* Applicable households for the reduction system are required to submit the following documents according to the status of the household. Please submit them together with other documents when submitting the usage application form to the After-School Kids Club.

Household status	Documents required to be submitted
Welfare households	<u>Welfare recipient certificate [original] or welfare expense payment certificate [copy]</u> * Request a welfare recipient certificate from your case worker in the Public Assistance Sec. of the Public Assistance Div. at the Ward Administration Office. (free of charge)
Households with municipal tax income tax exemption	Any of the following documents (1) <u>Municipal tax or prefectural tax taxation (exemption) certificate [original]</u> * You can obtain this certificate at the Tax Division of the Ward Administration Office. (it costs ¥300 per certificate.) (2) <u>Municipal tax or prefectural tax amount determination, tax notice [copy]</u> * This is sent from the Ward Administration Office if you pay at the Ward Administration Office. (3) <u>Municipal tax or prefectural tax on employment income [copy]</u> * You can obtain this from your employer if the tax is deducted by your employer. ★ The fiscal year on the various certificates required varies according to the month in which you receive a reduction of the usage fee. Please inquire at the Kids Club of the elementary school you are going to use for details.
Households that have a municipal tax income tax exemption according to the old tax calculation before the revision of the exemption for dependents under the tax reform of 2012.	<u>Any of the documents (1) to (3) above and a resident certificate (listing all members of the household)</u>
Households that have a municipal tax income tax exemption when deemed applicable for use of the widow's (widower's) exemption.	<u>Yokohama City Notice of Widow's (Widower's) Exemption Applicability</u> ★ Please contact the After-School Child Care and Development Division of the Yokohama City Child and Youth Bureau (TEL: 671-4068) for details.

7. Injury Ex Gratia Payment System

The After-School Kids Club requests users to contribute to the injury ex gratia payment system (¥500 annually per a child).

Please make your payment using the “Payment Slip” you receive at the After-School Kids Club and follow the usage application procedure for the After-School Kids Club.

[What is the Injury Ex Gratia Payment System?]

Under this system, an ex gratia payment is made when a child requires medical treatment because of an injury due to an accident occurring during activities at the After-School Kids Club or while traveling between home and the After-School Kids Club (applies also when the child goes home temporarily).

a) Injury Ex Gratia Payment

¥500 annually per child

b) Injury Ex Gratia Payment

Details	Ex Gratia amount*
Outpatient (from the 1 st day)	¥3,000/day
Hospitalization (from the 1 st day)	¥4,000/day
Death	¥2.5 million
Residual disability	¥75,000 to ¥2.5 million

* This is an ex gratia payment system, so it does not offer full compensation for the amount required by the medical institution. The ex gratia payment is a fixed amount.

c) Applicable scope of accidents

- (1) Accidents involving a child during usage of the After-School Kids Club
- (2) Accidents involving a child while commuting between the After-School Kids Club and home (Including traffic accident)

d) Payment method

Pay at an ATM of the Japan Post Bank or at a post office using the “Payment slip” you receive at the After-School Kids Club.

If you have an account at the Japan Post Bank, you can make a telegraphic transfer* at the ATM.

* A method of transferring money to the account of another party

e) Other points

- Please note that the personal information you provide when applying for usage may be provided to the insurance company contracted to claim the ex gratia payment.
- If your child changes schools and you have already made the injury ex gratia payment before changing schools, it is not necessary to make another payment under the injury ex gratia payment system.

8. Application for usage

Please apply for usage of the After-School Kids Club using the following procedure.

a) Payment under the injury ex gratia payment system

Fill in all required information on the “Payment slip” for injury ex gratia payment you receive at the After-School Kids Club and make the payment at any ATM of the Japan Post Bank or a post office.

b) Attachment of “Bank transfer payment invoice and receipt” or “Usage slip” to the “After-School Kids Club Usage Application Form”

After making the injury ex gratia payment, make a copy of the “Bank transfer payment invoice and receipt” (in the case of payment at a bank counter) or “Usage slip” (in the case of payment at an ATM) and **attach the copy to the “After-School Kids Club Usage Application Form”.**

Keep the original of the “Bank transfer payment invoice and receipt” (in the case of payment at a bank counter) or “Usage slip” (in the case of payment at an ATM) at home.

c) Preparation of documents

Prepare the documents required for the application for usage (documents to be submitted will vary according to the usage classification you wish to register in or the working status of the parent or guardian).

- If you wish to register in Usage Classification 1 …… After-School Kids Club usage application form only
- If you wish to register in Usage Classification 2 …… After-School Kids Club usage application form + **various certificates**

[Various certificates required for registration in Usage Classification 2]

Status of parent or guardian	Various certificates
Company employee, civil servant, etc.	<u>Employment (prospective) certificate</u>
Prospective worker	
On maternity leave and childcare leave	
Self-employed	<u>Self-employed status declaration form</u>
Individual with an illness Individual receiving care or treatment	<u>Individual will illness or disability declaration form</u> * Attach a medical certificate.
Disabled person	<u>Individual will illness or disability declaration form</u> * Attach a document that enables confirmation of disability such as a physical disability certificate.
Individual seeking employment	<u>Employment seeking activity declaration form</u>
Individual attending school (excluding junior high and high school students)	<u>Copy of a student identification card or student registration certificate</u>
Individual recovering from an earthquake, wind and flood damage, fire or other disaster	<u>Disaster victim certificate *</u> * House destroyed due to an earthquake…… this is issued by the Ward Administration Office. Fire-related loss due to an earthquake, disaster by fire and wind or flood damage … this is issued by the Fire Department.

* **It is not possible to register in Usage Classification 2 if the required certificates are not submitted.**
Registration will be in Usage Classification 1.

* Guardian means a father or mother of a child or an individual caring for a child in place of a father or mother.

d) Submission of application documents

Submit the prepared documents to the After-School Kids Club by the deadline required by Club you are going to use.

<Starting day of usage for new 1st grade students>

Starting day of usage for new 1st grade students varies according to the usage classification the child is registered in.

Usage classification 1	Usage classification 2
<p><u>You can start using the Club from the day indicated by the After-School Kids Club you applied for.</u></p> <p>* Even in the case of a child registered in Usage Classification 1, if usage after 5:00 p.m. is anticipated, the child can start using the Club from April 1 after payment of the usage fee of ¥800 each time + snack fee (actual cost).</p> <p>* <u>Children who go home before 5:00 p.m. cannot use the Club</u> before the abovementioned time.</p>	<p><u>You can start using from April 1.</u></p> <p>* When using the Club, <u>the parent or guardian is responsible for taking the child to and from the Club.</u></p> <p>* <u>Be sure to make the injury ex gratia payment</u> before using the Club.</p> <p>* <u>Interviews are held by the After-School Kids Club staff in advance</u> in order to monitor the status of the children.</p>

9. Determination of usage

In the event that the usage application form you submitted has unclear information or if registration in Usage Classification 2 is denied, the After-School Kids Club or the organization that manages your Kids Club will contact you in advance.

Normally, if you receive no prior contact from them, you can start using the Club from the starting date you requested on the usage application form.

After you complete your registration with the Kids Club, start making preparations for the starting day of usage with the After-School Kids Club you are going to use.

Please check the usage terms and conditions of your After-School Kids Club before usage. We ask parents and guardians to cooperate in making the Kids Club a safe and secure place.

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After-School Child Care and Development
Division, Yokohama City Child and Youth Bureau