

# 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 uses elementary school facilities. Its purpose is to provide (1) a free “play space” for all children and (2) a “childcare space” for children from unattended households.

It started in 2004 and was a part of all Yokohama elementary schools as of 2020.

## 2. After-School Kids Club's Days of Operation

The After-School Kids Club is open on all days except for Sundays, national holidays, and the New Year holiday period (December 29 to January 3).

However, it may be closed due to unavoidable circumstances, and it may be closed or the hours may be shortened if there are no requests for use.

The days and hours for using the club are different depending on the usage classification.

## 3. Usage classifications of the After-School Kids Club

There are two usage classifications: the “Wakuwaku” classification, where the club is a play space, and the “Sukusuku” classification, where the club is both a play space and a childcare space.

The Sukusuku classification is further divided into “Yuyake”, which runs until 5 pm, and “Hoshizora”, which runs until 7 pm.

The table on the following page provides an overview of the differences between the usage classifications. Choose the classification that matches your purpose of use.

Usage classification		Wakuwaku [Classification 1]	Sukusuku [Classification 2]	
			Yuyake [A]	Hoshizora [B]
Purpose of use		Play space	Play space + childcare space	
Registration conditions		<div>- The child attends an applicable elementary school or is in the early course of an applicable compulsory education school (hereinafter, applicable elementary school).</div> <div>- The child lives in an applicable elementary school or compulsory education school district (hereinafter, applicable elementary school district) and attends a public or private elementary school or a special education school.</div>		
		-	<u>*The household is unattended, etc.</u>	
Usage hours	Weekdays	From after school <u>to 4:00 p.m.</u>	From after school <u>to 5:00 p.m.</u>	From after school <u>to 7:00 p.m.</u>
	Saturdays	None *Can participate in events on this day	8:30 am to <u>5:00 pm</u>	8:30 am to <u>7:00 pm</u>
	School holidays other than Saturdays	2 hours a day (varies according to the After-School Kids Club)	8:00 am to <u>5:00 pm</u>	8:00 am to <u>7:00 pm</u>
Pickup		If the child leaves school after the final school departure time specified by the Kids Club, a guardian or person specified by the guardian must pick up the child.		
Usage fee		Free * <u>Single uses are 800 yen + snack fee (see page 3)</u>	<u>2,000 yen monthly + snack fee</u> <u>(July and August only: 2,500 yen monthly + snack fee)</u> * <u>The extension fee (until 7 pm) is 400 yen each time</u>	<u>5,000 yen monthly + snack fee</u> <u>(July and August only: 5,500 yen monthly + snack fee)</u>
			<u>Fee reductions are available (see page 7)</u>	
Insurance cost		800 yen or less required yearly (varies according to the After-School Kids Club)		
Fixed number of users		No	Yes	
Documents required for usage application		Usage application form	<div>- Usage application form</div> <div>- <u>Document to prove that the child is a child whose parent or guardian is not at home after school</u></div>	
		* Regardless of the usage classification, submission of a <u>copy of the “School Life Management and Guidance Sheet”</u> is required for students with food allergies.		

\* A "child from an unattended household" refers to a child in a household where it is difficult for the guardians to provide childcare in the hours after school due to work, etc.

## 4. Wakuwaku [classification 1]

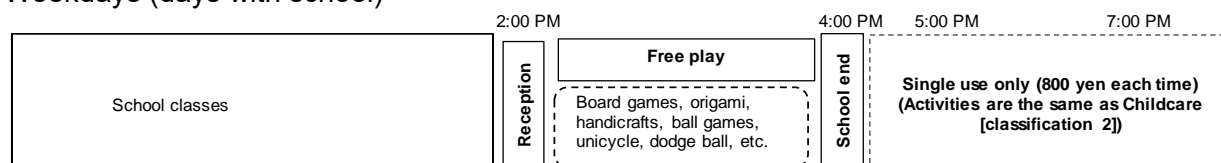
### (1) Usage hours

Weekdays	After school until 4 pm
School holidays*	2 hours a day (varies according to the After-School Kids Club)

\* It can be used on Saturdays for single uses or when participating in events.

### (2) Standard example of daily activities

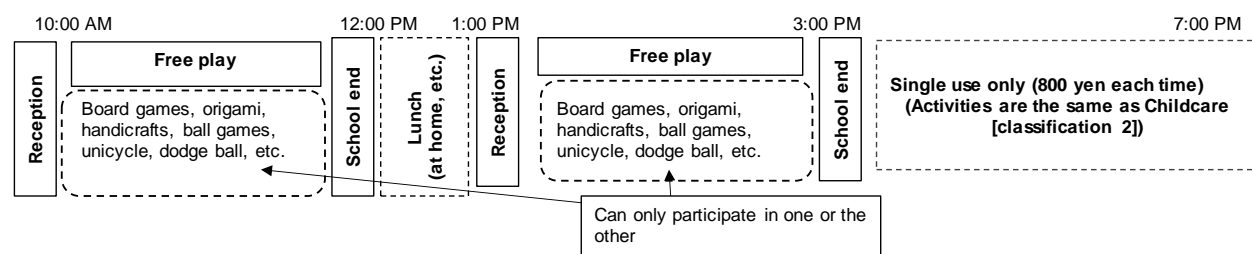
#### <Weekdays (days with school)>



★ The child can play after the usage card is submitted at reception.

★ Programs may be held during the free-play time. Children can participate in the programs if they want.

#### <School holidays (excluding Saturdays)>



★ Usage is the same as on school days.

★ Children in the Play classification [classification 1] can only participate in either the morning or the afternoon session.

★ Except for single uses, children in the Play classification cannot eat lunch at the club.

\* The above figure is an example from Yokohama, but the actual activity schedule and details may vary.

### (3) Usage fee

The Wakuwaku classification [classification 1] is **free**. \* However, there is a mandatory insurance cost.

#### Single uses

The single-use system is for accepting a child in the Wakuwaku classification [classification 1] until 7 pm as a child from an unattended household when a guardian has temporary business and is away from home during after school hours. The Sukusuku classification [classifications 2A and 2B] can only be used when there is an open child slot. Single uses require an advance application, and each use costs 800 yen plus the snack fee (actual cost). With single uses, you do not have to pick up your child until the final ending time of the After-School Kids Club, but you must come after.

#### (4) Participation in events (after 4 pm)

Various events are held at the After-School Kids Club to provide fulfilling activities to children. If children in the Wakuwaku classification [classification 1] participate in an event that extends beyond 4 pm, the child is expected to participate until the end of the event. Please confirm the ending time with your child.

- \* For your child to participate in some events, you may be charged the materials cost, etc. Information on events and applications will be provided in detail through Kids News.
- \* For single uses, your child can continue to use the After-School Kids Club after events end.

#### (5) Usage limitations in case of emergency

If warnings have been issued, severe weather is expected during the summer holiday, there are effects of the new coronavirus infection, etc., and a safe play space for children cannot be ensured, **restrictions may be applied to the Wakuwaku classification [classification 1].**

If such restrictions will be applied, you will be informed in advance.

## 5. Sukusuku [classifications 2 A and B]

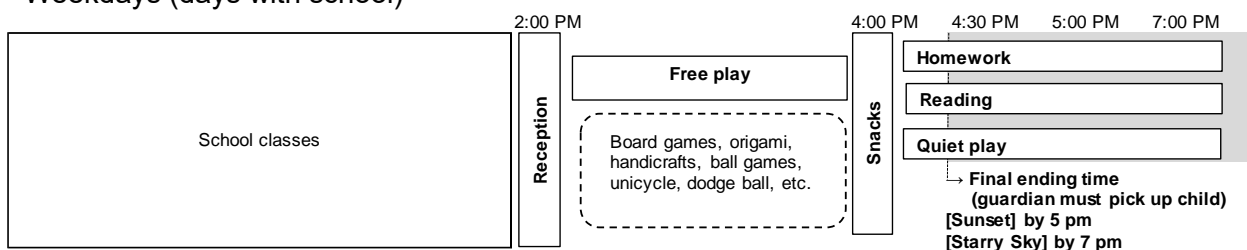
### (1) Usage hours

	Sukusuku (Yuyake) [classification 2A]*	Sukusuku (Hoshizora) [classification 2B]
Weekdays	After school until 5:00 pm	After school until 7:00 pm
Saturdays	8:30 am to 5:00 pm	8:30 am to 7:00 pm
School holidays other than Saturdays	8:00 am to 5:00 pm	8:00 am to 7:00 pm

\* The Sukusuku (Yuyake) classification [classification 2A] can be extended from 5 pm to 7 pm (400 yen each time).

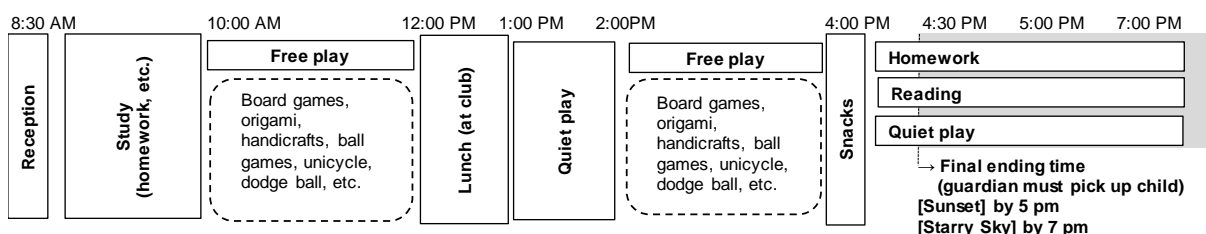
### (2) Standard example of daily activities

#### <Weekdays (days with school)>



- ★ The child can play after the usage card is submitted at reception.
- ★ Programs may be held during the free-play time. Children can participate in the programs if they want.
- ★ From 4 pm, children will have snacks or do quiet activities like homework or reading.
- ★ A guardian must pick up the child after the final ending time set by the Kids Club (varies by season).

#### <School holidays (including Saturdays)>



- ★ Usage is the same as on school days; however, children will spend the entire day at the Kids Club, so care is taken to not disrupt their lifestyle and daily rhythm.
- ★ Open from 8:30 am on Saturdays

\* The above figure is an example from Yokohama, but the actual activity schedule and details may vary.

### (3) Usage fee

The Sukusuku classification [classifications 2 A and B] is a childcare space to support guardians so that they can comfortably integrate childcare and work. Users are charged an appropriate usage fee. This usage fee is used to maintain operations and activities for the Kids Club.

	Sukusuku (Yuyake) [classification 2A]	Sukusuku (Hoshizora) [classification 2B]
Usage fee (monthly)	2,000 yen (July and August only: 2,500 yen)	5,000 yen (July and August only: 5,500 yen)
Extension fee (until 7 pm)	400 yen each time	-

\* Insurance is required in addition to the usage fee.

\* The usage fee for the Sukusuku classification [classification 2] will be charged even if the club is not used that month.

\* The snack fee charged is the actual cost. When participating in events, the materials cost, etc. may be charged in addition to the usage fee. (Information on events and applications will be provided in detail in the future through Kids News.)

\* Pay the usage fee by the date stipulated by the club.

\* **Fee reductions are available for the Sukusuku classification [classifications 2 A and B] (see page 7 for details).**

### (4) Lunch service during the summer holiday

A model for the lunch service is planned to be implemented during the 2024 summer holiday. The details will be provided as they are determined.

## <Fee reductions for the Sukusuku classification [classifications 2 A and B]>

Yokohama City has a system in place to support the use of the After-School Kids Club Sukusuku classification (Yuyake and Hoshizora) [classifications 2 A and B] by reducing the monthly usage fee for individuals who have financial difficulties.

### (1) Individuals eligible for the fee reduction

You are eligible for a fee reduction if you satisfy any of criteria ① to ③ below.

- ① You receive subsidies for school expenses from Yokohama City
- ② Your household receives welfare benefits
- ③ Your household is exempt from the income-based municipal tax

### (2) Amount of reduction

**The upper limit of the reduction is 2,500 yen per month.**

(E.g.) If the monthly usage fee (\*) is 2,000 yen, the usage fee after the reduction will be 0 yen.

(E.g.) If the monthly usage fee (\*) is 5,000 yen, the usage fee after the reduction will be 2,500 yen.

\* Only the monthly usage fee is subject to reductions. Fees such as the snack fee, the cost of materials, and program fees; the single usage fee (800 yen each time) for the Wakuwaku classification [classification 1]; the extension fee for the Sukusuku (Yuyake) classification [classification 2A] (400 yen each time); and the insurance fee are not subject to reductions.

### (3) Notes on using the fee-reduction system

- If any of requirements ① to ③ in (1) are not satisfied (e.g.: if you are no longer eligible for subsidies for school expenses, you withdraw from receiving payments, or your household is no longer exempt from taxation due to marriage), **promptly submit a “Notification of Ineligibility for After-School Kids Club Usage Fee Reductions”.**
- If fee reductions are received due to a false or fraudulent application, etc., back payments for the regular fee will be required.

**If you would like to receive fee reductions,**

**check “(4) Procedure for using the fee-reduction system.”**

#### (4) Procedure for using the fee-reduction system

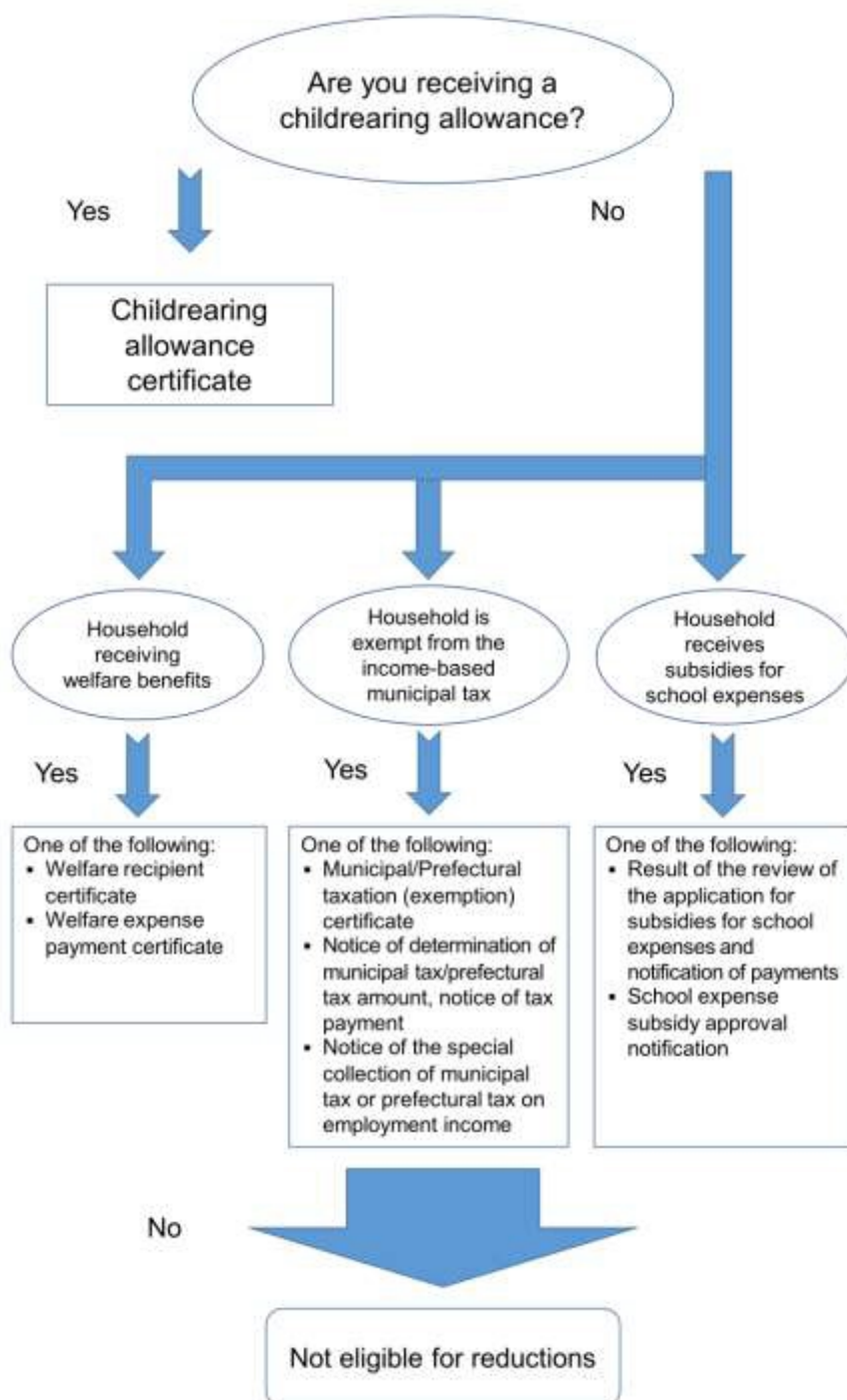
If you would like to receive fee reductions, check the following flow chart and table. **Fill out “V Receiving fee reductions” in the usage application, and then submit the necessary documents.**

**\* The documents to be submitted and the submission deadlines may vary by person.**

If you become eligible for fee reductions during the year, etc., and you would like to receive fee reductions after applying for use, prepare the documents for submission, and contact the club.

The application deadline is the end of December of the corresponding year. Please note, fee-reduction application is generally invalid after the deadline.

[Flow chart of documents to submit]



Documents to submit	When to submit	Remarks
Childrearing allowance certificate [Copy] *1	When applying for Kids Club or a fee reduction	The certificate must still be valid.
Welfare recipient certificate [Original]		Request a welfare recipient certificate from your case worker in the Public Assistance Section of the Public Assistance Division at the Ward Administration Office. (There is no cost)
Welfare expense payment certificate [Copy]		
Municipal tax or prefectural tax (exemption) certificate [Original] *2		You can obtain this certificate from the Tax Division of the Ward Administration Office (It costs 300 yen per certificate.). *3
Determination of tax amount for municipal tax or prefectural tax, notice of tax payment [Copy] *2		If you pay at the Ward Administration Office, it will be sent from the Ward Administration Office. *3
Notice of special collection of municipal tax or prefectural tax on employment income [Copy] *2	Promptly after receiving it from the school	If the tax is deducted by your employer, you can obtain this from your employer *3
Result of the review of the application for subsidies for school expenses and notification of payments [Copy]		<ul style="list-style-type: none"> <li>▪ If you start to receive subsidies for school expenses during the year, tell us the month when you became eligible. (Fee reductions will be applicable from that month.)</li> <li>▪ If you applied at the beginning of April, payments will be made by the school around the end of July. Fee reductions will be applied retroactively to usage fees paid starting from April. (The amount of the reduction will be refunded at a later date *4)</li> <li>▪ This is different from entrance preparation expenses for new students.</li> </ul>
School expense subsidy approval notification [Copy]		

\*1 The child allowance and special childrearing allowance are not applicable.

\*2 Certificates for exemption from the income-based municipal tax are issued for each person. Submit a certificate for each member of the household so that we can confirm the exemption for the entire household.

\*3 Depending on the month you intend to start receiving a fee reduction, the certificates or notifications that you need to submit may be for a different year. Contact the After-School Kids Club for details.

\*4 If you were receiving a usage fee reduction in the previous year because you were receiving subsidies for school expenses, you can pay the reduced amount during the period from April until the documents are submitted. If a review of the subsidies for school expenses shows that you were not eligible, back-payments will be required for the reduced amount.

## 6. Joining the insurance plan

All users of the After-School Kids Club are required to join the insurance plan for injury and accident compensation and to pay the premium (800 yen or less per child).

The administrators use this insurance to cover all children who use the After-School Kids Club. Please pay the insurance premium during the application procedure to use the After-School Kids Club.

The insurance premium covers the entire year and cannot be refunded once paid.

## 7. Usage application

The application to use the After-School Kids Club is for a single school year (April 1 to March 31). If you want to use the club from the start of the year, submit the required documents to the After-School Kids Club by the following deadline.

To use the club from the middle of the year, submit the required documents to the After-School Kids Club by the specified date in the month prior to starting.

Usage classification	Things required for usage registration	Submission deadline * If usage starts from April 1	
		Students already in school	First-year students
Wakuwaku [Classification 1]	- Application for use - Insurance fee (800 yen or less per year)	By the date specified by the After-School Kids Club	
Sukusuku [Classification 2 A and B]	- Application for use - Insurance fee (800 yen or less per year) - Documents that prove the household is unattended, etc.		

**\* Except for single uses, first-year students in the Wakuwaku classification [classification 1] can use the After-School Kids Club from the specified day.**

### <Documents that prove the household is unattended, etc.>

If registering for the Sukusuku classification [classifications 2 A or B], one of the following documents must be submitted for each guardian that lives with the child. Registration for the Sukusuku classification [classifications 2 A or B] is not possible without the submission of documents for verification.

\* Guardians are defined as the parents or other individuals who take care of the child.

\* If registering two or more children, such as siblings, for the Sukusuku classification [classification 2 A or B], only one set of documents is required for verification (however, one usage application is required for each child).

Status of parent or guardian	Various certificates
Company employee, civil servant, etc.	<a href="#">Employment (prospective) certificate</a>
Prospective worker	
On maternity leave and childcare leave	
Self-employed	<a href="#">Self-employed status declaration form</a>
Individual with an illness Individual receiving care or treatment	<a href="#">Individual with illness or disability declaration form</a> (*1) * Attach a medical certificate.
Disabled person	<a href="#">Individual with illness or disability declaration form</a> * Attach a document that enables confirmation of disability such as a physical disability certificate.
Individual seeking employment	<a href="#">Employment seeking activity declaration form</a> (*2)
Individual attending school (excluding junior high and high school students)	<a href="#">Copy of a student identification card or student registration certificate</a>
Individual recovering from an earthquake, wind and flood damage, fire or other disaster	<a href="#">Disaster victim certificate</a> * * If house was destroyed due to an earthquake, this is issued by the Ward Administration Office. If there was fire-related loss due to an earthquake, disaster by fire and wind, or flood damage this is issued by the Fire Department.

- \*1 Regarding “childbirth” in the declaration form for illness, disability, etc., the period is generally the 1st of the month that falls 8 weeks prior to the expected delivery date to the month 8 weeks and 1 day after the actual delivery date. (For multiple pregnancies, it is 14 weeks prior to the [expected] delivery date and 8 weeks after.)
- \*2 You can only register for the Sukusuku classification [classification 2 A and B] for employment seeking for up to 3 months. After you are employed, promptly submit the certificate of (planned) employment. Additionally, declarations for employment seeking activities cannot be continuously submitted, and the period cannot be extended.

## 8. Determination of usage

Generally, the After-School Kids Club can be used from the desired date provided in the usage application.

However, if information is missing from the application or if falsehoods are discovered, the registration for the Sukusuku classification [classifications 2 A and B] may be denied. In this case, you will be contacted in advance by the After-School Kids Club or an administrator.

## 9. 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	Usage start date
Wakuwaku [classification 1]	Out of consideration of the effects on school life, the After-School Kids Club can be used from the specified date. However, single uses (800 yen each time + snack fee) are possible from April 1.
Sukusuku [classifications 2 A and B]	Can be used from April 1.

### <Cautions for use by first-year students>

Regardless of the usage classification, please cooperate with the following for first-year students that will use the club during the period from April 1 until the start of reception for the Wakuwaku classification [classification 1].

- (1) A guardian must drop off and pick up the child.
- (2) An advance meeting with After-School Kids Club staff may be required to understand the child's circumstances.

## 10. Changing the usage classification

After registration, submit a usage change notification to change the usage classification mid-year due to work changes, etc.

The usage classification generally cannot be changed in the middle of a month. Submit the usage change notification to the After-School Kids Club by the specified date in the month prior to the change. However, we must adjust the number of slots during summer vacation (July and August). Therefore, the application must be submitted by the date specified by the After-School Kids Club.

Please avoid frequently changing the usage classification as this can disrupt the daily rhythm of the child and be stressful for them.

<Submitting documents that prove the household is unattended, etc.>

- If changing the classification from Wakuwaku [classification 1] to Sukusuku (Yuyake or Hoshizora) [classification 2 A or B] during the year, documents must be submitted proving that the house is unattended (see pages 10 and 11).
- Even if you were registered for the Sukusuku classification (Yuyake or Hoshizora) [classification 2 A or B] in the past, if you change the classification from the Wakuwaku classification [classification 1] to the Sukusuku classification (Yuyake or Hoshizora) [classification 2 A or B], documents must be re-submitted to certify that the house is unattended (see pages 10 and 11).
- If changing the sub-classification of the Sukusuku classification [classification 2 A or B] (from/to Yuyake [2A] or Hoshizora [2B]), documents for verification do not need to be re-submitted.
- Documents that prove the household is unattended, etc., must be resubmitted if the workplace, work situation, etc., changes.

Please make preparations to start using the After-School Kids Club once registration is complete. We appreciate your understanding and cooperation in reading the information in the following pages in order to safely and comfortably use the After-School Kids Club.

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