

Hikone After-School Children's Club

Guidebook (FY 2022 ver.)



Life-Long Learning Division, Hikone Board of Education
TEL 0749-24-7974

※All the information provided in the guidelines is subject to change.



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【Application Period for FY 2022】

2021, Oct 18 (Mon) through 2020, Oct 29 (Fri)

【Place to Apply】Your Desired After-School Children's Club

If you want to apply for the After-School Children's Club after the deadline above, you must contact the Hikone Life-long Learning Division first.

In this case, you cannot expect that your child/ren will be accepted immediately given that it will usually take more than two weeks or so to complete your application screening. An application for the afterschool children's club exclusively for the period of summer vacation will be open accordingly.

1. What is the After-School Children's Club

The After-School Children's Club is a place where children can be looked after while their guardians cannot be at home with them due to work or other reasons.

2. Target Age Group

All Elementary School Children *However, priority will be given to school children in lower grades. When a number of applications exceed the capacity of the club, there is a chance that your application will be

- ※Your child will be enrolled in the After-School Children's Club from April 1 (Fri), 2022. This is applicable to new first grade students.
- ※The FY 2021 After-School Children's Club is available until March 31 (Thu), 2022.

3. Eligibility

Parents and guardians cannot watch their elementary-school-age children due to one of the following reasons.

- Working Parents
- Being Pregnant/Having given birth to a baby recently.
 - *Between two months prior to the due date and four months after childbirth.
- Having been diagnosed with a mental or physical illness.
- Attending elder parents, relatives, etc.
- Recovering from natural disasters.

- ※ If you want to enroll your child in the club in the middle of the school year, please contact the Hikone Life-Long Learning Division to inquire if there is any vacancy.
- ※ If you are looking for a job at the time of reading this, you will be required to be employed first.
- ※ You are not allowed to enroll your child/ren in the children's club for such reasons as "to let my child learn social life", "no place to play", and "my child's friends are attending, too" to name a few.
- ※ Keep in mind that all after-school children's clubs are places to temporarily look after children with adult supervision, not childcare facilities or care facilities for sick children.
- ※ **If you have unpaid balance for the After-school children's club, you are not permitted to apply.**

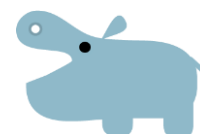
4. Opening Hours

Weekdays	Open from afterschool until 6:30 p.m. *Staff will be in the club building from 1:00 p.m.
Saturdays	Open from 7:45 a.m. to 6:30 p.m.
School Holidays	
Spring, Summer & Winter Break	

※ Each afternoon school club is closed at 6:30 p.m. Please come and pick up your child on time.

5. Closing Days (Please refer to the annual schedule.)

- (1) Sundays, national holidays, and the new-year holiday season (Dec 29 to Jan 3)
- (2) Obon Holidays (August 13 to 15)
- (3) Temporary Closure due to a natural disaster, influenza, or other emergencies.
- (4) A storm or special warning is issued and remains in place at 7:00 a.m.
- (5) Other urgent cases may close the club.



6. Costs (per child)

Regular Month (Except for August)	6,000 JPY per month	(Miscellaneous Expenses are needed)
Summer Break	10,000 JPY per vacation	(Miscellaneous Expenses are needed)
Winter/Spring Break	3,000 JPY per break	(Miscellaneous Expenses are needed)
Saturdays	2,000 JPY per month	(Only on Saturdays is not permitted.)

- ※ If you apply for the After-School Children's Club for both the monthly (6,000) and Saturday use (2,000),
- ※ The cost of using the After-School Children's Club for the whole fiscal year includes the cost of a spring
- ※ You'll be charged for the whole month of the After-School Children's Club regardless of when you stop using the club.
If you want to stop the After-School Children's Club, complete the cancellation process by the end of the month.
- ※ A bill for miscellaneous expenses, such as snacks, textbooks, etc., will be collected monthly in addition to the cost of your children's club fee. All bills need to be paid in cash.
- ※ If more than one child of yours (must be siblings) use the After-School Children's Club, you are a single parent, or your household is living on the Livelihood Protection Law, the cost reduction program can be applied.

With that said, to take advantage of this cost reduction system, all your children must be enrolled for the same length of time. You need to complete paperwork to apply for this cost reduction

《Details of The Cost Reduction Program》

Type	Reduction Rate	Requirements
Siblings Younger Grade	50%	N/A
Single Parent (No Sibling)	50%	The certificate of <i>Jidou Fuyou Teate</i> (Financial Assistance for Single Parent Households), or <i>Marufuku</i> certificate.
Single Parent (Siblings) Younger Grade	75%	
Single Parent (Siblings) Older Grader	50%	<If you have any of the above:> Show your <i>Koseki</i> (family register) certificate.
Livelihood Protection Law	Full Exemption	Livelihood Protection Eligibility Certificate

If there is any change in information you have provided to apply for the cost reduction program, immediately contact the Hikone Life-long Learning division. If you failed to let us know about any changes and kept receiving the cost reduction, you would be required to compensate for the reduction amount retrospectively.

Payment by Direct Debit

*Once your application was approved and you received an approval notice, you can complete your direct debit payment procedure to make payments by bank

The due date of each monthly payment for the After-School Children's Club is the end of each month. Please fill out the Hikone City's Bank Direct Debit Form, and show the form at a bank of your choosing.

The request form is available at any banks located within the city of Hikone. If you prefer a physical bill to direct debit, you will receive a monthly bill by post around the 10th of each month.

To maintain the quality of the After School Children's Club, if you continue failing to pay by each deadline, your child/ren's registration will be terminated from the After School Children's Club .

7. Coming to the Club and Returning Home

Guardians must pick up their own child/children no later than 6:30 p.m.

We do not allow any child to go home alone on any circumstances. When your child goes home with his/her elder sibling(s) or with a group of friends, let the club know about it in advance.

On Saturdays and during the winter/summer/spring breaks, guardians are required to take their child/children to and from the club each time.

8. Availability on Saturdays



※How to Apply

Please fill out an application form for the use of the Saturday After-School Children's Club service, and submit it to either the After-School Children's Club or the Hikone Life-Long Learning Division. Please remember that regardless of when you apply for the Saturday children's club service, you will be charged for the whole month.

* You can start or stop the use of the Saturday children's club on a monthly basis.

* We do not allow any child to go home alone on any circumstances.

※If Your Child is Absent from the Children's Club

You are required to inform a club staff member well in advance even if a reason for absence is an urgent matter. If your child is going to be absent on a Saturday, please inform the club by the Wednesday of the same week.

※What to Bring

- Snacks Please have your child bring his/her own snack(s).
- Lunch Neede only if your child continues to stay at the children's club center in the afernoon.
- Water Bottle Please have your child bring his/her own water bottle.
- Study Materials Children will have some time to study, so have your child bring his/her own school work,

※Other Notes

Applying for only the Saturday children's club is not accepted. Please keep in mind that you need to pay an additional amount of money for the use of the Saturday children's club (see page 2).

9. Accident Insurance

All parents who enroll their children in this After-School Children's Club have to join accident insurance for the children. It costs 800 yen per child per year and will be covered by the city of Hikone, which means no payment is necessary.

For more info, please see more details, such as the insurance coverage amount, etc.

<Accident Insurance Coverage>

	Coverage Amount	Maximum Policy Period	Policy Period
Outpatient	1,500 JPY / Per Day	Up to 180 days	From the day of an accident until the maximum of 180 days
Inpatient	4,000 JPY / Per Day		

10. How to Apply

☆If you want to apply for the After-School Children's Club, you need to prepare the following.

《① Application Form》

Please fill out the application form by referencing page 6 and 7 of this guidebook.

Be sure to write your emergency contact information.

Circle your desired period of use of the After-School Children's Club. Please refer to the schedule below.

Please note that the schedule is subject to change depending on public holidays, etc.

Schedule			
FY 2021 Winter Break	2021-12-24	to	2022-01-06
FY 2021 Spring Break	2022-03-25	to	2022-03-31
FY 2022 Spring Break	2022-04-01	to	2022-04-07
Throughout FY 2022	2022-04-01	to	2023-03-31
FY 2021 Spring Break through the End of FY 2021 School Year	2022-03-25	to	2023-03-31
Summer Break ※	2022-07-21	to	2022-08-27
FY 2022 Winter Break ※	2022-12-24	to	2023-01-07

Two separate application forms need to be filed if you want to use the service from the 2021 spring break through the end of the 2022 school year.

New 1st grade students can join the children's club only from April 1.

Make sure to your child's promoted grade when applying for the FY 2022 children's club.

※ You will be informed about its application accordingly.

《②Proof that You Cannot Watch Your Child By Day》

The following proofs are required as follows.

A. Being employed

→ **Employment Certificate (use the designated form)**

※Be sure to provide your employment status, etc. on the application form.

B. Between two months from the due date and up to four months after childbirth

→ **Mother and Child Health Recordbook (*Boshi Techo*)**

C. Having been diagnosed with a mental/physical illness.

→ **Doctor's Note or Disability/Rehabilitation Certificate**

D. Attending an elderly family member

→ **Doctor's Note or Disability/Rehabilitation Certificate or a Person Who Requires Care.**

※ If any changes in your household and family structure, address, parents, or employment, please let us know immediately.

※ If you falsify any information in your application, you will be disqualified without objection.

※ If you have any questions, please contact the Hikone Life-Long Learning Division.

11. Application Screening Process

Please note each application needs to be screened before approved. If applications exceed the capacity of each children's club, your child may be put on a waiting list.

The table below provides you with the details of our application screening criteria.

《FY 2022 Hikone After-School Children's Application Screening Criteria Table》

Guardians' Employment and Other Conditions			Score Index		
No.	Type	Details	Corporate Employee	Self-employed	
1	Employment	Corporate employee (full-time, part-time, temp-job, contract-job, etc.), Self-employed			
		Work more than five days a week and no less than four hours a day (must be six hours a day during a school break.)	10	9	
		Work more than five days a week but no more than four hours a day (under six hours a day during a school break.)	8	7	
		Work more than three days a week and no less than four hours a day (must be six hours a day during a school break.)	9	8	
		Work more than three days a week but no more than four hours a day (under six hours a day during a school break.)	7	6	
		Employment statuses other than the above	6		
2	Childbirth	Between two months from the due date and up to four months after childbirth.	9		
3	Physical/ Metal Illness	Hospitalization	Only if it's impossible to watch a child due to hospitalization.		
		Home Recuperation	Bedridden	10	
			Regular Care	8	
		Physical Disability Grade 1 or 2 or Severer than a Moderate Mental Disability		10	
		Physical Disability Grade 3 or a Mild Mental Disability		8	
		Physical Disability Grade 4		6	
4	Nursing Care	Caring for a household member with a severe disability or an elderly household member who has been bedridden.	8		
		Other reasons related to caring for someone.	6		
5	Special Cases	A house has been damaged/destroyed in fire or other disasters.	10		
		Returning to school (must be five days a week)	10		
		Single-parent household or orphan (Additional points)※3	2		
		Other special cases	6		
6	Other reasons	Depending on what grade your child is in, extra points will be given.	/		
		If you have any balance for the After-School Children's Club, your application will be turned down.			

Note ※1 We will use a lower score of either parent.

※2 Opening hours on the weekday: 1:00 p.m. - 6:30 p.m.

Opening hours on Saturdays and during the spring/summer/winter break: 7:45 a.m. - 6:30 p.m.

※3 Single-parent households will be given priority.

※4 If you are required to file your employment certificate(s), without it, your application will be denied.

※5 If there is any vacancy, we will contact a household in order of priority.

※6 To use the children's club service on Saturdays, you need to be approved.

※7 Information you provide for the children's club will be shared with other authorities.

Example

Application Form for the After-School Children's Club

Date: 2021/10/22

To Hikone Board of Education

I hereby understand and agree to the terms and conditions, and I am applying for the children's club.

Desired Children's Club	<input checked="" type="radio"/> <input type="radio"/>	Elementary School Children's Club
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Postal Code	〒 5 2 2 - 0 0 0 1
Address	Hikone Moto-machi 4-2
Hiragana	ひこね たろう
Guardian's Name	Hikone Taro ㊟
Contact No.	(0 7 4 9) 2 4 - 7 9 7 4

Saturday Use?	<input checked="" type="checkbox"/> YES · <input type="checkbox"/> NO	Reason	Because I have to work on Saturdays.
Your Desired Start Date if the Children's Club	Spring Break *New 1st graders can join only from Apr 1	<input type="checkbox"/> 1. FY 2020 Spring Break (March 25, 2021 until March 31, 2021)	
	Through FY 2021	<input type="checkbox"/> 2. FY 2021 Spring Break (April 1, 2021 until April 10, 2021)	
		<input checked="" type="checkbox"/> 3. FY 2021 (April 1 2021 until March 31 2022)	

Type	Name	Sex	Grade	Birth Date	Emergency Contact
Child's Name	Hiragana ひこね じろう	Male	FY 2021	2015/Jul/01	(Contact: Grand Father / Cell Phone) TEL 090-9999-9999
	Hikone Jiro		Grade 1		
Household Information	Hiragana ひこね たろう	Relationship	Father	1981/Dec/25	Cell Phone 090 - 7777 - 7777
	Hikone Taro				
	Hiragana ひこね はなこ	Mother	1981/Feb/02	Cell Phone 090 - 6666 - 6666	
	Hikone Hanako				
	Hikone Genta	Grade Father	1956/Nov/25	Reasons to Apply for the Children's Club Working Parents	
	Hikone Ichiro	Brother	2008/Apr/18		
※Be sure to give all household members' in			yyyy mm dd		
			yyyy mm dd		
			yyyy mm dd		

Who's Responsible for Picking Up the	Hikone Hanako	Relationship	Mother	Pick-Up Time	Around 6:00 p.m.
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Guardians' Employment Information

Father	Company's Name	〇〇 corp.	TEL	0749-11-1111
	Address	Hikone 〇〇 cho 〇〇-〇	WORKING Hours	8:30 a.m. to 5:30 p.m.
Mother	Company's Name	〇〇 corp.	TEL	0749-22-2222
	Address	Hikone 〇〇 cho 〇〇〇-〇〇	WORKING Hours	8:30 a.m. to 5:30 p.m.

Please fill in the following boxes if your child has any disabilities.

Any Disability?	<input checked="" type="checkbox"/> YES · <input type="checkbox"/> NO	Disability Name		<input type="checkbox"/> Intellectual · <input type="checkbox"/> Physical · <input checked="" type="checkbox"/> Development
Ryoiku (Special Education) Certificate	<input type="checkbox"/> A · <input checked="" type="checkbox"/> B	Disability Certificate	grade	Any special support at a daycare/kindergarten? <input type="checkbox"/> YES · <input checked="" type="checkbox"/> NO

Please write any concerns or things you want to tell us about your child in advance.

Food allergies, such as eggs and soba.

Is your household under the Livelihood Protection Law?	<input type="checkbox"/> YES · <input checked="" type="checkbox"/> NO	Single-Parent Household	Single Mother · Single Father
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Note: 1 Keep in mind that the After-School Children's Club is not a day care.

2 Be sure to submit all requires alongside this application form.

Example

Employment Certificate

Children's Club's Name	○○○ Elementary School	Child's Name	Hikone Jiro	Birth Date	2014 / Jul / 1
	After-School Children's Club				年 月 日生

※ Please have the company you work at fill out the rest below.

就	労働者氏名	彦根 太郎			
就	労働形態	1 パート 2 自営 3 内職 4 <input checked="" type="radio"/> 常勤 5 その他()			
事	業所名	○○株式会社			
上	記の所在地	所在地	彦根市○○町○○-○		
お	よび連絡先	連絡先	電話	0749 - 11 - 1111	
就	労働開始、採用年月日	平成 18 年 4 月 1 日から			
	勤務曜日	該当曜日に○をしてください	(月)・(火)・(水)・(木)・(金)・土・日・不定		
就	労働時間	曜日・時間固定	8時 30分から 17時 30分まで		8時間
<p>Please have your company fill out here.</p> <p>No need for an applicant to fill out this section.</p>					
雇	用契約より	いずれかに○・記入ください	①月(2)回程度 ②臨時的にある ③ 無		
1	週間の就労日数・時間	5 日 40 時間	1カ月の勤務日数	22 日	
<p>上記のとおり就労していることを証明します。</p> <p style="text-align: center;">令和2年 10月 16日</p> <p>事業所所在地 彦根市○○町○○-○</p> <p>事業所名 ○○株式会社</p> <p>(雇主) □□ □□□</p> <p style="text-align: center;">担当者名 △△△ △△△</p>					

I am hereby filing this employment certificate to the Hikone Board of Education to apply for the After-School Children's Club.

To Hikone Board of Education

2020 Oct/23 Applicant's Address **Hikone Osue-cho 1-38**

Name **Hikone Taro**

- ※ 1. Be sure to check whether every piece of required info is provided and all seals are properly stamped.
- 2. If even one piece of information is missing, your application cannot be processed.
- 3. Do not falsify your application information. Once we find any your application will be denied.
- 4. All household members' employment certificate are necessary including those who are 60 years old and younger.
- 5. Make sure to have the company you work for fill out the certificate regardless of your employment status.

☆A List of Hikone After-School Children's Clubs☆

As of 2021 Oct

Name of the Children's Club	Where It Is Located	Capacity	TEL
Joto Elementary School	Inside the school	80	090-8167-5488
Josei Elementary School	Inside the school	100	090-8167-5517
Jonan Elementary School	Own buidling • inside the School	180	0749-22-1027
Hirata Elementary School	Inside the school	60	090-8167-5584
Johoku Elementary School	Own buidling	100	0749-22-8078
Sawayama Elementary School	Own buidling	170	090-8167-5620
Asahinomori Elementary School	Own buidling • inside the School	150	0749-27-3954
Joyo Elelemtry School	Inside the school	60	090-8167-5569
Wakaba Elementary School	Inside the school	50	080-1443-5834
Kinjo Elementary School	Own buidling • inside the School	140	0749-22-1037
Toriimoto Elementary School	Inside the school	40	090-8167-5637
Kawase Elementary School	Own buidling	260	090-8167-5602
Kameyama Elementary School	Inside the school	40	0749-28-3905
Takamiya Elementary School	Own buidling	130	0749-22-2033
Inae Higashi Elementary School	Own buidling • inside the School	80	0749-43-5425
Inae Nishi Elementary School	Inside the school	40	090-3848-9755
Inae Kita Elementary School	Inside the school	40	090-5886-3960



FY 2022 Calender

April							May							June							July							August							September								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
○					1	2	○	1	2	3	4	5	6	7	○			1	2	3	4	○					1	2	○	1	2	3	4	5	6	○					1	2	3
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30			
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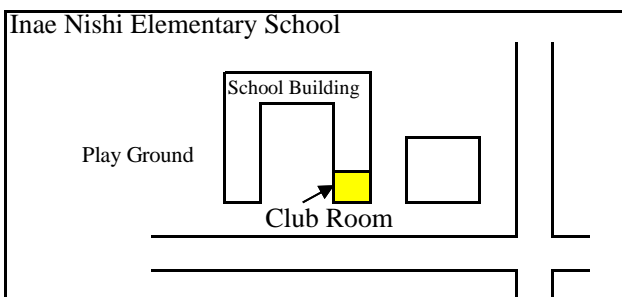
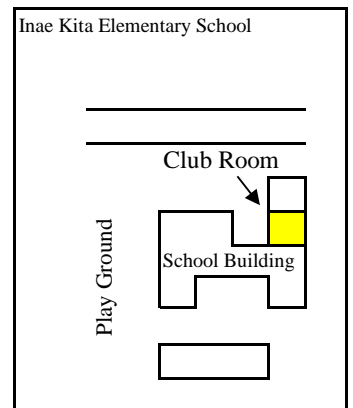
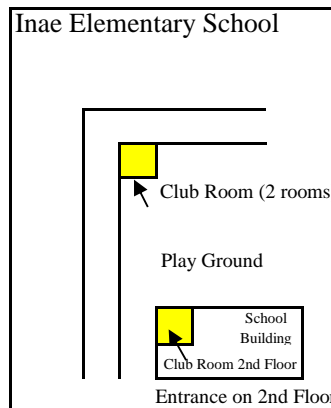
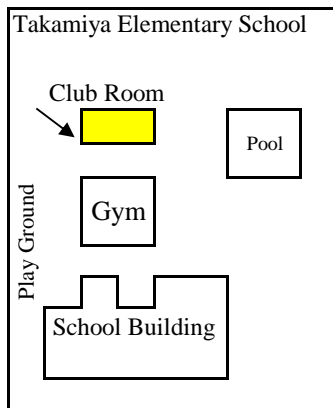
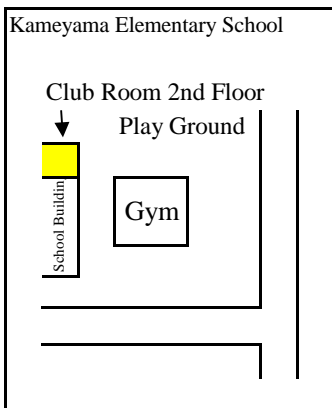
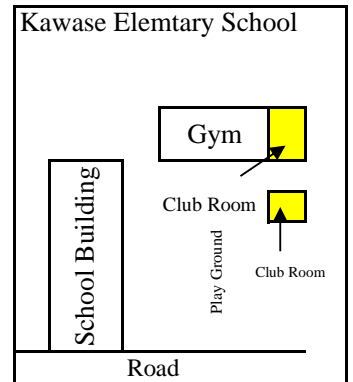
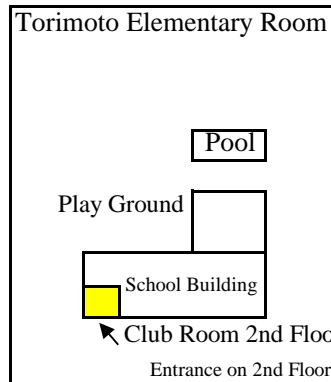
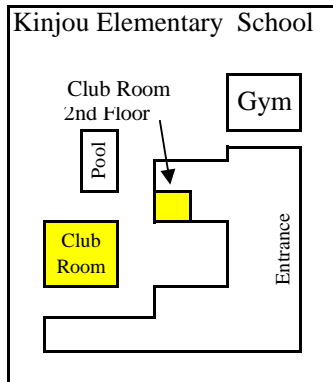
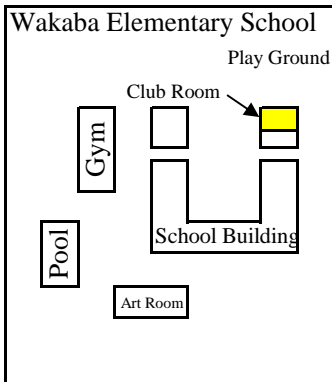
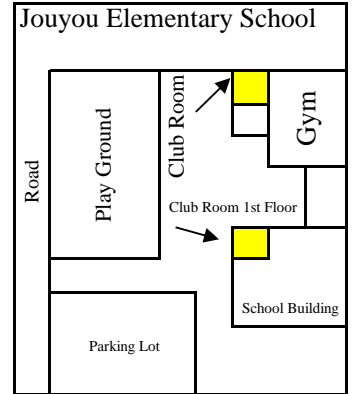
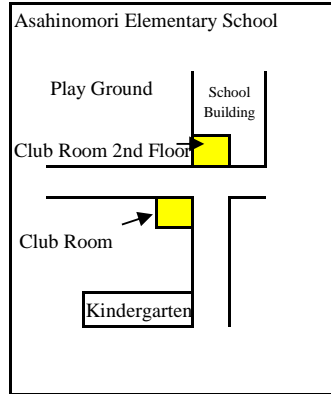
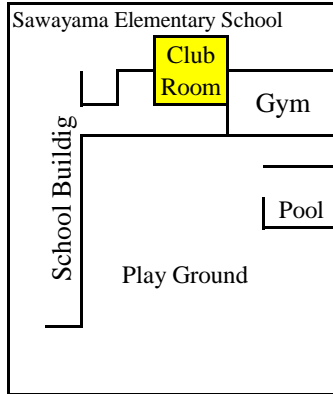
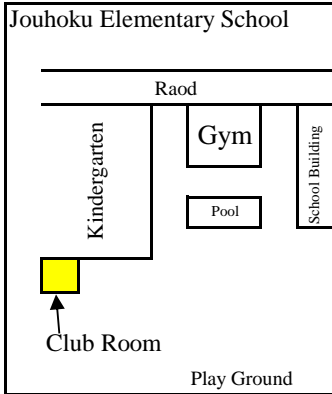
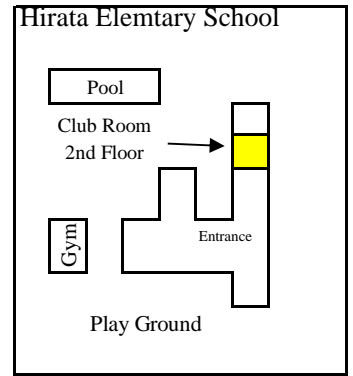
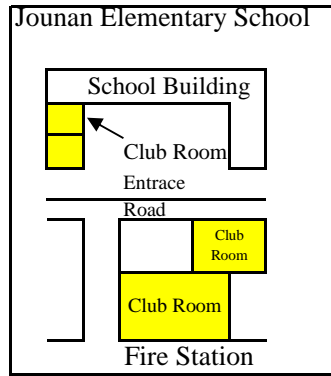
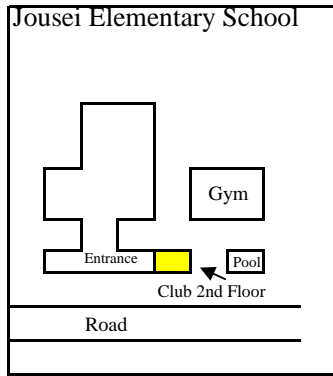
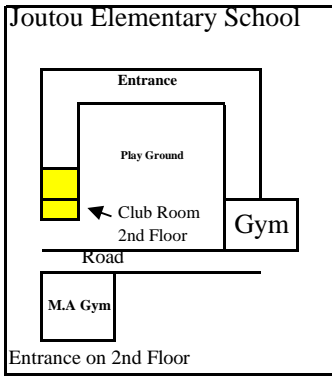
October							November							December							January							February							March									
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
○						1	○		1	2	3	4	5	○				1	2	3	○	1	2	3	4	5	6	7	○			1	2	3	4	○					1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25			
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31				
30	31																																											

○ ... Closing Day (These closing days are subject to change.)

■ ... Opening day during a school break.

Facilities for the After School Children's Club — Location Map

(As of October, 2021)



(Caution)

Saturdays are open only if there is any child who needs the After School Children's Club service. Opening hours are from 7:45 a.m. to 6:30 p.m.; however, each club will be closed once all children return home.