

# Introduction to After School Children's Club

## 1. What is the After School Children's Club?

The After School Children's Club is a place where elementary school children can be cared for primarily after school, providing support for parents or guardians who cannot supervise them at home during the day due to work or other legitimate reasons. Its primary focus is to ensure a safe environment for children and to help them grow up in a healthy social setting. The After School Children's Club has offices in each of the 17 elementary school districts across Hikone.

## 2. Eligibility Criteria

- Children who are enrolled in a public elementary school located within Hikone
- Parents/guardians under 60 years old who are unable to watch their children at home during the day due to one of the following reasons.

**[Employment]** Parents/guardians work full-time/part-time outside their residency.

\*Those who do household chores are not included.

**[Pregnancy/Childbirth]** During pregnancy and not long after giving birth.

\*Two months before and four months after giving birth.

**[Illness/Disability]** Parents/guardians have been injured or diagnosed with a mental illness or certain disease.

**[Long-Term Care]** Caring for a family member on a regular basis.

**[Disaster Recovery]** Parents/guardians need to work on their disaster recovery after an earthquake, flooding, fire, etc.

\*Other reasons considered "legitimate" by the Hikone Board of Education.

### [Important Notes]

- **If you are currently job hunting and wish to apply for the After School Children's Club service, please do so only after you have officially secured a job.** For further clarification, contact the Hikone Life-Long Learning Division.
- Applications to the After School Children's Club will not be accepted for reasons such as "to help my child acquire social skills," "lack of play space," or "my child's friends are also attending."
- Please note that the After School Children's Club is intended for the temporary supervision of children and is not equipped to care for children with special needs or health issues.
- **Applications will not be processed if there is any outstanding balance for the After School Children's Club.**

## 3. Opening Hours

- Weekdays: After school until 6:30 PM
  - Saturdays, School Closing Days, School Long Breaks (Summer, Winter, Spring): 7:45 AM until 6:30 PM
- \*DO NOT BE LATE FOR PICKING UP YOUR CHILD.

#### 4. Closing Days

- Sundays, National Holidays, New Year Holiday Period (Dec 29 through Jan 3)
- Emergency School Closure Due To An Outbreak Of A Disaster Or Infectious Disease
- When A Storm Warning Or A Special Weather Warning Is Issued And In Place At The Time Of 7:00 AM
- Other Urgent Reasons When the Afterschool Children's Club Facilities Have To Be Closed.

**(Caution) It may be closed even while children are being taken care of due to a sudden emergency.**

#### 5. A List Of After School Children's Clubs

As a general rule, your child is required to be enrolled in the After School Children's Club located in the same school district.

Name	Address (Hikone)	Tel
Joto After School Children's Club	Kyomachi Ni-chome 2-19	090-8167-5488
Josei After School Children's Club	Honmachi San-chome 3-22	090-8167-5517
Jonan After School Children's Club	Nishiima-cho 383	0749-22-1027
Hirata After School Children's Club	Hirata-cho 267	090-8167-5584
Johoku After School Children's Club	Matsubara-cho 3751-3	0749-22-8078
Sawayama After School Children's Club	Yasukiyo-cho 11-32	090-8167-5620
Asahinomori After School Children's Club	Higashi Nonami-cho 455	0749-27-3954
Joyo After School Children's Club	Kanro-cho 430	090-8167-5569
Wakaba After School Children's Club	Rendaiji-cho 180	080-1443-5834
Joto After School Children's Club	Oyabu-cho 391	0749-22-1037
Toriimoto After School Children's Club	Toriimoto-cho 1550-1	090-8167-5637
Kawase After School Children's Club	Gokurakuji-cho 118	090-8167-5602
Kameyama After School Children's Club	Katayama-cho 8	0749-28-3905
Takamiya After School Children's Club	Takamiya-cho 2447	0749-22-2033
Inae Higashi After School Children's Club	Inabe-cho 308	0749-43-5425
Inae Nishi After School Children's Club	Honjo-cho 3583	090-3848-9755
Inae Kita After School Children's Club	Shimookabe-cho 597	090-5886-3960

## 6. Afterschool Children's Club Fees

Period	2024 School Year
Throughout the School Year (except for the month of August)	8,000 JPY Monthly
Summer Vacation (during the month of August)	13,000 JPY
Spring/Winter Break	3,000 JPY for Each
Saturday (Leaving your child in the care of the Afterschool Children's Club on Saturdays only is not available.)	2,000 JPY Monthly

### [Important Notes]

- The listed cost of the After School Children's Club is per child.
- You will be charged for a full month's fee for the After School Children's Club, regardless of when you start or stop using the service within that month.
- As shown in the table above, if you would like your child to attend the After School Children's Club on Saturdays, an additional fee of 2,000 JPY will be charged on top of your monthly payment.
- If your child is enrolled in the After School Children's Club throughout the school year, winter and spring breaks will be automatically included, with no extra charges added to your monthly payment.
- A small additional fee will be collected on top of your monthly payment for snacks, educational materials, and similar items.

### [Club Fee Reduction System]

If you meet one of the following conditions, the cost of the After School Children's Club can be reduced or fully exempt.

Condition	Reduction/Exemption	Required Documents
Planning to enroll more than one child in the same After School Children's Club at the same time. (Subsequent children after the 1 <sup>st</sup> child )	Reduced by 50%	N/A  *To be eligible for the fee reduction system, your children must be enrolled in the same After School Children's Club during the same period of time.
Single-Parent Household	Reduced by 50%	A photocopy of a <i>Jido Fuyo Teate</i> certificate or a <i>Marufuku</i> certificate for a single parent
Living under the Livelihood Protection Program	Full Exemption	Livelihood Protection Program Beneficiary Certificate
Facing financial difficulty due to disaster recovery, etc.	Reduced by 50%	Disaster Victim Certificate

\* For single-parent households enrolling more than one child, a 75% reduction in the club fee is available for each subsequent child after the first.

- If there are any changes in your application for the fee reduction system, do notify Board of Education immediately.
- If you continue to benefit from the fee reduction system after becoming ineligible, you must return the total amount deducted retroactively.

### [Accident Insurance Policy]

Each After School Children's Club facility makes every effort to protect children from accidents. However, all parents and guardians are required to purchase an accident insurance policy once their children are accepted. The annual cost of this insurance is 800 yen, which will be charged separately to parents and guardians.

## 7. After School Children's Club on Saturdays

Please note that leaving your child in the care of the After School Children's Club on Saturdays only is not permitted. If you are interested in applying for the After School Children's Club service on Saturdays, please complete the application form and submit it to the After School Children's Club office. If you no longer need the After School Children's Club because you can look after your child on Saturdays, please submit a cancellation form as soon as possible.

### [What To Bring To The After School Children's Club for Saturday]

\*Be sure to get more details from the After School Children's Club itself...

- **Snacks:** Please prepare snacks for your child.
- **Lunch:** If your child stays at the After School Children's Club in the afternoon, they will need something to eat for lunch.
- **Water Bottle:** Provide a water bottle filled with water or tea for your child.
- **Stationery:** There will be designated study time set by the After School Children's Club, so please send your child with appropriate stationery.

### [Important Notes]

- You will be charged the fixed amount for the Saturday care service each month regardless of at what point in a month your child is enrolled or how many Saturdays are left in that month.
- Be sure to notify the After School Children's Club staff well in advance if your child is going to be absent.
- The After School Children's Club will be closed when no child needs care even on a Saturday.  
To check which Saturday of each month will be closed or detailed schedules, please directly get ahold of the After School Children's Club your child is enrolled in.

## 8. Dropping Off And Picking Up Your Child

In principle, parents and guardians are responsible for taking their child to and from the After School Children's Club. Children enrolled in the After School Children's Club are not permitted to return home alone. Please be aware that the closing time is 6:30 PM, so ensure you arrive on time to pick up your child. Additionally, once you have picked up your child and left the After School Children's Club, you will not be allowed to return and request that the club supervise your child again on the same day, even if it is still open.

## 9. When/Where To Apply

**Application Period for the 2025 School Year: October 1 (Tue) through 31 (Thu)**

Generally, each application should be submitted online. However, if you have difficulty filling out the online application form, please visit either the Hikone Lifelong Learning Division or the After School Children's Club office to complete the necessary paperwork in person.

If you wish to apply for the After School Children's Club during the school year, please submit your application directly to either the Hikone Lifelong Learning Division or the After School Children's Club office in person. Each application will undergo a thorough screening process, which may take a couple of weeks or longer to determine your eligibility.

The application form for the After School Children's Club is available at the Hikone Lifelong Learning Division or can be downloaded

### [Important Notes]

- If a number of applications exceed the capacity of the After School Children's Club, a priority will be given to children in lower grades.
- **If you falsify information in your application or have outstanding bills for the After School Children's Club service, your application will be rejected immediately.**
- The application period for the After School Children's Club during summer break will be set separately, and more details will be provided accordingly.

### [Required Documents]

**(1) Application Form (one per child)**

Please doublecheck whether there are any mistakes or missing information on the form before you submit it.  
For the Saturday club service, you are required to fill out the separate form.

**(2) Required Document (s) Based on Your Reason for Applying to Use the Club Service**

Reason to Apply	Requirement
Employment	City-Designated Employment Verification Certificate * Please specify the date(s) when you would like to start using the club service.
Pregnancy/Childbirth (Two months before and four months after giving birth.)	Mother and Child Handbook (called Boshi Techo in Japanese)
Illness/Disability	Doctor's Note (including details about medical treatment) or Disability Handbook
Long-Term Care (Caring for a family member on a regular basis.)	Doctor's Note of the Person Who Requires Constant Assistance or Disability Handbook
Other Reasons Considered To Be Legitimate By Hikone Board of Education	Please ask the Hikone Lifelong Learning Division about what requirements you need to submit.

\*If you can no longer meet any of the listed criteria, your eligibility to use the After School Children's Club will be terminated.

**(3) Application Form For The After School Children's Club's Saturday Service**

\*This applies to those who want to use the club's Saturday service in addition to weekdays.

**(4) Club Fee Reduction Application From**

\*Please refer to page 3 "Reduced Club Fee" for further details.

\*If any required documents, such as an employment status certificate, are missing from your application submission, your application will not be processed. Since it may take some time for your employer to issue this certificate, please allow yourself ample time before submitting your application.

\*Those who submit their applications online are not required to submit the application form in paper form.  
Only required documents based on the reason to apply for the Afterschool Children's Club need to be submitted.

**10. Cautions**

- If you continue to fail to pay your After School Children's Club service on time, your eligibility will be terminated.
- Should you need more clarifications, please contact the division specified below.

**Contact Info**

Hikone Board of Education, Lifelong Learning Division (Hikone City Hall, 3F) TEL: 0749-24-7974

