

# Introduction to the After-School Children's Club (After-School Childcare Service)

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

The After-School Children's Club is a childcare service that provides a safe place for elementary school children, primarily after school. This service is intended for parents and guardians who are unable to supervise their children at home during the day due to work or other legitimate reasons.

Its main focus is to ensure a safe environment and support children's growth 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 must be enrolled in a public elementary school within Hikone.
- Parents/guardians under 60 years old who are unable to supervise their children at home during the day due to one of the following reasons:

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

\*Household chores alone do not qualify.

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

\*Eligibility period: two months before and four months after childbirth.

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

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

**[Disaster Recovery]** Parents/guardians need to work on disaster recovery after events such as earthquakes, floods, fires, etc.

\*Other reasons may be 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 will not be accepted for reasons such as "to help my child acquire social skills," "lack of play space," or "because my child's friends are attending."
- Please note that the After-School Children's Club is intended for 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 (regular school days): 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.**

\*After 6:30 PM, all After-School Children's Club facilities close. If you are unable to pick up your child, please arrange an alternative plan with your family in advance. You may also be able to use the pick-up service offered by the Hikone Family Support Center. For more details, please contact the relevant division listed on the last page of this leaflet.

#### 4. Closing Days

- Sundays, national holidays, and the New Year holiday period (December 29 through January 3)
- Emergency school closures due to disasters or infectious disease outbreaks
- When a storm warning or special weather warning is in effect at 7:00 a.m.
- Other urgent reasons requiring the After-School Children's Club to close

**(Caution) The facility may be closed even while children are in care due to a sudden emergency.**

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

As a general rule, your child must 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	0749-26-5033
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	090-5010-4439
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	Amount
Throughout the School Year (except for August)	8,000 JPY Monthly
Summer Vacation (during August)	13,000 JPY
Spring/Winter Break	3,000 JPY for Each
Saturdays (The After-School Children's Club does <b>not</b> provide care on Saturdays <b>only</b> .)	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, 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 on Saturdays, an additional fee of 2,000 JPY will be charged on top of your monthly payment.
- If your child is enrolled throughout the school year, winter and spring breaks are automatically included, with no extra charges added.
- 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. (from the 2nd child onward)	Reduced by 50%	N/A  To qualify for the fee reduction, your children must be enrolled in the same After School Children's Club during the same period.
Single-Parent Household	Reduced by 50%	• Fee Reduction Application Form • 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	• Fee Reduction Application Form • Livelihood Protection Program Certificate
Facing financial difficulty due to disaster recovery, etc.	Reduced by 50%	• Fee Reduction Application Form • Disaster Victim Certificate

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

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

### [Accident Insurance Policy]

Each After-School Children's Club facility takes 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.

## **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 wish to use the After-School Children's Club on Saturdays, please complete the application form and submit it to the club office. If you no longer require Saturday care because you can look after your child yourself, please submit a cancellation form as soon as possible.

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

Be sure to check with the After-School Children's Club for more details.

- Snacks: Please provide snacks for your child.
- Lunch: If your child stays at the club in the afternoon, they will need lunch.
- Water Bottle: Bring a water bottle filled with water or tea.
- Stationery: There will be designated study time, so please send your child with appropriate stationery.

### **[Important Notes]**

- You will be charged the fixed monthly fee for Saturday care, regardless of when your child enrolls or how many Saturdays remain in the month.
- Please notify the After-School Children's Club staff well in advance if your child will be absent.
- The After-School Children's Club will be closed on Saturdays when no children require care.

To check which Saturdays are closed or to view detailed schedules, please contact the After-School Children's Club your child is enrolled in directly.

## **8. Dropping Off And Picking Up Your Child**

In principle, parents and guardians are responsible for bringing their child to and from the After-School Children's Club. Children are not permitted to go home alone. Please note that the club closes at 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 club, you cannot return on the same day and request the club supervise your child again, even if it is still open.

## 9. When/Where To Apply

### Application Period for the 2026 School Year: October 1 (Wed) through 31 (Fri)

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 double-check that all information is correct and complete before submitting the form.

For the Saturday club service, a separate form must be completed.

#### (2) Required Documents 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 or dates when you would like to start using the service. *If you are self-employed, you must submit proof of self-employment, such as a business registration certificate.
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 the weekday service.

### **(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 applied for this after-school childcare service online are not required to submit the application form in paper format. Please submit other required documents and, if necessary, the application form for a service fee reduction.

## **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 Information**

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