


For Parents Who Want to use the *Hokago Kodomo Kyoshitsu* (After School Program)

Education Administration Division, Shizuoka City Board of Education



What is the Shizuoka City *Hokago Kodomo Kyoshitsu*?

It is a social education program that uses the school facilities to provide a safe place for children after school.



Nurturing children's sense of autonomy, community, and creativity through free play, self-study, interesting activities, and interaction with both members of the local community and children from other grades.



The program is run with help from members of the community. The aim is to create an environment where everyone in the community helps to raise children.



1

Organizer and Operating bodies:

Organizer
Shizuoka City Board of Education

Operating Bodies
Executive committees made up of parents and community members from each school zone.

2

Participation:

〈Eligible children〉

· **All students attending Elementary schools that have this program (Grade 1 -6)**

*Enrollment is necessary.

*There is no limit on the number of members and children can participate regardless of their parents' work status.

*Some schools may limit the grades that can attend due to facility restraints, countermeasures for infectious diseases, etc.

〈Children who cannot attend〉

· Children who haven't been enrolled

· Children who have already gone home once after school

· Children who are unwell, have a person close to them with an infectious disease, or other situations that call for infectious disease countermeasures.

· Children whose behavior interferes with the safety of others, are unable to obey the instructions of the staff, etc.



3

Days and Time:

· On school days, as determined by each executive committee.

· From the end of lessons until the final leaving time determined by each school.

* For detailed times, dates and contents of activities, see the newsletter, etc. of your child's *Hokago Kodomo Kyoshitsu*.

4

Fees:

Generally free. *Fees for craft supplies and insurance fees may be necessary.

5

Insurance

· In general, PTA activity insurance, or the insurance plan of each *Hokago Kodomo Kyoshitsu* will be applied. Insurance coverage differs by school, so please confirm with your school. Those seeking additional coverage must please enroll in an insurance plan individually.

· Injuries incurred outside of *Hokago Kodomo Kyoshitsu* activities or through deliberate, seriously dangerous behavior, etc. are not covered.

How to Enroll

In order to attend, it is **necessary to enroll beforehand**. Please submit the enrollment form through your child's school at the beginning of each school year.

Enrollment Procedure.

1. Enrollment forms will be distributed through your child's school at the beginning of each school year
2. Please fill in the necessary information and submit the form to your school.
3. The form will be kept at the Shizuoka City Board of Education for one year.

- * For emergency contacts, please write **numbers where the people can actually be contacted** in an emergency.
- ◆ It is possible to enroll part way through the school year. Please contact the *Hokago Kodomo Kyoshitsu* at your child's school.

Responding in an Emergency / When a Child is Injured.

1

Injury, Poor Health, Underlying Conditions, Previous Illnesses

- Every precaution will be taken to ensure the safety of the children. However, in the event of injury or sudden illness during the activities, we ask parents to come and collect your child.
- Depending on the extent of the injury/illness, parents may be contacted after the child has been taken to hospital.
 - *For emergency contacts, please include a number where the person can actually be contacted in an emergency, such as a cellphone number, or work number.
 - ***Staff at Hokago Kodomo Kyoshitsu are not able to give medical treatment (including administering medication)**. Parents of children with underlying conditions or previous illnesses must please keep this in mind when enrolling and allowing your child to attend.
 - *There is no resting area at **Hokago Kodomo Kyoshitsu**

2

When visiting a healthcare facility for injuries sustained at **Hokago Kodomo Kyoshitsu**

- ◆ As *Hokago Kodomo Kyoshitsu* activities do not fall under school administration, treatment for injuries sustained during these activities qualifies for benefits under the "Shizuoka Shi Kodomo Iryohi Josei Seido" (Shizuoka City Children's Medical Fees Subsidy System). In the unlikely event of a hospital visit, please use your "**Kodomo Iryo Jukyūsha Sho**" (Child Medical Treatment Recipient Card).
- ◆ In addition to the above, parents wanting to use the designated insurance for *Hokago Kodomo Kyoshitsu* should contact the *Hokago Kodomo Kyoshitsu* at their child's school. Children who have **completed the enrollment procedure and are participating on the day in question after "signing in" are eligible for coverage** under the designated insurance for *Hokago Kodomo Kyoshitsu*.

3

Response in emergencies such as disaster warnings, etc.

- The procedure for children leaving school in the event of natural disasters such as typhoons, earthquakes, etc. will be based on the emergency guidelines set out by each school.
- Children from classes or grades that have been temporarily closed due to infectious diseases, etc. may not participate. Also, please note that, depending on the situation, activities may be cancelled altogether.

Procedure When Attending

If your child has been enrolled, they are free to attend on any of the activity days.

When attending, **always make sure to go through the “sign-in” procedure** run by the school.

【Let's Take Part in *Hokago Kodomo Kyoshitsu* Activities!】



〈Before Attending〉

Talk to your parents beforehand and decide if you will attend on a given day, and at what time you will come home.

Some *Hokago Kodomo Kyoshitsu* require an “attendance card”, etc.

〈When Attending〉

- ① After final greetings in the classroom, come with your school bag to the *Hokago Kodomo Kyoshitsu*. **Jido* Club members should listen to the instructions of the *Jido* Club Supporter.
- ② **Greet** and **“sign in”**. The “sign-in” procedure is different for each school. Listen to the staff.
- ③ Pack your schoolbag away and enjoy the activities with your friends.

〈When it's Time to Go Home〉

- ① Talk to the staff and **“sign out”**.
- ② Make sure you have all your belongings, **greet the staff**, and head home.

Requests When Attending

- This program does not provide tutoring or guidance to students.
- This program is made possible through the support of community staff members. Please greet the staff and talk to them in a way that shows your gratitude.
- Please tell your child to behave in a way that doesn't interfere with other children's enjoyment of the activities.
- The staff are not able to give messages or instructions to children regarding the time to go home. Please decide these details clearly with your family before you attend.

Let's all follow the rules and enjoy the Hokago Kodomo Kyoshitsu together!



Inquiries:

Social Education Section, Education Administration Division, Shizuoka City Board of Education

TEL:054-354-2524 FAX:054-354-2472

How to Fill In the Enrollment Form.

In the past, children who are not enrolled have shown up to the *Hokago Kodomo Kyoshitsu* because they were “invited by a friend”. For this reason we recommend that all students enroll at the beginning of the school year. If you enroll once, you are free to attend at any time during the year. All enrollment forms are kept together by the Board of Education and emergency contact information is provided to the *Hokago Kodomo Kyoshitsu* staff in the event of an emergency.

SAMPLE

Shizuoka City *Hokago Kodomo Kyoshitsu* (After School Program) Enrollment Form 静岡市放課後子ども教室加入申込書

Date: YYYY年 MM月 DD日

To the Superintendent of Education for the City of Shizuoka / (宛先) 静岡市教育長

Please write the date of submission.

I would like to enroll the below child in the *Hokago Kodomo Kyoshitsu*, and submit this form for program. 1次の児童を放課後子ども教室に参加させたいため、放課後子ども教室の趣旨を理解の上、次のとおり提出します。

furigana Child's name 申込児童氏名	Please submit 1 enrollment form per child.		Grade, Class, Class number 学年・組・番号	Grade: ()年 Class: ()組 Class number: ()番
	Date of Birth 生年月日 YYYY年MM月DD日			
Address 住所	Shizuoka City / 静岡市 _____ Ward / 区		Please enter a phone number where you can be contacted after school hours.	
Parent's Name 保護者氏名			Tel - -	
Emergency Contact 1 (Name) 緊急連絡先①	Relationship 続柄	Please enter a second phone number if necessary.		Daytime Contact ① - - Number/s 日中連絡 ② - -
Emergency Contact 2 (Name) 緊急連絡先②	Relationship 続柄			Daytime Contact ① - - Number/s 日中連絡 ② - -
Emergency Contact 3 (Name) 緊急連絡先③	Relationship 続柄			Daytime Contact ① - - Number/s 日中連絡 ② - -

Important / 注意事項

1. Make sure to submit this enrollment form if your child is likely to attend even once during the year, as we need to know their emergency contacts and insurance situation.
2. Please obey the instructions of staff when attending the *Hokago Kodomo Kyoshitsu*.
3. Enrolled students may attend freely, but please make sure that both child and parent know which days the child will be attending the *Hokago Kodomo Kyoshitsu*.
4. Depending on the contents of the activity, you may be required to pay the related costs.
5. In principle, designated accident insurance for *Hokago Kodomo Kyoshitsu* is available. Regarding insurance, please fill in the back of this form. **(Excluding schools that apply PTA Insurance)**
6. For emergency contact numbers, fill in a number where the person can be contacted in an emergency (natural disaster, injury, illness, etc.).

The back of the enrollment form contains confirmation regarding accident insurance. If your school's *Hokago Kodomo Kyoshitsu* applies PTA insurance, the back of the form will be blank.

Number of Children 児童数

Date: YYYY MM DD
年 月 日

To parents at schools with Hokago Kodomo Kyoshitsu (After School Program)

放課後子ども教室開設校
保護者様

Education Administration Division, Education Bureau

Board of Education Secretariat, City of Shizuoka

静岡市教育委員会事務局
教育局教育総務課

Regarding Applications for *Hokago Kodomo Kyoshitsu* (After School Program) FY2022

令和4年度「放課後子ども教室加入申込書」について

As we enter the submission period for “*Hokago Kodomo Kyoshitsu* Enrollment Forms”, please allow us to guide you with regards to enrollment. Shizuoka City *Hokago Kodomo Kyoshitsu* is a social education program that uses school facilities to provide a place where children can safely participate in after-school activities. Those who submit an “Enrollment Form” to the Board of Education at the beginning of the year, are free to take part whenever there are activities throughout the year, generally free of charge. Please confirm the details on the accompanying sheet, entitled “For Parents Who Want to Use the *Hokago Kodomo Kyoshitsu* (After School Program)”, fill out the necessary information on the accompanying form, and submit it.

*Please submit to the teacher in charge of your child’s class by MM, DD(日) (____day).

※ 月 日 () までに学級担任へ提出してください。

Social Education Section

Education Administration Division, Education Bureau

Board of Education Secretariat, City of Shizuoka

054 - 354 - 2524

静岡市教育委員会事務局

教育局教育総務課

社会教育係

Shizuoka City *Hokago Kodomo Kyoshitsu* (After School Program) Enrollment Form

静岡市放課後子ども教室加入申込書

Date: YYYY^{ねん}年 MM^{がつ}月 DD^{にち}日

To the Superintendent of Education for the City of Shizuoka / (宛先) 静岡市教育長

I would like to enroll the below child in the *Hokago Kodomo Kyoshitsu*, and submit this form having understood the intent and purpose of the program.

次の児童を放課後子ども教室に参加させたいため、放課後子ども教室の趣旨を理解の上、次のとおり提出します。

furigana				Grade, Class,	Grade: ()年
Child's name 申請児童氏名				Class number 学年・組・番号	Class: ()組
				Date of Birth 生年月日	Student number: ()番
Address 住所	〒 - Shizuoka City / 静岡市 _____ Ward / 区 _____				
Parent's Name 保護者氏名				Tel	- -
Emergency Contact 1 (Name) 緊急連絡先①		Relationship 続柄		Daytime Contact	(Cell 携 / Home 自 / Work 職) ① - -
				Number/s 日中連絡	(Cell 携 / Home 自 / Work 職) ② - -
Emergency Contact 2 (Name) 緊急連絡先②		Relationship 続柄		Daytime Contact	(Cell 携 / Home 自 / Work 職) ① - -
				Number/s 日中連絡	(Cell 携 / Home 自 / Work 職) ② - -
Emergency Contact 3 (Name) 緊急連絡先③		Relationship 続柄		Daytime Contact	(Cell 携 / Home 自 / Work 職) ① - -
				Number/s 日中連絡	(Cell 携 / Home 自 / Work 職) ② - -

Important / 注意事項

1. Make sure to submit this enrollment form if your child is likely to attend even once during the year, as we need to know their emergency contacts and insurance situation.
2. Please obey the instructions of staff when attending the *Hokago Kodomo Kyoshitsu*.
3. Enrolled students may attend freely, but please make sure that both child and parent know which days the child will be attending the *Hokago Kodomo Kyoshitsu*.
4. Depending on the contents of the activity, you may be required to pay the related costs.
5. In principle, designated accident insurance for *Hokago Kodomo Kyoshitsu* is available. Regarding insurance, please fill in the back of this form. **(Excluding schools that apply PTA Insurance)**
6. For emergency contact numbers, fill in a number where the person can be contacted in an emergency (natural disaster, injury, illness, etc.).

(Back /裏)

Regarding accident insurance /傷害保険について

Tick the box that applies:

I will enroll in the designated accident insurance for *Hokago Kodomo Kyoshitsu* (I understand that I must bear the cost myself). /放課後子ども教室で指定した傷害保険に加入する。※実費負担があります。

→Go to ①

I will use my current accident insurance or enroll in a different accident insurance plan. /自身で既に加入している傷害保険又は新たに加入する他の傷害保険の適用を受ける。

I will not enroll in accident insurance /傷害保険に加入しない。 → Go to ②

① If you have chosen to enroll in the designated accident insurance for *Hokago Kodomo Kyoshitsu*, please attach a copy of the bank transfer receipt. /放課後子ども教室のための指定された傷害保険に加入する場合は、振込控の写しを添付してください。

(attach copy of bank transfer receipt here /振込控貼付欄)

② If you will not enroll in accident insurance, please sign the following oath:

傷害保険に加入しない場合は、次の誓約書に署名してください。

Written Oath /誓約書

Date: YYYY年 MM月 DD日

To the Superintendent of Education for the City of Shizuoka / (宛先) 静岡市教育長

(Signature /署名)

Parent's Name /保護者氏名

In enrolling my child in the *Hokago Kodomo Kyoshitsu* (After School Program) I pledge to adhere to the following:

私は、放課後子ども教室に子どもを参加させるに当たり、次の事項を遵守することを誓約いたします。

1. I do not require accident insurance and, as such, in the event of an accident during *Hokago Kodomo Kyoshitsu* activities, I will not demand compensation based on the designated accident insurance. /傷害保険の適用を必要としないため、放課後子ども教室活動中に事故があった場合、指定された傷害保険に基づく補償は求めないこと。
2. As the *Hokago Kodomo Kyoshitsu* does not fall under school administration, I will not demand compensation based on accident insurance for school life. /放課後子ども教室中は学校の管理下でないため、学校生活で使用している傷害保険に基づく補償を求めないこと。