

## Guide to the Shizuoka City After-School Kids' Club for FY2025

- If you wish to enroll, please submit your application to the desired kids' club by the specified deadline.
- **Enrollment for April 2025 begins on Tuesday 1 October 2024.**

### Enrollment Period and Deadlines:

Desired Enrollment Month	Application Deadline	Notification of Selection Results
April Enrollment	Initial selections: By <u>Thursday 31 October 2024</u> Secondary selections: By <u>Friday 31 January 2025</u>	Initial selections: From late January 2025 Secondary selections: From late February 2025
May, June, and September to March Enrollment	<u>By the end of the month two months prior to the desired month of enrollment</u> (If the deadline falls on a closed day, submit by the last open day of that month)	From the middle of the month prior to the desired enrollment month
July and August Enrollment (including summer admission)	Initial selections: By <u>Wednesday 30 April 2025</u> Secondary selections: By <u>Friday 30 May 2025</u> (Secondary selections are for enrollment from <u>1 August 2025</u> )	Initial selections: From mid-June 2025 Secondary selections: From mid-July 2025

### Please Note:

- **Applications submitted after the deadline will not be accepted, and you may need to change your desired month of enrollment.**
- **Priority is given to initial selection applicants for April and July/August enrollment.**
- Enrollment is generally on the 1st day of each month (excluding summer admission).
- If the number of applicants exceeds capacity, enrollment may not be available for the desired month.

### Please Read Carefully Before Applying

- Parents/guardians who wish to enroll their child in the after-school kids' club must review both this guide and the information on the city website: "Before Applying for FY2025 After-School Kids' Club Enrollment." <https://www.city.shizuoka.lg.jp/p008921.html>
- Incomplete documents will result in the application being void and enrollment in the desired month will not be possible. Please ensure all required documents are submitted without missing attachments or details.
- Submitted documents will not be returned, so please make copies before submission as needed.
- If you have unpaid usage fees (including for siblings) or cannot comply with club rules, you may not be allowed to use the service.
- Personal information provided in the application will only be used for managing the operation of the kids' club and for no other purposes.



## 1. What is an After-School Kids' Club?

The after-school kids' club is a service where support staff care for and guide elementary school children whose parents/guardians are not at home during the day due to work, etc. Through play and other activities, the club aims to enhance children's independence, creativity, and social skills while ensuring their safety and sound development.

## 2. Open Days:

- The club operates from 1 April 2025 to 31 March 2026, from Monday to Saturday, except for national holidays and the year-end/New Year holidays (29 December to 3 January).

**Note:** For details about Saturday operations, please refer to the "Changes to FY2025 After-School Kids' Club Services" document.

## 3. Open Hours:

- **On School Days:** From after school until 6:00 PM (with an extension available until 7:00 PM)
- **On Non-School Days (summer, winter, spring vacations, etc.):** From 8:00 AM to 6:00 PM (with an extension available until 7:00 PM)

**Note:** Operation hours may change or the club may be closed in case of a disaster or if deemed necessary for the safety of the children.

## 4. Eligible Children (Households):

- **Primary Eligibility:** Children in 1<sup>st</sup> to 6<sup>th</sup> grade of elementary school whose parents/guardians are not at home after school due to work, etc.

**Note:** Parents/guardians seeking employment or on maternity/childcare leave cannot use the service.

- **Other Eligible Children:** When enrollment is deemed necessary for a child's safety and sound development
  1. Children whose parents/guardians are undergoing medical treatment.
  2. Children whose parents/guardians are caring for grandparents or others.
  3. Children whose parents/guardians are attending school.
  4. Children whose parents/guardians are in vocational training.
  5. Children whose mothers are in the pre/post-natal period.
  6. Other cases where the need for care is recognized for the child's well-being.

**Note:** Children who have changed schools based on the "empty home" criteria cannot use the after-school kids' club.

## 5. Application Process:

- **Available Clubs:** For details, please refer to the "List of After-School Kids' clubs" on the city website.
  1. The kids' club located at the school your child attends.
  2. Kids' clubs located outside the school grounds.

For those planning to take the entrance exam for Shizuoka University Elementary School and who need to change clubs based on the exam results, contact the Youth Affairs Division by Thursday 23 January 2025.

**Note:** This does not guarantee admission, and late applications will be subject to secondary selections.

- **Required Documents:** Please submit one set of the following documents per child applying for enrollment, along with any other applicable documents. For siblings applying at the same time, copies of documents ④ to ⑨ are acceptable.
  1. After-School Children's Club Enrollment Application Form
  2. After-School Children's Club Enrollment Application Checklist
  3. After-School Children's Club Child Information Form

- **Additional Documents (if relevant):**

4. <b>Employment Certificate</b>	<b>Required for all working (or scheduled to start working) guardians and co-residents. (Also required for any guardians living separately due to work, such as those on long-term assignments.)</b>
5. <b>Enrollment Certificate (copy acceptable) or Student ID (copy)</b> Along with documentation showing enrollment period, class schedule, and number of school days.	Required for all guardians and co-residents attending (or scheduled to start attending) school. (excluding the child and their siblings).
6. <b>Medical Certificate (copy acceptable)</b> If the certificate indicates a specific treatment period, a new certificate must be submitted upon expiration.	For those undergoing medical treatment.
7. <b>Nursing Care Insurance Card (copy)</b>	For those who have received recognition of required nursing care.
8. <b>Disability Certificate (copy)</b>	For those who have been issued a disability certificate.
9. <b>Maternal and Child Health Handbook (copy of cover and page showing expected delivery date)</b>	For those applying for use during the pre- or postnatal period.

Please fill out all forms in black ballpoint pen. Forms filled out in pencil, erasable pens, or mechanical pencils will not be accepted. Application forms can also be downloaded from the city website.

- **Submission Location:**

Submit the application to the kid's club you wish your child to enroll in.

**Note:** Applications will not be accepted at Ward Offices, the Kambara Branch Office, or children's centers.

## 6. Decision on Admission:

- Admission is determined by a comprehensive review of the application and the status of the desired kids' club. Therefore, **submitting an application does not guarantee enrollment.**
- If admission is denied, the eligibility for enrollment is not lost. If vacancies arise in the desired club during the enrollment period, the applicant may be reconsidered for admission even mid-year. Please submit a "Withdrawal Notice" if the need for enrollment is no longer necessary. Once approved, fees will apply from the start of the approved enrollment period.

## 7. Usage Fees:

Fees as of 1 April 2024, are as follows (subject to change for FY2025).

Details will be provided once the new fees are determined.

### Basic Fees:

Area	Regular Months	August	March	Summer Vacation Period
Aoi Ward, Suruga Ward, Kambara Higashi and Yui Districts	9,500 JPY	14,000 JPY	12,000 JPY	17,400 JPY
Shimizu Ward (excluding Kambara Higashi and Yui Districts)	7,500 JPY	12,000 JPY	10,000 JPY	14,600 JPY

**Notes:**

- Reduced fees may apply for households with siblings using the service simultaneously or for those receiving public assistance.
- The fee applies to all children registered.
- The fee is determined based on the household status as of the 1st day of the enrollment month.
- Fees may change mid-year based on changes in household circumstances.
- No refunds or pro-rata adjustments will be made for mid-month withdrawals or days not attended.
- The fee applies even if the child does not attend on any day during the month.

**Extended Hour Fees:**

- For those using the club past 6:00 PM: 100 JPY per day (up to a maximum of 1,000 JPY per month).

**Note:** Fees are based on the actual usage per month.

**Payment Method:**

- Payment is primarily by direct debit. [For more details, visit the city website.](#)

**8. Contact Information:**

- **Youth Affairs Division (Kids' Club Section), Youth Affairs Bureau, Shizuoka City Hall**  
Address: 6-8 Asahi-cho, Shimizu-ku, Shizuoka City, (9<sup>th</sup> floor, City Hall Shimizu Office)  
Phone: 054-354-2604  
Fax: 054-352-7731
- **Each Kids' Club:**  
Refer to the "List of After-School Kids' Clubs" on the city website.