



FY 2024: ADMISSION GUIDE FOR PUBLIC AFTER-SCHOOL CHILDREN'S CLUB (JIDO CLUB)

After-School Childcare Section of the Childcare Program Division
Phone: 029-883-1111 (extension1510-1512)

Provisional Translation

To promote the sound growth of children, Tsukuba City provides places to play and spend time after school for children whose parents/guardians are not at home during the day due to work or for other reasons.

Application for children's club admission in April 2024

Applications are accepted for public children's clubs operated by Tsukuba City (including those managed by childcare service providers designated by the City) as follows.

A new application is required every school year. Even if your child currently goes to an after-school children's club, you need to apply again for your child to stay in the same club.

(Fees, application period and procedures for private children's clubs vary depending on each facility, so please contact respective facility directly.)

◎ When to apply

Friday, December 8, 2023 – Wednesday, January 17, 2024

- Admission is NOT on a first-come-first-served basis.
- Incomplete documents will not be processed as a general rule. Please make sure that there are no missing documents and that all required fields are filled in correctly before you submit. Also allow enough time to submit your application.

◎ How to apply

• Online application (available on your computer or smartphone)

Scan the QR code on the right or go to the official website of Tsukuba City and click on the link which says 令和6年度放課後児童室(児童クラブ)入会申請 (FY2024 Application for After-School Children's Club) under the section of Online Application and Notification (電子申請・届出).

Online applications are accepted 24 hours a day.

Note: Please note that there may be system outages due to maintenance.



• In-person application

(Not accepted on Saturdays, Sundays, national holidays and from December 29 to January 3.)

● Where to apply

Applications are accepted at each children's center or children's club.

Note: Some children's clubs accept applications at a different location. Please find the details in page 6.

● When to apply

① Children's center and children's club: 8:30 am - closing time of each facility

② Children's Club at Shuho Tsukuba, Gakuen no Mori, Midorino Gakuen, Katsuragi Elementary School, Kenkyu Gakuen Elementary School, and Katoridai Elementary School: 10:00 am – 7:00 pm

③ Children's Club at Midorino Minami Elementary School (tentative name)

Applications accepted at the Childcare Program Division in the City Hall: 8:45 am – 4:30 pm

1. Application details

To apply for an after-school children’s club, you must meet the following requirements of ① and ② below.

- ① Your child is in an elementary school, or in the 1st to the 6th grade of compulsory education school or special education school, and is capable of adapting to a group setting.
- ② No adult in your household can look after your child after school due to one of the following reasons.

Reasons	Details	Required documents (Proof of being unable to look after your child during the day)
Work *1	You work in a place other than your home.	<input type="checkbox"/> Certificate of Employment (<i>shuro shomeisho</i>) Note: If you work in shift or under a discretionary work scheme, you must also provide your shift schedule.
	You are self-employed or work for family business.	<input type="checkbox"/> Certificate of Employment (<i>shuro shomeisho</i>) Note: If you work for family business, tick the relevant option saying “engaged in family business”. Plus, a copy of one of the documents (latest version) below. <input type="checkbox"/> Notification of starting a business (<i>kaigyō todoke</i>) <input type="checkbox"/> Page 1 and 2 of the income tax return form (<i>kakutei shinkokusho</i>) <input type="checkbox"/> Municipal tax return form
	You work at home and cannot look after your child (housework excluded).	<input type="checkbox"/> Certificate of doing piece work at home (<i>naishoku shomeisho</i>) Note: If you or your family is going to issue the certificate for you, the signature of a third person is required.
Childbirth *2	You are on a maternity leave.	<input type="checkbox"/> Copy of your Maternal and Child Health Handbook (Page showing the parents’ names and due date.)
Illness or disability *3	You have an illness, mental disability or physical disability.	One of the following documents: <input type="checkbox"/> Medical certificate <input type="checkbox"/> Copy of Physical Disability Certificate, Education and Support Certificate (<i>ryoiku techo</i>), Mental Disability Certificate, or Disability Pension Book
Caring for someone with illness or disability *3	You care for someone who has an illness, physical disability and/or mental disability for a long period of time.	<input type="checkbox"/> Form to explain how you are caring for the person who needs support (<i>kangoto jokyo shinkokusho</i>) Plus, one of the following documents: <input type="checkbox"/> Medical certificate (Nursing care) <input type="checkbox"/> Copy of Disability certificate <input type="checkbox"/> Copy of Nursing care insurance card
Student	You study in a place other than your home (training at a vocational school included).	<input type="checkbox"/> Certificate of Enrollment (<i>zaigaku shomeisho</i>) <input type="checkbox"/> Curriculum

*1 You must meet the following conditions of A and B.

- A. You work at least 48 hours per month (at least 4 hours per day and 12 days per month), some of which overlap with after-school hours.**
- B. On days your child goes to a children’s club, you work at least one hour between the time your child finishes school and the time the children’s club closes.**

*2 Under the reason of childbirth, **your child will be accepted at an after-school children’s club starting from 6 weeks (10 weeks for twins or multiples) prior to your due date to the end of a month in which your newborn turns 8 weeks old.** (You will not be able to send your child to an after-school children’s club while you are on a parental leave.) If you wish your child to continue to go to the club after your maternity leave ends, you need to provide a proof of being unable to look after your child during the day to the club.

(i.e.) If your due date is August 21, 2024, your child will be accepted at an after-school children’s club from July 10 (6 weeks prior to your due date) to October 31 (the end of the month in which your newborn turns 8 weeks old which will be October 17)

*3 **Your child will be accepted at an after-school children’s club for a period indicated in the certificate. If you wish to extend the period, because you need to care for the person longer, you need to provide an updated certificate with new period before the original period expires.**

Please note that due to the limited number of places available at after-school children’s clubs, we will take all factors into consideration, such as the children’s school years and the parents/guardians’ work situation before offering a place. We ask for your kind understanding.

2. Required documents

Incomplete documents will not be processed as a general rule. If you cannot provide required documents within the deadline, please contact the after-school children's club you will apply for (see page 6). Please also note that if there is any missing information, we may ask you to provide the document again. **We kindly ask you to check that there are no mistakes or missing information before you submit.**

● Required documents for all applications

- ① Application Form for After-school Children's Club (*hokago jidoshitsu riyokuyoka shinseisho* 放課後児童室利用許可申請書)
- ② Child Health Questionnaire (*jido kenko jotaito chosahyo* 児童健康状態等調査票)
- ③ Questionnaire on Family Circumstances (*katei jokyo chosho* 家庭状況調書)
- ④ Childcare Questionnaire (*jido jokyo chosahyo* 児童状況調査票)
- ⑤ Check Sheet for Application and Admission (*nyukai shinsei oyobi riyoni kansuru check sheet* 入会申請及び利用に関するチェックシート)
- ⑥ Proof of not being able to look after your child during the day (See page 2)

- **You need to provide the proof about you, your spouse and your parents (child's grandparents) aged under 65 as of April 1, 2024 who reside in the same premise as your child. The proof of each person is required.**
- **The proof should be issued within 3 months of the date of application.**

● Additional documents required if you fall under one of the following conditions

If you fall under one (or more) of the following conditions described in the table below, please submit the relevant document accordingly in addition to the required documents above (#① - ⑥)

■: Documents which give you priority □: Documents which do not give you priority but required for confirmation

Your circumstances	Required documents (Copy accepted for all documents)
You or your spouse is transferred outside Ibaraki Prefecture without your family on a job assignment.	One of the following documents: ■ Utility bill ■ Rental agreement Note: Documents will not be considered valid without name and address.
You are receiving livelihood protection (<i>seikatsu hogo</i>).	■ Recipient certificate of livelihood protection
You are a single parent.	Both of the following documents: ■ Certificate of residence (<i>juminhyo</i> 住民票) showing the information about all your household members ("My Number" not required) ■ Recipient certificate or notification letter of your child rearing allowance certificate or Tsukuba Child Welfare Benefit for Single Parent Households
You are living separately from your spouse and negotiating a divorce, but have not divorced yet.	One of the following documents: ■ Transcript of the content-certified mail on demand for divorce by agreement ■ Subpoena for mediation date ■ Certificate of divorce pendency at family court ■ Certificate of mediation failure Note: Priority will not be given as a single parent without providing one of the above.
Your child will require assistance and/or special care	One of the following documents: ■ Copy of Physical Disability Certificate, Education and Support Certificate (<i>ryoiku techo</i>), Mental Disability Certificate ■ Medical certificate issued by a healthcare facility Note: The document will be used to determine whether to increase the number of childcare staff and other details. □ Letter from the school principal (The form is available at an after-school children's club if required.) □ The result of a development test Note: If your child has any conditions that need to be taken care of, or if you have any other concerns about your child's physical or mental conditions, please fill in the details in the Child Health Questionnaire and contact the after-school children's club you will apply for.
Your child will change schools to another school outside his/her school district	□ Change of school notification form issued by the board of education of Tsukuba City (<i>shitei gakko henko tsuchisyo</i>) Note: You need to submit the notification form to the after-school children's club as soon as you receive it. If your change of school request is not approved, you will not be able to change after-school children's clubs. Please contact the school, ask them to issue the notification form, and complete the procedures.

- If you already have some of the required documents such as a certificate of employment to apply for your younger child's daycare center place, you may submit the same document during the application period mentioned above as long as it was issued after August 1, 2023. Please submit the document as follows:

◎ **Online application**

You may submit the same electronic data you submitted to apply for your younger child's daycare center place.

◎ **In-person application**

You may submit a copy of the original certificate you submitted to apply for your younger child's daycare center place. You need to take a photocopy of the original yourself. The original certificate is not required.

- The online application requires you to fill in from ① Application Form for After-school Children's Club to ⑤ Check Sheet for Application and Admission. Regarding the document ⑥ Proof of not being able to look after your child during the day and additional documents if you fall under certain conditions, you need to submit them as attachments. Please make an electronic file of the documents (e.g., PDF or JPEG formats) in advance before starting the application process online.

All the information in the attached files must be clear. If not legible, you may be asked to submit them again.

3. Screening results

- (1) Written screening results will be sent to you **around the end of February**.

Note: Some children may not be offered a place due to the limited capacity.

- (2) Once your child is offered a place, you will be asked to attend the orientation session in which you will hear about how your child will spend time at the children's club.

4. Open days and hours

Open	From Monday to Friday during school term (excluding national holidays)	After school - 6:30 pm
	Also open during a long holiday, the foundation day of the school, the make-up holiday of a school event held on weekends/national holidays, and the holiday for Ibaraki residents (excluding Saturdays, Sundays and national holidays)	8:00 am - 6:30 pm
Closed	Saturdays, Sundays, national holidays and from December 29 to January 3	

Note: Some children clubs close at 7:00 pm (See page6.)

5. Fees

- (1) The fee of an after-school children's club is **4,000 JPY per month**.

Note: See page 5 for the partial/full fee exemption scheme. (There may be additional fees such as accident insurance.)

- (2) In principle, fees should be paid by direct debit.

Please submit a direct debit request form to your bank or financial institution. Some banks accept a direct debit request online.



If you do not wish to pay by direct debit, we will issue fee payment slips which you can use at a bank or at the city hall counter. You will receive these slips from the children's club.

Please note that at Ozone children's club (*Nakayoshikan*) which is run by the childcare provider designated by the city, the provider will accept the fees.

6. Partial/Full fee exemption scheme

Full/partial	Eligible condition	Amount exempted	How to apply
Full exemption	Your household is receiving livelihood assistance (<i>seikatsu hogo</i>).	Full fee	Please submit the fee exemption application form for after-school children's club every school year.
	Your household is exempted from municipal tax (per income levy). Your child has started or left his/her children's club in the middle of a month, and the number of days he/she enrolled in the club was less than 12 days.		
Partial exemption	You have two or more children going to a children's club.	Half rate for the second and younger children	Application NOT required

Note: Fees are not calculated on a daily basis. Even if your child's attendance is low, you will have to pay the monthly fee.

7. Other points to note

(1) Cancellation of permission to use a children's club

In any of the following cases, you will lose permission to send your child to a children's club:

- ① You made a false claim on the application form or other application documents.
- ② You no longer meets the eligibility requirements (see page 2 for the requirements).
- ③ You have failed to pay your fees for a certain period of time without reasonable grounds.
- ④ Your child does not show up for the club for a certain period of time without prior notice, or you are always late for pick up.

(2) When unable to attend the club

If your child is unable to attend the club due to illness, your work, or for any other reasons, please contact the club.

(3) Leave of absence

If your child is going to be absent from the children's club for 14 days or more, you must submit a report of absence. **Please note that you will have to pay for the fees while your child is on a leave of absence.**

(4) Leaving a children's club

If your child is going to leave the children's club, you will need to submit a notice of leaving, **otherwise billing will continue.**

(5) Class/School year group closure

If your child's class or whole school year group is closed due to infectious disease, your child will not be allowed to come to the children's club until his/her class or school year group reopens.

(6) Change in household conditions

If there are any changes such as change in your address, household structure, contact information, workplace, and work schedule, please report the change to the children's club as soon as possible.

(7) Taking a parental leave

Your child will not be allowed to go to a children's club while you are on a parental leave. If you are going to take the leave after your child has started going to a children's club, please submit a notice of leaving.

(8) Handling of emergency cases

In the case of emergency such as a child suddenly becoming ill at a children's club, the club will contact the child's parent, and/or they will take the child to a hospital if required.

8. The list of children's clubs

Name of children's centers	Address	Elementary/Compulsory Education School	Phone 029-	Opening hours
Sakae	Yokomachi 127-4	Sakae	857-4206	From Mon to Fri during school term (excluding national holidays): Afterschool - 6:30pm. During a long holiday, the foundation day of the school, the make-up holiday of a school event held on weekends/national holidays, and the holiday for Ibaraki residents (excluding Saturdays, Sundays and national holidays) 8:00am - 6:30pm.
Kokonoe	Uenomuro 2094	Kokonoe	857-4631	
Kukizaki	Oguki 1793	Kukizaki 3	840-1321 *1	
Kukizaki 1	Takasaki 2290	Kukizaki 1		
Kukizaki 2	Kamiiwasaki 1076	Kukizaki 2		
Kamigo	Kamigo 2270-1	Kamigo	847-5546	
Yoshinuma	Yoshinuma 814-1	Yoshinuma	865-2070	
Higashi	Higashi 2-24-1	Higashi	851-4801	
Ozone (Nakayoshi)	Ozone 447-3	Ozone	864-0181 *2	
Matsushiro	Matsushiro 2-21-2	Matsushiro	855-6110	
Azuma Nishi	Azuma 2-5-4	Azuma	851-8141 *3	From Mon to Fri during school term (excluding national holidays): Afterschool - 7:00pm During a long holiday, the foundation day of the school, the make-up holiday of a school event held on weekends/national holidays, and the holiday for Ibaraki residents (excluding Saturdays, Sundays and national holidays): 8:00am - 7:00pm
Kasuga Gakuen	Kasuga 2-47	Kasuga Gakuen		
Azuma Higashi	Azuma 4-12	Takezono Higashi *4	852-7858	
Takezono Higashi	Takezono 3-18-1		851-5802	
Takezono Nishi	Takezono 2-19-2	Takezono Nishi	852-5039	
Teshirogi Minami	Matsushiro 4-15-1	Teshirogi Minami	852-0670 *5	
Yagihashi	Yagihashi 361-1	Yagihashi		
Ninomiya	Ninomiya 4-9-2	Ninomiya	855-6091	
Yatabe	Yatabe 4715	Yatabe	836-0611 *6	
Yatabe Minami	Sakaida 191-1	Yatabe Minami		
Namiki	Namiki 4-2-3	Namiki	851-5331	
Onan	Namiki 4-7-3	Onan	858-0791	
Kaname	Kaname 449-1	Kaname	867-1190 *7	
Numazaki	Numazaki 1480-1,-2	Numazaki	847-5546 *8	
Shuho Tsukuba	Hojo 5029-2	Shuho Tsukuba	867-5330	
Gakuen no Mori	Gakuen no Mori 2-15-1	Gakuen no Mori	856-0330	
Midorino Gakuen	Midorino Chuo 12-1	Midorino Gakuen	836-1255	
Katsuragi	Gakuen Minami 3-69	Katsuragi	855-8005	
Kenkyugakuen	Kenkyugakuen 2-13	Kenkyugakuen	893-3316	
Katoridai	Shimana 1716	Katoridai	896-3355	
Midorino Minami (tentative name) (Open on April 1, 2024)	Midorino Minami 107-2	Midorino Minami	*9	

- *1 For application and inquiries about the Children's Club at Kukizaki 1 and Kukizaki 2 Elementary Schools, please contact Kukizaki Children's Center.
- *2 Ozone Children's Club is run by a childcare provider designated by the city.
- *3 For application and inquiries about the Children's Club at Kasuga Gakuen Compulsory Education School, please contact Azuma Nishi Children's Center.
- *4 Children in Takezono Higashi Elementary School are eligible to go to Azuma Higashi or Takezono Higashi Children's Club.
- *5 For application and inquiries about the Children's Club at Yanagihashi Elementary School, please contact Teshirogi Minami Children's Center.
- *6 For application and inquiries about the Children's Club at Yatabe Minami Elementary School, please contact Yatabe Children's Center.
- *7 For application and inquiries about the Children's Club at Kaname Elementary School, please contact Oda Children's Center.
- *8 For application and inquiries about the Children's Club at Numazaki Elementary School, please contact Kamigo Children's Center.
- *9 For application and inquiries about the Children's Club at Midorino Minami Elementary School (this is a tentative name of the school), please contact the Childcare Program Division (029-883-1111).

9. Frequently asked questions

Q1: How do I know the availability of the children's club?

A 1: Please inquire at the children's club (see page 6) you will apply for directly about the latest availability because they are responsible for receiving, screening and making a decision on applications.

Q2: Can my child join a children's club in the middle of a school year?

A 2: Yes, as long as there are availabilities. (If there are no availabilities, your child will be wait-listed.) Please inquire at the children's club you will apply for (see page 6) for details.

Q3: May I visit a children's club before applying for a place?

A 3: Please inquire at the children's club you will apply for (see page 6) for details.

Q4: What time does "after school" (indicated in *1-B on page 2) start?

A 4: Because each school and each school year ends at different timing, the starting time of after school varies depending on each affiliated children's club. Please inquire at the children's club you will apply for (see page 6) for details.

Q5: Can my child with disability go to a children's club?

A 5: Yes. Please fill in the condition of your child in the Child Health Questionnaire and submit it along with the other required document (see page 3). If you have any concerns, please do not hesitate to contact the children's club you will apply for (see page 6).

Q6: My child starts school in April. If offered a place at a children's club, when can my child start going there?

A 6: Your child may start on April 1. (Please note that your child will go to his/her daycare center until March 31.)

Q7: I am on a parental leave and planning to go back to work in August. May I apply for a place at a children's club during the above-mentioned application period?

A 7: No. The above-mentioned application period is for applicants who wish to send their child to a children's club starting in April. If you are going back to your workplace in April, you need to apply during the period. If you are going back to work in May onwards, please inquire at the children's club you will apply for (see page 6). Please note that if there are no availabilities, your child will be wait-listed.

Q8: I am planning to move to Tsukuba City, but I have not decided where exactly. In this case, how should I apply for a place at a public children's club?

A 8: In principle, your child has to be enrolled in the designated elementary school or compulsory education school based on your address, and you are supposed to apply for the public children's club affiliated with the school (see page 6). However, if there are uncertain conditions such as not knowing the exact address, you may apply for more than one public children's clubs. In this case, you should apply for a place at all public children's clubs where you may send your child, and fill in the names of other children's clubs you apply for in the Childcare Questionnaire. Once you know the exact address, please contact the children's clubs which you are not going to send your child, tell them that you would like to cancel the offer, and complete the cancellation procedures.

Q9: May I apply for a place at both private and public children’s clubs?

A9: Yes. Please fill in the name of the private children’s club you apply for in the Childcare Questionnaire. If you wish to cancel an offer, please tell the children’s club that you would like to cancel the offer, and complete the cancellation procedures.

Q10: May I send my child to a public children’s club on certain days of a week and to a private children’s club on the other days of a week?

A10: Yes. On the application form please circle the days which you are going to send your child to a public children’s club, and fill in the name of a private children’s club in the Childcare Questionnaire.

Q11: I am going to work for the same workplace next year but the workplace is not able to issue my certificate of employment for the next year yet. What should I do?

A11: Please submit your certificate of employment as of the date of application. Once your certificate for the next year is issued, please submit it to the children’s club you applied for as soon as possible.

Q12: I am planning to divorce and already living separately from my spouse. Do I need to submit my spouse’s proof of not being able to look after my child during the day?

A12: If you are negotiating a divorce, please submit a document indicated in page 3. If unable to submit it for an unavoidable reason, please contact the children’s clubs (see page 6) directly.

Q13: I live with my parents (or parents in law). Are there any extra documents I need to submit?

A13: If your parents live with your child and are under the age of 65 as of April 1, 2024, you also need to submit their proof of not being able to look after your child during the day (see page 2). Without their proof, your application will not be processed.

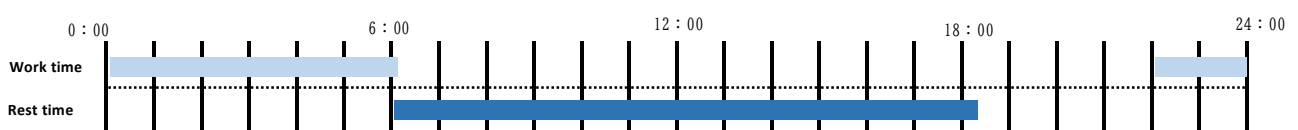
Q14: I am looking for a job. Can I apply for a place at a children’s club?

A14: If you cannot look after your child after school on a daily basis because of your job hunting, you may apply for a place at a children’s club. You are required to submit a document proving that you are looking for a job. Please inquire at the children’s club you will apply for (see page 6) for details. You are also required to submit a certificate of employment directly to the children’s club approximately within one month after your child is enrolled. Without submitting it, your child will have to leave the children’s club.

Q15: I work night shift. May I apply for a place at a children’s club?

A15: If you work night shift (from 10 pm to 5 am), you need time to rest when you come back home. Therefore, we add 12 hours after your night shift and consider this time frame as your work time for application screening.

Example of night shift eligible for application



If you work from 10 pm to 6 am of the following day:

That means that you work more than 4 hours a day and when 12 hours are added to the time you finish your night shift, your rest time overlaps with your child's after school time. If you work under this condition at least 12 days per month, you are eligible to apply for a place at a children's club.

Q16: If I work for more than one places, which workplace should I ask to issue a certificate of employment?

A 16: Please ask all your workplaces to issue a certificate of employment. We will put all your work time and commuting time together, and calculate the average time for the screening process.