



# FY 2025: 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 2025

You may apply 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 each school year. Even if your child is currently enrolled in an after-school children's club, you must reapply for them to continue 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 6 2024 – Friday, January 17, 2025**

- Admission is NOT on a first-come-first-served basis.
- Incomplete documents will generally not be reviewed. Please ensure that all required documents are included and that all fields are correctly filled out before submitting your application. Please also allow enough time to submit your application.

### ◎ How to apply

#### • Online application (available on a computer or smartphone)

Scan the two-dimensional code on the right or go to the official website of the City and click on the link which says 令和7年度放課後児童室(児童クラブ)入会申請 (FY2025 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 1: Please note that there may be system outages due to maintenance.

Note 2: You may apply online for April 2025 enrollment only (accepted until Friday, January 17, 2025.)



#### • 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, Gakuennomori, Midorino Gakuen, Midorino Minami Elementary School, Katsuragi Elementary School, Kenkyugakuen Elementary School, and Katoridai Elementary School: 10:00 am – 7:00 pm

## 1. Application details

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

- ① Your child is in an elementary school, or in the 1<sup>st</sup> to 6<sup>th</sup> grade of a compulsory education school or special education school, and is capable of adapting to a group setting. (If you have a child attending a private school outside the city and wish to enroll them in a children's club in the city, please contact the Childcare Program Division.)
- 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 are an employee.	<input type="checkbox"/> Certificate of Employment (就労証明書 <i>Shuro Shomeisho</i> ) Notes: 1. The certificate must be issued by your employer. 2. If you work in shift or under a discretionary work schedule with flexible hours, <u>you must also provide your shift schedule</u> . If you provide a schedule covering more than one month, we will assess it based on your average working hours.
	You are a sole proprietor or self-employed.	<input type="checkbox"/> Certificate of Employment (就労証明書 <i>Shuro Shomeisho</i> ) Note: If you work for family business, tick the relevant option saying "engaged in family business". And one of the following documents (latest version): <input type="checkbox"/> Copy of Starting Business Notification Form (開業届 <i>Kaigyō Todoke</i> ) <input type="checkbox"/> Copy of both page 1 and 2 of Tax Return (確定申告 <i>Kakutei Shinkoku</i> ) <input type="checkbox"/> Municipal tax return from
Childbirth *2	You are on a maternity leave.	<input type="checkbox"/> Copy of your Maternal and Child Health Handbook (母子健康手帳 <i>Boshi Kenko Techo</i> ) (Page showing parents' names and expected due date)
Illness/Disability *3	You have an illness, mental disability and/or physical disability.	One of the following documents: <input type="checkbox"/> Medical Certificate (of yourself) (診断書 本人 <i>Shindansho Honnin</i> ) <input type="checkbox"/> Copy of a certificate including Physical Disability Certificate (身体障害者手帳 <i>Shintai Shogaisha Techo</i> ), Rehabilitation Certificate (療育手帳 <i>Ryoiku Techo</i> ), Mental Disability Certificate (精神障害者保険福祉手帳 <i>Seishin Shogaisha Hoken Hukushi Techo</i> ) and Disability Pension Certificate (障害年金証書 <i>Shogai Nenkin Shosho</i> )
Caring for someone with illness/disability *3	You have cared for someone who has an illness, physical disability and/or mental disability for a long period of time.	<input type="checkbox"/> Form called <i>Kangoto Jokyo Shinkokusho</i> (看護等状況申告書) which shows the details of how you provide support And one of the following documents: <input type="checkbox"/> Medical Certificate (Nursing Care) (診断書 介護 <i>Shindansho Kaigo</i> ) <input type="checkbox"/> Copy of Disability Certificate (障害者手帳 <i>Shogaisha Techo</i> ) <input type="checkbox"/> Copy of Nursing Insurance Certificate (介護保険被保険者証 <i>Kaigo Hoken Hihokenshasho</i> )
Student *1	You study in a place other than your home (training at a vocational school included).	<input type="checkbox"/> Certificate of Enrollment (在学証明書 <i>Zaigaku Shomeisho</i> ) <input type="checkbox"/> Curriculum

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

- A The total hours worked or attended an educational institution on the children's club's open days must be at least 48 hours per month (minimum 4 hours per day for 12 days), with some hours overlapping after-school time.**
- B On days when your child attends the children's club, you must be at work or at an educational institution for at least one hour between the time your child finishes school and the club's closing time.**

\*2 If the application reason is childbirth, **your child can be enrolled in the after-school children's club starting from 6 weeks prior to the due date (14 weeks for pregnancy with twins or more) to the end of the month in which the next day of 8 full weeks after childbirth falls.** (You will not be able to send your child to an after-school children's club while you or your spouse is on a parental leave.) If you would like your child to continue attending the club after your maternity leave ends, you must provide proof of being unable to look after your child during the day, along with any other required documents, to the club.

(e.g.) If your baby is due on Tuesday, August 21, 2025, the registration period is from Thursday, July 10 which is 6 weeks before the due date to Friday, October 31, 2025 which is the last day of the month in which the next day of 8 full weeks after childbirth (Wednesday, October 17) falls.

\*3 **Your child will be accepted at the after-school children's club for the period specified in the certificate. If you need to extend this period, you must submit an updated certificate and any other required documents 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, including the child's grade level and the work situation of parents or guardians, 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 to which you are applying (see page 6 & 7).

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 (放課後児童室利用許可申請書 *Hokago Jidoshitsu Riyokyoka Shinseisho*)
- ② Child Health Questionnaire (児童健康状態等調査票 *Jido Kenko Jotaito Chosahyo*)
- ③ Questionnaire on Family Circumstances (家庭状況調査票 *Katei Jokyō Chosahyo*)
- ④ Childcare Questionnaire (児童状況調査票 *Jido Jokyō Chosahyo*)
- ⑤ Consent and Agreement Form for After-School Children's Club Application (放課後児童室の利用許可申請に関する同意書兼誓約書 *Hokago Jidoshitsu no Riyo Nyukai Shinsei ni Kansuru Doisho Ken Seiyakusho*)
- ⑥ Proof of being unable to look after your child during the day (See page 2)
  - ・ **You must provide proof for yourself, your spouse, and your parents (the child's grandparents) who are under 65 as of April 1, 2025, and reside with the child on the same premises. Proof is required for each individual.**
  - ・ **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 without name and address will not be considered valid.
You are receiving livelihood protection (生活保護 <i>Seikatsu Hogo</i> ).	■ Document showing that you receive livelihood protection called <i>Seikatsu Hogo Jukyushasho</i> (生活保護受給者証) .
You are a single parent.	Both of the following documents: ■ Certificate of residence (住民票 <i>Juminhyo</i> ) showing the information about all your household members (which has all information except for "My Number") ■ Proof showing that you receive either Child Rearing Allowance, Tsukuba Child Welfare Benefit or <i>Marufuku</i> 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 Disability Certificate (障害者手帳 <i>Shogaisha Techo</i> ) or Rehabilitation Certificate (療育手帳 <i>Ryoiku Techo</i> ) ■ Medical certificate issued by a healthcare facility Note: The document will be used to determine whether to increase the number of childcare staff and for 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 to which you will apply.
Your child will go to a school outside their school district.	□ Change of school notification form issued by the board of education of Tsukuba City (指定学校変更通知書 <i>Shitei Gakko Henko Tuchisyo</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, your child will not be accepted at the after-school children's club attached to the school. Please contact the school, ask them to issue the notification form, and complete the procedures.

- If you already have some of the required documents including a copy or digital version (such as PDF and JPEG files) of the 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, 2024. Please submit the document as follows:

Ⓞ **Online application**

You may submit the same digital files which you submitted 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 out form ① Application Form for After-school Children’s Club to ⑤ Consent and Agreement Form for After-School Children’s Club Application online. Regarding the document ⑥ Proof of being unable 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 a digital file of the documents (e.g., PDF or JPEG formats) in advance before starting the application process online.

**All information in the attached files must be legible. If any part is unclear, you may be asked to resubmit the documents.**

**Please make sure you enter the correct email address, as we will contact you via email for any issues such as missing documents, related to your online application.**

### 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 an 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*
	Every second Saturdays (excluding national holidays)	8:30 am – 5:15 pm
Closed	Saturdays (excluding every second Saturdays), Sundays, national holidays and from December 29 to January 3	

\*Some children clubs close at 7:00 pm (see page 6 & 7)

### 5. Assessment

- (1) Criteria called the Admission Criteria for Public Children’s Clubs in Tsukuba City (available in Japanese only) will be used to add points to or deduct points from the basic points.
- (2) Children with the highest points will be offered a place first, followed by those with the next highest points.
- (3) If the number of applicants exceeds the number of availabilities, another priority criteria will be used and children with the highest priority will be offered a place.
- (4) If the number of applicants still exceeds the number of availabilities, a lottery will be held.



Admission Criteria

## 6. Fees

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

Note: There may be additional fees such as accident insurance.

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

A direct debit charge will be paid by Tsukuba City. You may request direct debit payment online or in person at a bank or other financial institution. We will explain details at the first orientation session which will be held after your child is accepted.

If you do not wish to pay by direct debit, we will issue fee payment slips which you can use at a financial institution such as a bank, convenience store, and the city hall. 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.

## 7. Partial/Full fee exemption scheme

Full Partial	Eligible condition	Amount exempted	How to apply
Full exemption	Your household is receiving livelihood assistance (生活保護 <i>Seikatsu Hogo</i> ).	Full fee	You must submit the fee exemption application form for after-school children's club every school year.
	Your household is exempted from the income-based portion of the municipal tax.		
	Your child started or left their children's club in the middle of the month, and the total number of days enrolled was fewer than 12.		Application NOT required
Partial exemption	You have two or more children going to a children's club.	Half rate for the second and younger children	

**Fees are not calculated on a daily basis. Even if your child's attendance is low, full monthly fee is required.**

## 8. 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 enroll your child in a children's club:

- ① You made a false claim on the application form or other application documents.
- ② You no longer meet 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 work, illness or any other reasons, please inform the club. If your child is ill and misses school, they should not go to the club.**

- (3) **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 still be required to pay the fees during your child's extended absence.**

- (4) **Leaving a children's club**

If your child is going to leave the club, you must submit a notice of departure, **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, they are not allowed to go to their children's club until their class/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**

Children are not accepted at a children's club while their parents are on a parental leave. If you are going to take a parental leave, your child must leave their children's club. Please submit a notice of departure to the club.

- (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.**

- (9) **Where to submit documents**

You may submit documents such as application and letter of withdrawal to the children's club directly. Please note that we do not accept these documents at the City Hall.

## 9. The list of children's clubs

Children's clubs	Address	Elementary/Compulsory Education School	Phone 029-	Capacity	Opening hours
Sakae	Yokomachi 127-4	Sakae	857-4206	175	From Mon to Fri during school term (excluding national holidays): <b>After-school - 6:30pm.</b>  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) <b>8:00am - 6:30pm.</b>
Kokonoe	Uenomuro 2094	Kokonoe	857-4631	91	
Kukizaki	Oguki 1793	Kukizaki 3	840-1321 *1	76	
Kukizaki 1	Takasaki 2290	Kukizaki 1		64	
Kukizaki 2	Kamiwasaki 1076	Kukizaki 2		78	
Kamigo	Kamigo 2270-1	Kamigo	847-5546	156	
Yoshinuma	Yoshinuma 814-1	Yoshinuma	865-2070	167	
Higashi	Higashi 2-24-1	Higashi	851-4801	59	
Ozone (Nakayoshi)	Ozone 447-3	Ozone	864-0181 *2	110	Every second Saturdays (excluding national holidays): <b>8:30 am - 5:15 pm.</b>
Matsushiro	Matsushiro 2-21-2	Matsushiro	855-6110	53	From Mon to Fri during school term (excluding national holidays): <b>After-school - 7:00pm</b>  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): <b>8:00am - 7:00pm</b>
Azuma Nishi	Azuma 2-5-4	Azuma	851-8141 *3	125	
Kasuga Gakuen	Kasuga 2-47	Kasuga Gakuen		122	
Azuma Higashi	Azuma 4-12-1	Takezono Higashi *4	852-7858	98	
Takezono Higashi	Takezono 3-18-1		851-5802	104	
Takezono Nishi	Takezono 2-19-2	Takezono Nishi	852-5039	126	
Teshirogi Minami	Matsushiro 4-15-1	Teshirogi Minami	852-0670 *5	78	
Yagihashi	Yagihashi 361-1			Yagihashi	
Ninomiya	Ninomiya 4-9-2	Ninomiya	855-6091	65	
Yatabe	Yatabe 4715	Yatabe	836-0611 *6	175	
Yatabe Minami	Sakaida 191-1	Yatabe Minami		27	
Namiki	Namiki 4-2-3	Namiki	851-5331	80	
Onan	Namiki 4-7-3	Onan	858-0791	76	
Kaname	Kaname 449-1	Kaname	867-1190 *7	21	
Numazaki	Numazaki 1480-1	Numazaki	847-5546 *8	82	

Shuho Tsukuba	Hojo 5029-2	Shuho Tsukuba	867-5330	169	Every second Saturday (excluding national holidays): <b>8:30 am – 5:15 pm.</b>
Gakuennomori	Gakuen no Mori 2-15-1	Gakuennomori	856-0330	290	
Midorino Gakuen	Midorino Chuo 12-1	Midorino Gakuen	836-1255	290	
Midorino Minami	Midorino Minami 107-2	Midorino Minami	879-8504	369	
Katsuragi	Gakuen Minami 3-69	Katsuragi	855-8005	161	
Kenkyugakuen	Kenkyugakuen 2-13	Kenkyugakuen	893-3316	310	
Katoridai	Shimana 1716	Katoridai	896-3355	228	

\*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 Starting in April 2025, the Children’s Club at Numazaki Elementary School will be integrated into the After-school Program. Application for the Children’s Club is accepted at Kamigo Children’s Center, and inquiries about the Program are accepted at the Childcare Program Division in Tsukuba City Hall. Please refer to the Guide on FY2025 After-school Program at Numazaki Elementary School (available in Japanese only) for details.

## **10. Frequently asked questions**

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

A1: Please inquire directly at the Children's Club (see page 6 & 7) where you will apply for the latest availability, as they are responsible for receiving, screening, and deciding on applications.

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

A2: Yes, as long as there are availabilities. (If there are no availabilities, your child will be wait-listed.) Please inquire the children's club you will apply to (see page 6 & 7) for details.

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

A3: Please inquire at the children's club you will apply to (see page 6 & 7).

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

A4: Because each school and 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 to (see page 6 & 7) for details.

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

A5: 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 to (see page 6 & 7).

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

A6: Your child may start on April 1. (Please note that your child will go to their 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?**

A7: 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 & 7). 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?**

A8: In principle, your child should be enrolled in the designated elementary school or compulsory education school based on your address, and enrolled in the public children's club affiliated with the school (see page 6 & 7). 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 all of the public children's clubs in which your child may be enrolled. Please list the name of all public children's club you applied for in the Childcare Questionnaire. Once you know the exact address, please cancel the application for children's clubs which you are not going to send your child to, and complete cancellation procedures.

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

A9: Yes. You may fill in the name of private children's club in the Childcare Questionnaire. If you wish to cancel an offer, please complete cancellation procedures as soon as possible.



**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?**

A 10: Yes. In this case, please fill in the name of the public children’s center and circle the days your child goes there in the application form, 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?**

A 11: 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 going to divorce and already living separately from my spouse. Do I need to submit my spouse’s proof of being unable to look after my child during the day?**

A 12: 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 club (see page 6 & 7) directly.

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

A 13: If your parents live with your child and are under the age of 65 as of April 1, 2025, you also need to submit their proof of being unable to look after your child during the day (see page 2). Without their proof, your application will not be processed.

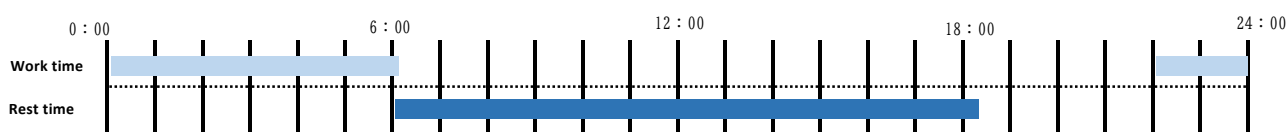
**Q14: I am looking for a job. Can I apply for a place at a children’s club?**

A 14: 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 to (see page 6 & 7) 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?**

A 15: 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 place, 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.

**Q17: Are there any other places where children can spend time after school?**

A 17: Children can spend time at a *Jidokan* (children’s hall) until 6 pm. Please inquire at each *Jidokan* for details.