



# Matsudo City After-school Kids Club



## User Guide for FY2024

### 1 Objective

This is a program to take care of elementary school children whose parents are away from home during the daytime for reasons such as work, etc., and to provide them with sound upbringing after school.

### 2 Program Operation

Matsudo City outsources the operation of all 45 After-school Kids Clubs to social welfare corporations, NPOs, and corporations.

### 3 Hours and Holidays

Hours	Weekdays	After school ~ 7 pm
	Saturdays	8 am ~ 6 pm
	Long school vacations, etc.	8 am ~ 6 pm
Closed	Sun.・National Holidays・Year-End & New Year (Dec. 29-Jan.3)	

- ※ On weekdays, the clubs are open from 1 pm in principle, and will be open according to the school schedule when school lets out early.
- ※ The service may not be available due to outbreaks of infectious diseases such as influenza or natural disasters, etc.
- ※ If the Mayor deems it necessary to close the club, the service may not be available.

### 4 Address

Within the same premises as, or close to the municipal elementary schools across the City. Please see the page 8 of this guide for the list of all After-school Kids Clubs.

### 5 Conditions

Children who meet all of the following (1) through (3) are eligible to use After-school Kids Club.

- (1) Children in grade 1 – 6 of elementary school who reside in the City.
- (2) Students who are attending or planning to attend the elementary school where the Club is located.

※ For the children who attends a private school or school outside of the City, they may apply to the Club in the school district of which their address belongs. Please contact the Family Assistance Div. for more detail.

- (3) Children whose guardians are not at home during the day due to employment or other reasons.

(Not applicable for the guardians who work only in the morning or at night)

- ※ In cases of childbirth, the students can use the Club up to 5 months total (2 months before and after the month of the expected delivery date)
- ※ This service is not available during the guardian's maternity/paternity leave.
- ※ Even if the children meet the above criteria, the service may not be provided depending on the availability of the capacity.
- ※ If you have an unpaid fees for the previous fiscal year, please pay all fees before the start of new fiscal year. Please consult with the division in charge regarding payment.

## 6 Period of Use

From April 1<sup>st</sup>, 2024 through March 31<sup>st</sup>, 2025 (on a monthly basis)

For those who start using the service in the middle of the fiscal year, the period is from the start date to March 31<sup>st</sup>, 2025.

- ※ This is not a temporary childcare facility service, so it is assumed the child will use the service year-round.
- ※ If the situation changes and the child is no longer eligible (e.g., someone can take care of the child at home) the child shall cease the use of the Club at the end of that month.

## 7 User Fees

9, 0 0 0 yen / month

• Fees are to be paid via bank account transfer, and payment is made at the end of the month of use. (Only in December, the transfer date will be the 28<sup>th</sup>.) If the transfer date falls on a Saturday, Sunday, or holiday, the transaction will be made on the next business day.

- ※ Procedures for setting up an account transfer will be informed after the use of service is determined.
- ※ Usage fees are not adjusted based on the number of days used. Also, monthly fee will be charged regardless of whether the child attends or not.
- ※ Usage fees include snack fees.

### ● Deduction and Exemption of Usage Fees

Households that meet the following requirements may be eligible for a deduction/exemption of After-school Kids Club fee. Please submit the necessary documentation below to the Family Assistance Div.

- (1) Application for Deduction and Exemption of After-school Kids Club Fee
- (2) Documents required depending on each condition

Conditions	Required Documents	Fee Amount after Deduction/Exemption
<u>Households that have been certified by the Matsudo City Board of Education for 'School Expense Subsidy System' (※1)</u>	A copy of "Notice of Approval for FY2024 School Expense Allowance" (※2)	4,000 yen / month
<u>Households that are receiving Public Assistance</u>	Certificate for Public Assistance Recipient	Free

- (※ 1) If you are receiving a reduction/exemption under the School Expense Allowance condition in FY2023, you will be subject to the same reduced amount in FY2024 (You must still apply to continue receiving a reduction/exemption in FY2024). However, if the School Expense Allowance is not approved for FY2024, the difference will be charged.
- (※ 2) The "Notice of Approval for FY2-24 School Expense Allowance" will be delivered by the school around July 2024. Please apply for a deduction/exemption of the After-school Kids Club fee after this time.

#### 【Submit to】

Please send your application to the Family Assistance Division at Matsudo City Hall (See "22. Contact") or submit directly.

※Please note that the school or After-school Kids Club do not accept them.

## 8 Application Period

- To start using the service from April 2023 (beginning of a Fiscal Year)

Tuesday, November 1, 2023 ~ Wednesday, November 30, 2023

- ※ In principle, all documents must be submitted by the application deadline. However, if circumstances does not allow you, please submit the application form by the due date first. In that case, Friday, December 15 is the final due for the certifying documents.
- ※ You may apply for After-school Kids Club after the above date, but if you submit your application (or its supporting documentation) after the above due date, your child's use of the service will begin in May 2024 or later.
- ※ If you cannot submit documents by the application deadline due to special circumstances such as moving, please contact the Family Assistance Div.
- ※ If your child uses School Choice System attempting to go a school other than the one in their original school district, apply for the Club in the elementary school of your choice before the deadline. Please notify the Family Assistance Div. as soon as possible if there is any changes in contents of your application after receiving the result of the School Choice System.

- To start using the service from May 2024 or later (middle of a Fiscal Year)

Apply before the end of the month two months prior to the date you wish your child can use the service. (Before the immediately preceding open day if the end of the month is a closed day. Please see the table below for this year's schedule.)

- ※ The service is available on a monthly basis, so the start date will always be the beginning of the month even if you wish to start using the service in the middle.

【Application Deadlines for This Year】

Start Date	Application Deadline
April 1, 2024	Thursday, November 30, 2023
May 1, 2024	Saturday, March 30, 2024
June 1, 2024	Tuesday, April 30, 2024
July 1, 2024	Friday, May 31, 2024
August 1, 2024	Saturday, June 29, 2024
September 1, 2024	Wednesday, July 31, 2024
October 1, 2024	Saturday, August 31, 2024
November 1, 2024	Monday, September 30, 2024
December 1, 2024	Thursday, October 31, 2024
January 1, 2025	Saturday, November 30, 2024
February 1, 2025	Saturday, December 28, 2024
March 1, 2025	Friday, January 31, 2025

## 9 Submit to

Submit the application form together with the required certification documents to the After-school Kids Club you wish to use.

- ※ An application form and certification documents must be submitted for each siblings if there are more than one children. Copies of the certification documents are accepted for the second and subsequent children.
- ※ In case you are in the process of job search, you have to turn in an employment certificate or other documents by two months after start using the service, or your child will be asked to discontinue the use of the service.
- ※ There may be more documents required by each Club to submit other than the ones mentioned above. The details will be provided by the Club at a later time.

## 1 0 Required Documents

- (1) Application for Matsudo City After-school Kids Club
- (2) Certification Documents  
(to prove that the guardian is not at home during the day due to employment, etc.)

<b>Circumstances of the guardians</b>	<b>Certification Documents</b>	<b>Authorized period of use</b>
Employed during the day	Employment Certificate or Notification of Self-employment ※ Please <u>have your employer complete the Employment Certificate (city-designated format)</u> ※ Attach a shift table, etc. in case you are working in shifts.	Depending on the employment period, or until the end of the fiscal year when permanent employment.
Before/after a child-birth	Copy of a document that proves the names of the guardian and the estimated date of delivery, such as Maternal and Child Health Handbook, etc.	Up to 5 months, two months before and after the month of the birth of the child.
Illness, nursing care, disability, etc.	Doctor's certificate, a copy of Disability certificate, etc. ※ Documents that indicate the name of the disease, symptoms, the required treatment period, or any grounds for not being capable of minding a child.	Depending on the required period of treatment, etc.
Attend in school, vocational training, etc.	Copy of a document that proves enrollment in a school and class schedules, or a document that indicates the period of vocational training course and its time table.	Depending on the period of enrollment
Job searching	Notification of Job Search (city-designated format) ※ You are required to submit Employment Certificate, etc. within two months after the start date of use.	Two months

- (3) For children who need special support;

A copy of Physical Disability Certificate, Rehabilitation Certificate, Day-care facility user certificate, medical certificate, etc.

## 1 1 Determination of Approval

- (1) For approval for the use of service starting at beginning of a fiscal year  
The Family Assistance Division will examine whether the applicant meets the conditions for use of the service and make a determination, and send the result in mail in early February.
- (2) For approval for the use of service from the middle of a fiscal year  
It will take up to two months including the screening process period. By the middle of the month prior to the desired start month, applicants will be notified of their result by mail.

## **1 2 Annulment of Approval**

The determination to use the service may be cancelled if any of the following (1) through (3) applies.

- (1) If no longer satisfy the conditions of use
  - ※ e.g. When guardian takes maternity/paternity leave in middle of a fiscal year
  - ※ e.g. When guardian's job search period exceeds two months in a fiscal year.
- (2) If any information on Application Form is falsified.
- (3) If your child's enrollment interferes with the management/operation of the Club.

## **1 3 Discontinuation of Use of Service**

If you wish to discontinue your child's use of an After-school Kids Club in the middle of the school year, please submit the 'After-school Kids Club Usage Cancellation Notice' to the Club by the 20<sup>th</sup> of the month in which you wish to end the use of the Club. (If the 20<sup>th</sup> falls on a closed day, submit by the preceding business day.) You will be charged the monthly fee unless the Cancellation Notice is submitted in time.

- ※ The end of the use of the service is always on the last day of the month (since this is a monthly-basis service), even if your child stops using the Club in middle of a month.
- ※ Please note that the deadline for the Cancellation Notice is different from the previous years.

i.e.: If you wish your child to discontinue using the service after May 1<sup>st</sup>, 2024. (Ending use of service on April 30, 2024), submission deadline for the 'After-school Kids Club Usage Cancellation Notice' is April 20, 2024.

## **1 4 Withdrawal of Application**

If you wish to cancel your application before start using the service, submit the 'After-school Kids Club Usage Cancellation Notice' to the Club by the 20<sup>th</sup> of the month prior to the month in which your child is to use the Club. (If the 20<sup>th</sup> falls on a closed day, submit by the preceding business day.) You will be charged the monthly fee unless the Cancellation Notice is submitted in time.

i.e.: If you received an approval to use the service from April 1, 2024 but the situation has changed to allow you to take care of your child(ren) at home, then please submit the Cancellation Notice to the Club by Tuesday, March 19, 2024.

## **1 5 When there is a change in the information on application form and other documents**

If there are any changes in the information on your Application, Employment Certificate, etc., such as change of name or address within the city due to moving, etc., please submit the 'After-school Kids Club Notice of Changes' to the Club. You are required to submit a new 'Employment Certificate' or 'Notification of Self-employment' with updated information along with the 'After-school Kids Club Notice of Changes' when there are changes with your work situation.

## **1 6 Coming to & Leaving from the Facility**

In principle, the children are expected to be picked up by their parents/guardian from the After-school Kids Club. Please do not drive to drop-off/pick-up at the Club.

Make sure to contact the Club promptly when your pick-up is later than the scheduled time.

- ※ Please be on time for pickup before 7 pm (6 pm on Saturdays).

## 1 7 Appropriate Hours of Use

After-school Kids Club is a childcare service meant for the children whose guardians are unavailable due to their work, etc. Please spend time with your children and family if you are off from work. We ask your cooperation in using this service appropriately, referring to the following examples of appropriate usage time.

Circumstances	Appropriate Time of Use
Employment / School	Time spent working in offices, etc., and studying at school, plus commuting time
Illness / Nursing / Disability / Childbirth	Time going to or drop-off/pick-up at hospital, etc., time the guardian's health condition is bad, and time when it is difficult to care for children at home
Job search	Time the guardians are not at home for interviews or other job search activities

## 1 8 Suspension of Use

- (1) Children enrolled in a class that has been closed due to an outbreak of infectious diseases (i.e. Influenza or Novel Coronavirus) will not be able to use the Club to prevent the spread of such diseases.  
※ In the event that classes are suddenly shortened, children may be able to use the Club on that day only.
- (2) Children who are tested positive with, or are at risk of contracting, an infectious disease are not permitted to use the After-school Kids Club.  
※ Usage fee will not be returned in case of usage suspension.

## 1 9 About the Facility

Most After-school Kids Clubs use either dedicated facility on school grounds or spare classrooms, but some Clubs use facilities outside of school premises. Also please note that these locations are subject to change depending on the future rental status of the facilities, constructions in the school, or school facility situations. We ask your understanding in this matter.

## 2 0 Apps 'ANSHIN-DENSHOBATO' (Attendance Management System)

Matsudo City has adopted the 'Anshin Denshobato (Security Homing Pigeon)' system, which notifies guardians of their children's arrival and departure status and other information from the City and the Clubs to their smartphones or other devices.

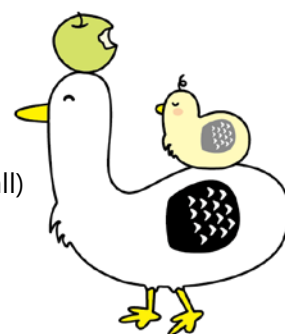
You will need to install the apps and register your email address before using the Club. (Registration steps will be guided through after the use of service is determined.)

## 2 1 Other

The Club and the user will undergo an interview before the use of the service in order to keep your child safe during the service. The Club representative will inform you of the interview schedule. Please let them know at the interview what your child's dislikes are, what you would like the Club staff to give consideration to, and your child's health concerns, etc..

## 2 2 Contact

- (1) **After-school Kids Clubs**  
Please see page 7 "List of After-school Kids Club in Matsudo City"
- (2) **Family Assistance Div. Child Services Dept. Matsudo City (9F Matsudo City Hall)**  
387-5 Nemoto, Matsudo City, 〒271-8588  
TEL : 047-366-7347 FAX : 047-703-1005  
E-mail : mckosodateshien@city.matsudo.chiba.jp



**FY2024 List of After-school Kids Club in Matsudo City (Listed by city-commissioned corporation)**

No	Elementary school	Operating Corporation	TEL	Address
1	Mabashi	Social Welfare Corporation 'Koganehara Fukushimai'	047-344-9681	1-12-1 Nishimabashi
2	Tokiwadaira Daisan		047-388-7724	25-1 Tokiwadaira Nishikubocho
3	Negiuchi		047-345-0454	2-3 Koganehara
4	Hachigasaki Daini		047-341-8423	3-3-1 Hachigasaki
5	Chubu	Social Welfare Corporation 'Pistis-no-Kai'	047-364-2625	2062 Matsudo
6	Sagamidai		047-700-5225	587 Iwase
7	Kogasaki	Social Welfare Corporation 'Sawarabi Fukushimai'	047-361-1842	4-3620-1 Kogasaki
8	Wanagaya		047-391-8758	1085 Wanagaya
9	Higashimatsudo		047-710-5222	1-19-1 Kamishiki
10	Mabashi-kita	Social Welfare Corporation 'Haruka'	047-701-7441	2-2 Shinmatsudo-minami
11	Tonohiraga		047-343-7768	339-1 Tonohiraga
12	Mutsumi Daisan		047-388-9700	3-141 Rokkodai
13	Kogane	Specified Non-profit Corporation 'Neverland'	047-341-0406	355 Kogane
14	Minoridai		090-5567-8817	7-1-2 Minoridai
15	Kurigasawa		047-344-4472	7-16 Koganehara
16	Matsuhidai		047-387-6979	4-22-1 Goko-nishi
17	Mutsumi		047-384-0206	4-131 Rokkodai
18	Shinmatsudo-minami		047-340-3740	6-301 Shinmatsudo
19	Koya		047-348-4222	285-1 Koya
20	Shinmatsudo-nishi		047-341-7077	1180 Kogane
21	Hokubu	Specified Non-profit Corporation 'Matsudo Gakudo Hoiku-no-Kai'	047-363-4110	217 Nemoto
22	Takagi		047-389-5656	120 Kanegasaku
23	Takagi Daini		047-385-5670	4-18-1 Goko
24	Hachigasaki		047-345-9322	6-53-1 Hachigasaki
25	Rikodai		047-391-4758	512-13 Takatsukashinden
26	Samukazedai		047-363-8400	316-25 Matsudoshinden
27	Kawarazuka		047-392-5420	47-1 Kawarazuka
28	Ohashi		047-391-2617	32 Nijusseikigaoka Nashimotocho
29	Tokiwadaira Daiichi	Specified Non-profit Corporation 'MASC'	047-385-5515	7-1 Tokiwadaira
30	Tokiwadaira Daini		047-387-2670	4-18 Tokiwadaira
31	Makinohara		047-384-4553	435-1 Makinohara
32	Yakiri	Specified Non-profit Corporation 'Smile Kids'	047-368-9036	540 Nakayakiri
33	Kanegasaku		047-311-1572	317 Kanegasaku
34	Mutsumi Daini		047-384-2388	2-34-1 Mutsumi
35	Matsuhidai Daini		047-387-3147	59 Matsuhidai
36	Yokosuka	Social Welfare Corporation 'Niji-no-Kai'	047-345-6164	2-13-1 Shinmatsudo-kita
37	Tobu	Specified Non-profit Corporation 'Toshin World Labo'	047-392-7809	382-4 Takatsukashinden
38	Nanbu	'Anfini' Inc.	047-365-1771	148 Koyama
39	Kamihongo		047-365-3276	3620 Kamihondo
40	Kakinokidai		047-367-7232	111 Nijusseikigaoka Kakinokicho
41	Kogane-kita	'Educational Network' Inc.	047-344-9735	270 Tonohiraga
42	Asahicho		047-348-3061	1-20-2 Asahicho
43	Matsugaoka	Specified Non-profit Corporation 'Worker's Corp Center'	047-701-8707	159 Matsudoshinden
44	Kamihongo Daini		047-368-8162	2713-2 Kamihongo
45	Kainohana	'Shidax Daishinto Human Service' Inc.	047-345-0401	8-10 Koganehara