

Important

For those who wish to use After School Children's Club (*Gakudo*) in 2025 school year.

Application period (primary application period)

Tuesday, November 26 - Friday, December 27, 2024

Applicants within the above period will be given priority for screening. (The same conditions apply to applicants on maternity leave, childcare leave, or seeking employment).

※Please note that even if you apply within the primary application period, not all applicants may be admitted due to capacity and other factors.

Please turn over

Contact : After-School Children's Club Sect., Child Care
Management Div.,

Parenting and Child Support Dept., Tsuchiura City
URALA2 Build. 8F, 9-2 Yamato-cho, Tsuchiura City

TEL 029-826-1111 (EXT. 5171・5172・5173)



Official website
of the City

※After School Children's Club is provided by the City, not a school.

1. What is After School Children's Club?

Tsuchiura City After-School Children's Clubs are places for children whose parents are not at home due to work or other reasons after school, or during long holidays. Children spend time in the club room doing homework, reading, playing and having snacks by Club staff watch until their guardians come to pick them up.

2. Eligible children

Children attending elementary school in Tsuchiura City **whose parents or guardians are not at home during daytime due to work or other reasons.**

3. Admission application for 2025

(1) Application forms will be provided at

- Each of Children's Club, City Childcare Division, and City official website (some parts are excluded).

(2) Application forms will be submitted at

- Each of Children's Club, or City Childcare Division.

(3) Document will be provided from • On around November 18 (scheduled)

(4) Period of application

- **Primary application period: Tue., November 26, - Fri., December 27, 2024**

- Secondary application period: Sat., January 4, - Fri., February 14, 2025

※ In coordinating admissions, applicants from the primary period are given priority for consideration.

※ Not all applicants may be admitted to each children's club due to capacity and other reasons. Admission to the respective clubs will not be granted on a first-come, first-served basis.

※ Applications are accepted at any time after the secondary acceptance period.

Please understand that some cases may be accepted from the middle of the year.

(5) Decision of approval (or not approval) of admission will be made..

- Primary application period : around mid. February
- Secondary application period : around early March

(6) Application for summer holiday use only

• Special application periods are provided for due to fill the vacancy of some children who use Clubs year-round and are absent during summer holiday.

Summer holiday application period: Mon., June 2 - Fri., June 13, 2025

※ Please note that not all applicants may be admitted due to capacity and other factors as with year-round applications.

4. Fees (As of October 1, 2024)

Fees and other costs of Children's Club are as follows.

Item	Fee	Remarks
◇Fees	3,000 yen/month (5,000 yen/ August) ※Daily-basis fee payment is not accepted.	Please register your account on the direct debit request form or on the web. The due date for payment and direct debit is on the end of each month. If the end of the month falls on a holiday, the next working day is the due date.
◇Children accident insurance fee	500 yen /year	The amount is the same regardless of the month of admission.

◇Other fees	Snack fee (about 2,000 yen/month) Guardian membership fee (about 500 yen/month)	Fees vary depending on each Club. For details, please contact each Club.
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5. Fee exemption (partial /full) (As of October 1, 2024)

Families who meet the following requirements may receive partial /full exemption of the fees by submitting Application for Fee Exemption for each eligible child.

Item	Eligible condition	Exemption rate
◇full exemption of fee	The household is receiving livelihood assistance	100%
	The household is receiving school expense subsidy.	100%
	The third and younger children in the same household are using the Club	100% for the third and younger children
	In the case of a prior notification of absence, the child will not be using the Club for the entire period from the first day to the last day of the month, during the period to which the notification pertains.	100% (the relevant month only)
◇partial exemption of fee	Two children in the same household are using the Club.	50% of the second child

※For application form for the exemption of fees, those applying for school expense subsidy should submit the form when applying for admission. Please note that even if you are approved to receive school expense subsidy, you won't be able to receive an exemption unless you submit the application.

※Applications for sibling exemption should be submitted in the name of the older child.

6. Open days & hours (as of Oct. 1, 2024)

Open days	Hours
◇Monday - Friday	Afterschool - 6:30 PM
◇First Saturday	8:00AM - 6:30PM ※ Drop-off /pick-up by guardian is required.
◇Long holidays (summer, winter and spring, etc.)	
◇School foundation day, make-up holiday of school event, Prefectural Citizens Day	

※ As for a long holiday period, Club open time has been moved up to 7:30AM on a trial basis. For those who wish to use the Club from 7:30AM, an extra application is required to submit. Please contact us.

7. Closed days (As of October 1)

- ◆Sundays & Saturdays (excluding 1st Saturday) ◆National Holidays
- ◆Year-end and New Year Holidays (December 29- January 3, next year)
- ◆Days when the City considers the Clubs to be closed.

For more detailed information, including application forms, please refer to the pamphlet

“Tsuchiura City After-School Children's Club Guide for school year 2025” distributed with the application documents.

8. Notes

- In order to confirm the location of your child and prevent accidents and incidents, please contact the Children's Club when your child is absent from the Club, or when a guardian's substitute comes to pick up your child. If someone other than the person notified in advance comes to pick up your child in an emergency, the person may be asked to show ID.
- If a child has an accident or falls ill, we contact the guardians. In some cases, we may ask them to pick up the child. Your prompt correction is appreciated.
- If fees are not paid without reasonable grounds, the child is unable to use the Club for the new school year, and sibling's new admission will be suspended until the fees are fully paid.
- If a child has difficulty living in a group due to disabilities or allergies, which prevent him/her from activities including eating, using toilet, dressing /undressing, and taking care of his/her personal belongings on his/her own, the Club may cancel admission because of difficult circumstances in terms of staff and facility.
- In the following cases, the admission permit may be cancelled, and you may be asked to leave the Club.
 - If you do not follow the child's pick-up/ drop-off time
 - If you have failed to pay the fees for more than 3 months.
 - If proved that you no longer meet the eligibility requirements for admission of Children's Club.
 - When required documents are not submitted within a certain period of time or when false claims are proved.
 - When violence against other children or staff of the Children's Club occurs every day.

Also, when

- the child is unable to follow the instructions of the Child Care Section or Children's Club staff.
- the child causes mental distress or harm to other children,
- the child has difficulty living in a group.