

# About Admission to the Yokohama City After-School Kids Club

## 1. What is the After-School Kids Club

The After-School Kids Club is a project that uses elementary school facilities. **Its purpose is to provide (1) a free "play space" for all children and (2) a "childcare space" for children from unattended households.**

It started in 2004 and was a part of all Yokohama elementary schools as of 2020.

**\* The usage classifications, days, and hours are changing in 2021; please read the following carefully.**

### **★From Yokohama City to all guardians★**

The After-School Kids Club has been operating since 2004, but the environment for children has changed significantly since then. The way children spend their time after school is changing because not only is the number of working households increasing, but the style of work is also changing through shortened hours and remote work and also a wider selection of cram schools and lessons.

Therefore, Yokohama City has been discussing improvements for after-school time for 2022 by clarifying the roles of the "play space", which is for all children, and the "childcare space", which is for children from unattended households, to flexibly respond to the numerous changes and meet the needs of guardians while maintaining a quality After-School Kids Club where all children can play together. These discussions incorporated existing surveys and surveys of users / administrators as well as the opinions of outside experts.

Discussions on the review of the After-School Kids Club are still in progress. While there are no current plans to completely reopen the club for usage classification 1 due to the coronavirus, the introduction of a new classification and changes to the days and times have been pushed forward to start in April 2021 in order to provide a safe and comforting place after school for children that avoids the 3 Cs.

#### **<Homepage for the Yokohama City "Review of the After-School Kids Club Project">**

<https://www.city.yokohama.lg.jp/kurashi/kosodate-kyoiku/hokago/hokagokids/minaoshi.html>

(It can be accessed from: Yokohama City main page -> Living/General ->

Child Rearing & Education -> After-School Childrearing ->

After-School Kids Club -> Review of the After-School Kids Club Project)



## 2. After-School Kids Club's Days of Operation

The After-School Kids Club is open on all days except for Sundays, national holidays, and the New Year holiday period (December 29 to January 3).

However, it may be closed due unavoidable circumstances, and it may be closed or the hours may be shortened if there are no requests for use.

The days and hours for using the club are different depending on the usage classification.

### 3. Usage classifications of the After-School Kids Club

There are two usage classifications: **the "Wakuwaku" classification, where the club is a play space, and the "Sukusuku" classification, where the club is both a play space and a childcare space.**

**The Sukusuku classification is further divided into "Yuyake", which runs until 5 pm, and "Hoshizora", which runs until 7 pm.**

The following table provides an overview of the differences between the usage classifications. Choose the classification that matches your purpose of use.

\* The names of the classifications are changing in 2021. For easy comparison, the names of the usage classifications up until 2020 are included in brackets.

Usage classification		Wakuwaku [Classification 1]	Sukusuku [Classification 2]	
			Yuyake [A]	Hoshizora [B]
Purpose of use		Play space	Play space + childcare space	
Registration conditions		<ul style="list-style-type: none"> <li>- The child attends an applicable elementary school or is in the early course of an applicable compulsory education school (hereinafter, applicable elementary school).</li> <li>- The child lives in an applicable elementary school or compulsory education school district (hereinafter, applicable elementary school district) and attends a public or private elementary school or a special education school.</li> </ul>		
		—	<b>*The household is unattended, etc.</b>	
Usage hours	Weekdays	From after school <b><u>to 4:00 p.m.</u></b>	From after school <b><u>to 5:00 p.m.</u></b>	From after school <b><u>to 7:00 p.m.</u></b>
	Saturdays	None *Can participate in events on this day		
	School holidays	2 hours a day (varies according to the After-School Kids Club)	8:30 am to <b><u>5:00 pm</u></b>	8:30 am to <b><u>7:00 pm</u></b>
Usage fee		Free * <b><u>Single uses are 800 yen + snack fee (see page 3)</u></b>	<b><u>2,000 yen monthly + snack fee</u></b> * <b><u>The extension fee (until 7 pm) is 400 yen each time</u></b>	<b><u>5,000 yen monthly + snack fee</u></b>
		<b><u>Fee reductions are available (see page 6)</u></b>		
Insurance cost		800 yen or less required yearly (varies according to the After-School Kids Club)		
Fixed number of users		No	Yes	
Documents required for usage application		Usage application form	<ul style="list-style-type: none"> <li>- Usage application form</li> <li>- Document to prove that the child is a child whose parent or guardian is not at home after school</li> </ul>	
		* Regardless of the usage classification, submission of a <b><u>copy of the "School Life Management and Guidance Sheet"</u></b> is required for students with food allergies.		

\* A "child from an unattended household" refers to a child in a household where it is difficult for the guardians to provide childcare in the hours after school due to work, etc.

## 4. Wakuwaku [classification 1]

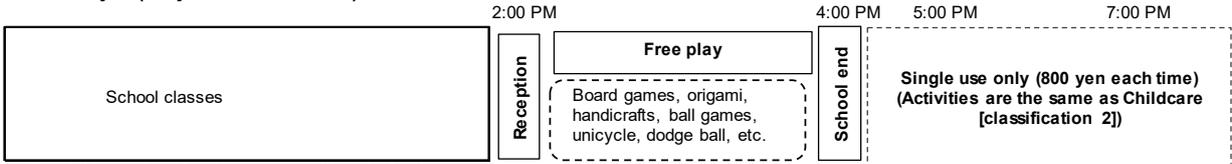
### (1) Usage hours

Weekdays	After school until 4 pm
School holidays*	2 hours a day (varies according to the After-School Kids Club)

\* It can be used on Saturdays for single uses or when participating in events.

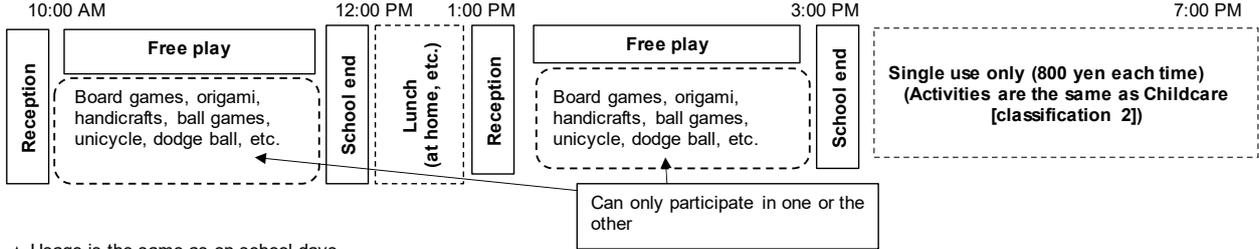
### (2) Standard example of daily activities

<Weekdays (days with school)>



- ★ The child can play after the usage card is submitted at reception.
- ★ Programs may be held during the free-play time. Children can participate in the programs if they want.

<School holidays (excluding Saturdays)>



- ★ Usage is the same as on school days.
- ★ Children in the Play classification [classification 1] can only participate in either the morning or the afternoon session.
- ★ Except for single uses, children in the Play classification cannot eat lunch at the club.

\* The above figure is an example from Yokohama, but the actual activity schedule and details may vary.

### (3) Usage fee

The Wakuwaku classification [classification 1] is **free**. \* However, there is a mandatory insurance cost.

Single uses
<p>The single-use system is for accepting a child in the Wakuwaku classification [classification 1] as a child from an unattended household when a guardian has temporary business and is away from home during after school hours. The Sucusuku classification [classification 2] can only be used when there is an open child slot. Single uses require an advance application, and each use costs 800 yen plus the snack fee (actual cost). With single uses, you do not have to pick up your child until the final ending time of the After-School Kids Club, but you must come after.</p>

#### (4) Participation in events (after 4 pm)

Various events are held at the After-School Kids Club to provide fulfilling activities to children.

If children in the Wakuwaku classification [classification 1] participate in an event that extends beyond 4 pm, the child is expected to participate until the end of the event. Please confirm the ending time with your child.

- \* For your child to participate in some events, you may be charged the materials cost, etc. Information on events and applications will be provided in detail through Kids News.
- \* For single uses, your child can continue to use the After-School Kids Club after events end.

#### (5) Usage limitations in case of emergency

If warnings have been issued, severe weather is expected during the summer holiday, there are effects of the new coronavirus infection, etc., and a safe play space for children cannot be ensured, restrictions may be applied to the Wakuwaku classification [classification 1].

If such restrictions will be applied, you will be informed in advance.

## 5. Sucusuku [classifications 2 A and B]

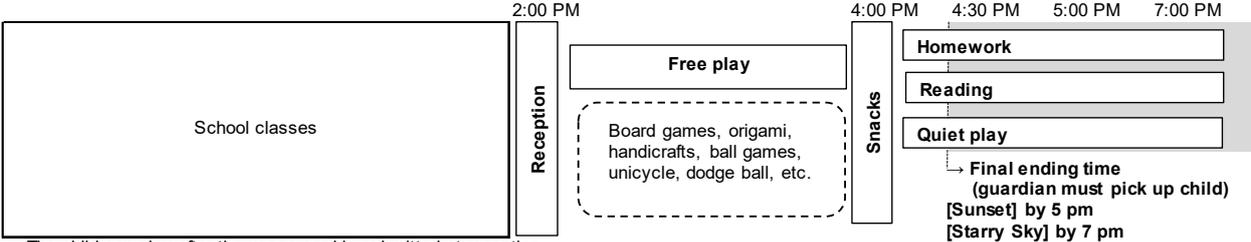
### (1) Usage hours

	Sucusuku (Yuyake) [classification 2A]*	Sucusuku (Hoshizora) [classification 2B]
Weekdays	After school until 5 pm	After school until 7 pm
Saturdays	8:30 am to 5 pm	8:30 am to 7 pm
School holidays		

\* The Sucusuku (Yuyake) classification [classification 2A] can be extended from 5 pm to 7 pm (400 yen each time).

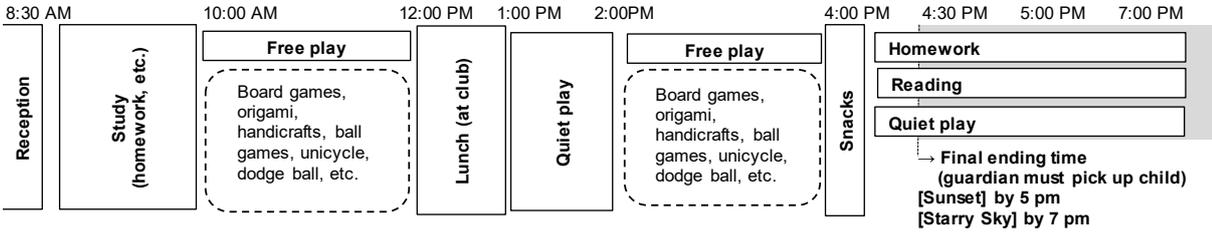
### (2) Standard example of daily activities

<Weekdays (days with school)>



- ★ The child can play after the usage card is submitted at reception.
- ★ Programs may be held during the free-play time. Children can participate in the programs if they want.
- ★ From 4 pm, children will have snacks or do quiet activities like homework or reading.
- ★ A guardian must pick up the child after the final ending time set by the Kids Club (varies by season).

<School holidays (including Saturdays)>



★ Usage is the same as on school days; however, children will spend the entire day at the Kids Club, so care is taken to not disrupt their lifestyle and daily rhythm.

\* The above figure is an example from Yokohama, but the actual activity schedule and details may vary.

### (3) Usage fee

	Sucusuku (Yuyake) [classification 2A]	Sucusuku (Hoshizora) [classification 2B]
Usage fee (monthly)	2,000 yen	5,000 yen
Extension fee (until 7 pm)	400 yen each time	—

- \* Insurance is required in addition to the usage fee.
- \* The usage fee for the Sucusuku classification [classification 2] will be charged even if the club is not used that month.
- \* The snack fee charged is the actual cost.
- \* When participating in events, the materials cost, etc. may be charged in addition to the usage fee. Information on events and applications will be provided in detail in the future through Kids News.
- \* **Fee reductions are available for the Sucusuku classification [classifications 2 A and B] (see page 6 for details).**

## <Fee reductions for the Sukesuku classification [classifications 2 A and B]>

Households receiving welfare or a municipal tax income tax exemption can receive the following fee reductions for the Sukesuku classification [classifications 2 A and B]. In order for an applicable household to receive the fee reduction, an application and the documents in <Table 2> must be submitted to the After-School Kids Club.

<Table 1> Monthly usage fee for the Sukesuku classification [classifications 2 A and B] after the fee reduction

	Sukesuku (Yuyake) [classification 2A]	Sukesuku (Hoshizora) [classification 2B]
Usage fee (before reduction)	2,000 yen	5,000 yen
<b>Fee after reduction</b>	<b>0 yen</b>	<b>2,500 yen</b>

**\* Fee reductions are not applicable to fees other than the monthly fees (snack fees, event materials cost, Sukesuku classification (Yuyake) [classification 2A] extension fee (400 yen each time), insurance).**

<Table 2> Documents required when applying for a fee reduction for the Sukesuku classification [classifications 2 A and B]

Household status	Documents required to be submitted
Welfare households	<p><b><u>Welfare recipient certificate [original] or welfare expense payment certificate [copy]</u></b></p> <p>* Request a welfare recipient certificate from your case worker in the Public Assistance Sec. of the Public Assistance Div. at the Ward Administration Office. (free of charge)</p>
Households with municipal tax income tax exemption	<p>Any of the following documents</p> <p>(1) <b><u>Municipal tax or prefectural tax taxation (exemption) certificate [original]</u></b> * You can obtain this certificate at the Tax Division of the Ward Administration Office. (it costs ¥300 per certificate.)</p> <p>(2) <b><u>Municipal tax or prefectural tax amount determination, tax notice [copy]</u></b> * This is sent from the Ward Administration Office if you pay at the Ward Administration Office.</p> <p>(3) <b><u>Notice of the special collection of municipal tax or prefectural tax on employment income [copy]</u></b> * You can obtain this from your employer if the tax is deducted by your employer.</p> <p>★ The fiscal year on the various certificates required varies according to the month in which you receive a reduction of the usage fee. Please inquire at the After-School Kids Club of the elementary school you are going to use for details.</p>

○ **If you are eligible for the widow's (widower's) exemption, contact the Child and Youth Bureau separately in regards to how households\* are handled that are eligible for the municipal tax income tax exemption. Phone: 045-671-4068**

\* If you are eligible for the widow's (widower's) exemption and the municipal tax income tax exemption, you must fulfill requirements (1) to (3) below.

**(1) You have never been married.**

**(2) You have a child between 0 – 19 years old.**

**(3) Your income is low.**

## 6. Joining the insurance plan

All users of the After-School Kids Club are required to join the insurance plan for injury and accident compensation and to pay the premium (800 yen or less per child).

The administrators use this insurance to cover all children who use the After-School Kids Club. Please pay the insurance premium during the application procedure to use the After-School Kids Club.

The insurance premium covers the entire year and cannot be refunded once paid.

## 7. Usage application

The application to use the After-School Kids Club is for a single school year (April 1 to March 31). If you want to use the club from the start of the year, submit the required documents to the After-School Kids Club by the following deadline.

To use the club from the middle of the year, submit the required documents to the After-School Kids Club by the specified date in the month prior to starting.

	Things required for usage registration	Submission deadline	
		Students already in school	First-year students
Wakuwaku [Classification 1]	- Application for use - Insurance fee (800 yen or less per year)	By the date specified by the After-School Kids Club	
Sukusuku [Classification 2 A and B]	- Application for use - Insurance fee (800 yen or less per year) - Documents that prove the household is unattended, etc.		

**\* Except for single uses, first-year students in the Wakuwaku classification [classification 1] can use the After-School Kids Club from the specified day.**

<Documents that prove the household is unattended, etc.>

If registering for the Sukusuku classification [classifications 2 A or B], one of the following documents must be submitted for each guardian that lives with the child. Registration for the Sukusuku classification [classifications 2 A or B] is not possible without the submission of documents for verification.

\* Guardians are defined as the parents or other individuals who take care of the child.

\* If registering two or more children, such as siblings, for the Sukusuku classification [classification 2 A or B], only one set of documents is required for verification (however, one usage application is required for each child).

Status of parent or guardian	Various certificates
Company employee, civil servant, etc.	<a href="#">Employment (prospective) certificate</a>
Prospective worker	
On maternity leave and childcare leave	
Self-employed	<a href="#">Self-employed status declaration form</a>
Individual with an illness Individual receiving care or treatment	<a href="#">Individual with illness or disability declaration form</a> * Attach a medical certificate.
Disabled person	<a href="#">Individual with illness or disability declaration form</a> * Attach a document that enables confirmation of disability such as a physical disability certificate.
Individual seeking employment	<a href="#">Employment seeking activity declaration form</a>
Individual attending school (excluding junior high and high school students)	<a href="#">Copy of a student identification card or student registration certificate</a>

Individual recovering from an earthquake, wind and flood damage, fire or other disaster	<u>Disaster victim certificate *</u> * If house was destroyed due to an earthquake, this is issued by the Ward Administration Office. If there was fire-related loss due to an earthquake, disaster by fire and wind, or flood damage this is issued by the Fire Department.
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[Measures to prevent the spread of the new coronavirus infection]

To prevent the spread of the new coronavirus infection, the After-School Kids Club is operating while implementing safety measures based on Yokohama City's "Guidelines for After-School Childcare Businesses in Yokohama City on Measures against the New Coronavirus Infection".

Since 2020, the usage times and days have been partially restricted to avoid crowding for usage classification 1, the play space, based on instructions from Yokohama City.

As there are still no signs that the spread of infection will be resolved soon, the usage times and days may continue to be restricted for the Wakuwaku classification [classification 1] in 2021 as well based on instructions from Yokohama City.

We appreciate your understanding and cooperation.

**8. Determination of usage**

**Generally, the After-School Kids Club can be used from the desired date provided in the usage application.**

However, if information is missing from the application or if falsehoods are discovered, the registration for the Sukesuku classification [classifications 2 A and B] may be denied. In this case, you will be contacted in advance by the After-School Kids Club or an administrator.

**9. Starting day of usage for new 1st grade students**

Starting day of usage for new 1st grade students varies according to the usage classification the child is registered in.

<Wakuwaku [classification 1]>

Out of consideration of the effects on school life, the After-School Kids Club can be used from the specified date.

However, single uses (800 yen each time + snack fee) are possible from April 1.

<Sukesuku [classifications 2 A and B]>

Can be used from April 1.

[Cautions for use by first-year students]

Regardless of the usage classification, please cooperate with the following for first-year students that will use the club during the period from April 1 until the start of reception for the Wakuwaku classification [classification 1].

- (1) A guardian must drop off and pick up the child.
- (2) An advance meeting with After-School Kids Club staff may be required to understand the child's circumstances.

## 10. Changing the usage classification

After registration, submit a usage change notification to change the usage classification mid-year due to work changes, etc.

The usage classification generally cannot be changed in the middle of a month. Submit the usage change notification to the After-School Kids Club by the specified date in the month prior to the change.

Please avoid frequently changing the usage classification as this can disrupt the daily rhythm of the child and be stressful for them.

<Submitting documents that prove the household is unattended, etc.>

- If changing the classification from Wakuwaku [classification 1] to Sukusuku (Yuyake or Hoshizora) [classification 2 A or B] during the year, documents must be submitted proving that the house is unattended (see pages 7 and 8).
- If changing the sub-classification of the Sukusuku classification [classification 2 A or B] (from/to Yuyake [2A] or Hoshizora [2B]), documents for verification do not need to be re-submitted.
- Documents that prove the household is unattended, etc., must be resubmitted if the workplace, work situation, etc., changes.

Please make preparations to start using the After-School Kids Club once registration is complete. We appreciate your understanding and cooperation in reading the information in the following pages in order to safely and comfortably use the After-School Kids Club.

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After-School Child Care and Development  
Division, Yokohama City Child and Youth  
Bureau