

# Enrollment Guidance for the Kobe City After-School Children's Club (After-School Care) for FY 2024

We will open the Kobe City After-school Children's Club (After-school care) for FY 2024 as described below. If you would like to join the club, please read this guidance carefully and understand its contents, and then apply to the children's center and the after-school care corner where you wish to use.

## 1. What is an after-school children's club (after-school care)?

We provide a place to live for elementary school students whose parents are working and who have no adult family member at home after school. The purpose is to support for the balancing of child-rearing and work and to pursue sound upbringing of after-school children.

## 2. Eligible children

Children from the 1st grade to the 6th grade in elementary school living in Kobe City must meet the following requirements (1) to (3).

- (1) Children of the family that their parents work, or the family equivalent to this;
- (2) Children of the family that there is no one who is equivalent to a guardian such as parents or grandparents in the daytime.
- (3) Children who can come to the facility alone from school or home and return alone, and who can excrete and eat alone.

- \* Depending on the elementary school district, the children's center and the after-school care corner may divide the accepted children according to their grades and addresses. Please check with each after-school children's club for details.
- \* Children of the family that have used by the previous fiscal year and have not paid for the usage fees cannot be used.
- \* In principle, it cannot be used only for a long vacation such as summer vacation. In principle, it cannot be used only for a long vacation such as summer vacation.

Reasons for Admission	State of the Parents	Period Available for Admission
Work *including self-employed	Working after the period of time when the child returns home after school, including commuting hours.	Period of working *In the case of an informal decision of employment, if you cannot submit a certificate of employment within one month after admission, you will be asked to withdraw.
Nursing or caring for family members	Nursing or caring for a family members, and the period continues for one month or more.	Until the time when nursing care is no longer required.
Illness or disability	Undergoing medical treatment due to illness or disability, which requires one month or more of continuous hospitalization or recuperation.	Until the time when medical treatment is no longer required.
Maternity leave	Taking maternity leave, perinatal rest is required, and it is difficult to care for an elementary school child at home.	A total of five months, including the month in which childbirth is expected and two months before and after childbirth. *In the case of a multiple-fetus pregnancy, the facility can be used four months prior to childbirth.
School attendance	Currently attending a university or graduate school and not being home during the period of time when a child returns home after school and unable to watch the child.	During the period of attendance at school.

### 3. Opening period

April 1, 2024 (Monday) - March 31, 2025 (Monday)

However, excluding Sundays, national holidays and December 29 to January 3.

#### Response to natural disasters and infectious diseases

- (1) If a weather warning is announced while using the after-school children's club,
  - The warning was announced before the opening hours of the after-school children's club → It will be closed.
  - After the opening of the after-school children's club, the warning is announced during the opening → We will continue to provide after-school care..
  - The use after issuing the warning and the use at the free visit are not allowed.
- (2) The after-school children's club may be closed when a special warning is issued or when public transportation is suspended.
- (3) When the class or grade is closed due to flu or novel coronavirus infection (hereinafter referred to as "COVID-19"), please stay at home for children in the targeted class or grade.
- (4) If many cases of influenza or COVID-19 occur in the after-school children's club, the club may be closed for a certain period of time. Please stay at home while the club is closed. Even if the club is open, if your child is infected with influenza or COVID-19, Please keep your child at home.

### 4. Implementation time

Weekdays	After school to 5:00 p.m. *Extension until 7:00 p.m.
Saturdays	8:00 a.m. to 5:00 p.m. *Extension until 7:00 p.m.
School holidays *excluding Saturdays.	8:00 a.m. to 5:00 p.m. *Extension until 7:00 p.m.

\* In case of extended use, please be sure to pick up your child by the end of the extended use.

\* Please let your child have a lunch box on school days when there is no school lunch, Saturdays and school holidays.

### 5. Usage fees, snack fees and ICT system fees

The following fees are required to use the after-school children's club. Both amounts will be withdrawn from your account.

Please pay the basic usage fee and extended usage fee to Kobe City, and the snack fee and ICT system fee to each facility. Also, please ensure that your account balance is sufficient at least one day before the monthly withdrawal date.

Expense item	Amount of payment	Payee	Payment date
Basic usage fee	4,500 yen per month	Kobe City	The end of every month *The amount for the current month will be withdrawn.
Extension usage fee (5:00 p.m. to 6:00 p.m.)	1,500 yen per month		
Extension usage fee (5:00 p.m. to 7:00 p.m.)	3,000 yen per month		
Snack fee	1,500 yen per month	Each after-school children's club	It varies depending on each after-school children's club.
ICT system fee	It varies depending on each after-school children's club.		

\*The after-school children's club prepares snacks every day. Please pay the following amount as a snack fee to each after-school children's club by the designated day of each month. Furthermore, a part of the snack fee may be used for expenses such as a "birthday party".

\*Basic usage fee, extension usage fees are not calculated on a pro rata basis. If the registration period lasts even one day, you will be charged a usage fee for that month even if your child does not use it.

\*If you wish to withdraw or recess your membership, please be sure to submit a withdrawal notice or a recess notice by the end of the previous month.

\*Until a bank account transaction starts, please pay to the designated financial institution using the payment slip we will give you.

\*If you cannot pay by direct debit, as you cannot retry it, please pay through the designated financial institution using the payment slip to be handed over.

\*If a refund occurs due to overpayment or reduction/exemption, the refund will be made within two months after Kobe City becomes aware of the occurrence.

### ■ICT SYSTEM (Entrance and exit management system)

With the aim of managing children's attendance and contacting parents more smoothly, the Kobe City After-school Children's Club is introducing the introduction of an ICT system instead of a contact book. To join a club that has installed an ICT system, please register to use the system.

In addition, depending on the specifications of the system used by the after-school children's club, usage fees, etc. may be charged. Please contact each club for details on usage fees.

## 6. Reduction and exemption system

There is a reduction and exemption system for the basic usage fee and extended usage fees. Information on the Reduction/exemption application form and the usage fee reduction/exemption system are available at each after-school children's club. Information is also available on the website of the Kobe City.

<https://www.city.kobe.lg.jp/a64411/kosodate/chiiki/jidokan/gakudo/genmen.html>

Classification of reduction and exemption	Amount
Households on welfare	Full exemption *0 yen per month
Households exempt from inhabitant tax and single mother family/single father families	Full exemption *0 yen per month
Households entrusted to foster parents	Full exemption *0 yen per month
Nontaxable income households * Includes households that are exempted from taxes when applying tax deduction for dependents before the 2010 revision to the tax code.	Half exemption *Basic usage fee: 2,250 yen *Extension usage fee/until 6:00 p.m. - 750 yen *Extension usage fee/until 7:00 p.m. - 1,500 yen

\*If you meet the requirements for exemption/exemption, please send the application form for exemption/exemption and required documents to the Kobe City Administrative Affairs Center (P. 6).

\*Depending on the reduction/exemption category, there are required documents at the time of application. Please see the system information for details.

\*Application for reduction/exemption of usage fees is required every year.

\*If you wish to apply for reduction/exemption from the middle of the fiscal year, it will be applied from the month following the application month.

\*If you no longer meet the requirements for reduction/exemption, please notify the Kobe City Administrative Affairs Center.

## 7. Documents to be submitted for enrollment application

Documents to be submitted	Submission destination
<ul style="list-style-type: none"> <li>- <b>Enrollment application form for the Kobe City After-School Children's Club</b></li> <li>- <b>A document on which the enrollment requirements can be confirmed</b> <ul style="list-style-type: none"> <li>[Working] Employment certificate or business management notification</li> <li>[Taking care of family] A medical certificate and a written motion</li> <li>[Illness/Disability] Copy of medical certificate, copy of notebook, etc., and written petition</li> <li>[Maternity leave] Copy of the maternity passbook and an application</li> <li>[School attendance] Certificate of enrollment, the lesson curriculum, and a written motion</li> </ul> </li> <li>- <b>Bank transfer request form</b></li> </ul>	After-school children's club to be used
<b>Application form for reduction/exemption (including required documents)</b>	To the Staff of After-school Care, Administrative Affairs Center of Kobe City 4F, Shoko Chukin Bank Kobe Branch Building, 111-banchi, Ito-machi, Chuo-ku, Kobe-shi, 650-0032

\*If you change your workplace, please submit your new certificate of employment again.

\*Additional documents may be required depending on each club and membership conditions.

There is a creation form that allows you to create documents on your computer or smartphone. Please feel free to use it.

<https://kobe-city-form-reiwa6.firebaseio.com> (Available from November 1)

If you cannot use the creation form, please use the documents provided at each after-school children's club.

It can also be downloaded from the website of the Kobe City.



Application creation form

## 8. Application period

**Intensive Application Period:  
November 1 (Wednesday) to December 8 (Friday)**

You can apply even after the date above, but we may not be able to guide you to your desired facility depending on the number of children the facility can accept.

## 9. Terms of agreement

### ■ Procedure relations

- (1) Application is required every year. If you are currently using the service, please apply again for continued use.
- (2) If there are few applications, some after-school childcare facilities may not open the facility.
- (3) If the number of users of after-school children's club that you are using increases, after allocating them by grade or region, we may ask you to change to a nearby after-school children's club that is different from the one you applied for.

(4) All children who use after-school children's club in Kobe City are required to take out accident insurance. Please note that your information will be provided to the insurance company when you enroll.

### ■ Emergency situations such as accidents and illnesses

(1) In the event of an emergency such as an accident, illness, or trouble at the after-school children's club, we will contact you by phone. In such cases, please respond appropriately and promptly come to pick up your child if necessary.

(2) Accidents that occur at after-school children's clubs, including those occurring while commuting to and from the facility, are covered by accident insurance (sports safety insurance). Also, please note that depending on the content, we may not be able to reimburse the full amount.

(3) Kobe City and the After School Children's Club are not responsible for accidents that occur during activities that are not under the control of the After School Children's Club, or for accidents that are attributable to chronic illnesses or children.

### ■ Matters with restrictions, etc.

(1) If you lose your enrollment requirements due to leaving work or moving, please be sure to notify us. If your child has been absent without permission for more than a month, or if there is false registration information at the time of application, your membership will be cancelled.

(2) If your child will be absent for a long period of time due to family circumstances, please submit a recess notice to the facility by the end of the previous month.

(3) If you are in arrears with usage fees, snack fees, or ICT system fees, you will not be able to continue using the service and re-enroll or have siblings join after April 1 of the following year.

(4) If you fail to pay the usage fees, snack fees, or ICT system fees for no good reason even in the middle of a fiscal year, you may be asked to withdraw.

(5) If your child violates the rules set by the city or facility, or significantly interferes with group life, you may be terminated.

## Requests to Parents

- ◆ If there are any changes to your registered information, such as emergency contact information, please be sure to notify us.
- ◆ If your child is absent from after-school children's club, be sure to contact us in advance.
- ◆ When the parent is at home, please try to take a break from after-school care for children and spend time for valuing parent-child interaction.
- ◆ The after-school children's club will hold an information session before joining, so please be sure to attend. We will also hold a parent-teacher conference, so please attend as much as possible.
- ◆ Public after-school care in Kobe City is managed and operated by a designated manager. Please confirm on the Kobe City homepage for details of the designated manager system.



Designated manager system  
for public facilities

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**Intensive Application Period:  
November 1 (Wednesday) to December 8 (Friday)**

For new membership, please first contact each after-school children's club facility by phone.

Find nearby facilities



Various application documents can also be obtained from the website of the Kobe City website.

Enrollment procedure  
/change procedure



If you have any questions, please see the "Frequently Asked Questions and Answers" page on the website of the Kobe City.

Frequently Asked  
Questions and Answers



## Contact information

- Regarding the use of the after-school children's club...  
After-school children's clubs near you



Find nearby facilities

- Regarding application procedures and reduction/exemption of usage fees...

Kobe City Administrative Affairs Center

078-381-5533 (Weekdays 8:45 a.m.-5:30 p.m.)

FAX: 078-381-6675

- About the system and anything you notice while using it...

Kobe City General Call Center

078-333-3330 (Open all-year-round 8:00 a.m.-9:00 p.m.)