

# Adachi City Guide to Application for Admission to After-School Childcare Center

- ☆ 2025年度の学童保育室入室申請案内は各学童保育室にあります。
- ☆ FY2025 Guide to Application for Admission to After-School Childcare Center is available at each After-School Childcare Center.
- ☆ 各学童保育室备有 2025 年度学童保育室入室申請指南。
- ☆ 2025 년도 학동보육실 입실 신청 안내서는 각 학동보육실에 있습니다.



- \* **Parent/guardian who wish to enroll their children should apply for admission as outlined in this guide**
- \* **Even for children who are currently enrolled, a new application is required each fiscal year.**
- \* **Please prepare all required documents and submit them well in advance.**
- \* **Failure to submit the required documents by the deadline or defects in description in the documents will result in disqualification from the screening process and denial of admission.**

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## (Inquiries)

School Child Operation Subsection, After-School Childcare Section, Child and Family Division  
03-3880-5863

〒120-8510 1-17-1 Chuo-Honcho, Adachi-ku

## 【Request】

**In case that we need to check with something on your application, our staff may call you. Please answer the phone if you notice the number above indicated in your incoming call, or if you are unable to answer, please call us back.**

## 1 Deadline for receipt of application

Applications for admission for FY2025 will be accepted as follows:

As a general rule, children who will be admitted on April 1 will be selected from applications submitted during the all at once reception period. Additional applications for admission on April 1 will be accepted only for after-school childcare centers that have vacancies after the all at once reception period. If the after-school childcare center where you wish to enter has no vacancy, please apply for "mid-year admission (admission in May or later)."

### Overview of FY2025 deadline for receipt of application

#### Admission on April 1, 2025 (all at once reception)

**Reception period** From Nov.5 (Tue) 2024 to Dec.2 (Mon.) 2024

**Reception place**

(After-School Childcare Center) From 1:30p.m. to 6:00p.m.(exclude Sundays , national holidays)  
(After-School Childcare Section, City Office) From 8:30a.m. to 5:00p.m.(exclude Sat. Sun. national holidays)  
(Online application) 0:00a.m. November 5 to 11:59p.m. December 2,

※In addition to the above schedule applications will be accepted at the lobby, 1st floor of the city office from 9:00 a.m. to 4:00 p.m. Sunday, November 24, 2024.

#### Admission on April 1, 2025 (additional reception) ~ For the Centers with vacancy

**Reception period** From Feb.17 (Mon) 2025 to Feb.28 (Fri.) 2025

- ※ 1 After screening the applications submitted at the all at once reception, after-school childcare centers that have vacancies in their capacity will accept applications that target the said center as first choice.
- ※ 2 Available after-school childcare centers will be announced on the city's website on Friday, February 14.
- ※ 3 You cannot apply for the after-school childcare centers that have no vacancies. Please apply for "mid-year admission (admission in May or later)."

**Reception place**

(After-School Childcare Center) From 1:30p.m. to 6:00p.m.(exclude Sundays, national holidays)  
(After-School Childcare Section, City Office) From 8:30a.m. to 5:00p.m.(exclude Sat. Sun. national holidays)  
(Online application) 0:00a.m. February 17 to 11:59p.m. February 28

#### Mid-year admission (admission in May or later)

※We do not make March admission approval

Each month, depending on the vacancy status in the after-school childcare center, we decide children who will enter on the first day of the following month. As a general rule, we do not approve admission in the middle of the month.

**Reception period** Reception starts March 17 (Mon.) 2025

\* Applications received by the After-School Childcare Section by the 10th of the month preceding the month of admission (if it falls on a Saturday, Sunday, or holiday, preceding city office working day) will be examined.

**Reception place**

(After-School Childcare Center) From 1:30p.m. to 6:00p.m.(exclude Sundays, national holidays)  
(After-School Childcare Section, City Office) From 8:30a.m. to 5:00p.m.(exclude Sat. Sun. national holidays)

- ※ 1 Please note that online application is not available.
- ※ 2 If you are submitting to the after-school childcare center, please submit well in advance of the deadline as it takes time for the after-school childcare section to receive the application

## **2 What is the After-School Childcare Center?**

This program provides the “living places after school” for children who need support because their parent/guardian are not at home during the daytime due to work or other reasons, and to promote the child’s healthy development. In the after-school childcare center, children spend time together in a “group life centering on play in the after school time”. We support the development of children's independence, social skills, and basic lifestyle habits through interactions with children in different grades and with the support staff at the after-school care center.

### **Approved period** One year from April 1,2025 to March 31,2026

- ① If the period during which the parent/guardian is unable to care for the child is shorter than the above period, it shall be that period.
- ② If you wish to continue an enrollment for the following year, it is necessary for you to apply newly for each fiscal year.

### **Target children** 1st to 6th grade elementary school students who live or enrolled in the school in Adachi City.

### **Hours of Childcare** From the end of the class (8:30 a.m. on th school closed days) to 6:00 p.m.

- ① Saturdays are available for those who need childcare due to work or other reasons.
- ② It cannot be used only for long vacations (summer holidays, etc.)
- ③ Some after-school childcare centers offer special extended childcare (paid or separate fees apply).  
※Regarding special extended childcare, please refer to page19.

### **Center closed days** Sundays, National holidays, Year-end and New Year holidays (December 29 to January 3)

### **Precautions when using this service**

#### **1 About the use of the after-school childcare center**

- ① If your usage of after-school childcare center will **not be 3 days or more per week** due to attending cram schools or private activities etc. **you cannot use**. However, absence due to the use of “after- school children’s class” or “after-school day service” will not be treated as absence.
- ② It is not allowed to come to after-school childcare center after having attended a cram school or private activities. (however, you can come to after-school childcare center after using after-school children’s class.)
- ③ The parent/guardian who is under job-searching, under nursing/caregiving for someone at home, or studies mainly at home rather than going to school cannot use.
- ④ You can use even if you are on maternity leave or will enter into maternity leave after admission.

#### **2 If you are taking or will take childcare leave**

- ① If the parent/guardian enters into childcare leave while the child has been attending, they have to leave the after-school childcare center as of the last day of the first month using childcare leave. However, If the period of the childcare leave is short, and the parent/guardian will reinstate to work by the 1st of the following month of 2 months after the starting month of the childcare leave, you can continue to use. (example) Childcare leave starts from September 15→If you reinstate by December 1st, you can continue to use.
- ② In principle, those who are on childcare leave as of April 1 cannot use the after-school childcare center, but if they will reinstate to work by May 1, they can use it from April 1.
- ③ After an admission is approved on condition that you will reinstate to work by May 1, if you have to extend your childcare leave because your younger child cannot enter the nursery, etc., you can continue to use after-school childcare center subject to your reinstatement by June 1, 2025.(If you further extend childcare leave, you have to withdraw.)
- ④ Those who are on childcare leave and apply in the middle of the fiscal year can use it from the first day of the month you will reinstate. Note that an application will be accepted on and after the 10th of the month, two months before the reinstatement month.
- ⑤ When you return to work after childcare leave ends, submit the "Certificate of Reinstatement to Work" or the certificate of reinstatement issued by your workplace (which should include the parent's/guardian's name and the date of return) to the after-school childcare center. If you fail to submit, admission approval will be cancelled and you have to leave the after-school childcare center.
- ⑥ In the case that both parents take childcare leave, please contact the after-school childcare section about use of the after-school childcare center.

#### **3 If your employment or other status changes.**

- ① Please promptly resubmit the notification of change and attached documents such as work certificate. If the situation differs from that at the time of screening, the application will be re-screened.
- ② If the result of the re-screening does not meet the requirements for admission, the application for admission will be turned down or the applicant will be discharged from the center.

### 3 Flow from application to admission※For April 1 enrollment (all at once reception)

Distribution of Application Form	The form can be downloaded from Adachi City's official website from Monday, October 21. Also, the form will be distributed at each after-school childcare center and at the After-School Childcare Section on the 3rd Floor South Wing of City Office.
Application Submission	<p>1 <b><u>Prepare the application form and all the required documents according to the parent's/guardian's reason to apply</u></b> , and submit them using any of the following methods (<b>Postal mail is unacceptable.</b>)</p> <p>① <b>Parent/guardian directly submit to the first choice after-school childcare center.</b></p> <p>② <b>Parent/guardian directly submit to the counter of the After-School Childcare Section (3rd floor of the South Wing, Adachi City Office).</b></p> <p>③ <b>Use an online application (applications for mid-year admission are not accepted)</b> Applications and other documents for admission during the all at once reception period can be applied online.(see page 13 for details on how to apply online.)</p> <p>2 <b>If you apply the private after-school childcare center for your first choice.</b> Please directly apply to the private after-school childcare center. <b><u>Note that you cannot submit to the city office, and you cannot apply online.</u></b> Refer to page 14 for details.</p> <p>3 If the documents are not complete, the application will not be reviewed.</p> <p>4 Your child may not be able to enroll in the first-choice center. If you have a second-choice, fill in the second-choice column as well. If you do not have the second-choice, please write "none" in the second-choice column. If there is no filling in, it will be treated as having no second choice.</p> <p>5 For the application of the child with disabilities, refer to page 12.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><b>Period for accepting application</b></div> <p><b><u>From Tue. November 5, 2024 to Mon, December 2, 2024 Deadline must be met.</u></b></p> <p>(After-School Childcare Center): From 1:30 p.m. to 6:00 p.m. (except for Sundays and national holidays) (After-School Childcare Section): From 8:30 a.m. to 5:00 p.m. (except for Saturdays, Sundays and national holidays) (Online application) From 00:00 a.m. November 5 to 11:59 p.m. December 2</p> <p>※In addition to the above schedule, applications will be accepted <b><u>at the lobby, 1F of the city office, from 9:00 a.m. to 4:00 p.m. Sunday, November 24, 2024.</u></b></p> <p>※Please submit your application well in advance of the deadline.</p>
Screening	<p>Please refer to the page 15 for the screening.</p> <p>※For a child who needs special considerations, we will have an interview accompanied by the parent/guardian as necessary.</p>
Result Notice	<p><b><u>Scheduled to be sent out on Friday, February 14,2025.</u></b></p> <p>※1 In the approval notice letter, information on the date of admission briefing will be enclosed.</p> <p>※2 The approved admission period is from April 1, 2025 to March 31, 2026. However, judging from the work certificate, declaration letter, etc., if the period that the parent/guardian cannot take care of their child is shorter than the above-stated period, the said shorter one will be applied.</p>
Documents Submission	<p>If you have been approved for admission, submit the following documents to the approved after-school childcare center <b><u>by the day of the admission briefing.</u></b></p> <p>① <b><u>Bank Account Transfer Request Form</u></b> (For details, refer to page 18) You are requested to pay the guardian's own expense by means of the bank account transfer.</p> <p>② <b><u>Family Status Form</u></b> This is an important document for taking care of your child. Be sure to submit it as failure may bring some difficulties in childcare.</p>
Admission Briefing	<p>Admission briefing will be held during March at each after-school childcare center. Please check the date and time of the briefing, which will be enclosed with the approval notice. At the briefing session, we will explain the contents of the after-school childcare program and what you need to prepare for admission, as well as providing you with a contact notebook and other necessary documents.</p>

## 4 Who can use it?

Those who meet the following requirements 1 and 2 are eligible to use the after-school childcare center. Those who do not meet these requirements should consider **using the Special Use of Children's Hall (Children's Hall with Carrying a School Bag)**.

**1 The child who enters after-school childcare center must meet the following requirements ① and ②.**

- ① Child must be in the 1st to 6th grade of elementary school living and being enrolled in the city.
- ② Child must use the after-school childcare center **at least three days a week**.

**2 The parent/guardian of the child must fall under any one of the following:**

**(a) In the case of working or other reasons (refer to page 20 on the index)**

	Reason to apply	Situation	Minimum. Requirements
1	Working	Always engaged in labor work other than housework	<b><u>the following requirements ①through③must all be met.</u></b>
2	School attendance (outside the home)	For the case that you are <b><u>studying outside home</u></b> in order to acquire the qualifications or skills required for employment. ※Outside home means that you <b><u>take classes or trainings at the designated places given by school.</u></b> ※ <b><u>Remote learning is not eligible.</u></b>	① Working 3 days or more per week ② Working 4 hours or more per day ※ <b><u>Commuting time, overtime hours are not to be included.</u></b>
3	Nursing/Caregiving (outside home)	You have a relative (within second-degree) who has a long-term illness or has a mental or physical disability and are providing <b><u>nursing / caregiving outside home</u></b> . ※If a room is in another room in the same building, such as an apartment building, or if the building is separate but recognized as being on the same premises, it will be considered within the home	③The final index, which is the sum of the "standard index" and the "correction index," must be 1 point or more.
4	Illness/Disability	If the parent/guardian has illness or physical/mental disabilities.	The final index, which is the sum of the "standard index" and the "correction index," must be 1 point or more.
5	Both parents are absent	The applicant child's father and mother are not present in the home due to being dead, separated, missing, detained, or any other reasons.	

**(b) By the special exception**

If the board of education acknowledges that the child is clearly lacking in protection and nurturing.

## \* Guide to the Special Use of Children's Hall with Carrying a School Bag

This is a program that allows children to directly come to the Children's Hall with their school bag on their back after school. This program is operated at 52 Children's Halls in the city.

This program is available only when the parent/guardian are not at home, during after-school hours on days when school is in session, due to regular employment (working outside), commuting to school, hospitalization, or regular visits to the hospital.

※This is not an operation like after-school childcare center under which we have children with our care.

※Due to renovation work, some of the centers may not be opening.

**Free Cost !**

**Both general use of Children's Hall and the use as "Children's Hall with carrying a School Bag"**

**"Guide spending time afterschool"**



**For the Special Use of Children's Hall (with Carrying a School Bag) and for the general use, Children's Hall Opens until 6:00 P.M. !**

"Children's Hall with Carrying a School Bag" is a service that allows school children to come to Children's Hall directly after school with a school bag on their back (need registration). You can use the "e-mail delivery service for entering and leaving Children's Hall" (free charge), in which an entering and leaving time of the child will be sent by e-mail to the parent/guardian.





## 5 Documents to be submitted

Admission screening will be conducted based on the documents submitted. Please take note that **if the required documents are not submitted, or are incomplete due to a lack of information or errors, you will be requested to resubmit, and if they are not submitted by the designated date, we cannot enter into screening process and result in denial of admission, or can adversely affect the admission screening.**

### 1 List of documents required for application (submit documents ① to ④)

- ① Application Form for Admission to After-School Childcare Center (one copy to be submitted for each child applying)
- ② Documents proving that the parents/guardians cannot take care of their child at home (one copy each for father and mother).  
 ※**Just one document will be acceptable if siblings apply to the same center. In that case, submit the original for the younger child's application and a photo copy for the other sibling's application.**
- ③ Other attached documents (only those who apply)
- ④ Documents submission confirmation sheet (one copy to be submitted for each child applying)

### 2 Application Form for Admission to After-School Childcare Center (one copy for each child applying)

One copy must be submitted for each child applying for admission. Please note that if siblings apply for admission, a copy must be submitted for each child.

### 3 Documents proving that the parents/guardians cannot take care of their child at home (one copy each for father and mother).

Required submission documents differ depending on the reason for the parent's application. Please check the information below and submit the necessary documents.

**(1) If you are working.** ※A review will be made based on your work status beyond the admission date you wish.

Working Status	Documents	Notes
<b>Those who are employed by corporation, etc.</b> ※Those who got a job-offer ※Those who are scheduled to reinstate.	<b>① Work Certificate</b> ※The certified date must be within the last 3 months.	<b>●About Work Certificate</b> ①The Work Certificate must be made by the workplace. ②Those who got a job-offer must re-submit the work certificate after having started employment. ③Those who are during before and after childbirth leave, or childcare leave must fill in the acquisition period and reinstatement (or schedule) date.
<b>1 Sole proprietors and their spouses who run business together</b> <b>2 Company operators and their spouses who work for the company</b> ※If you are engaged in the jobs outsourced by the customer, and cannot obtain proof of employment from the outsourcing company, you are considered a sole proprietor.	<b>① Work Certificate</b> ※The certified date must be within the last 3 months.  <b>② Documents to prove business</b>	<b>●About Work Certificate</b> It should be filled out by a person who actually control the work other than the applicant, and applicant can sign only in unavoidable circumstances.  <b>●Documents to prove business</b> Submit documents that verify the status of business activities (see page 7 and 8 for details).
<b>Those who plan for employment after graduation</b> ※Those who are studying until March 2025 and <b><u>have got a job-offer from April 1, 2025, subject to graduation,</u></b> but are unable to submit a work certificate at the time of application.	<b>① Work Certificate</b> ※The certified date must be within the last 3 months. <b>② Proof of school admission</b> <b>③ Statement of reasons for extension of deadline for the certified documents (to use the city's designated form)</b>	<b>●Work Certificate</b> ①Submit by February 28,2025 ②Also submit the statement of reasons for extension of the deadline for the certified documents.  <b>●Proof of school admission</b> Submit a document showing the period of admission
<b>Preparation of business startup</b> ※Those who have no business record at the time of application, but <b><u>will start a business by April 1, 2025.</u></b>	<b>① Work Certificate</b> ※The certified date must be within the last 3 months <b>② Documents proving business startup.</b>	<b>●Work Certificate</b> Describe the schedule of business startup. <b>●Documents proving business startup.</b> Copy of the "Notification of Opening or Closing of Private Business" or Copy of Notification of Corporation Establishment ※After business startup, re-submit the work certificate and the documents proving business startup.

**(a) Additional Explanation on Submission of Work Certificate**

**★ If you are working at multiple places**

In addition to the work certificate created by the work place, you are requested to **prepare and submit the most recent 4 weeks work records for the same period for each work place** for our verification.

**★ Work certificate for those with fixed-term employment contracts (only for all at once reception)**

**If your employment contract expires before April 1, 2025**, please submit the following work certificate.

- ① Work certificate certifying that you have been job-offered continuously on April 1, 2025 onwards.
- ② If you are unable to submit the above ①, submit the work certificate certifying the employment content at the time of application and the renewal of employment period. ※ For both cases of ① and ② please promptly re-submit the work certificate once an employment contract is renewed.

**(b) Documents to prove business (sole proprietor/company operator/spouse who runs business together)**

**【Please confirm】**

**About submission of copies of the final tax return/final corporate tax return:**

Effective January 2025, the **National Tax Agency will no longer affix the receipt stamp to the copy of the tax return.** So, **only when the receipt notification transmitted from e-tax will be treated as proof.**

**Sole proprietors, their spouses who run business together**

Category	Documents to prove business
<b>Sole proprietor</b>	<p><b>1 Statement of the business implementation details (for the sole proprietor) ※submit without fail.</b> Fill out the business details, work place, basic weekly work schedule, etc.</p> <p><b>2 Documents that can confirm the business implementation (submit either ① or ②)</b></p> <p><b>① Copy of page 1 of the Final Tax Return for the most recent fiscal year and e-Tax receipt notification</b> ※If you did not file via e-Tax, submit ②below. ※If your income sources are only non-labor work income such as real estate income and advertising revenue, submit ②below.</p> <p><b>② Copies of documents confirming business status and transactions (Please see page 8 for specific documents.)</b> ※The documents must be the ones created within the last 3 months as of the application. ※Submit multiple documents or the one showing consecutive multiple months. ※Documents that can confirm the names of the parent/guardian and business place (If you do not have a place of business, submit the documents something that is deemed to be related to your business).</p>
<b>Proprietor's spouse who operates business together</b>	<p><b>1 Those who are the family employee</b></p> <p><b>① Copy of page 2 of Final Tax Return for the most recent year and e-Tax receipt notification</b> ※Only if the spouse, who is a proprietor, files tax return via e-Tax. ※The one showing the parent's/guardian's name on the column of "Matters concerning family employees".</p> <p><b>2 Those who cannot submit the above documents. (Submit either ① or ②)</b></p> <p><b>① Copies of documents confirming business status and transactions (please see page 8 for specific documents.)</b> ※The documents must be the ones created within the last 3 months as of the application. ※Submit multiple documents or the one showing consecutive multiple months. ※Documents that can confirm the names of the parent/guardian and business place (If you do not have a place of business, submit the documents something that is deemed to be related to your business).</p> <p><b>② A copy of the pay slip for the most recent three months, a copy of the withholding tax slip for the most recent year, or a copy of the payroll ledger.</b> ※Verification of salary paid by the employer to the parent/guardian.</p>

**Company operators and their spouses (who are engaged in the company work)**

Category	Documents to prove business
<b>Company Operator</b>	<p><b>1 Those who are continuing business from previous year</b> Submit any one of the following documents ① to ③ that can that verify company name and parent's/guardian's name.</p> <p>① <b>Copy of Attached Appendix 1 of Final Corporate Tax Return</b> of the most recent fiscal year, and <b>e-Tax receipt notification</b>. ※If you did not file via e-Tax, submit either ② or ③ below.</p> <p>② <b>Copy of Certificate of Full Registry or Certificate of All Historical Matters (for a fee)</b> ※the one within 6 months from the date of creation and showing parent's/guardian's name.</p> <p>③ <b>Copy of Tax Notice of the most recent fiscal year for the Metropolitan Resident's Tax, City Resident's Tax, and the Special Collection amount (for the Special Collection Obligor)</b></p> <p><b>2 Those who cannot submit above documents because of being right after commencing business.</b> Submit the documents that verify company name and parent's/guardian's name, and either ① or ② below need to be submitted.</p> <p>① <b>Copy of Notification of Corporation Establishment</b></p> <p>② <b>Copy of Certificate of Full Registry Certificate of All Historical Matters (for a fee)</b> ※the one within 6 months from the date of creation and showing parent's/guardian's name.</p>
<b>Spouse of company operator and who also works for the company.</b>	<p><b>1 Those who are company executives in the company operated by the spouse</b> Submit any one of the following documents ① to ③ that can that verify company name and parent's/guardian's name.</p> <p>① <b>A copy of the breakdown of directors' remuneration, and personnel expenses in the final corporate tax return of the most recent fiscal year, and e-Tax receipt notification.</b> ※Only if the spouse, who operates a company, files the corporate tax return via e-Tax.</p> <p>② <b>Copy of Certificate of Full Registry or Certificate of All Historical Matters (for a fee)</b> ※the one within 6 months from the date of creation and showing parent's/guardian's name.</p> <p>③ <b>Copy of Tax Notice of the most recent fiscal year for the Metropolitan Resident's Tax, City Resident's Tax, and the Special Collection amount (for the Special Collection Obligor)</b></p> <p><b>2 Those who are not a company executive/Those who cannot submit above documents</b> Submit any one of the following documents ① to ③ that can that verify company name and parent's/guardian's name.</p> <p>① <b>Copies of documents confirming business status and transactions (please see page 8 for specific documents.)</b> ※The documents must be the ones created within the last 3 months as of the application. ※Submit multiple documents or the one showing consecutive multiple months.</p> <p>② <b>Copy of the latest salary payment slip of the latest 3 months or the tax withholding slip of the most recent fiscal year</b></p> <p>③ <b>Copy of Tax Notice of the most recent fiscal year for the Metropolitan Resident's Tax, City Resident's Tax, and the Special Collection amount (for the Special Collection Obligor)</b></p>

★ **About Copies of documents confirming business status and transactions**

Please select from the following documents that can be submitted to confirm the business status and transactions.

Type of Documents	Notes
Outsourcing contract, Business license, etc.	Submit the one within validity.
<input type="radio"/> Purchase order, Job request form, Work schedule sheet <input type="radio"/> Delivery slip of the goods, Work implementation reports <input type="radio"/> Invoice to the customer <input type="radio"/> Purchase vouchers for materials, etc. for the job execution <input type="radio"/> Records of receipt of remuneration, product fees, etc. <input type="radio"/> Records of sales ledgers, etc. <input type="radio"/> Other documents similar to those listed above that can verify the actual business status and transactions	the ones created within the last 3 months as of the application.



(2) Those who apply for a reason other than working

Reasons/Guardian's situation		Documents to be submitted	Notes
Illness / Disability	Parent's/Guardian's illness	① Declaration ② Copy of medical certificate	● <b>Copy of medical certificate</b> ① The one within 6 months after creation ② Medical certificate should state symptom, treatment period, and <b><u>indicate the difficulty of child rearing.</u></b>
	Parent's/Guardian's disabilities	① Declaration ② Copy of Disability Certificate	● <b>Copy of Disability Certificate</b> Copy of any one of the <i>Ai-no-techo</i> , Physical Disabled Certificate or Certificate of Mental Disorder · Submit a copy of the part of the certificate showing its type, grade, and expiration date (if there is validity).
Long-term nursing / caregiving outside home	Long-term nursing/ caregiving outside home (within second degree kinship)	① Declaration (front and back sides) ② Documents showing the status of long-term nursing/caregiving	● <b>Declaration</b> Describe the status of nursing/caregiving on the backside of the declaration form. ● <b>Documents showing nursing/caregiving status, either ① or ②</b> ① <b>Doctor's medical certificate</b> · within 6 months after the date of creation · <b>Documents containing information of the medical condition of the person subject to <u>nursing and caring, and nursing/caring instructions, etc.</u></b> ② <b>Copy of "Insured person card for the long-term care insurance" or "Disability certificate," and "the records showing the nursing/caring history or status"</b> · Be sure to attach the records showing the nursing/ caring history or status. · Copy of the insured person card for the long-term care insurance should show the part that shows information including name, level of nursing care requirement, plan, and usage status of the service facilities. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>About records that can confirm the status of care</b> Be sure to attach documents that show the status of nursing and caring, such as a "nursing service plan."</div>
	Accompany caring of child outside home (within the second-degree kinship)	① Declaration (front and back sides) ② Copy of certificate, the one issued by school or caring institution where you accompany to.	● <b>Declaration</b> Describe the circumstances of your accompanying on the back of the declaration form. ● <b>Copy of certificate issued by school or caring institution where to be accompanied.</b> · within 6 months after creation · <b><u>should indicate the necessity of escort and the time needed.</u></b>
Currently attending school or scheduled to attend (outside the home)	① Declaration ② Proof of admission ③ Copy of timetable	● <b>Proof of admission</b> · Submit the one we can confirm the period. · If you are scheduled to attend school, a letter of acceptance or proof of enrollment ● <b>Copy of timetable</b> · the one for the class currently attending (or for the class scheduled to attend)	
Absence of parents	① Declaration	● <b>Declaration</b> Refer to the "others" column and check (☑) on the "Absence of parents," and describe the detailed situation.	

◆ Click here for downloading the application form ◆

<https://www.city.adachi.tokyo.jp/on-line/shinsesho/gakudou.html>

Download Application Form  
(Adachi City Official Website)



#### 4 Other attached documents (submit only if applicable)

(1) If the child's disability column on the application form is marked as "yes."

Documents to be submitted.	Explanation
<b>Situation report form in need of considerations and assistance</b> ※Please be sure to submit this form	In order to look after your child safely, we will check your child's daily life and any issues that require special consideration. For the purpose of ensuring your child's healthy development, we ask for your consent to obtain information about your child from relevant institutions such as nurseries and schools
<b>Copy of "Ai-no-Techo," "Physically Disabled Certificate," "Certificate of Mental Disorder"</b>	<b><u>If you submit a copy of your certificate</u></b> , additional 4 points will be given as a correction index (see page 21 for the index).
<b>Copy of the Outpatient Beneficiary Certificate</b>	<b><u>If you do not have above certificates and submit a copy of the outpatient beneficiary certificate</u></b> , 2 points will be given as a correction index (see page 21 for the index).

(2) If you are applying as a single-parent household while in divorce mediation or negotiations

If the child's father or mother does not live at the same address as the child because they are unmarried, bereavement, or divorced (including divorce mediation or negotiations), the application will be examined as a single-parent household.

In addition, if you are in divorce mediation (or in negotiations) with your spouse with the intention of living separately, your application will be examined as a single-parent household if you submit the following documents.

- ① In the case that the divorce is being negotiated.  
Copy of the "Certificate of Divorce Negotiations" or "Divorce Agreement" created by the Administrative Procedures Legal Specialists or Lawyer.
- ② In the case that the divorce is being mediated.  
Copies of divorce court documents such as the "petition for divorce mediation" and "summons for mediation date"

(3) Those who plan to move or live outside the city

If you are not registered as a resident in Adachi City at the time of application, **submit a copy of the current residence certificate (photocopy acceptable)**.

**【Points to note on the residence certificate】**

- ① Submit a certificate issued within the last three months.
- ② Relationship to the household is shown.
- ③ Do not display your My Number and family register information.

#### 5 Document submission confirmation sheet (one copy for each child)

Parent/guardian should use this confirmation sheet to make sure there are no missing or incorrect application documents, and then submit it together with the other application documents.

#### **Double-check the admission requirements and documents before applying !**

If you do not meet the entry requirements (page 5), you will not be able to enter the after-school childcare center. Furthermore, if there are any omissions or errors in the documents, it will be disadvantageous for you in the admission screening and your admission will be denied.

**Check! Do you meet the admission requirements for the after-school childcare center?**

**Check! Aren't there any omissions or errors in the details of your admission application form?**

**Check! Aren't there any errors or missing attachments in "3 Documents proving that childcare cannot be done at home (pages 6-9)"?**

**Check! Do you not need to attach documents? "4 Other attached documents (page10)"**

**Check! Have you checked to make sure there are no errors or omissions in the documents you submit?**

## 6 Precautions on application for admission

### 1 About submission of application for admission

Please make sure to submit the application form and **all required documents** according to the reason for application **by the submission deadline**. The application must be submitted by the parent/guardian in person **at the after-school childcare center of your first choice, or at the counter of the After-School Childcare Section, 3rd floor of the South Wing, Adachi City Office.**

① Please note that **we do not accept submissions by postal mail.**

② During the April 1 admission period (all at once and additional admission), applications can be submitted online.

### 2 Incomplete documents submitted at the time of reception ※Only during the April 1 admission period (all at once reception)

If any incomplete information or missing of attachments are found in application, you can re-submit according to the following condition. If the re-submission has passed the deadline, **the application will not be treated as an all at once application.**

**Resubmission deadline** **Friday, December 13 2024 (must arrive)**

**※In principle, applications must be submitted online (using the dedicated form for submitting application attachments).**

### 3 Change of your desired Center after submission of application 【during the April 1 admission period (all at once reception)】

If you submit a notice of change of a desired Center to the After-School Childcare Section **by 5:00 p.m. on Friday, January 31, 2025**, we will examine your application based on the new request.

### 4 In the case of an application submitted after the deadline of all at once reception ※See page 2 for details.

For admission on April 1, additional applications will be accepted only for those after-school childcare centers that have vacancies in their capacity after the decision of admission approval during the period of all at once application. For the after-school childcare centers with waiting lists, applications will be accepted on the basis of “mid-year admission (admission in May or later).”

### 5 In the case of retirement from company after submission of an application

If the situation of parent/guardian has become inapplicable to the reason for application due to retirement from company or the like after submission of an application, **the application submitted will be withdrawn and you will need to reapply after meeting the admission requirements.**

### 6 Withdrawal of application or decline admission

If you wish to withdraw your application or decline admission, contact the After-School Childcare Section without delay.

### 7 Inquiry for your application

If we find any questions regarding your application, we will contact the parent/guardian or employers as necessary.

### 8 False information in the application

If there is any falsehood in the application or declaration (employment situation, family situation, declaration form, etc.), the application will be disapproved. In addition, the approval of admission may be revoked.

### 9 In the case of non-payment of guardian's own expense

**Please check to see if there are any outstanding payments, and if so, please pay as soon as possible.**

Note that if there is non-payment, the standard index will be reduced and the admission will be disapproved.

### 10 Address for sending notices, etc.

Notice letters related to the after-school childcare will be sent to the name and address of the resident registration. In principle, the name of the parent/guardian listed at the top of the parent's/guardian's column on the application form will be used if the applicant is enrolling for the first time, and if the child continues to enter from the previous year, the name of the parent/guardian will be the same as the previous year.

**※If the sending address is different due to special circumstances of the family, please consult with us at the time of application.**

***In case that we need to check with something on your application, our staff may call you. Please answer the phone if you notice the following number in your Incoming call, or if you are unable to answer, please call us back.***

School Child Operation Subsection, After-School Childcare Section 03-3880- 5863

## **7 If you use the school choice system**

### **1 If the elementary school you desire does not become a lottery school (those who have decided to enroll in the school of their choice).**

If the elementary school of your desire does not become a lottery school according to the status of application in the final tally table as of November, **the screening will be made according to your first-choice after-school childcare center indicated in your application form.**

### **2 If the elementary school you desire has become a lottery school.**

If the school of your desire has become a lottery school as a result of the status of application (in the final tally table), please **inform After-School Childcare Section by phone as soon as you found the result of lottery that will be performed in December.**

#### **① In the case you win the lottery (those who have decided to enroll in the school of their choice).**

The screening will be made according to your first-choice after-school childcare center indicated in your application form.

#### **② In the case you cannot win the lottery and in a position of waiting for vacancy as a substitute.**

If you could move up from a substitute position and **the elementary school to be enrolled has been decided, please inform After-School Childcare Center by phone promptly.**

※For those who will inform us **by Friday, January 31**, we will send a result notice of after-school childcare center **by Friday, February 14.**

※For those who will inform us **by 5:00 p.m. Monday, March 3**, we will send a result notice **after the middle of March.**

## **8 Accepting children who require special care**

If there are concerns about child's developmental delays or if the child has a mental or physical disability, we will check the child's condition and the facilities of the after-school childcare center to ensure the child's safety before deciding whether to accept the child.

### **1 What is children who require special care?**

Children who require special care (children with developmental needs, etc.) are defined as below in the "Implementation guidelines concerning the development of children in need of developmental support in Adachi City After-School Childcare Centers."

- ① Children to whom any one of "Ai-no-techo", "Physical Disabled Certificate" or "Certificate of Mental Disorder" is issued.
- ② Children who attend the school for special needs education or the class for special needs education
- ③ Children at the request of their parent/guardian

### **2 Children who can be accepted (children who meet the requirements both ① and ②)**

- ① Normal childcare is possible, taking into consideration the child's physical and mental condition and the facilities in the after-school childcare center, etc.
- ② No medical treatments are required for childcare

### **3 Confirmation of the child's situation**

#### **(1) Please submit a report for situation requiring consideration/support.**

We will confirm the child's daily life and any points requiring consideration from this report.

#### **(2) Implementation of an interview**

Upon confirming the report for situation requiring consideration/support, we will make an interview as necessary. We will contact each parent/guardian individually who we ask for interview about day and time.

#### **(3) Your consent on our inquiry to the related institutions**

For the purpose of promoting the sound development of children in the after-school childcare center, you are requested to sign the Consent Form (consent form about Information) that will authorize us to obtain information on your child from the related institutions.

### **4 About screening, etc.**

- ① We will assign an index according to "Table of Adachi City After-School Childcare Center Admission Approval Standard Index" (page20 and 21).
- ② Depending on the capacity of after-school childcare center and the availability of facilities and equipment, we may ask you to find another center or wait for your child to enter.
- ③ For accepting a child, "the screening committee for children who need developmental support", which is composed mainly of psychologists, will be held as necessary and check what kind of considerations will be needed.

## 9 Reception of online application

FY 2025 applications for admission during the all at once reception period (November 5 to December 2, 2024) and the additional reception period (February 17 to February 28, 2025), an online application will be accepted. (For admission in May or later, please submit application to the first choice after-school childcare center or after-school childcare section.)

**[Note] If you designate the private after-school childcare center as a first choice, you cannot use an online application.** Directly submit the application documents to the said private center.

### 1 Advance preparation

- (1) First, please read the "Guide to Application (this paper)" carefully and check the conditions for use of the after-school childcare center, required documents, etc.
- (2) Prepare the necessary documents for the application. **The required documents differ depending on the reason for the application.**  
※For details, see "5.Documents to be submitted" on the pages 6 to10.
- (3) Attached documents, such as the work certificate, need to be uploaded using the online application form, so please prepare files that can be uploaded. **You can also use files taken with a scanner or digital camera, but be sure to check that the text is readable.**

### 2 Application procedures

- (1) Scan the QR code at the bottom of the page and proceed to the online application form.
- (2) Read the instructions on the application form carefully, and if you agree with the contents, select "Proceed to application procedure".
- (3) To apply online, account registration or email address verification is required.  
**[For those who have an online application account]**  
Enter your email address and password to log in.  
**[If you do not have an account]**
  - ① Register a new account, or select "Continue without registering an account" at the bottom of the page.
  - ② If you selected "Continue without registering an account", enter an optional email address and select "Send one-time password".
  - ③ When you receive the one-time password notification email, enter the one-time password and select "Next" to enable online application.
- (4) Follow the on-screen instructions and enter information about your child and family. Please upload the data of the attached documents you have prepared from the attachment screen.
- (5) Once you have completed all input, re-check the application details and, if there are no mistakes, send the application data.

### 3 Change of application contents and resubmission of the attached documents

- (1) If you wish to change the application details, such as changing the desired after-school childcare center, please contact the After-School Childcare Section.
- (2) If there are any deficiencies, such as unreadable attachments, **may result in failure of screening and disapproval of admission or may be disadvantageous in the admission screening process.**
- (3) Resubmission of documents must be made by Friday, December 13 2024 via online (**use the dedicated form for submitting application attachments.**)
- (4) If the resubmission deadline has passed, it will not be treated as an all at once application, so please complete procedure as soon as possible.

### 4 Points to note when applying online

- (1) Please apply after you have prepared all the attached documents required for the application.
- (2) **If the document is double-sided, remember to attach the back side as well.**
- (3) **Do not attach identification documents** such as a driver's license or My Number Card, as they are not required.

Click here for online application ➡  
<https://shinsei.city.adachi.tokyo.jp/apply/guide/2407>



Click here for sending attachments ➡  
<https://shinsei.city.adachi.tokyo.jp/apply/guide/2408>



## 10 Application to the Private After-School Childcare Center

Private after-school childcare center is a privately-established and privately-operated one. Each center provides its unique events or classes. **For information on the target after-school childcare centers, please see the separate sheet, "2. List of privately operated after-school childcare centers."**

### 1 About submission of application form

You can apply in combination with a municipal one and a private one. The parent/guardian are requested to prepare and submit all the required documents including application form.

#### (1) In case that the first choice is a municipal one and a private one for second choice.

**Application Form**: Submit only application form for municipal after-school childcare center. Enter the name of the private center on the second-choice column.

**Where to submit**: Submit by one of the following ways: ① First-choice municipal after-school childcare center  
② The counter of the After-School Childcare Section ③ Online application

#### (2) In case that the first choice is a private one, and a municipal one for second choice

**Application form**: Submit both application forms for private and municipal. Enter the name of the private center on the first-choice column and the name of municipal one on the second-choice column on both the application forms.

**Where to submit**: First-choice private after-school childcare center ※You cannot apply online.

#### (3) In case that both first-choice and second-choice are private center

**Application Form**: Submit the one for private after-school childcare center. Enter the name of the desired center on both first-choice and second-choice column.

**Where to submit**: First-choice private after-school childcare center ※You cannot apply online.

### 2 About admission screening and approval

Private centers will conduct admission screening in accordance with admission approval standards of Adachi City.

If it is decided to enter a private center, the private center will take care of approval notification, guidance, etc.

※For details, please refer to page 15, "11 About admission approval" and "12 If you are placed on waiting list."

### 3 Forwarding application documents, etc. to the second-choice after-school childcare center

Please be aware in advance that the submitted application documents will be forwarded to the second-choice center you entered on the column for the purpose of their admission screening.

### 4 About guardian's own expense (except for special extended childcare)

Guardian's own expense is monthly 6,000 yen per child as same as that of public centers. The same system of reduction or exemption as those of public centers will be applied. **However, as far as the special extended childcare, the details and fees differ at each private center.** For details, check with each private center.

### 5 About inquiries

- **For submission place or contents of childcare services:**  
Please directly inquire to the private center where you desire.
- **For the question how to apply:**  
Please inquire School Child Operation Subsection, After-School Childcare Section



# 11 About admission approval

## 1 Admission requirements and review of submitted documents

In order to be approved for admission, **you must meet the requirements in "4. Who can use it?" and the documents in "5. Documents to be submitted" must be submitted correctly.** If you do not meet the admission requirements or if there are any deficiencies such as missing documents, **the review cannot proceed and your admission will be denied.** In addition, you will not be placed on standby for admission, so **you will need to correct the points that were denied, such as changes to working conditions or deficiencies in submitted documents, and apply again.**

## 2 How to decide which children will be admitted:

If there are no problems with the admission requirements and the documents submitted, the children will be screened and decided based on the "Table of Adachi After-School Childcare Center Admission Approval Standard Index" on pages 20 and 21.

**Calculation of standard index:** Both parents will be assigned a standard index based on the reason for application based on the "1 Standard Index," and the lower of the parents' scores is used as the standard index for screening.

**Calculation of the final index:** The final index is calculated by adding or subtracting the index based on "2. Correction Index" to the standard index.

**First graders priority approval:** First-graders with a standard index score of 10 or above will be given priority for approval. **✖It is not applied if the parents are in arrears with after-school childcare guardian's own expenses.**

**Approval for 2nd grade and above:** Within the capacity of the center, excluding first graders who are given priority approval, the children with the highest final index will be approved to enter the center in descending order.

**In case of a final index tie:** If there is more than one person with the same final index, approval will be based on "4 Adjustments" on page 21.

**Screening for the second choice:** If your first choice is not approved and you have filled in a second choice, your second choice will be screened in the same way. Before you fill in the second Choice, please examine whether your child can attend if your second choice is approved.

# 12 If you are placed on waiting list

If you are not approved for your first choice of after-school childcare center, you will be placed on a waiting list. Admission will be decided based on the "11. About admission approval" according to the number of vacant places in the after-school childcare center as of the 10th of each month.

## 1 Waiting list

Depending on the admission approval status, children will be placed on a waiting list as follows:

Admission approval status		Waiting list status
First choice	Second choice	
Disapproval	Approved or No wish	Waiting for admission to the first choice after-school childcare center
Disapproval	Disapproval	Waiting for admission either to the first choice or second choice after-school childcare center

### ✖If you do not want to wait to enter

please contact the After-School Childcare Section immediately to change your desired center or withdraw your application.

## 2 Notice of approval

Notice of approval will be sent to your home by mail around the 20th of each month. We will not contact you by phone, so please pay attention to the mailings from the After-School Childcare Center.

## 3 Approval date and start of use

**Admission approval date:** It is the first day of the following month. As a general rule, admission will not be approved in the middle of the month.

**Start date:** You can use after the admission approval date and after all admission-related documents have been completed to submit to the center.

## 13 FAQ about application ~ Q & A ~

### About documents to submit

**Q 1. Is it necessary to submit the work certificate if I am transferred without accompanying family?**

A. Please submit the work certificate.

**Q 2. How do I apply if parents are absent?**

A. Select "5. Absence of parents" and circle (○) it on the column of "Reason to Apply" in the Application Form, and enter (☑) on "Absence of parents" on the column of "Others" in the After-School Childcare Declaration Form and describe the detailed situation.

**Q 3. What if I plan to move-in or relocate?**

A. Please fill in the new address and the scheduled relocation or move-in date on the column of "Relocation or Move-in Address" in the application form. If you move in from outside Adachi, attach a copy of residence certificate which has been created within three months at the time of application.

**Q 4. I am currently a student and plan to work from April of the following year. I cannot submit work certificate.**

A. If you are enrolled in school until March 2025 in order to acquire qualifications or skills necessary for employment, and **you are job-offered to work** from April 2025 assuming graduation, submit the statement of reasons for extension of submission deadline, and submit work certificate to the After-School Childcare Section **by Friday February 28, 2025**. Please note that if you do not submit by the deadline, we will not be able to review due to incomplete documents.

**Q 5. I am employed but recuperating due to illness. How do I apply?**

A. Fill out the work certificate as follows.

① If you are expecting to reinstate to work by April 1, 2025:

Fill in to the effect "under recuperation" on the remark's column in the work certificate, and also enter the scheduled date of reinstatement in the work certificate.

② If you will not be able to reinstate to work by April 1, 2025.:

The screening will be conducted based on the application reason "3.Illness/Disability". Please submit a declaration form and a medical certificate (**the one with statement that you have difficulty in rearing child**). After your reinstatement is decided, the screening will be newly conducted based on the application reason "Working". Submit the work certificate to the After-School Childcare Section.

**Q 6. If I am working at several places, how do I apply?**

A. If the applicant has multiple jobs, in addition to the work certificate filled out by each employer, **you must prepare and submit a "Work record for the last 4 weeks" for the same period for each workplace.** If you are both working and studying, please submit the required documents for each.

**Q 7. If I have been using the short time working hour system for my childcare, how do I fill in?**

A. Fill in the formal working hours in the "No. 6 work hours" in the work certificate, and fill in the short time working hours and the acquisition period in the column of the "No.12 Use or no use of the short time working hour system". Screening will be made based on the work hours as of June 1,2025. If you fill in this column, we will examine your application assuming that you will use this system. So, please confirm in advance between you and employer that you can use it.

### How to fill out Work Certificate

**Q 8. What kind of work does "working under irregular/variable hour system" mean?**

A. Instead of working set days and times each week, this refers to cases where the working hours vary irregularly ruled by the shifts or rotational work.

**Q 9. What if my employment contract does not specify the number of days or hours I work?**

A. If your employment contract does not specify the number of days or hours you work per month or week, **certify your most recent monthly or weekly work records in column No. 6 Working Hours (for irregular work).** If the most recent work performance is significantly less, please **submit the most standard work records within 3 months as of the month you certify.**

※The most recent four weeks are four consecutive weeks (28 days) within three months as of the month you certify.

※Work hours should **include break times and exclude overtime. Paid holidays are treated as work days and should be include in your work records.**

**Q10. How to fill in if I am using the flextime system?**

A. Enter the working hours per week and the standard working hours per day prescribed in the employment regulations in column "No.6 working hours (in case of a fixed working)." Regarding work hours, enter the standard work hours per week and include core hours, if any.

**Q11. If I work both at home and at work, is my work location inside or outside the home?**

A. If the number of days worked per 4-week period exceeds one-half of the workdays, you are considered working at home. Please check () "work at home" in section ③ "work place" of the additional information column on your work certificate.

**About screening**

**Q12. Will the siblings be able to enroll in the same center?**

A. Correction index used in the screening differs depending on the school grade. Therefore, siblings may not be approved for the same preferred after-school childcare center depending on their grade level and application status. Please understand.

**Q13. How is the standard index for employment determined?**

A. The standard index is determined by the number of working days and working hours as evidenced by the work certificate.

**Q14. What if application documents are incomplete?**

A. If there are any deficiencies in your application documents, the review cannot proceed and so your admission will be denied. If you wish to be admitted, you will need to apply again.

**Q15. What if there are more applicants than the capacity?**

A. Within capacity, children with the highest final index will be approved for admission in descending order. In case of a tie in the final index, approval will be based on "Adjustments." For details, please refer to "11 About admission approval" on page 15.

**Q16. How is a waiting list approved?**

A. If you are placed on a waiting list, you will have to wait until vacancies occur due to a child declining entry or withdrawing. According to the availability as of the 10th of each month, we will contact the applicants in order of higher priority. For details, please refer to "12. If you are placed on waiting list" on page 15.

**Q17. I applied after the all at once reception period, but can I use the center from April 1?**

A. After the screening of applications received by the deadline has been completed, additional applications will be received for the center that have vacancies. Note that applications for the centers with no vacancies will be received at the time of the "mid-year admission (admission in May or later)" applications.

**Others**

**Q18. Where can my child stay while waiting for after-school childcare center?**

A. Please consider using the Special Use of Children's Hall (with Carrying a School Bag) available at 52 children's halls in the city. Please refer to the page 5 for that information. In addition, each elementary school offers "Adachi After-School Children's Class". For more details, refer to the "Guide spending time after school."

**Q19. Can I take a tour of the after-school childcare center?**

A. This will be handled on a case-by-case basis. Please inquire with after-school childcare center in advance about date and time.

**Q20. My childcare leave has ended, do I have to submit any certificate?**

A. Please submit a certificate of reinstatement issued by the workplace (which includes the name of the parent/guardian and the date of return) or the "Certificate of Reinstatement for the After-School Childcare Center" to the After-School Childcare Center.

**Q21. Is there a system to give priority to first and second grade elementary school students to enter after-school childcare center?**

A. Yes, we have a system in place whereby first and second-graders are given additional points based on the correction index and first-graders are given priority for approval. Adachi City aims to have no children waiting for admission for the first and second graders, and every fiscal year we review the after-school childcare operation plan.

## 14 Guardian's own expense for After-School Childcare Center

### 1 Fee

- 6,000 yen per month per child. The monthly fee will be charged even if you use only one day.
- However, if two or more siblings are enrolled in the after-school childcare center, the amount of guardian's own expense will be half the price except for the youngest child. Application for this matter is not required.
- The same amount applies to the guardian's own expense for the private after-school childcare center (except for the guardian's own expense for the special extended childcare).

### 2 How to pay

- **To be paid by a bank account transfer.** (If you are unable to make a bank account transfer due to circumstances, please consult with the School Child Operation Subsection of After-School Childcare Section).
- If approved for multiple siblings, the Bank Account Transfer Request Form for each child is required.
- Fill out the "Bank Account Transfer Request Form for Guardian's Own Expense for Adachi City After-School Childcare Center" which will be enclosed in the approval notice and **take procedures at your financial institution.** Submit the second copy of the document, that is for the city office file, given to you by the financial institution as follows:
  - ※**For those who will enter on April 1, please submit the form at the time of admission briefing to be held in March.**
  - ※**For those entering on and after May, please mail to the School Child Operation Subsection, After-School Childcare Section using reply envelope enclosed with the approval notice.**
  - ※ **Yucho Bank and some other financial institutions will forward it directly to the city Office. In such case, you are not requested to submit it.**
- **For those who will continue enrolled in the FY 2025 and the form ("Bank Account Transfer Request Form for Guardian's Own Expense for Adachi City After-School Childcare Center ") is not enclosed, the current bank account for the withdrawal will be continued.**

### 3 Reduction/Exemption program

If you fall under the following categories, reduction/exemption program are available. It is necessary to apply every fiscal year.

- ◎ 2/3 Reduction ····· · If all persons aged 18 or older in the same household are exempted from residents' tax for FY2025.
- ◎ Exemption ····· · If you are receiving (or to start) Public Assistance
  - In the event of a significant decrease in income (up to the level of public assistance standards) due to unemployment, discontinuation of business, etc. making it difficult to make a living.
  - When a child is absent for an extended period of time (2/3 more of the month) due to illness or injury.
    - ※A certificate is required. When applying, please make a prior consultation with School Child Operation Subsection, After-School Childcare Section.
- ◎ Exemption or 1/2 reduction ··· · In the event of major damage due to fire, earthquake, etc.

**If the guardian's own expense is overdue without any legitimate reason, a demand for payment may be filed with the court and may become subject to compulsory collection (seizure of salary, bank deposits, etc.).**

## 15 Special extended childcare

Special Extended Childcare is provided from 8:00 a.m. to 7:00 p.m. (for a fee)

Note that **hours, fee etc. of the private after-school childcare centers differ at each center.** Please inquire at each private facility directly.

**1 Implementing Centers:** Please refer to the separate list of the after-school childcare center.

**2 Target children bereave:** Those who are accepted by the after-school childcare center where this program is implemented.

**3 Who can use:** Those who apply to all the conditions (a) through (c) shown below.

- (a) A child who absolutely needs a special extended childcare.
- (b) Parent/guardian or their equivalent (grandparent, etc.) should be able to pick up child by the closing time of the special extended childcare hours.
- (c) No arrears in payment of guardian's own expense for after-school childcare center.

**4 Special Extended Childcare Hours:** (Early morning) 8:00 a.m.- 8:30 a.m. (only on school closed days)  
(Evening) 6:00 p.m.- 7:00 p.m. .※Parent/guardian must pick up the child

**5 How to Use:** It can be used from April on a monthly basis for the longest one year. Submit the "Application Form for Special Extended Childcare" to the after-school childcare center, where you were approved, by the 20th of the month before the month of use. In addition, online application will be accepted.

**6 Guardian's own expense for Special Extended Childcare:** 3,000 yen per month per child.

- ※ No reduction for siblings is applied.
- ※ For the households receiving public assistance, there is no exemption system, only a reduction system available.
- ※ Even if you use the service either only in the early morning (8:00 a.m. to 8:30 a.m.) or in the evening (6:00 p.m. to 7:00 p.m.), you will be charged one-month fee. In addition, in the month when the special extended childcare is approved, a fee for the month will be charged even if you do not use it even one single day.

**7 How to pay:** You are requested to pay by the bank account transfer. The money will be deducted as soon as you complete the procedure for "Bank Account Transfer Request for Guardian's Own Expense for Adachi City After-School Childcare Center."

# Table of Adachi After-School Childcare Center Admission Approval Standard Index

## 1. Standard Index

Type		Parents' condition		Standard Index	
Class	Reason for Application				
1	Working Attending school (outside home) ※The sum of ① and ② is the standard index. ※School attendance (outside home) is limited to the purpose of acquiring skills necessary for employment, and the location of which should be outside home.	①	Number of working days	Working hours per day	
			5 days or more ( 20 days or more per month)	Over 7 hours 45 minutes	2 0
				Over 7 hours up to 7 hours 45 minutes	1 9
				Over 6 hours up to 7 hours	1 8
				Over 5 hours up to 6 hours	1 7
				4 hours or more up to 5 hours	1 6
			4 days (Monthly 16~19 days)	Over 7 hours 45 minutes	1 7
				Over 7 hours up to 7 hours 45 minutes	1 6
				Over 6 hours up to 7 hours	1 5
				Over 5 hours up to 6 hours	1 4
				4 hours or more up to 5 hours	1 3
			3 days (Monthly 12~15 days)	Over 7 hours 45 minutes	1 4
		Over 7 hours up to 7 hours 45 minutes		1 3	
		Over 6 hours up to 7 hours		1 2	
		Over 5 hours up to 6 hours		1 1	
		4 hours or more up to 5 hours		1 0	
		②	Total hours worked per week between the hours of 1:00 p.m. and 6:00 p.m.	Over 20 hours	8
Over 18 hours up to 20 hours	6				
Over 15 hours up to 18 hours	4				
Over 12 hours up to 15 hours	2				
Less than 12 hours	0				
2	Absence of Parents	The applicant child's father and mother are dead, separated, missing, detained, or otherwise not at home at any time. The child is being reared by someone other than the applicant's parents.		2 8	
3	Parent/guardian with illness, mental and physical disabilities, etc.	Long-term hospitalization	Continuous hospitalization or need to be admitted and discharged from hospital repeatedly throughout the year.	2 8	
		Home recuperation	Bedridden	A condition in which the person spends most of time in bed during the day and requires assistance with daily living.	2 8
			Mental disorder		1 7
			General medical treatment	A condition that an illness requires bed rest and regular medical visits throughout the year.	1 4
		mental or physical disability	Ai-no-techo level 1, Physical Disability Certificate level 1 and level 2, Certificate of Mental Disorder level 1		2 2
			Ai-no-techo level 2 and level 3, Physical Disability Certificate level 3, Certificate of Mental Disorder level 2 and 3		1 7
			Ai-no-techo level 4, Physical Disability Certificate level 4,		1 2
4	Nursing/Caregiving (outside home)	If you have a relative (within the second degree of kinship from the parent/guardian) who suffers from a long-term illness or physical or mental disability during the day, and you are nursing or caring for them outside the home.		28~10	

(1) Working hours at class number 1 above shall include break times but excludes overtime work.

(2) For the standard index of class number 4 above, it will be calculated in the same way as for class number 1, based on the number of days and hours of nursing/caregiving provided



## 2 Correction Index (The final index is calculated by adding or subtracting correction index from the std. index.)

Correction Number	Conditions		Adding/Subtracting Index
①	Condition of parents	Single parent household	+ 3
		Inter-company transfer unaccompanied by family	
		Parents are absent	
②	Correction by school grade	1st grade	+ 3 0
		2nd grade	+ 2 5
		3rd grade	+ 1 2
		4th grade	+ 6
③	Address	Those who live outside Adachi City (except for those planning to move in)	- 1 0
④	Physical or mental disabilities ※If both conditions are met, Correction④1 will apply.	1 If the child applying for admission has been issued any one of <i>Ai-no-techo</i> or Physical Disability Certificate or Certificate of Mental Disorder	+ 4
		2 If the child applying for admission does not hold any of certificates indicated above ④1, and only hold the Outpatient Beneficiary Certificate for the child with disability	+ 2
⑤	Arrears of guardian's own expense	Households with overdue payments for a child applying for admission, or for current or former children in the same household	- 6 5

## 3 Approval order by school grade level

1	First grader	Children from families with a standard index of 10 or more will be approved, and if the number of first grader applications exceeds the capacity, only those with the highest final index will be approved up to the capacity. However, this does not apply if the following applies: When the correction index (⑤) is applicable.
2	If not fall under above item 1	Children in the grade 1 and grade 2 through 6 who do not fall under item 1, admission will be granted starting from the top of the final index until the possible enrollment number (the capacity minus the number of first-year students approved in item 1) is reached.

## 4 Adjusting Items (If the final index is the same, the review will be conducted in order from the following No.1)

Order	Items	Adjusting Items
1	School Grade	Priority is given to the lower school grade.
2	Address	Priority is given to those who reside in Adachi City (include who is scheduled to move in)
3	After-School Childcare Center where to be enrolled.	Priority is given to those who listed the said center as their first wish.
4	Work place	Both parents work at the place outside home. * If single parent family, work place of the parent is the target.
5	Total standard index of parents	Priority will be given to the higher total sum of the parent's standard indexes. * If single parent family, std. index 28 is used for the deemed partner, and sum up.
6	Waiting list period	Those with longer waiting list will be prioritized. * Waiting period start with the registration date in the waiting list. * All at once applications will be treated as the same waiting period.
7	Number of preschool children in the household	Priority to the greater number of preschool children in the same household
8	Number of elem. school students and under in the same household	Priority to the greater number of elem. school students and under in the same household
9	Straight-line distance between applicant's home and parent's work place	Measure the distance and give priority to the farther one. * For father and mother, whichever is closer shall be considered for screening * If work place changes from day to day, the office is regarded as work place. If no office exists, the home is regarded as work place-
1 0	Distance from school to home	Priority to the farther straight-line distance from school to child's home.
1 1	Others	Lottery