

Please read the following carefully before application for use for FY2025.



## Information about Use of

# “WakuWaku☆Hiroba”



Reception period all at once of each application form for general registration / early-morning/evening use / after-school childcare programs (*Gakudo-Club*)

**Strict  
Deadline**

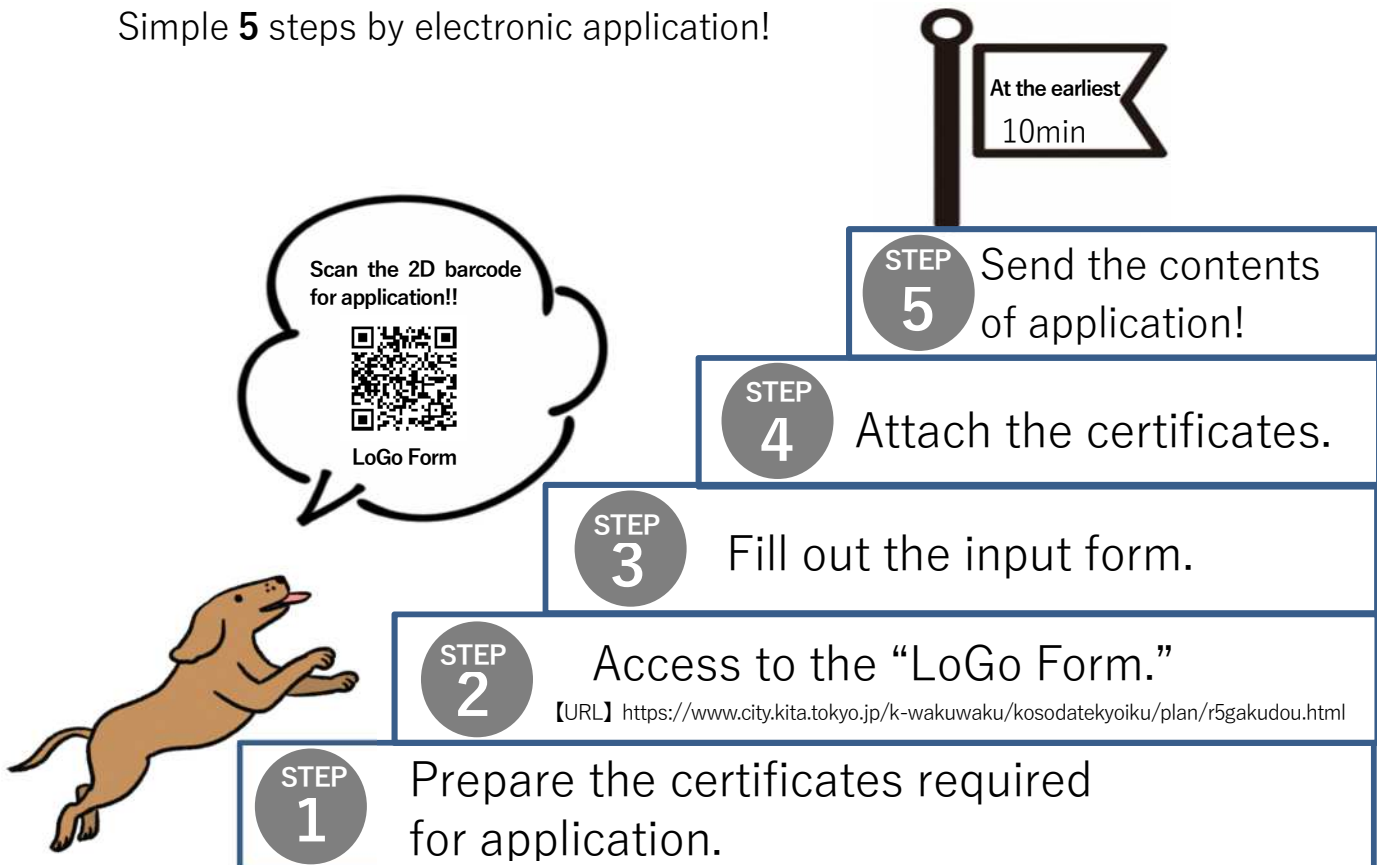
November 25 (Mon.), 2024 – January 6 (Mon.), 2025

The reception period all at once for FY2025 will be done by electronic application.

### <Attentions for Application >

- Prepare the documents required for application and apply for it in plenty of time. In case of difficulty in correction/re-submission within the deadline due to incomplete contents or inadequate documents, it will not be subject to the reception check all at once.  
**You should apply for it by around December 20 (Fri.)**
- After the reception period all at once, the application will be accepted at any time. However, the reception check all at once will be given priority. Therefore, you will wait a moment to use the service of *Gakudo-Club* until having the vacancy.
- In case of continuous desire for use from FY2024, application will also be required.
- You will not be permitted to apply for both of *Gakudo-Club* and general registration / early-morning/evening use.(Gakudo-Club=Student Club)

Simple **5** steps by electronic application!



- The “LoGo Form” service of electronic application is provided by TRUSTBANK Inc.

You can follow the procedures easily for application for use anytime/anywhere from your PC or smartphone.

- One of email addresses will be required in order to receive an email sent by an automatic reply upon completion of application.

- Regarding the certificates for guardians required for application, confirm the details of “Documents required for application” (described on 7 page and 13 page of this leaflet).

**Notice of the  
check result**

Sent on **February 12 (Wed.), 2025** (planned).

It will be sent by post to your house or through your child currently in use.



# Activity contents of “WakuWaku☆Hiroba”

Kita City conducts the activity of “WakuWaku☆Hiroba” as a safe/secure place after school or during a long vacation such as summer holidays. The “WakuWaku☆Hiroba” consists of general registration and *Gakudo-Club* (after-school childcare programs).

| Category                                  | General registration  |   | <i>Gakudo-Club</i>   |
|---|---|---|--|
|   | 1st-6th grade   | Early-morning/evening use (1st-6th grade)   | 1st-3rd grade  |
| Eligibility                               | Child enrolled in such elementary school. / Child living in Kita City and enrolled in any private elementary school, etc. | Child in a household consisting of a guardian being away due to employment, etc. during the period of early-morning/evening use.                          | Child in a household consisting of a guardian being away due to employment, etc.   |
| Purpose                                   | Provide a safe/secure place.  |   | A place to live (Day-care place)   |
| Available day                             | Every day excluding Sundays/National Holidays / day-off / the Year-End and New Year days (December 29 – January 3)*1      |   |  |
| Available time                            | Weekday   | After school – 5:00 p.m. (∓ 4:30 p.m. in November – February)   | Early-morning: Not available<br>Early-evening: 5:00 p.m. – 6:00 p.m. (4:30 p.m. – 6:00 p.m. in November – February)                    |
|   | School holidays (on Monday – Saturday)  | 9:00 a.m. - noon<br>1:00 p.m. – 5:00 p.m. (∓ 4:30 p.m. in November – February)<br>*In principle, 1:00 p.m. – on Saturday school.                          | Early-morning: 8:15 a.m. – 9:00 a.m.<br>Early-evening: 5:00 p.m. – 6:00 p.m. (4:30 p.m. – 6:00 p.m. in November – February)            |
| Method of use                             | Application required to “WakuWaku☆Hiroba” (available on/after the date of application).                                   | Apply for it to “WakuWaku☆Hiroba” and submit the application form for use / Certificate of Employment, etc. (decided after confirmation of requirements). | Apply for it to <i>Gakudo-Club</i> and submit the application form for use / Certificate of Employment, etc. (decided after checking). |
| Registration period                       | During the period of attendance at an elementary school after the date of registration.*2                                 | From the date of approval of use to the last day of the fiscal year (March 31).   |  |
| Starting date of use                      | Date of registration*2  | April 1   |  |
| Lunch for one-day use                     | In principle, eating lunch after going home once.*3   |   | Bring lunch.   |
| Snack                                     | Nothing   |   | Available<br>*Snack fee included in a raising fee.   |
| Time to go home                           | Free to go home.  |   | Go home at the time specified by each guardian.  |
| Method of confirmation of entering a room | Management system of entering/leaving a room.   |   | Management system of entering/leaving a room and an electronic communication notebook.   |
| Amount borne by each guardian             | Free of charge.   | Early-morning: 1,000 yen per month.<br>Early-evening: 1,500 yen per month.  | Raising fee: 6,500 yen per month.<br>*Including a snack fee.<br>Extension-raising fee: 2,000 yen per month.<br>*Only for users.        |

\*1: For general registration, it will be closed due to school events, etc.

\*2: Any 1st-grade students will be available in/after May (planned). For more details, confirm the notice sent by each “WakuWaku☆Hiroba,” etc.

\*3: However, for any households where a child must eat alone, any place for eating lunch will be provided by registration in advance.



## General registration

### 1 General registration

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#### (1) General registration

It aims to provide a safe/secure activity place for children at all of elementary schools during a long vacation such as after-school on weekdays/Saturdays and summer holidays.

Different from *Gakudo-Club*, the confirmation of attendance and time management of entering/leaving a room will not be conducted due to free entering/going home. Therefore, confirm the status of entering/leaving a room through the management system of entering/leaving a room (an email sent to each guardian for confirmation of the status by scanning the barcode when entering/leaving a room).

Registration for use will be required. Once registered, it will be available until graduation.  
Any snacks will not be provided.

#### (2) Available time

| Category       | April – October / March           | November - February               |
|----------------|-----------------------------------|-----------------------------------|
| School day     | After school finished – 5:00 p.m. | After school finished – 4:30 p.m. |
| School holiday | 9:00 a.m. - noon                  | 9:00 a.m. - noon                  |
|                | 1:00 p.m. – 5:00 p.m.             | 1:00 p.m. – 4:30 p.m.             |

#### (3) Closed

Sundays / Holidays provided for in the Act on National Holidays / The Year-End and New Year days  
\*It will be closed due to school events, etc.

### 2 Usage fee

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Free of charge.

### 3 Application for use

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#### (1) Eligible child for application for use

Any child meeting any of the following requirements.

|   |   |
|---|---|
| 1 | Child enrolled in such elementary school.   |
| 2 | Child living in the school district of such elementary school and enrolled in any private elementary school, etc. |

#### (2) “*WakuWaku★Hiroba*” possible to apply for use

It will be permitted to use the “*WakuWaku★Hiroba*” of any elementary school where a child is currently enrolled (refer to page 21). In case of going to any private elementary school, etc., it will be permitted to use the “*WakuWaku★Hiroba*” of any elementary school in the school district.

### 4 Method of application

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Fill out the “application form for registration of “*WakuWaku★Hiroba*” (for general registration) distributed at each “*WakuWaku★Hiroba*” and submit it to each “*WakuWaku★Hiroba*”. It will be available on/after the date of application.

After admission, new 1st-grade students will have the opportunity of application all at once for each school. It will be available in the early May (planned). It will differ according to each “*WakuWaku★Hiroba*.” Therefore, for more details, confirm the notice, etc. from each “*WakuWaku★Hiroba*.”

# 1 General registration / Early-morning/evening use

## (1) General registration / Early-morning/evening use

It aims to provide a safe/secure place for any child in a household consisting of a guardian being away due to employment, etc. during the period of early-morning/evening use before/after conduction time of general registration.

Both of early-morning use and early-evening use or either one will be available. It will also be available by specifying the month(s) of use (such as a long vacation).

Different from *Gakudo-Club*, any snacks will not be provided.

## (2) Entering/Leaving a room

Free to enter/leave a room. Therefore, the confirmation of attendance and time management of entering/leaving a room will not be conducted. In consultation with a family, decide the date/time of entering/leaving a room, The status of entering/leaving a room by a child can be confirmed by an email sent to each guardian through the management system of entering/leaving a room.

## (3) Lunch on school holidays

In principle, it will be required to eat lunch at home on school holidays. However, for any households where a child must eat alone, any place for eating lunch will be provided by registration in advance. Self-management will be required to prepare food for lunch.

Registration will be conducted at each “*WakuWaku☆Hiroba*.” Therefore, for more details, contact each “*WakuWaku☆Hiroba*” after approval of use.

## (4) Available time

| Period                   | Category          | School days           | Saturdays / School holidays |
|--------------------------|-------------------|-----------------------|-----------------------------|
| April - October<br>March | Early-morning use | Not available         | 午前 8 時 15 分～午前 9 時          |
|                          | Early-evening use | 5:00 p.m. – 6:00 p.m. | 5:00 p.m. – 6:00 p.m.       |
| November - February      | Early-morning use | Not available         | 8:15 a.m. – 9:00 a.m.       |
|                          | Early-evening use | 4:30 p.m. – 6:00 p.m. | 4:30 p.m. – 6:00 p.m.       |

## (5) Closed

Sundays / Holidays provided for in the Act on National Holidays / The Year-End and New Year days

\*Regarding the case of Saturdays, refer to the following “(6) Saturdays (raising on Saturdays).”

## (6) Saturdays (raising on Saturdays)

For any child requiring raising on Saturdays due to employment by each guardian, etc., it will be required to apply for raising on Saturdays at the time of application for use. Please note that it will not be permitted for any child to use the service of raising on Saturdays without application.

Regarding the use of raising on Saturdays, it will be required to confirm the absence of a guardian on Saturdays based on Certificate of Employment, etc.

## 2 Usage fee

### (1) Usage fee

You will be required to pay for the fee of early-morning/evening use through automatic withdrawal (at the end of each month. / at the following bank business day if it falls on Sundays/Saturdays/National Holidays.)

|                          |                     |
|--------------------------|---------------------|
| Fee of early-morning use | 1,000 yen per month |
| Fee of early-evening use | 1,500 yen per month |

- The notice of starting of automatic withdrawal / being already withdrawn will not be issued. Therefore, confirm the account record in the passbook, etc.
- In case of general registration / early-morning/evening extended use, you will be required to pay for the usage fee of such month, even if you start it in the middle of the month.

**In case of long-term absence due to illness or accident, etc., you will be required to pay for the usage fee.**

### (2) Reduction/Exemption system of early-morning/evening use

For any guardian of a child falling under any of the following requirements, the fee of general registration / early-morning/evening use will be deducted/exempted by separate application.

After carefully reading the “Information about reduction/exemption” enclosed in the notice of approval of use, apply for it by electronic application.

**You will be required to apply for it for each fiscal year.**

In case of changing the household situation in the middle of each fiscal year, contact the *Child-WakuWaku* Division.

| Household situation |   | Percentage of reduction/exemption   | Coverage period   |
|---------------------|---|---|---|
| 1                   | Household on welfare  | <b>Total exemption</b><br>General registration / early-morning use: 1,000 yen → 0 yen<br>General registration / early-evening use: 1,500 yen → 0 yen  | Period on welfare   |
| 2                   | Guardian exempt from resident tax*1   |   | Period of non-taxable fiscal year   |
| 3                   | Receiving school attendance support   | <b>Reduced by half*2</b><br>General registration / early-morning use: 1,000 yen → 500 yen<br>General registration / early-evening use: 1,500 yen → 750 yen                                    | Period of receiving school attendance support (after the date of approval described on the “results notice of approval of school attendance support”) |
| 4                   | Two or more children using the general registration / early-morning/evening use service | <b>Reduced by half for 2nd and the subsequent child*2*3</b><br>General registration / early-morning use: 1,000 yen → 500 yen<br>General registration / early-evening use: 1,500 yen → 750 yen | Period of use by two or more children   |

\*1: In case of any guardian being a dependent on the other person, the independent must be exempted from resident tax for the fiscal year of use.

\*2: Even if it also falls under ③/④, the reduction amount of the usage fee will be up to one-half.

\*3: In case the two or more children use the general registration / early-morning/evening service, the reduction/exemption for two or the subsequent children will be allowed. Therefore, in case the 1st child uses the general registration / early-morning/evening service and the 2nd child uses the *Gakudo-Club* service, the reduction/exemption will not be allowed.

### 3 Application for use

(1) **Eligible child for application for use**

Any child meeting all of the following requirements.

|   |  |
|---|--|
| 1 | Child enrolled in such elementary school. / Child living in the school district of such elementary school and enrolled in any private elementary school, etc.  |
| 2 | Child having difficulty in receiving adequate protection in a household during the extended period due to employment or illness, etc. falling under the standard for approval of use of general registration / early-morning-evening extended use (refer to page 8). |

<Other attentions>

|   |   |
|---|---|
| Minimum standard for working/school hours | Minimum standard for working/school hours: In principle, <b><u>working three or more days a week from Monday to Saturday and the school hours falling under the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) (including commuting/overtime time).</u></b>   |
| Period of childcare leave                 | During the period of childcare leave, it will not be permitted to use the general registration early-morning/evening use system. In case of reception all at once, <b><u>application will be permitted if you come back to work by May 1.</u></b> In case of not being planned to come back to work by May 1, it will be available in/after one month before the scheduled date of coming back to work. |

(2) **“WakuWaku☆Hiroba” possible to apply for use**

It will be permitted to use the “WakuWaku☆Hiroba” of any elementary school where a child is currently enrolled (refer to page 21).

In case of going to any private elementary school, etc., it will be permitted to use the “WakuWaku☆Hiroba” of any elementary school in the school district.

## 4. Documents required for application

It will be required to attach any document certifying the situation of employment, etc. (within 3 months after the date of certification).

According to any of the following situation, attach the document per guardian\*1.

In case of application for general registration / early-morning/evening extended use regarding the same school for brothers/sisters, the subsequent children will also be required to attach the document for each guardian.

| Situation  | Submitted/Attached document   |
|--|---|
| <p>Employment</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>*The Certificate of Employment will be permitted to be used for application for use of <i>Gakudo-Club</i> (for 1st-3rd grade). If required, keep the copy in advance.</p> </div> | <p><b>Certificate of Employment</b></p> <ul style="list-style-type: none"> <li>● In case of an irregular work and difficulty in check of meeting the standard only by confirming the Certificate of Employment, it will be required to submit the shift schedule or time card, etc.</li> <li>● Not forget to receive the certification by an employer.</li> <li>● In case of being self-employed (working freelance), prepare the Certificate of Employment by yourself. In case of difficulty in decision of the situation of employment by the Certificate of Employment, it will be required to submit the copy of a work contract or work order, etc.</li> <li>● In case of working at some workplaces, it will be required to attach multiple certificates.</li> <li>● It will be permitted to prepare by yourself and attach the Certificate of Employment (within 3 months after the date of certificate) used for application for a nursery school regarding the younger child. However, in case of use the reduced working hours system, make sure to attach the Certificate of Employment describing the details of reduced working hours.</li> <li>● In case of working away from home, the Certificate of Employment will not be required.</li> <li>● In case of correction of the Certificate of Employment required (such as addition/modification), it will be permitted to correct it only by each employer.</li> </ul> |
| <p>Looking for a job</p>   | <ul style="list-style-type: none"> <li>● It will not be required to attach any document.</li> <li>● The period of approval of use will be within 2 months after the date of approval of use.</li> <li>● In case of difficulty in looking for a job within 2 months after the date of approval of use, you will be required to decline the general registration / early-morning/evening use.</li> <li>● It will not be permitted to extend the period of looking for a job.</li> <li>● After expiration of the period of looking for a job, you will not be permitted to apply for <i>Gakudo-Club</i> by reason of “looking for a job.”</li> </ul>   |
| <p>Expected birth</p>  | <p>A copy of the page describing the expected date of birth on <b>Mater-Child Handbook (<i>Boshi-Techo</i>)</b>.</p> <ul style="list-style-type: none"> <li>● The period of approval of use will be within 2 months from the expected month of birth to 2 months after the date of birth.</li> </ul>  |
| <p>Illness/<br/>Mental/Physical disability</p>   | <p><b>Physical Disability Record Book</b>, etc. or <b>Medical Certificate</b></p>   |
| <p>Nursing care</p>  | <p><b>Long-Term Care Insurance Card</b> for a person receiving a nursing care (the page possible to confirm the category of condition of need for long-term care) or <b>Medical Certificate</b></p>   |
| <p>Student / Skill acquisition</p>   | <p><b>Certificate of Enrollment</b> or <b>Student ID Card</b>, etc. + <b>School timetable</b>, etc.</p>   |

\*1: In case of the eligible child having the Physical Disability Record Book / Rehabilitation Certificate / Mental Disability Certificate, attach it.

- In case of correction of any document, correct it with two lines by not using a correction fluid/tape. It will be required to correct the Certificate of Employment only by each employer.



## 5 Standards for approval of use

Regarding the general registration / early-morning/evening use, it will be required to meet the standard for approval of use through the submitted documents.

It will be approved to use it by each guardian meeting any of the following standards for approval. Any capacity will not be decided. Therefore, any index will not be calculated.

| Standards for approval of use of general registration / early-morning-evening use |                                      |  |
|---|--------------------------------------|--|
| 1   | Employment                           | Working three or more days a week from Monday to Saturday and the school hours falling under the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) (including commuting/overtime time).<br>*In case of difficulty in protection during the period of early-morning use on Saturdays, it will be permitted to use the early-morning use service outside hours of a long vacation.  |
| 2   | Birth                                | Pregnancy / Birth (within 2 months from the expected month of birth to 2 months after the date of birth).  |
| 3   | Illness/ Injury                      | Any of the situations including hospitalization (for 1 month or more), 24-hour bed rest (for 1 month or more), mental disease, infectious disease or general medical treatment (any disease estimated to be difficult to protect a child and required for outpatient hospital care).   |
| 4   | Illness/ Mental/ Physical disability | Having the Physical Disability Record Book (for Grade 1-4) / Rehabilitation Certificate (for Grade 1-4) / Mental Disability Certificate (for Grade 1-3).   |
| 5   | Nursing care                         | Nursing care for 1 month or more during the extended period (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.).   |
| 6   | Disaster                             | Having difficulty in protection of a child due to building damage because of fire or any other disaster recovery.  |
| 7   | School attendance, etc.              | Having difficulty in protection of a child three or more days a week from Monday to Saturday during the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) due to school attendance or skill acquisition (at a vocational school or each school, etc.).<br>*In case of difficulty in protection during the period of early-morning use on Saturdays, it will be permitted to use the early-morning use service outside hours of a long vacation. |
| 8   | Looking for a job                    | Having difficulty in protection of a child three or more days a week from Monday to Saturday during the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) due to looking for a job (within 2 months after approval of use).<br>*In case of difficulty in protection during the period of early-morning use on Saturdays, it will be permitted to use the early-morning use service outside hours of a long vacation.                            |
| 9   | Others                               | In case of not falling under the foregoing “1-8” and being recognized as a distinct lack of protection of a child.   |

- If required, we will confirm the contents, etc. of application by each guardian by interview or phone.
- The “guardian” means the person currently protecting / take custody of a child. Even if the person is not obligated to take custody of / protect a child by law, the person will be treated as a guardian in case of currently taking custody of /protect a child.



## 1 Gakudo-Club

### (1) Gakudo-Club

It aims to healthily raise a child in order to provide a place to play/live after school for a child in a household consisting of a guardian being away due to employment, etc., or a guardian having difficulty in adequate protection of a child during the daytime due to illness, etc.

The instructors for raising a child (2 persons) will give free-time/life guidance, etc. to children (approximately 40 persons)

The confirmation of attendance and time management of entering/leaving a room will be conducted by an electronic communication notebook and management system of entering/leaving a room (an email sent to each guardian for confirmation of the status by scanning the barcode when entering/leaving a room).

### (2) Time of raising / extension-raising

In principle, it will not be permitted to use it after going to any lesson or come back to Gakudo-Club after going to any lesson in the middle of the use time.

| Category                  | School day                        | School holiday        |
|---------------------------|-----------------------------------|-----------------------|
| Time of raising           | After school finished – 6:00 p.m. | 8:15 a.m. – 6:00 p.m. |
| Time of extension-raising | 6:00 p.m. – 7:00 p.m.             | 6:00 p.m. – 7:00 p.m. |

### (3) Extension-raising

In case of use of the extension-raising after 6:00 p.m., application for extended use of *Gakudo-Club* will be required in addition to application for use of *Gakudo-Club*.

Confirm the page 11 regarding conditions of use of extension-raising.

In case of use of extension-raising, pick-up will be required. It will not be permitted to use extension-raising only.

### (4) Closed

Sundays / Holidays provided for in the Act on National Holidays / The Year-End and New Year days  
\*Regarding the case of Saturdays, refer to the following “Saturdays (raising on Saturdays).”

### (5) Saturdays (raising on Saturdays)

For any child requiring raising on Saturdays due to employment by each guardian, etc., it will be required to apply for raising on Saturdays at the time of application for use. It will not be permitted for any child to use the service of raising on Saturdays without application.

Regarding the use of raising on Saturdays, it will be required to confirm the absence of a guardian on Saturdays based on the Certificate of Employment, etc.

<Place/Time of raising on Saturdays >

| Category         | <i>Gakudo-Club</i> managed by Kita City<br>(confirm the page 22 / page 23) | <i>Gakudo-Club</i> managed by private<br>business operators<br>(confirm the page 22 / page 23) |
|------------------|--|--|
| Place of raising | “ <i>WakuWaku☆Hiroba</i> ”<br>(after-school room)                          | <i>Gakudo-Club</i> room  |
| Time of raising  | 8:15 a.m. – 6:00 p.m.  |  |

## 2 Usage fee

### (1) Raising /Extension-raising fee

You will be required to pay for the raising /extension-raising fee through automatic withdrawal (at the end of each month. / at the following bank business day if it falls on Sundays/Saturdays/National Holidays.)

The convenient online registration system will be available for registration of automatic withdrawal. For more details, refer to page 16.

Snack fee (1,500 yen) will be included in the raising fee.

|                       |   |
|-----------------------|---|
| Raising fee           | 6,500 yen per month (including a snack fee (1,500 yen)) |
| Extension-raising fee | 2,000 yen per month                                     |

- The notice of being already withdrawn will not be issued. Therefore, confirm the account record in the passbook, etc.
- In case of being enrolled in *Gakudo-Club* on the first date of opening-room of the month, you will be required to pay for the raising / extension-raising fee of such month. **In case of long-term absence due to illness or accident, etc., you will be required to pay for the raising / extension-raising fee.**
- In case of use of the extension-raising after 6:00 p.m., the extensions-raising fee will be required.
- In case of providing snacks for a child having any food allergies, each guardian will be required to prepare snacks. In that case, it will be required to pay 5,000 yen only (excluding a snack fee: 1,500 yen).

### (2) Reduction/Exemption system of Gakudo-Club use

For any guardian of a child falling under any of the following requirements, the fee of Gakudo-Club use will be deducted/exempted by separate application.

After carefully reading the “Information about reduction/exemption” enclosed in the notice of approval of use, apply for it by electronic application.

**You will be required to apply for it for each fiscal year.**

In case of changing the household situation in the middle of each fiscal year, contact the *Child-WakuWaku* Division.

| Household situation |  | Percentage of reduction/exemption  | Coverage period   |
|---------------------|--|--|---|
| 1                   | Household on welfare                                   | Total exemption<br>Gakudo-Club raising use: 6,500yen → 0 yen<br>Extension-raising use: 2,000 yen → 0 yen   | Period on welfare   |
| 2                   | Guardian exempt from resident tax*1                    |  | Period of non-taxable fiscal year   |
| 3                   | Receiving school attendance support                    | Reduced by half*2<br>Gakudo-Club raising use: 6,500yen → 3,250 yen<br>Extension-raising use: 2,000 yen → 1,000yen                                    | Period of receiving school attendance support (after the date of approval described on the “results notice of approval of school attendance support”) |
| 4                   | Two or more children using the Gakudo-Club use service | Reduced by half for 2nd and the subsequent child*2*3<br>Gakudo-Club raising use: 6,500yen → 3,250 yen<br>Extension-raising use: 2,000 yen → 1,000yen | Period of use by two or more children   |
| 5                   | Snacks cannot be provided due to food allergies, etc   | Reduced by 1,500 yen<br>use: 6,500yen → 5,000 yen  | Period during which snacks cannot be provided   |

\*1: In case of any guardian being a dependent on the other person, the independent must be exempted from resident tax for the fiscal year of use.

\*2: Even if it also falls under ③/④, the reduction amount of the usage fee will be up to one-half.

\*3: In case the two or more children use the Gakudo-Club, the reduction/exemption for two or the subsequent children will be allowed. Also, Extension-raising fee is the same as Gakudo-Club raising fee. Therefore, in case the 1st child uses the general registration / early-morning/evening service and the 2nd child uses the *Gakudo-Club* service, the reduction/exemption will not be allowed.

### 3 Application for use

(1) Eligible child for application for use

Any child meeting all of the following requirements.

|   |  |
|---|--|
| 1 | Child enrolled in such elementary school. / Child living in the school district of such elementary school and enrolled in any private elementary school, etc.  |
| 2 | Child enrolled in 1st-grade – 3rd-grade elementary school.   |
| 3 | Child having difficulty in receiving adequate protection in a household during the date time due to employment or illness, etc. falling under the standard for approval of use of <i>Gakudo-Club</i> (refer to page 14). |

<Other attentions >

|   |   |
|---|---|
| Minimum standard for working/school hours | Minimum standard for working/school hours: In principle, <b>working three or more days a week from Monday to Saturday and 3 hours or more per day</b> (in principle, <b>2 hours or more for 1st-grade / 3 hours or more for 2nd-grade and 3rd-grade during 1:00 p.m. – 6:00 p.m.</b> ) (including commuting/overtime time).   |
| Period of childcare leave                 | During the period of childcare leave, it will not be permitted to use the <i>Gakudo-Club</i> . In case of reception all at once, <b>application will be permitted if you come back to work by May 1</b> . In case of not being planned to come back to work by May 1, it will be available in/after one month before the scheduled date of coming back to work.   |
| Year-round use                            | In principle, the <i>Gakudo-Club</i> will be <b>available throughout the year</b> . It will not be permitted to use it for a limited period such as a summer vacation and only a month, etc. Therefore, use the “ <i>WakuWaku☆Hiroba</i> ” general registration, “ <i>WakuWaku☆Hiroba</i> ” general registration / early-morning/evening extended use, Children’s Hall ( <i>Jido-kan</i> ), Child Center or Children’s Room ( <i>Jido-shitsu</i> ). |
| Extended use                              | Eligible household for application for extended use: Any household consisting of a guardian whose <b>hours of employment, etc. (including commuting) fall under one day or more a week and any time after 6:00 p.m.</b>   |

## 4. Documents required for application

It will be required to attach any document certifying the situation of employment, etc. (within 3 months after the date of certification).

According to any of the following situation, attach the document per guardian\*1.

In case of application for Gakudo-Club use regarding the same school for brothers/sisters, the subsequent children will also be required to attach the document for each guardian.

| Situation  | Submitted/Attached document   |
|--|---|
| <p>Employment</p> <p>*The Certificate of Employment will be permitted to be used for application for use of <i>Gakudo-Club</i> (for 1st-3rd grade). If required, keep the copy in advance.</p> | <p><b>Certificate of Employment</b></p> <ul style="list-style-type: none"> <li>● In case of an irregular work and difficulty in check of meeting the standard only by confirming the Certificate of Employment, it will be required to submit the shift schedule or time card, etc.</li> <li>● Not forget to receive the certification by an employer.</li> <li>● In case of being self-employed (working freelance), prepare the Certificate of Employment by yourself. In case of difficulty in decision of the situation of employment by the Certificate of Employment, it will be required to submit the copy of a work contract or work order, etc.</li> <li>● In case of working at some workplaces, it will be required to attach multiple certificates.</li> <li>● It will be permitted to prepare by yourself and attach the Certificate of Employment (within 3 months after the date of certificate) used for application for a nursery school regarding the younger child. However, in case of use the reduced working hours system, make sure to attach the Certificate of Employment describing the details of reduced working hours.</li> <li>● In case of working away from home, the Certificate of Employment will not be required.</li> <li>● In case of correction of the Certificate of Employment required (such as addition/modification), it will be permitted to correct it only by each employer.</li> </ul> |
| Looking for a job  | <ul style="list-style-type: none"> <li>● It will not be required to attach any document.</li> <li>● The period of approval of use will be within 2 months after the date of approval of use.</li> <li>● In case of difficulty in looking for a job within 2 months after the date of approval of use, you will be required to decline the general registration / early-morning/evening use.</li> <li>● It will not be permitted to extend the period of looking for a job.</li> <li>● After expiration of the period of looking for a job, you will not be permitted to apply for <i>Gakudo-Club</i> by reason of "looking for a job."</li> </ul>   |
| Expected birth   | <p>A copy of the page describing the expected date of birth on <b>Mater-Child Handbook (<i>Boshi-Techō</i>)</b>.</p> <ul style="list-style-type: none"> <li>● The period of approval of use will be within 2 months from the expected month of birth to 2 months after the date of birth.</li> </ul>  |
| Illness/<br>Mental/Physical disability   | <b>Physical Disability Record Book, etc. or Medical Certificate</b>   |
| Nursing care   | <b>Long-Term Care Insurance Card</b> for a person receiving a nursing care (the page possible to confirm the category of condition of need for long-term care) or <b>Medical Certificate</b>  |
| Student / Skill acquisition  | <b>Certificate of Enrollment or Student ID Card, etc. + School timetable, etc.</b>  |

\*1: In case of the eligible child having the Physical Disability Record Book / Rehabilitation Certificate / Mental Disability Certificate, attach it.

- In case of correction of any document, correct it with two lines by not using a correction fluid/tape. It will be required to correct the Certificate of Employment only by each employer.

## 5 Standards for approval of use

Regarding the *Gakudo-Club*, it will be required to meet any of the following standards for approval of use through the submitted documents. In case of the fewer number of applicants for use than the number of persons accepted, it will be approved to use it by meeting any of the following standards for approval.

In case of the greater number of applicants for use meeting any standard for approval than the number of persons accepted, the index will be calculated based on the standards for approval of use of *Gakudo-Club* (refer to page 15). The approval of use will be conducted from most to least indexes calculated.

However, the standard index will be treated as the index of each guardian whichever will be lower. In case of the same index calculated, the approval of use will be conducted based on the “priority in case of the same index.”

| Standards for approval of use of <i>Gakudo-Club</i> |   |  |
|---|---|--|
| 1   | Employment                                    | Working three or more days a week from Monday to Saturday and 3 hours or more per day (in principle, 2 hours or more for 1st-grade / 3 hours or more for 2nd-grade and 3rd-grade during 1:00 p.m. – 6:00 p.m.) (including commuting/overtime time).  |
| 2   | Birth   | Pregnancy / Birth (within 2 months from the expected month of birth to 2 months after the date of birth).  |
| 3   | Illness/<br>Injury                            | Any of the situations including hospitalization (for 1 month or more), 24-hour bed rest (for 1 month or more), mental disease, infectious disease or general medical treatment (any disease estimated to be difficult to protect a child and required for outpatient hospital care).   |
| 4   | Illness/<br>Mental/<br>Physical<br>disability | Having the Physical Disability Record Book (for Grade 1-4) / Rehabilitation Certificate (for Grade 1-4) / Mental Disability Certificate (for Grade 1-3).   |
| 5   | Nursing care                                  | Nursing care for 1 month or more during the extended period (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.).   |
| 6   | Disaster                                      | Having difficulty in protection of a child due to building damage because of fire or any other disaster recovery.  |
| 7   | School<br>attendance,<br>etc.                 | Having difficulty in protection of a child three or more days a week from Monday to Saturday during the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) due to school attendance or skill acquisition (at a vocational school or each school, etc.).<br>*In case of difficulty in protection during the period of early-morning use on Saturdays, it will be permitted to use the early-morning use service outside hours of a long vacation. |
| 8   | Looking for a<br>job                          | Having difficulty in protection of a child three or more days a week from Monday to Saturday during the use time (early-morning: 8:15 a.m. – 9:00 a.m. / early-evening: 5:00 p.m. – 6:00 p.m.) due to looking for a job (within 2 months after approval of use).<br>*In case of difficulty in protection during the period of early-morning use on Saturdays, it will be permitted to use the early-morning use service outside hours of a long vacation.                            |
| 9   | Others  | In case of not falling under the foregoing “1-8” and being recognized as a distinct lack of protection of a child.   |

# 6

## Registration of automatic withdrawal

The registration of automatic withdrawal for application in FY2025 can be conducted on your smartphone/PC.

For more details about the registration method, confirm the following website of Kita City or the guidance enclosed in the notice of approval of use. After approval of use, follow the procedure.

If you do not have any bank transfer available for registration of automatic withdrawal online, contact the “*WakuWaku★Hiroba*” approved for use or *Gakudo-Club*.

**Regarding registration of automatic withdrawal, it can be accessed by scanning the 2D barcode on right or on the official website of Kita City.**

- URL: <https://www.city.kita.tokyo.jp/shunosuishin/kurashi/zekin/noze/webkoza.html>



<Attentions regarding registration of automatic withdrawal >

|   |   |
|---|---|
| 1 | In case of any brother/sister already registered, application for each child will be required.  |
| 2 | The “bank transfer reception service on the website” or “AIRPOST” service will be used for registration.<br>According to the method of registration, available financial institutions differ. |
| 3 | Some financial institutions will not correspond to automatic withdrawal. Therefore, confirm the foregoing website.  |
| 4 | In case of using the same bank account used for general registration / early-morning/evening use or <i>Gakudo-Club</i> for the previous fiscal year, registration will not be required.       |

### Inquiry

- Management Support Section, Child-WakuWaku Division, Children’s Future Department, Kita City Office  
Counter No.1, 1F, Takinogawa Branch Office, 2-52-10 Takinogawa, Kita City  
TEL: 3908-9361 (8:30 a.m. – 5:00 p.m. on each opening date)
- Each “*WakuWaku★Hiroba*” (refer to the list of “*WakuWaku★Hiroba*” on the page 21)
- Each *Gakudo-Club* (refer to the list of *Gakudo-Club* on the page 22 / page 23)