

# After-School Kids Club

FY2025

# 1-1 What is After-School Kids Club ?

- ▶ After-School Kids Club is a program for children whose parent(s) are not at home during the daytime because of work or other reasons.

Children are provided a safe and comfortable place to play and spend their time after school. The program also aims to promote children's sound mental and physical development.

- ▶ In Machida city, this program was started in 1963. Kids Clubs have now been established in every elementary school in Machida city.
- ▶ In addition, in fiscal year 2021, Kids Clubs began to accept children in all elementary school grades (1~6).

# 1-1 学童保育クラブとは？

- ▶ 学童保育クラブとは日中不在になるご家庭の児童をお預かりし、適切な遊びと生活の場を提供し、心身の健全な育成を図るところです。
- ▶ 町田市では1963年に、学童保育事業がスタートしました。いまでは市内の全学校に学童保育クラブが設置されています。
- ▶ さらに、2021年度から全児童（1年生～6年生）の受け入れを開始しました。

# 1-2 Eligible Children

Children who are Machida city residents and whose parent(s) also meet one of the following criteria:

- (1) Parents or parent (in the case of a single-parent household) who cannot adequately take care of the child during the day because of work.
- (2) Parent(s) who cannot take care of the child during the day due to health-related reasons such as childbirth, illness, or injury.
- (3) Parent(s) who have caregiving/nursing responsibilities and are therefore unable to take care of the child during the day.
- (4) Parent(s) who attend school and therefore cannot care for the child during the day.

For details, please see page 8 ~

## 1-2 対象児童

町田市在住かつ下記のいずれかの項目に該当する者

- (1) 両親/もしくはひとり親世帯が就労の為、児童を保育することが困難な場合
- (2) 保護者が出産、疾病、負傷等により、児童を保育することが困難な場合
- (3) 保護者が介護・看護に従事しており、児童を保育することが困難な場合
- (4) 保護者が学校に就学している場合

詳細はページ8～

# 1-3 Program Schedule

## ☆ *Open*

<i>Mondays - Fridays</i>	<i>From Time School Ends - Until 6:00 pm</i>
<i>Saturdays Long holidays</i>	<i>8:30 am - 6:00 pm</i>
<i>Extended hours</i>	<i>6:01 pm - 7:00 pm (Sat/long holidays : 8:00 am - 8:29 am also available)</i>

## ☆ *Closed*

- *Sundays*
- *National holidays*
- *Year-end & New Year holiday ( Dec 29th - Jan 3rd )*

## 1-3 運営時間

☆開所日及び時間

月曜～金曜 下校～18：00

土曜及び長期休み 8：30～18：00

\*延長時間 8：00～8：29 & 18：01～19：00

☆閉所日

- ・日曜
- ・祝日
- ・年未年始（12/29～1/3）

## 2-1 Requirements for Enrollment

- ▶ Requirements for enrolling a child are as follows, depending on the reason for applying.

### ★If the reason is Work

Required Document: Certificate of Employment

One of the following conditions, ① or ② must be met.

- ① Number of working days ⇒ 12 days or more per month (Not including Sundays)  
Time of returning home ⇒ After 3:30 pm
- ② Number of working hours ⇒ 32 hours or more per week (Including Sundays)



## 2-1 入会要件

▶ 入会には要件を満たす必要があります。

### ★就労

いずれかを満たす必要があります。

- ①就労日数が月12日以上（日曜日を除く）かつ 帰宅時間が  
**15：30**を過ぎる場合
- ②週の就労日数が週**32**時間以上（日曜日を含む）

## 2-2 Requirements for Enrollment

### ★ If the reason is injury/illness, or providing care/nursing for someone

Please submit one of the following certificates, depending upon your eligibility criterion:  
Medical certificate, disability certificate, medical certificate for the person you are caring for

### ★ If the reason is childbirth

Please submit your Maternal and Child Health Handbook

You are eligible to enroll your school-age child in the program for a total of 5 months, from 2 months before your baby's birth and up to 2 months after you give birth.

e.g. If the birth month is May ⇒ Your child can enroll for the period March through July.

## 2-2 入会要件

### ★ 負傷、疾病、介護 等

下記の証明書等を提出してください。

医師の診断書、障がい者手帳、介護・看護診断書

### ★ 出産

母子手帳

(例) 仮に5月に出産された場合⇒ 3月～7月末までご利用可能です。

# 2-3 Requirements for Enrollment

## ★ *If Attending School*

- Number of days attending ⇒ 12 days or more per month (not including Sundays)
- Time of returning home ⇒ After 3:30 pm

### Required Documents:

- (1) A copy of your Student Identification Card, Enrollment Certification,  
OR Certificate of Admission
- (1) Copy of Class Schedule

## 2-3 入会要件

### ★ 就学

通学日数が月12日以上（日曜日を除く）かつ 帰宅時間が  
**15：30**を過ぎる場合

下記の証明書を提出してください

在学証明書、学生証、入学許可書のいずれかのコピー  
時間割のコピー

## 3-1 Documents Required to Apply

- ▶ 1. Membership Application Form

- ▶ 2. Required Documents:

If applying because of work responsibilities, a certificate of employment (for each parent)

If applying for other reasons, a medical certificate, disability certificate, medical certificate for the person you are caring for, Maternal and Child Health Handbook, or student identification card—whichever applies in your case

- ▶ 3. Child's Health and Daily Schedule Check Sheet

Please let us know in advance if your child(ren) has any food allergies or disabilities.

- ▶ 4. Other

## 3-1 申請に必要な書類

- ▶ 入会申請書
- ▶ 就労証明書（保護者全員分の）※就労している場合  
(就労以外は各種診断書及び母子手帳、学生証など)
- ▶ 生活習慣確認シート（お子様がアレルギーや障害をお持ちの方は、事前にお知らせください）
- ▶ その他

## 3-2 Application for Membership

- ▶ Please complete all the items on the application form.
- ▶ Please come to the reception counter if you need assistance reading and writing in Japanese or other support.



## 3-2 入会申請書について

- ▶ 全ての空欄を埋めてください。もし、日本語の読み書きが難しい場合は、窓口までいらしてください。また、何かあればこちらでサポートいたします。

## 3-3 Certificate of Employment

① If you are an employee :

⇒ Please ask an official at your company to fill out the certificate of employment.

② If you are self-employed :

⇒ Please fill out the certificate of employment yourself.

### Note:

- The certificate will be valid for 3 months from date of issue.
- Company seal is not required.

## 3-3 就労証明書について

- ①会社に雇用されている場合  
⇒会社の責任者が記入します。
- ②自営業又は個人事業主の場合  
⇒ご自身で記入してください。

### 注意点

- ・有効期限は発行日から**3**か月です。
- ・社印は不要です。

## 4-1 Program Fees

Fee Type	Amount
<i>Monthly basic fee</i>	JPY 9,000/month
<i>Snack fee</i>	JPY 1,500-2,000/month
<i>Parents Association fee</i>	Varies by club



Note: It is possible that you may be eligible for a reduction or exemption of the monthly fee. So be sure to submit an application for “reduction/exemption of fee” or else check the box “application for reduction/exemption of fee” on the membership application form.

## 4-1 料金

### ★ 基本額

- ・ 育成料 月額9000円
- ・ おやつ代 月額1500～2000円
- ・ 保護者会費 学童によって異なります。

もし減免申請をすれば育成料が下がる可能性がございます。  
そのため、入会申請書の減免申請☐または減免申請書の提出をお忘れなく！

## 4-2 Fee Reduction/Exemption

### ● Process

Application ⇒ Screening ⇒ Approval ⇒ Enrollment

There are 5 categories for either reduction or exemption based on residence tax levied on households

Category	Residence tax		Basic fee /month		Fee per child for 15 days or less of enrollment in the first or last month of membership
			First child	Second and subsequent children	
Category 1	<ul style="list-style-type: none"> <li>●Households on welfare</li> <li>●Households exempt from resident tax</li> <li>●Households receiving support benefit for Japanese left behind in China</li> </ul>		JPY 0	JPY 0	JPY 0
Category 2	Household per capita tax only OR		JPY3,000	JPY1,500	JPY1,500
	income-based tax	Below JPY48,600			
Category 3	income-based tax	JPY48,600 ~JPY59,999	JPY6,000	JPY3,000	JPY3,000
Category 4	income-based tax	JPY60,000 ~JPY161,999	JPY7,000	JPY3,000	JPY3,000
Category 5	income-based tax	JPY162,000 ~JPY312,999	JPY8,000	JPY3,000	JPY3,000
Application not approved	income-based tax	Above JPY313,000	JPY9,000	JPY3,000	JPY3,000
Household not applying for reduction/exemption			JPY9,000	JPY9,000	JPY9,000

## 4-2 料金

### 減免申請の流れ

申請⇒審査⇒承認⇒決定

世帯の所得等の状況によって、減免区分が5つに分かれます。

減免区分	市町村民税所得割額		月額		
			1人目	2人目	在籍日数が月15日以下
区分1	<ul style="list-style-type: none"> <li>●生活保護世帯</li> <li>●非課税世帯</li> <li>●中国在留関係</li> </ul>		0円	0円	0円
区分2	均等割のみ課税世帯及び		3,000円	1,500円	1,500円
	所得割額	48,600円未満			
区分3	所得割額	48,600円以上	6,000円	3,000円	3,000円
		60,000円未満			
区分4	所得割額	60,000円以上	7,000円	3,000円	3,000円
		162,000円未満			
区分5	所得割額	162,000円以上	8,000円	3,000円	3,000円
		313,000円未満			
申請不承認 又は未申請	所得割額	313,000円以上	9,000円	3,000円	3,000円
申請無し			9,000円	9,000円	9,000円

## 4-3 How Monthly Basic Fees Are Set

Your household income in the previous two years determines your monthly basic fee

The monthly basic fee for April to June 2025 will be based on your household income from January to December 2023.

The monthly basic fee for July 2025 to March 2026 will be based on your household income from January to December 2024.

<u>Household Income for Period</u>	<u>Monthly Basic Fee for Period</u>
January 2023 ~ December 2023	April 2025 ~ June 2025
January 2024 ~ December 2024	July 2025 ~ March 2026



## 4-3 料金

### ★考え方

①2023年1月～2023年12月までの世帯所得⇒2025年4月～6月までの育成料に反映

②2024年1月～2024年12月までの世帯所得⇒2025年7月～2026年3月までの育成料に反映

## 4-4 Questions Regarding Fees

If you should have any questions regarding the monthly basic fee you have been charged, please see if any of following might apply:

- ▶ 1) Did you live in Machida city as of January 1, 2024 (or January 1, 2025)? If the answer is NO, you need to obtain a taxation certificate from the city where you used to live and submit it.
- ▶ 2) Please check to make sure that your company (or yourself) filed your tax return by the deadline dates. If it was filed late, it is possible that the monthly basic fee charged to you does not accurately reflect your income. Your fee will be recalculated after we have confirmed the actual income. Overpaid fees will be reimbursed later.
- ▶ 3) It may also be the case that you did not apply for reduction/exemption of fees in the first place. If that is the case, you should submit the application form.

## 4-4 料金

育成料に関して、疑問がある場合は下記をチェックしてみてください。

①2024年1月1日もしくは2025年1月1日時点で町田市に住んでいましたか？もし市外に住まわれていた場合は、以前住んでいた市の市役所で課税証明書が取得できますので、追加で提出してください。

②会社（もしくはあなた自身）が、期限内に確定申告をしたかどうか確認してください。申告が遅れてると正確に反映されていない可能性があります。反映後に、金額が決定します。払いすぎた分は後日、返金（還付）されます。

③減免申請をしていない可能性もあります。その場合は、減額申請書の提出が必要となります。

# 5-1 Payment Method

You can pay the fees either by using the payment slip, or by debit from your bank account.

We recommend that you pay by debit from your bank account.

## ① Payment slip:

Please pay at one of the convenience stores or banks specified on the slip by the due date. (PayPay and LINE pay are also available.)

## ② Debit from your bank account:

You need to fill out a request form for debit from your bank account at the counter beforehand. Please bring your bank card (cash card) and a valid ID, (e.g. driver's license, health insurance card)

※ About ②, you can also apply online.

## 5-1 支払方法

- ▶ 納付書払いか口座引き落としとどちらか選択できますが、口座引き落としをおすすめしています。

### ①納付書払い

コンビニエンスストア等で期限内にお支払いください（Pay PayやLINE payなどの電子決済サービスも利用可能です）。

### ②口座引き落とし

窓口で申請可能です。口座振替依頼書の記入が必要です。その際には、銀行のキャッシュカード及び免許書等の本人確認書をご持参ください。

※オンラインでも申請可能です。

# 6-1 How to Make Changes in Membership Status

- ① To file change of address, household status, or work
  - ▶ Please submit a form along with your new certificate of employment.
  
- ② To withdraw membership
  - ▶ Please submit a withdrawal form. We do not accept application to withdraw over the phone.
- ※ About ① & ②, you can also apply online.

## 6-1 各種変更

① 変更（住所、世帯状況、仕事）

⇒ 変更届や新しい就労証明書を提出してください。

② 退会

⇒ 退会届を必ず提出してください。電話連絡のみは受け付けておりません。

※オンラインでも申請可能です。

# 7-1 Application Period

If you would like your child to start After-school Kids Club from 1<sup>st</sup> of April, 2025, you have to apply during a following period.

<u>Start date</u>	<u>Application Period</u>
1 <sup>st</sup> of April, 2025	From 1 <sup>st</sup> of October(Tue.) to 6 <sup>th</sup> of November(Wed.), 2024

You can apply either online or by mail. And you can also bring the forms you prepared at the reception counter of Machida City Hall (2<sup>nd</sup> floor, reception counter number 202)

Attention : You need to apply every school year for this program.



## 7-1 2025年度 4月1日からの入会について

2025年4月1日からの入会を希望する方は下記の期間に申請をお願いいたします。

<u>希望入会日</u>	<u>入会申請期間</u>
2025年4月1日	2024年10月1日（火）～11月6日（水）まで

オンライン、郵送、または市役所2階202カウンターで申請を受け付けております。

注意：申請は毎年度必要になります。

## 7-2 Application Dates

There has been a change in application due dates starting the 2023 school year.

The chart below shows when you should submit your application according to your desired starting date.

<u>Start date</u>	<u>Application Period</u>
1st	From the 1 <sup>st</sup> to the 15 <sup>th</sup> of the previous month
16th	From the 16 <sup>th</sup> to the last day of the previous month

For example, if you want to enroll your child from July 16, the application should be made by the end of June.

## 7-2 2023年度からの入会日についての変更点

<u>希望入会日</u>	<u>入会申請期間</u>
各月1日	前月の1日～15日まで
各月16日	前月の16日～月末まで

例えば、7月16日から利用したい場合、6月の16日から6月末までに申請してください！

## 8-1 Contact Information

- Machida City Hall : 2-2-22 Morino Machida, 194-8520  
TEL : 042-724-2182  
Mail : [kodomo020\\_01@city.machida.tokyo.jp](mailto:kodomo020_01@city.machida.tokyo.jp)  
Website : <https://kosodate-machida.tokyo.jp/>