

City of Kikugawa After-School Children's Club Handbook

(Elementary School Childcare Program)



Kikugawa-shi
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R8.6 改訂

※この翻訳は参考訳です。正式なものは日本語の原文です。

This is a convenience translation. The Japanese original is the official version.

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What Is the After-School Children's Club?

The After-School Children's Club provides a safe, supportive, and enriching environment for elementary school children to spend their time after school. It is intended for children whose parents or guardians are unable to care for them after school due to work or other family circumstances.

The program supports children's healthy development through group activities and play while assisting parents and guardians in raising their children.

Eligible Children

Children from households where no family member is available to care for them during the day due to any of the following circumstances:

- (1) Parents or guardians work.
- (2) Parents or guardians are ill, giving birth, or in similar circumstances.
- (3) Parents or guardians are self-employed and away from home during the day.
- (4) Other daytime circumstances.

Days and Hours of Operation

	Period	Hours	Closed Days
During the School Term	Mon - Fri	After school - 18:00	Saturdays, Sundays
During School Breaks (Summer, Winter, Spring), and National Holidays	Mon - Fri	7:30-18:00	Saturdays, Sundays, April 1 (or the next weekday if it falls on a weekend), Obon holidays, and New Year holidays

Please pick up your child by 18:00. The Club is also closed on national holidays that fall on a Saturday or Sunday.

Club Information

Club Name	Address	TEL
Ogasa Kita Elementary School After-School Children's Club	Mineda 59	090-5106-1613
Ogasa Higashi Elementary School After-School Children's Club	Kawakami 1348-2	090-5106-1110
Ogasa Minami Elementary School After-School Children's Club	Takahashi 3503	090-5106-1380
Rokugo Elementary School After-School Children's Club	Honjo 2200	090-5106-6611
Uchida Elementary School After-School Children's Club	Naka Uchida 4744-1	080-1552-1731
Yokoji Elementary School After-School Children's Club	Higashi Yokoji 1886	090-7671-3739
Horinouchi Elementary School After-School Children's Club	Nishikata 1465-1	090-7618-3731
Kamo Elementary School After-School Children's Club	Kamo 5115	090-5106-6645
Kawashiro Elementary School After-School Children's Club	Yoshizawa 556	090-7612-3499

How Children Spend Their Time at the Club

Dedicated support staff provide the following support and activities:

- Ensure children's safety, health, and emotional well-being.
- Encourage children's interest in and positive attitudes toward play activities.
- Foster independence, social skills, and creativity through play.
- Monitor children's well-being and keep families informed.

※ All children are enrolled in the Children's Club Mutual Aid Program.

A Typical Day at the After-School Children's Club

〈On School Days〉

After School	15:00	15:40	16:30	18:00
① Homework	② Snack	③ Free Time (Club Room, Schoolyard, etc.)	④ Clean Up	⑤ Go Home

〈During School Breaks (e.g., Summer Vacation)〉

7:30	8:00	11:30	12:30	15:00	15:30	16:30	18:00	
Club Opens	① Homework/ Study Time	③ Free Time	⑥ Lunch	③ Free Time	② Snack	③ Free Time	④ Clean Up	⑤ Go Home

【Schedule Details】

After School: Children should come directly to the Club after school.

① Homework

The Club encourages children to develop the habit of studying after school by completing their homework before playing. Homework may not always be completed during Club hours, depending on the amount of homework or the child's condition. Please continue to support your child's study time at home and help with homework when needed.

During long school breaks, children may have little or no homework from school. In such cases, please provide additional study materials (e.g., kanji or math practice).

② Snack

The Club provides snacks. Snack time gives children a chance to take a break from play and relax. It is also an important opportunity to practice good table manners.

If a child does not attend the Club, or is unable to eat the snack at the Club, the snack will be taken home.

③ Free Time

The Club values free time so that children can spend time in a safe and comfortable environment after school. Children wear Club caps when playing outdoors for safety purposes.

During long school breaks, children may visit nearby public facilities.

Some schools offer an "After-School Children's Classroom" program. Since it provides activities and opportunities for interaction that differ from those of the Club, children are encouraged to participate.

④ Clean Up

The Club sets aside time for cleaning and tidying to help children appreciate the comfort of keeping their environment clean. We also hope this provides children with an opportunity to develop cleaning and tidying skills as part of their daily life.

⑤ Go Home

The Club is open "after school (from 7:30 during long school breaks) until 18:00." As a rule, parents or guardians are asked to pick up their child to help ensure their safety.

〈What Families Should Check at Home〉

Ask your child about their day at school and at the Club, including what they did and who they played or studied with. If you have any concerns about your child's words or behavior, talk to the Club support staff. Please also go over your child's homework with them.

⑥ Lunch

Please bring a lunch box when school lunch is not provided, such as during summer vacation or on days when school ends early. Children look forward to their lunches. Be sure to bring chopsticks and a toothbrush.

Items to Bring

(1) Water bottle, hand towel, Club cap, a change of underwear, and a change of clothes.

(2) Helmet or disaster hood, indoor shoes (details will be provided by each Club.)

(3) Scissors, glue, drawing book, origami paper, etc. (details will be provided by each Club.)

① Label all belongings with your child's name.

② Write the name clearly in large letters using a ballpoint pen or permanent marker.

Guidelines for Using the Club

- Parents or family members are responsible for dropping off and picking up their child. Please pick up your child by 18:00. (Children may not be picked up by siblings who are in junior high school or younger.)
※ Failure to pick up your child within operating hours may result in your child being withdrawn from the Club.
- Children may leave the Club early for cram school or other reasons. Please record this in the Children's Registration Form in advance. Parents or guardians are responsible for all transportation arrangements. To ensure the safety of all children, the support staff cannot provide individual assistance.
- During the school term, children who leave school early for personal reasons cannot attend the Club that day.
- Please notify the Club and the Children's Policy Division if there are any changes to your contact information, employment, or family circumstances.
- Absence from the Club
 - ① Children may not attend the Club when a parent or guardian is off work. Please spend this time with your child at home.
 - ② During the school term, if your child will be absent from the Club, please notify the Club by noon on the day of the absence. If the phone is answered by voicemail, please leave a message.
 - ③ During summer, winter, and spring breaks, please notify the Club by 9:00 if your child will be absent.
 - ④ If your child is sick, please keep them at home until they have fully recovered.
 - ⑤ If your child is prohibited from attending school due to a contagious disease, they may not attend the Club during the same period.
 - ⑥ If your child becomes ill while at the Club, we will reach out to you. Please pick up your child as soon as possible.
 - ⑦ If a class is closed or students are dismissed early due to an infectious disease, children in the affected class may not attend the Club and should remain at home.
 - ⑧ If you wish to withdraw your child from the Club, please submit a Withdrawal Form by the 20th of the month preceding the month of withdrawal. Forms are available at the Club.
 - ⑨ Children may not use tablets to complete homework during Club hours.
- As the Club is a group setting, children who do not follow the rules or engage in violent behavior toward other children may be withdrawn from the Club. Thank you for your understanding.
- If a child intentionally damages Club facilities or property, compensation will be required.
- If you do not speak Japanese, you may be asked to bring an interpreter or someone who can speak Japanese with you.
- In the Event of a Disaster or Weather Warning
※ For details, please see pages 6-7, "Response During Disasters and Weather Warnings."

Program Fee and Snack Fee

(1) Program Fee (Fee for Using the After-School Children's Club)

- ① Basic Fee: 6,000 yen per month.
- ② 7,000 yen per month for children who attend the Club on national holidays.
(An additional 1,000 yen is charged regardless of the number of national holidays used.)

- ③ Payment Method: Automatic Bank Transfer

The fee will be automatically deducted from your designated bank account at the end of each month. (In December, it will be deducted on or around the 25th.)

Please ensure that sufficient funds are available in your account by the day before the withdrawal date.

★ If the program fee remains unpaid for two months, your child will no longer be eligible to attend the Club.

★ Parents on childcare leave may use the Club starting from the date they return to work.

(2) Program Fee for Children Who Attend Only During School Breaks

- ① Summer Break: 9,000 yen, Winter Break: 3,000 yen, Spring Break: 3,000 yen

The Spring Break user fee is charged once per fiscal year and applies to Club use during the Spring Break periods in April and/or March of the same fiscal year.

- ② Payment Method: Automatic Bank Transfer

The fee will be automatically deducted from your designated bank account at the end of the month in which the program is used.

Please ensure that sufficient funds are available in your account by the day before the withdrawal date.

(3) Program Fee Reduction

- ① The program fee is reduced by half for single-parent households that were exempt from resident tax in the previous fiscal year.

- ② This reduction applies only to those whose "Application for Approval of After-School Children's Club Fee Reduction" has been submitted and approved by the City of Kikugawa.

- ③ For more information, please contact the Children's Policy Division.

(4) Snack Fee

- ① The snack fee is 1,000 yen per month.
- ② Children attending only during school breaks are also charged a snack fee. The amount will be announced separately each time.

How the Program Fees Are Used

The program fees you pay are used to support the operation of the After-School Children's Club.

The City of Kikugawa makes every effort to provide a safe environment for children while their parents or guardians are at work. We appreciate your understanding and ask for your continued cooperation by paying the program fees on time and supporting the Club's activities.

Response During Disasters and Weather Warnings

The response procedures during emergencies are as follows. We appreciate your understanding and cooperation.

Important Notes:

- ① If a Weather Advisory is upgraded to a Weather Warning, the Club's response will also change. Please pay close attention to weather information.
- ② Even if no Weather Advisory or Weather Warning has been issued, the Club may close if dangerous conditions are expected, based on the Board of Education's guidance. In such cases, you will be notified through the elementary school's group email system or by your After-School Children's Club.

1. Response Procedures for Heavy Rain Warnings

Weather Conditions	During the School Term	During School Breaks (e.g., Summer Vacation)
【No Weather Advisories or Warnings】 When heavy rain or similar weather conditions occur without any Weather Advisories or Weather Warnings in effect. 【Weather Advisories】 When a Strong Wind Advisory or Heavy Rain Advisory is issued for Kikugawa City.	▪ Early dismissal after lunch → <u>The Club is open.</u> (Children will stay at school until their regular dismissal time. Afterward, they may attend the Club.) ▪ Early dismissal before lunch → <u>The Club is closed.</u>	The Club is open.
【Weather Warnings】 <u>When a High Wind Warning and Heavy Rain Warning are issued simultaneously for Kikugawa City.</u> 【Evacuation Order】 When an Evacuation Order is issued for Kikugawa City.	<u>The Club is closed.</u> If this occurs during Club hours, please pick up your child as soon as possible.	• <u>The Club is closed if the Weather Warnings or Evacuation Order is in effect at 6:00.</u> • <u>If the Weather Warnings or Evacuation Order is issued during Club hours, the Club is closed. Please pick up your child as soon as possible.</u>
【When the Weather Warnings Are Lifted】 When the High Wind Warning and Heavy Rain Warning for Kikugawa City are lifted.	• If the Weather Warnings are lifted and school resumes → The Club is open. • If the school is closed → The Club is closed.	<u>If the Weather Warning has been lifted by 6:00, the Club will open at 7:30 after safety has been confirmed.</u>
【When the School Decides to Close in Advance】	The Club is closed.	

2. Response to Information Regarding a Nankai Trough Earthquake

- ① To prepare for a major earthquake, please read the following information carefully and discuss emergency preparedness with your family in advance.
- ② The following earthquake-related information is listed in order from lower to higher levels of risk.

	When Using the Club	When at home
When a Nankai Trough Earthquake Extra Information (Massive Earthquake Advisory) is issued	The Club will remain open. Children may use the Club as usual.	Follow normal procedures.
When a Nankai Trough Earthquake Extra Information (Massive Earthquake Warning) is issued	The Club will generally remain open but may close depending on the circumstances. The children will be released into the custody of their parents or guardians if it is deemed necessary. Children who are not picked up will remain under the Club's supervision until their parent or guardian arrives.	The Club will generally remain open but may close depending on the circumstances. If the Club closes, a notification will be sent to all families through the app.

3. Response When a Sudden Earthquake Occurs (Applies During Both the School Term and School Breaks)

- ① As a rule, children will evacuate outdoors (to the school grounds).
- ② Please pick up your child as soon as possible.
- ③ Children who are not picked up will remain under the Club's supervision until their parents or guardians arrive.
(Depending on the situation, children may be kept safe at an evacuation shelter.)
- ④ If a major tsunami is expected to arrive, please be prepared for possible evacuation to a designated shelter on higher ground.
- ⑤ Please be aware in advance that phone and mobile communication services may become difficult to access, and respond accordingly.
※ In the event of a disaster, the "Emergency Message Dial 171" service may be used. Please check how to use this service in advance.
- ⑥ If a major earthquake that is not a Nankai Trough Earthquake occurs, the procedures described above will also apply.

4. Requests for Parents and Guardians

- ① Please check weather information on your own.
- ② In addition to checking weather information on TV, you can also use the Internet or weather websites on your smartphone for convenience. Information is also provided through Kikugawa City's official LINE account and Chako-chan Mail. Please register in advance.
- ③ When your child is at school (during classes), please follow the school's instructions.
- ④ Please discuss with your family in advance how to promptly pick up your child in an emergency.

Response to Infectious Diseases

In the event of the spread of infectious diseases, such as influenza and COVID-19, the following measures will be taken.

※ The Club may also be closed in circumstances not described below if instructed by the Public Health Center or other relevant authorities.

During the School Term	If all students are dismissed at the same time	The Club will generally be closed.
	If the school is closed	The Club will generally be closed.
	If a grade or class is closed	Only children in the affected grade or class may not attend the Club. ※ If a sibling is in the affected grade or class, families may be asked to refrain from using the Club as well. ※ Children may not attend the Club beginning on the day the school decides to close the affected grade or class.
During School Breaks	If there is a risk of further spread of the infectious disease, the Club will be closed.	

♪Tips for Enjoying Both School and the Club♪

① Keep Both the School and the Club Informed

First, inform your child's homeroom teacher that your child attends the After-School Children's Club.

Also inform the Club of your child's class and homeroom teacher.

If your child will be absent from the Club, please also notify the school so that your child can be dismissed smoothly. Keeping both the school and the Club informed helps provide a stable and secure daily routine for your child.

② Check School Lunch and Lunch Box Days

When you receive the event schedules from both the Club and the school, check which days your child needs to bring a lunch box and which events require a parent or guardian to attend.

③ Confirm Pick-Up Procedures in Advance

Please check in advance with both the Club and the school about the pick-up procedures in situations such as illness, typhoons, disaster pick-up drills, and class closures due to seasonal influenza.

④ Enjoy Parenting

If you have concerns or feel anxious about parenting, please talk to the Club's support staff. We will work together with you to find the best way forward.

Reference: Gakudo Hoiku Hajime no Ippo, published by Sodo Bunka.