

Kikugawa City
After-School
Children's Club
Guidebook



Kikugawa City
Kodomo Mirai-bu, Kodomo Seisaku-ka

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What's the After-School Children's Club?

It is a place where children can spend a safe, enriched, and fulfilling time after school, as more and more children have no one to look after them when they go home due to the circumstances of nuclear families and dual income families.

This club aims to promote the sound upbringing of children and support for child-rearing through activities centering on group life and play.

Children Who Can Join the Club

The children of a family that fits categories (1) through (4) can join the club.

- (1) No family to care for children as parents or guardians work during the day
- (2) No family to care for children due to illness or childbirth of parents or guardians
- (3) No family to care for children during the day due to self-employment, etc.
- (4) No family to care for children due to other reasons

Open Dates and Hours of the Club

	Open Days	Open Hours	Closed Days
During a Semester	Mon to Fri	After School to 18:00	Saturdays and Sundays
Summer, Winter, Spring Vacations and National Holidays	Mon to Fri	7:30 to 18:00	Saturdays, Sundays, April 1 (moves to next weekday if it's on weekend), Bon Holiday, and New Year's Holiday

Be sure to pick up your children by 18:00. It's closed if Saturdays and Sundays are holidays.

Club Name and Contact

Club	Address	Telephone
OgasaKita Elementary School After-School Children's Club	Mineda 59	090-5106-1613
OgasaHigashiElementarySchool After-School Children's Club	Kawakami 1348-2	090-5106-1110
OgasaMinamiElementarySchool After-School Children's Club	Takahashi 3503	090-5106-1380
RokugoElementarySchool After-School Children's Club	Honjo 2200	090-5106-6611
UchidaElementarySchool After-School Children's Club	Shimo Uchida 1637	080-1552-1731
YokojiElementarySchool After-School Children's Club	Higashi Yokoji 1886	090-7671-3739
HorinouchiElementarySchool After-School Children's Club	Nishikata 2140	090-7618-3731
KamoElementarySchool After-School Children's Club	Kamo 5115	090-5106-6645
KawashirElementarySchool After-School Children's Club	Yoshizawa 556	090-7612-3499

How Children Spend Their Time at the Club

The following guidance and activities will be provided by full-time support staff.

- To ensure children’s safety, health care, and emotional stability
- To form motivation and attitude toward play activities
- To foster independence, social skills, and creativity through play
- To assess children’s situation and inform their families
- ※ You need to join the Children’s Club Mutual Aid System.

After-School Children’s Club Schedule (Basic Schedule)

〈On School Days〉

End Time of School	15:00	15:40	16:30	18:00
①Homework Time	②Snack Time	③Free Time in-room or at the schoolyard	④Tidy-Up Time	⑤Going Home

〈On Off-School Days like Summer Vacation〉

7:30	8:00		11:30	12:30	15:00	15:30	16:30	18:00
Open	① Homework/ Self-learning	③ Free Time	⑥ Lunch	③ Free Time	② Snack Time	③ Free Time	④ Tidy-Up Time	⑤ Going Home

【Description of Each Schedule】

After School: [Visit the club when class is over.](#)

①Homework

We aim to make children a habit of learning after school (after class). The club encourages children to get a habit of doing their homework before playing. Children sometimes cannot finish their homework at the club due to the homework amount and their physical condition. Therefore, we would ask families to respect their children’s learning time and help children do their homework at home.

Especially during long vacations, there might be no or little homework from school. At that time, families should prepare things for their children to learn, such as kanji and calculations.

②Snack Time

The club will provide snacks. Snacks help to organize children’s play and calm their minds. It also serves as an important opportunity to learn eating manners. Children will take their snacks home if they don’t attend the class or cannot finish eating at the club.

③Free Time

The club values free time so that children can feel free after school (after class). Children will wear the “club caps” for their safety when playing outside.

We sometimes go out to nearby public facilities during long vacation periods. Some schools have “after-school children’s classes.” We recommend children attend these classes that offer different activities and interactions from the clubs.

④Tidy-Up (Clean-Up)

The club has a cleaning and tidying time to teach children how comfortable they feel in a cleaned room. We hope that it will also be an opportunity for children to learn how to clean as a living skill.

⑤Going Home

The club is open “after school (from 7:30 during long vacations) until 18:00.” As a rule, parents/guardians should pick up their children to prevent incidents of targeting children.

〈What to confirm at home by the families when children come home〉

Ask your child what they did at school or club, and who they played with (or studied). If you have any concerns about your child’s words or behavior, talk to our support staff. Also, check and correct your child’s homework answers.

⑥Lunch (Noon-time Meals)

Bring a “lunch box” to the club when there is no school lunch, such as during summer vacation or on days to return home earlier from school. Children look forward to their lunches. Be sure to bring chopsticks and a toothbrush.

Things to Bring to the Club

- (1)Water bottle, towel for wiping hands, club cap, underwear and jacket for changing.
- (2)Helmet or head protection hood, floor shoes, (to be explained by each facility).
- (3)Scissors, glue, drawing books, origami papers, (to be explained by each facility).
 - ①Write the child’s name on all their belongings
 - ②Write with a ballpoint pen or marker in a large letter so that it won’t disappear.

Rules When Using the Club

- Parents or family members must provide transportation to and from the club. Be sure to pick up your child by 18:00 (Siblings under junior high school age are not allowed to pick up the children.)
※Please note that we may terminate the contract if you are unable to pick your child in time.
- Children can leave the club earlier for cram school or other reasons. (In this case, fill in the “Children’s Ledger” in advance.) However, parents are responsible for picking up and dropping off their children. The support staff will not assist individually for other children’s safety.
- Be sure to notify the club and the Kodomo Seisaku-ka if there is any change of parental contact, their job, or family situation.

- Note about the absence from the club
 - ① Children cannot attend the club on the day their parents are off. Value your time to spend at home with your children.
 - ② During the semester, be sure to contact the club (even if voicemail) by noon on the day if your child will be absent from the club.
 - ③ During the summer, winter, and spring vacations, be sure to contact the club by 9:00 am if your child will be absent from the club.
 - ④ When your child is sick, let them rest at home until they fully recover.
 - ⑤ If your child is under suspension from school due to a contagious disease, submit a copy of the school permission certificate issued by a doctor to the club. They are not allowed to attend the club during their suspension from school.
 - ⑥ We will contact the arents of children when they feel sick at the club. In this case, please visit the club to pick up the children as soon as possible.
 - ⑦ If a class is closed or all the students are to go home earlier due to an infectious disease, children in that class are not be allowed to attend the club. So please stay quietly at home.
 - ⑧ If you wish to withdraw from the club, submit the “Cancellation of Use” form by the 20th day of the prior month in which you want to discontinue. Forms ar available at the club.
 - ⑨ You cannot do homework using a tablet during club activities.
- To maintain group life, children who fail to follow the rules or are violent towerd other children will not be allowed to keep a club member. We wuld ask for your understanding.
- If a child intentionally damages the children’s club facilities or items, the child is responsible for compensation.
- We may ask the parents who do not understand the Japanese language to attend an interpreter or those who understand Japanese.
- In case of disasters or alarms,
 - ※ See pages 6 and 7, “Response to Disasters Caused by Thyoons, etc.”

Usage and Snack Fee

(1) Usage Fee (for Attending the After-school Children's Club)

① Basic Fee: 6,000yen per Month

② 7,000yen per Month for Those Who Also Use It on Holidays.

(Regardless of the number of holidays, add extra 1,000yen to the basic fee of 6,000yen.)

③ Payment Method: Account Transfer Payment

The amount is deducted from your account at the financial institution at the end of each month. (However, it will be deducted on or around the 25th)

Please check your balance at least one day before the date of deduction.

★ If you fail to pay the fee for two months, you will not be able to use the After-school Children's Club.

★ Those on childcare leave will be able to resume using the After-school Children's Club from the day they return to work

(2) Fee for Those Who Use the Club Only During Summer, Winter, and Spring Vacations.

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

The spring fee is for use of both in April and March in the same school year

(It will be the spring vacation period in early April 2025 and at the end of March 2026.)

② A "fee payment form" will be sent to you before or after the period of use. Make payment at your financial institution with this form.

(3) Reduction of Usage Fee

① Half of the usage fee is reduced for single-parent families who have not been taxed on the previous year's resident tax.

② Those who submitted the "Application Form for Approval of After-school Children's Club Fee Reduction" will be eligible.

③ Contact the "Kodomo Seisaku-ka" for more details.

(4) Snack Fee (for Children to Eat at the Club)

① You need to pay 1,000yen per month as your child's snack fee.

② The snack fee is charged even for those who use the service during long holidays (summer, winter, and spring holidays).

How the Club Fees Are Used

The fees you pay are used to cover the operational costs of the After-school Children's Club.

Kikugawa City makes the utmost effort to keep children safe while their parents are working. Therefore, we ask for your continued understanding and cooperation in paying the fees and running the club.

Response to Disasters

Our emergency disaster response arrangements are as follows. We ask for your understanding and cooperation.

Notes

- ① If the situation changes from an advisory to an alert, our response will also change. Therefore, please pay attention to the weather information.
- ② Even if no advisories or alerts are in force, if dangerous conditions are expected, the club may be closed in accordance with the response of the Board of Education. In such cases, the respective After-school Children's Club will contact you.

Response Table for Heavy Rain and Flood Alerts

Weather Conditions	Semester Period	Long Holidays (Summer Holidays, etc.)
<p>【No warnings】 During heavy rain or other situations where no warnings or alerts have been issued.</p> <p>【Advisories】 When high winds, heavy rain, and flood advisories are issued for Kikugawa City</p>	<p>Early dismissal after lunch → <u>Clubs are open</u></p> <p>(Students are kept in school until normal dismissal time, after which they can use the clubs)</p> <p>Early dismissal before lunch → <u>Clubs are closed</u></p>	<p>Open</p>
<p>【Alerts】 <u>When high winds, heavy rain, and flood alerts are issued at the same time for Kikugawa City</u></p> <p>【Evacuation Order】 When an evacuation order is issued for Kikugawa City</p>	<p><u>Closed</u> Please pick up your child as soon as possible if issued during the hours of use.</p>	<p><u>Closed</u> if the alert is in force at <u>6 am</u></p> <p><u>Closed</u> even if issued during the hours of use. <u>Please pick up your child as soon as possible.</u></p>
<p>【After Lifting the Alerts】 When high winds, heavy rain, and flood alerts are lifted for Kikugawa City</p>	<ul style="list-style-type: none"> • If lifted by 10:00 am and school opened → Open • If school closed → Closed 	<p><u>Open</u> from 7:30 am if lifted at <u>6 am and confirmed safety.</u></p>

2. What to do when a Nankai Trough Earthquake is announced

① Please make sure you fully understand and discuss the following information at home in preparation for a significant earthquake.

② Information on earthquake is listed below in order of lower hazard.

	Conditions for using the clubs	When at home
When a Nankai Trough Earthquake Emergency Notice (Massive Earthquake Advisory) is issued	When open: Use as normal	Act normally.
When a Nankai Trough Earthquake Emergency Notice (Massive Earthquake Warning) is Issued	When closed: Parents/guardians are advised to pick up their children immediately, and children will be released to their parents/guardians. Children whose parents do not pick them up will be left in the clubs until their parents arrive.	Closed. Clubs are not available. Wait at home.

3. Response to a Suddenly Occurred Earthquake (Both During Semester and Holidays)

① As a rule, we will evacuate children outdoors (school playground)

② We will ask parents to pick up their children promptly

③ We will keep children at the club until their parents pick them up (We may protect them in shelters, depending on the situation)

④ If a giant tsunami is expected to reach, we may choose to evacuate to higher ground.

⑤ Please take action by understanding that it will be difficult to contact by phone and mobile.

※ In a disaster, “Emergency Message Dial 171” may be used, so make sure you know how to use it in advance.

⑥ We will take same response to a big earthquake other than “Tokai Earthquake”.

4. Requests for Parents

① Always check the weather information by yourself.

② Check with TV, internet, or smartphone weather apps. Information is also available on the Kikugawa City official LINE and “Chako Chan Mail” by registering in advance.

③ When in class or at school, follow the school’s response.

④ Talk with the family about how to promptly pick up the child in an emergency.

♪Key to Balance both School and the Club♪

①Contact with the School and the After-school Children's Club

First, notify the school class teacher that your child is attending the After-school Children's Club.

Second, notify the After-school Children's Club about your child's class name and the class teacher's name.

If your child is absent from the After-school Children's Club, you should also inform the school to facilitate your child's leaving for home. Parents' contact with the school and the After-school Children's Club will make their children have a stable life.

②Check the Days of School Lunches and the Days of Bringing the Packed Lunches

When you get the event calendars of the After-school Children's Club and the school, check which days your child needs to bring a packed lunch. Also, don't forget to check which ones require parents' participation.

③Find Out What to Do When You Pick Up Your Child

Check with the After-school Children's Club and the school on what to do with picking up your child when they get sick, face a typhoon, take the pick-u drill in case of a disaster, and obey classclosure by winter flu.

④Enjoy Rearing Your Child

If you are worried or anxious about raising your child, talk to the club's support staff. We work together to find a solution.

~References "Gakudo Hoiku Hajime no Ippo" published by Sodo Bunka~