



# Once Your Child is Enrolled in School

## Preparing to Enroll in Elementary School

**Q** Educational Affairs Subsection, School Affairs Section, School Education Department, Secretariat of the Board of Education ☎ 3578-2726 ~ 2729

**Q** Education and Subsection for Children with Difficulties, Educational Personnel Planning Section, School Education Department, Secretariat of the Board of Education (Education Center) ☎ 5422-1543



In mid-October, the Board of Education will send related forms such as the "Form for Selection of Elementary School" and "Health Examination Form for Enrollment in Elementary School" to applicable parents who possess an address in Minato City. Contact us if you have not received these documents by the end of October, or if you have lost them.

### 1 Health Examinations at Time of Elementary School Enrollment

Health examinations are held at elementary schools on a set date from late October to late November. (The schedule varies depending on the school. Please refer to the Enrollment Health Examination Notice.)

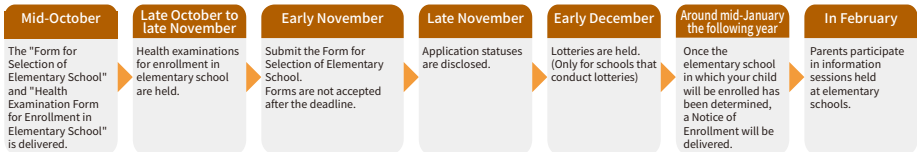
### 2 Submission of Form for Selection of Elementary School

Enter the name of the elementary school in which you want to enroll your child and submit the form by the deadline.

As a general rule, Minato City requires that you enroll in the school corresponding to the school district for your living address. However, the School Selection System for selecting schools in adjacent school districts is available to interested families. In conjunction with implementation of the School Selection System, we create and distribute pamphlets which introduce information such as educational policies for each elementary school. These are available from the School Affairs Section (City Hall 7th floor), the Counter Services Subsection, Residents Support Section in each Regional City Office, and the Daiba Annex. They can also be found on the Minato City official website.

※Due to circumstances such as population increase in the school district, and depending on the academic year, it may not be possible for some schools to accept students from other school districts.

## [Pre-Enrollment Schedule]



**Early April**

It's finally time to start school! Prepare your school supplies in advance.

### ■ If Enrolling in a National or Private Elementary School

If your child has been accepted to a national or private elementary school, please submit the Enrollment Certificate (Acceptance Certificate) issued by the school to the School Affairs Section of the Board of Education as soon as possible.

### ■ Enrollment of Children with Foreign Nationality

Information concerning enrollment application procedures will be sent in early October to those who are hoping to enroll a child with foreign nationality in a Minato City elementary school. Once you receive this, please complete the procedures at the School Affairs Section. You should bring something that can prove the address, name, date of birth, and nationality of the child and their parents/guardians, such as your residence card or passport.

### ■ If You Have Any Concerns Regarding Enrollment in Elementary School

If you have any concerns regarding your child's behavior or development, or if your child has a disability, etc. and you want information on appropriate schools and support, please contact the Education and Subsection for Children with Difficulties.

A school admissions counselor will conduct interviews with parents/guardians and provide assistance in determining the appropriate support/ environment for each child.

## List of Public Elementary Schools



For a list of public elementary schools, see the QR code above

## Special Education Classes and Part-Time Instruction Classes

**Q** Education and Subsection for Children with Difficulties, Educational Personnel Planning Section, School Education Department, Secretariat of the Board of Education (Education Center) ☎ 5422-1543



Minato City provides a variety of opportunities for appropriate education based on the development and disabilities of each child. For example, classes are available for children with cognitive disabilities (special education classes) as well as children with language disorders/hearing impairments (part-time instruction classes).

● **What are Special Education Classes/Part-Time Instruction Classes?**

**[Special Education Classes]** Classes in which the child is enrolled and attends every day for learning.

**[Part-Time Instruction Classes]** Classes that the child attends only on prescribed days and times in order to receive special education according to their individual disabilities and needs. The child normally attends the school in which they are enrolled.

## Subsidy for Elementary School Enrollment

**Q** School Administration Support Subsection, School Affairs Section, School Education Department, Secretariat of the Board of Education ☎ 3578-2731



The City provides subsidies for school supplies, lunch fees, school trip fees, etc. based on family circumstances for children/students and parents/guardians who face difficulties with school enrollment due to their financial circumstances, so that they may feel secure in the child's education.

This applies to guardians of children/students enrolled in elementary and junior high schools who live in Minato City and who fall into one of the following categories:

- 1 Receiving public welfare assistance
- 2 Receiving a child-rearing allowance
- 3 Income from the previous year is below the set threshold.

Please contact us for details.

## Pupils' Clubs

**Q** Facility Management Subsection, General Administration Section, Regional City Office (see back cover)

**Q** Children and Youth Support Subsection, Children and Youth Support Section ☎ 3578-2426



Pupils clubs are run by public elementary schools for children whose parents are not available to care for them after school due to their work schedules or other circumstances. They are also available at Children's Halls, Kids-to-Teens Halls, and the Children and Senior Citizens Plaza. Children must register in order to participate. Contact each Pupils' Club for more information if you wish to enroll.

**Eligibility:** Pupils' Clubs at Children's Halls, etc.: Children who reside in Minato City and/or are enrolled in a Minato City elementary school (first year to sixth year)

Hoka GO Pupils' Club: Children who are enrolled in an elementary school (first year to sixth year) with the Hoka GO Pupils' Club in question and/or reside in the school district for the Hoka GO Pupils' Club in question

**Hours:** Weekdays: After school - 7:00 PM / Saturdays: 8:00 AM - 5:00 PM

Non-school days: 8:00 AM - 7:00 PM (unavailable on Sundays, national holidays, and New Year's holiday [December 29 - January 3])

**Fee:** Childcare Fee: 3,000 yen per month/per child

Snack/Activities Fee: 2,000 yen per month/per child

# Hoka GO

## Hoka GO Club

- Q Facility Management Subsection, General Administration Section, Regional City Office (see back cover)
- Q Children and Youth Support Subsection, Children and Youth Support Section ☎ 3578-2426
- Q Lifelong Learning Subsection, Lifelong Learning Sports Promotion Section ☎ 3578-2743



Hoka GO and Hoka GO Clubs are programs conducted at public elementary schools to provide places where children can safely engage in after-school activities. Children spend their after-school time having fun, playing with friends from other years, studying, playing sports, and more, all under the watchful eyes of professional instructors and locals. Registration is required for participation. For details, contact the relevant Hoka GO and Hoka GO Club.

## Special Guidance Classroom (Tsubasa Classroom)

- Special Guidance Classroom (Tsubasa Classroom) ☎ 3-6-9 Toranomon, Minato-ku ☎ 5422-1548
- Q Supervisor for Education Guidance, Educational Personnel Planning Section, School Education Department, Secretariat of the Board of Education ☎ 5422-1541



The Special Guidance Classroom (Tsubasa Classroom) provides appropriate counseling, guidance, and assistance to elementary and junior high school students/children who have not attended school for a long period of time due to emotional causes, etc., based on their circumstances. The classroom supports reintegration into school life. In the Tsubasa Classroom, staff (experienced teachers, psychology-related staff, etc.) support the learning activities of children/students and prepare enjoyable hands-on activities such as sports and out-of-school learning. The classroom also exchanges information with the registered school regarding the daily activities of the child/student, and maintains close communication in order to provide support for reintegration into school life. For further information, contact the classroom as listed below.

## Preparing to Enroll in Junior High School

- Q Educational Affairs Subsection, School Affairs Section, School Education Department, Secretariat of the Board of Education ☎ 3578-2726 ~ 2729



The preparations for enrolling in junior high school are the same as for elementary school. The School Selection System that has been put into place allows you to select a school in your school district, as well as all other schools. In addition, there is no health examination required at the time of enrollment.



## List of Public Junior High Schools

## Special Education Classes and Part-Time Instruction Classes

- Q Education and Subsection for Children with Difficulties, Educational Personnel Planning Section, School Education Department, Secretariat of the Board of Education ☎ 5422-1543



## Municipal Efforts to Keep Children Safe

There is no end to crimes that target vulnerable children. Minato City engages in a variety of efforts to keep children safe.



### Keep the Community Safe Email Service

Knowledge is power when it comes to safety!



A suspicious individual was seen talking to a child at XXXX 3-chome.

Register for the service in advance, and the City will send you information about crimes that have occurred in Minato City, suspicious activity (suspicious individuals talking to children, etc.), crime/fire prevention, etc., through your email address. Register for the service through the “Just in Case” page of the Minato City official website.

Living Safety Promotion Subsection, Disaster Prevention Section  
3578-2270

You can also register here.

### The Child Policy Section and Board of Education have initiatives to protect children's safety.

- Emergency email notifications for disasters at children's facilities
- Emergency email notifications for parents/guardians of public elementary/junior high school students
- Lending crime-prevention buzzers to children/students
- Staffing public elementary schools with regular security guards
- Fence repairs at kindergartens

See the Minato City official website for details

<http://www.city.minato.tokyo.jp/>

