

Enrollment Information for Minato City Pupils' Clubs

FY2024 Edition



A Place for Elementary School Students

General Visits to Children's Halls

(usable by anyone, no fixed capacity, free)

▶See page 5 for details

Visit each facility at any time.

Direct Visits to Children's Halls

(usage requirements apply, no fixed capacity, free)

▶See page 6 for details

Applications will be accepted from Monday, March 4, 2024,
either electronically or directly at each facility at any time.

Hoka GO→

(usable by anyone,^{*1} no fixed capacity,^{*1} free)

▶See page 7 for details

[The open application period starts from April 2024]

Register at:

Facility where you wish to register

Registration method:

Apply by mail, electronically, or in person. Additionally, if you apply by mail or electronically, make sure that the child's parent comes to the facility to receive the child's "participation card" by the first day of use.

Registration period:

Monday, March 4th to Friday, March 15, 2024
(excludes Saturdays and Sundays for in person applications^{*2})

[Applications after the open application deadline]

Applications after the open application deadline are accepted at any time.

*1 Usage restrictions apply at some facilities

*2 Excludes Saturday, Sunday, and holidays for in person applications for the Mita and Odaiba Hoka GO→

Pupils' Clubs

(enrollment selection, fixed capacity, paid)

▶See page 8 for details

[The open application period starts from April 2024]

Apply to:

Pupils' Club you wish to enroll in (1st choice)

Application method:

Apply by mail, electronically, or in person. To help reduce congestion at the reception desk, for in person applications please contact the Pupils' Club in advance to schedule a date and time for your visit.

Application period:

[By mail or electronically]

Must arrive between Friday, January 12 and Monday, January 29 2024

[In person]

Between Friday, January 12 and Monday, February 5, 2024

(excludes Sundays and holidays) *

[Applications after the open application deadline]

Applications after the open application deadline are accepted at any time, so please contact the Pupils' Club that you wish to enroll in.

*Excludes Saturday, Sunday, and holidays for in person applications for the Mita and Odaiba Pupils' Clubs

Other Locations and Services

▶See page 19 for details

Temporary childcare and babysitter assistance is also offered for parents of elementary school students who require it. For more information, see page 15 or the Minato City Website (After-School Time for Elementary School Students) (in Japanese).

Minato City Website
(After-School Time for
Elementary School Students)
(in Japanese)



Type of Facility/ Project	Children's Halls		Pupils' Clubs	Hoka GO→ Clubs	
	General Visits	Direct Visits		Hoka GO→ Pupils' Clubs	Hoka GO→ Clubs
Features	Has facilities such as a playroom, library, workshop, and meeting room. Also holds events and group activities with children from infants to HS students.	Provides a place for children whose parents cannot care for them at home after school due to work or other reasons.			Fosters independence, sociability, and creativity in addition to engaging in activities such as learning and sports.
Locations in Minato City					
Location	Children's Halls and <u>ligura</u> Pupils' Club (5 locations) / Kids-to-Teen Hall (6 locations) / Children and Senior Citizens Plaza (1 location)		Municipal ES (18 locations)	Municipal ES (19 locations)	
Usage Eligibility	Kids Playroom (1 location)	1st to 6th grade ES students living in Minato City or enrolled in a Minato City ES	Dedicated spaces for Pupils' Clubs (7 locations)	* Odaiba Gakuen Koyo ES only does Hoka GO→. A Hoka GO→ Pupils' Club is not available.	
Fixed Capacity	No	No	Fixed Capacity	No	* Hoka GO→ Akasaka has fixed capacity
Usage Conditions	No	No	Parental employment, etc.	No	* Hoka GO→ Konan is for 1st grade students only
Usage Fees	No	No	Monthly fee: 3,000 yen (childcare fee) Monthly fee: 2,000 yen (snacks and fun events fee)	No	No
Snacks	No	No	Snacks available (weekdays only)	No	No
Application Method	First-time registration only (available at any time) *Must be completed each year	First-time registration only (available at any time) *Must be completed each year	Attach an employment certificate to the application form and submit to your desired Pupils' Club *Must be completed each year	First-time registration only (available at any time) *Must be completed each year	
Usage Hours	(1) Children's Halls and <u>ligura</u> Pupils' Club [Weekdays] 10:00 AM to 6:00 PM [Saturdays] 9:00 AM to 5:00 PM [Closed] Sundays, holidays, year-end holidays (Dec. 29 to Jan. 3) (2) Kids-to-Teens Hall [Every day] 9:30 AM to 8:00 PM (until 6:00 PM for ES students) [Closed] Holidays and year-end holidays (Dec. 29 to Jan. 3) (3) Children and Senior Citizens Plaza [Every day] 9:30 AM to 8:00 PM (until 6:00 PM for ES students) [Holidays and Dec. 29/30] 9:30 AM to 6:15 PM [Closed] Year-end holidays (Dec. 31 to Jan. 3) (4) Kids Playroom [Every day] 9:00 AM to 6:00 PM [Closed] Year-end holidays (Dec. 29 to Jan. 3)	(1) Children's Halls and <u>ligura</u> Pupils' Club [Weekdays] After school to 7:00 PM [Weekdays on school holidays] 8:00 AM to 7:00 PM [Saturdays] 8:00 AM to 5:00 PM [Closed] Sundays, holidays, year-end holidays (Dec. 29 to Jan. 3) (2) Kids-to-Teens Hall [Every day] 9:30 AM to 8:00 PM (until 6:00 PM for ES students) [Closed] Holidays and year-end holidays (Dec. 29 to Jan. 3) (3) Children and Senior Citizens Plaza [Every day] 9:30 AM to 8:00 PM (until 6:00 PM for ES students) [Holidays and Dec. 29/30] 9:30 AM to 6:15 PM [Closed] Year-end holidays (Dec. 31 to Jan. 3) (4) Kids Playroom [Every day] 9:00 AM to 6:00 PM [Closed] Year-end holidays (Dec. 29 to Jan. 3)	[Weekdays] After school to 5:00 PM [Weekdays on school holidays] 9:00 AM to 5:00 PM [Closed] Sundays, holidays, year-end holidays (Dec. 29 to Jan. 3)	[Weekdays] After school to 5:00 PM [Weekdays on school holidays] 9:00 AM to 5:00 PM [Closed] Sundays, holidays, year-end holidays (Dec. 29 to Jan. 3)	

1 After-School Time for Elementary School Students

In Minato City, elementary school students have a variety of opens for spending time after school, including general visits and direct visits to Children's Halls, Hoka GO→, and Pupils' Clubs. Compare the characteristics of each option and choose the one that suits your child's growth and family situation.

1 General Visits to Children's Halls

▶See page 5 for details

Children's Halls are places where children can come play after they have returned home. These facilities have a playroom, library, crafts room, meeting room, and other facilities. In addition to being able to freely use the facilities, children here can also participate in events and various group activities with children across a wide range of ages, from infants to high school students. After the initial registration, your child can freely use the facilities at a Children's Hall until 6 PM on weekdays.



2 Direct Visits to Children's Halls

▶See page 6 for details

Children's Halls are locations where children can come to play after returning home, but they also have a program that allows children to directly come to the Children's Hall after school if their parents are working or have other circumstances. After the initial registration, make an advance reservation and your child can freely use the facilities at the Children's Hall until 6 PM on weekdays.



3 Hoka GO→

▶See page 7 for details

Hoka GO→ provides a safe and secure place for children to spend time at an elementary school (or at a facility attached to an elementary school) during after-school hours and engage in activities such as play, learning, and sports. After the initial registration, submit your usage schedule in advance and your child can freely use Hoka GO→ until 5 PM on weekdays.

* Note that the afterschool Pupils' Club within an elementary school is called "Hoka GO→ Pupils' Club", which is different from "Hoka GO→". Both "Hoka GO→" and "Hoka GO→ Pupils' Club" are collectively referred to as "Hoka GO→ Clubs".

(Spending time at an elementary school)



4 Pupils' Clubs

▶See page 8 for details

In accordance with the Minato City After-School Club Ordinance, Pupils' Clubs provide an activity place for children who cannot receive after-school care at home due to their parents' work or other circumstances. In addition to setting a maximum number of children, charging a childcare fee, and having enrollment screening, Pupils' Clubs provide snacks for the children and are open until 7 PM on weekdays.

The specialized staff members at Pupils' Clubs keep in close contact with families through a contact ledger, parent meetings, and individual consultations, etc., and monitor the children's growth to provide ongoing growth support according to their development.

(Pupils' Clubs at Children's Halls)



(Pupils' Clubs at elementary schools)



5 Other Locations and Services, etc.

▶See page 19 for details

There are also other locations and services that can be used if you need temporary childcare or transportation support.

2 General Visits to Children's Halls

(After returning home from school, children can stay until 6 PM on weekdays)

Eligible Children

Infants to children under 18 years old

*The Iikura Pupils' Club and Kids Playroom are open to children from infants to elementary school students

Facilities and Operating Hours

Facility	Operating Hours and Days Closed
Iikura Pupils' Club Toyooka Children's Hall Takanawa Children's Hall Shirokanedai Children's Hall* Daiba Children's Hall	[Weekdays] 10:00 AM to 6:00 PM [Saturday] 9:00 AM to 5:00 PM [Closed] Sundays, holidays and year-end holidays (Dec. 29 to Jan. 3)
Shinmei Kids-to-Teens Hall Azabu Kids-to-Teens Hall Akasaka Kids-to-Teens Hall Aoyama Hall Takanawa Kids-to-Teens Hall Konan Kids-to-Teens Hall	[Every day] 9:30 AM to 8:00 PM (until 6:00 PM for elementary school students) [Closed] Holidays and year-end holidays (Dec. 29 to Jan. 3)
Shibaura Island Children and Senior Citizens Plaza	[Every day] 9:30 AM to 8:00 PM (until 6:00 PM for elementary school students) [Holidays and Dec. 29/30] 9:30 AM to 6:15 PM [Closed] Year-end holidays (Dec. 29 to Jan.3)
Kids Playroom	[Every day] 9:00 AM to 6:00 PM [Closed] Year-end holidays (Dec. 29 to Jan.3)

* The Shirokanedai Children's Hall will undergo large-scale renovation work in FY2024. During the construction period, it will be closed to general visits. Minato City will notify residents of the construction start date.

How to Use

Complete the registration process at the Children's Hall to use it.

The procedures at each Children's Hall vary, so please contact the Children's Hall you wish to use.

Other

- General visits to Children's Halls do not have a fixed capacity, costs, or a selection process for use.
- Actual costs for materials and other expenses may be charged for program participation (at-will participation).
- After coming to a Children's Hall, your child may freely engage in activities, and staff will supervise your child while they are at the facility. The staff do not assist with picking children up from school or managing their return home times.
- In principle, Children's Halls are places where children go to play after they have returned home. If you wish to have your child go directly to a Children's Hall from school after the school day has ended, then please use "Direct Visits to Children's Halls" on page 6.
- Individual interviews will be conducted as necessary for children with disabilities or special care or accommodations.



Minato City Website
(Children's Halls/
Iikura Pupils' Club)
(in Japanese)



Minato City Website
(Kids-to-Teen Halls/
Children and Senior Citizens Plaza)
(in Japanese)



Minato City Website
(Kids Playroom)
(in Japanese)

3 Direct Visits to Children's Halls

(Children can come directly from school and can stay until 6 PM on weekdays)

Eligible Children

Children in grades 1 through 6 who live in or are enrolled in an elementary school in Minato City and who fall under any of the following categories are eligible for this program

- (1) Children whose parents are absent from home due to work, hospitalization, or a school program, etc.
- (2) Children whose parents have short working hours and are unable to use a Pupils' Club
- (3) Children waiting to enroll in a Pupils' Club*
- (4) Children for whom the Children's Hall they would use is far from their home

* After enrolling in a Pupils' Club, direct visits to a Children's Hall will not be possible (dual registration for direct visits to a Children's Hall and a Pupils' Club is not possible).

Facilities and Operating Hours

Facility	Operating Hours
Ikura Pupils' Club Toyooka Children's Hall Takanawa Children's Hall Shirokanedai Children's Hall* Daiba Children's Hall	Weekdays with school: After school to 6:00 PM Saturdays with school: After school to 5:00 PM (On school holidays, etc., please use "General Visits to Children's Halls")
Shinmei Kids-to-Teens Hall Azabu Kids-to-Teens Hall Akasaka Kids-to-Teens Hall Aoyama Hall Takanawa Kids-to-Teens Hall Konan Kids-to-Teens Hall Shibaura Island Children and Senior Citizens Plaza	Weekdays with school: After school to 6:00 PM Saturdays with school: After school to 6:00 PM (On school holidays, etc., please use "General Visits to Children's Halls")

* The Shirokanedai Children's Hall will undergo large-scale renovation work in FY2024. During the construction period, it will be closed to direct visits. Minato City will notify residents of the construction start date.

How to Use

[Advance Registration]

Submit the registration form electronically or in person.

* Registration is required every academic year.

* Regardless of whether or not your child has a disability, if your child requires special care or accommodations then please also submit a Living Situation Survey.



Electronic application form
(registration for direct visits)
(in Japanese)

[Usage Reservation]

Make a reservation in advance either by phone or directly at the facility.

When making a reservation, confirm the date of use, your child's name, school, grade, and estimated time of arrival.

* If you wish to change your reservation, then be sure to notify the facility either by phone or directly at the facility.

Other

- Direct visits to Children's Halls do not have a fixed capacity, costs, or a selection process for use.
- Actual costs for materials and other expenses may be charged for program participation (at-will participation).
- Registration information will be provided to the elementary school where your child is enrolled.
- If your child does not arrive at their scheduled time on a day when they will use the Children's Hall, then the child's parents or elementary school may be contacted.
- After coming to a Children's Hall, your child may freely engage in activities, and staff will supervise your child while they are at the facility. The staff do not assist with picking children up from school or managing their return home times.
- Individual interviews will be conducted as necessary for children with disabilities or special care or accommodations.

4 Hoka GO→

(Children can spend time at school until 5 PM on weekdays)

Eligible Children

Children in grades 1 to 6 who are enrolled in the Hoka GO→'s elementary school or who live within the elementary school district where the Hoka GO→ is located.

- * Hoka GO→ Club Konan is only for 1st year students.
- * Hoka GO→ Club Akasaka has limited capacity.

Facilities

All Minato City elementary schools (19 schools)

Activity Locations

Hoka GO→ room inside the elementary school, and school facilities such as the schoolyard and gymnasium.

Operating Hours

Weekdays with school: After school to 5:00 PM
Saturdays on school holidays school: 9:00 AM to 6:00 PM



Electronic Application Form
(Hoka GO→
Registration application)

Closed

Saturdays, Sundays, holidays, and year-end holidays (Dec. 29 to Jan. 3)

How to Use

[Advance Registration]

Submit your registration form by mail, electronically, or in person.

<Mail/Electronic Applications>

After applying, the child's parent must come to the facility to receive the child's "participation card" by the first day of use.

<In-Person Applications>

Child's parent must be present, and you will be given your child's "participation card."

If you wish to use the Hoka GO→ service from the beginning of April 2024, please complete the registration procedures within the below period.

Open application period: Monday, March 4 to Friday, March 15, 2024

(excludes Saturdays and Sundays for in person applications)

Applications will be accepted at any point after the above period.

- * Registration is required every academic year.
- * You will be provided with usage instructions when you receive your child's "participation card."
- * Hoka GO→ uses the "participation card" to manage children's return home time, etc.
- * Regardless of whether or not your child has a disability, if your child requires special care or accommodations then please also submit a Living Situation Survey.
- * During the open application period, Hoka GO→ Mita and Odaiba do not accept in-person applications on Saturdays, Sundays, or holidays.

[Usage Schedule Submission]

As a general rule, please submit your usage schedule directly to the facility by the month before you plan to use Hoka GO→. Usage schedule forms will be distributed every month.

- * If you have changes to your usage schedule, then be sure to notify the facility either by phone or directly at the facility.

Other

- Hoka GO→ does not have a fixed capacity, costs, or a selection process for use.
- Actual costs for materials and other expenses may be charged for program participation (at-will participation).
- Individual interviews will be conducted as necessary for children with disabilities or allergies, etc.

**5 Pupils' Clubs (Children can spend time until 7 PM on weekdays.
Pupils' Clubs have fixed capacity, enrollment selection, and are paid.)**

Eligible Children

[Pupils' Clubs at Children's Halls]

Children in grades 1 through 6 who live in or are enrolled in an elementary school in Minato City.

[Pupils' Clubs at Hoka GO→]

Children in grades 1 to 6 who are enrolled in the Hoka GO→Pupils' Club's elementary school or who live within the elementary school district where the Hoka GO→Pupils' Club is located.

The above children are eligible if they also fall under any of the following categories:

- (1) Both parents are unable to care for the child at home due to work, etc.
- (2) In no-parent or single-parent households, if the child's guardian is unable to care for the child at home due to work, etc.
- (3) When the child's parents are unable to care for the child at home due to childbirth, illness, injury, or mental/physical disability.
- (4) When the parent is engaged in caregiving or nursing (for individuals with physical/mental disability or undergoing long-term treatment) and is unable to care for the child at home.
- (5) In cases where there are other special or extenuating circumstances.

Facilities

As listed in the attached "List of Minato City Pupils' Clubs for FY2024"

Enrollment Period

Your child's enrollment period in the Pupils' Club is until the end of the academic year. The enrollment period for the 2024 academic year is from April 1, 2024 to March 31, 2024. If you wish to have your child continue to use the Pupils' Club in the next academic year, then you will need to reapply. As a general rule, your child's enrollment in the Pupils' Club will be canceled if it has not been used for two months from the last date of use.

Operating Hours

Day	Usage Hours
Monday to Friday	After school to 7:00 PM *8:00 AM to 7:00 PM on school holidays
Saturday	8:00 AM to 5:00 PM *After school to 5:00 PM on school days

* For your child's safety, if using the Pupils' Club until after 6 PM, then please have a parent come and pick them up.

* Pupils' Clubs are closed on Saturdays, Sundays, holidays, and year-end holidays (Dec. 29 to Jan. 3)

Saturday Usage

If both of the child's parents are unable to care for the child on Saturdays due to work or other reasons, then Pupils' Clubs may be used on Saturday as well. No snacks will be provided on Saturdays. Please also check with each Pupils' Club for details on Saturday usage and implementation details.

When Students Must Bring Their Own Lunch

On days when the school is closed and school lunch is not available, students should bring their own lunch. Pupils' Clubs also have a boxed lunch delivery service during the long summer, winter, and spring vacation periods for Minato City elementary schools. The cost of these boxed lunches will be borne by the child's parents, but, if ordered in advance, then the boxed lunch will be delivered directly to each Pupils' Club. See the Minato City Website for details.



Minato City Website
(Boxed lunch delivery
for Pupils' Clubs)
(in Japanese)

Pupils' Club Childcare Fee

Monthly fee of 3,000 yen

- * A childcare fee will be charged for each month that your child is enrolled, regardless of the number of days that they attend.
- * Only for the first month a student joins and the last month in which they are enrolled in the Pupils' Club, if their enrollment period is for 15 days or less (including Saturdays, Sundays, and holidays), then the monthly childcare fee will be 1,500 yen.
- * As a general rule, payment of the childcare fee should be made via bank transfer. See the Minato City Website for the procedures.
- * Additionally, a fee for snacks and fun events will also be charged (refer to the following information).



Minato City Website
(Information about
Pupils' Club fees)
(in Japanese)

[Fee Reduction/Exemption System]

Households that fall under any of the following (1) to (5) can be fully exempted from the childcare fee. However, you must **apply in advance** to have the fee reduction/exemption apply. **The reduction/exemption will be applied from the month of your application.**

- (1) Households receiving public welfare assistance
- (2) Households exempted from municipal resident tax
- (3) Households receiving Child-rearing Allowance
- (4) Low-income households (households receiving school attendance assistance or households at the level of receiving public welfare assistance)
- (5) Second child or after whose sibling(s) are already using a Minato City Pupils' Club

Fee for Snacks and Fun Events

Monthly fee of 2,000 yen

Please pay directly to the respective Pupils' Clubs. (Please inquire with each facility about payment methods.) There are assistance systems in place for households receiving public welfare assistance. Please inquire with the respective Pupils' Clubs after your child's enrollment has been confirmed.

Pupils' Club Check-in System (Mimamorume)

A Pupil's Club Check-in System has been introduced to ensure the safety and security of children after school. When a child with a special IC tag enters or leaves the Pupil's club, their check-in/out is recorded and sent to the parent's mobile phone. Further details will be provided after your child enrolls in the Pupils' Club.

[Notes]

- The IC tag itself does not contain any personal information.
- Because the IC tag uses radio waves that are weaker than the PHS waves used in medical settings, it will not affect medical equipment.
- If the IC tag comes into close contact with metal products such as iron or cans, then its reaction will be slower.
- The IC tag may break if it is immersed in water.
- The IC tags are loaned to students. When you withdraw your child from the Pupils' Club, make sure to return the IC tag.
- If your child's IC tag is lost or damaged then it will need to be reissued. Reissuance costs 2,620 yen (including tax), and this cost will be borne by the child's parents unless the failure is due to no fault of the user.

Other

- (1) The elementary school where your child is enrolled will be notified when your child enrolls in or withdraws from the Pupils' Club.
- (2) Individual interviews will be conducted as necessary for children with disabilities or allergies, etc.
- (3) If there is a change to the details or your original application (such as your address or workplace), then go through the application change procedures for the Pupils' Club (if there is a change to your workplace, then you must submit a Certificate of Employment).

- (4) If you no longer meet the requirements to have your child enrolled in the Pupils' Club, then you will be asked to withdraw your child.
- (5) If your child is unable to enroll in the Pupils' Club of your choice and you wish to be placed on the waitlist, then you will be considered for selection when a vacancy becomes available. Your Pupils' Club application is valid until the end of the academic year in question. During your application's validity period if you no longer need to enroll in the Pupils' Club, or if your application status changes, then contact the Pupils' Club.
- (6) Information that can be used to identify a specific individual is appropriately handled in accordance with the Act on the Protection of Personal Information and the Minato City Ordinance Enforcing the Act on the Protection of Personal Information.

6 Applying to a Pupils' Club

Advance Preparation

• **Prepare for you application by filling in and obtaining the documents necessary for the application.**

- In addition to downloading the various forms from the Minato City Website, the forms are also distributed at each Pupils' Club, at the General Administration Section in each Regional City Office, and at the Children and Youth Support Section (7th floor of Minato City Hall).
- If you are enrolling your child for April 2024, then, please enter what your information will be as of April 1, 2024 (Including plans. Your address should be your address as of the date of your application).



Minato City Website
(Information about
Pupils' Club enrollment)
(in Japanese)

[Required Documents]

- (1) Application for Use of Pupils' Club (only if submitted by mail or in person)
 - * Do not use a pencil, erasable pen, or white out, etc. when filling in the application (use a double strikethrough to correct any mistakes).
- (2) Necessary documents proving your child cannot be cared for at home
 - * Submit all applicable documents listed on the next page
- (3) Other documents
 - * Submit all applicable documents listed on the next page

Application

Friday, January 12, 2024

Mail/
Electronic

In
Person

Requires
appointment

Must arrive
by Monday,
January 29

Monday,
February 5

• **Submit the required documents by mail, electronically, or in person.**

[Submit to] The Pupils' Club you wish to enroll in (first choice)

- For in-person submissions, call in advance to the Pupils' Club that you wish to enroll in to schedule a time and date for your visit.
- For electronic applications, the required documents can be submitted by scanning them or attaching clearly readable images.
- For mail applications, submit your application via a mailing method that provides arrival confirmation. Inquiries regarding arrival confirmation cannot be responded to.
- Minato City is not responsible for any delays or for non-delivery due to mailing errors, etc.
- The Pupils' Club will contact you if your application documents are incomplete. Your application will be invalid if all of your documents are not complete and in good order by the deadline.



Electronic
application form
(Application for
Use of Pupils' Club)

[April Open Enrollment Period]

[By mail or electronically]

Must arrive between Friday, January 12 and Monday, January 29 2024

[In person]

**Between Friday, January 12 and Monday, February 5, 2024
(excludes Sundays and holidays)***

*Excludes Saturday, Sunday, and holidays for the Mita Hoka GO→Pupils' Club

[Applications after the open application period are accepted at any time]

Selection & Enrollment Decision

• **A fair selection will be conducted based on the Minato City Pupils' Club enrollment standards (pages 14-16).**

- As a result of the selection, if you are unable to enroll your child the Pupils' Club that is your first choice, then the selection will continue for your second choice Pupils' Club. If this happens, then the documents you submitted will be forwarded to your second choice Pupils' Club.
- You will be notified of the selection results by mail (for April enrollment, the results will be sent out around the end of February).
- Your acceptance decision will be withdrawn if you make a fraudulent application or if your reasons for needing to enroll in the Pupils' Club are no longer applicable.

• **An enrollment information session will be held by each Pupils' Club**

- For April enrollment, the information session will be held around early March. Contact each Pupils' Club for details.

Enrollment Information Session

- * Applications for mid-year enrollment are accepted at any time, but, depending on vacancies you may not be able to enroll your child even if you apply. Contact each facility for the latest vacancy information.

Enrollment

Necessary Documents Proving Your Child Cannot be Cared for at Home

Parental Situation		Necessary Documents
Employment	Out-of-Home Work	<ul style="list-style-type: none"> • Employment certificate (issued within the last 3 months) • Copy of time card of attendance record (only for irregular work; submission is not required if there is a note in the "Special Notes" section on the employment certificate)
	Self-Employed	<ul style="list-style-type: none"> • Employment certificate (issued within the last 3 months) • Copies of documents showing your actual working status (business registration, business license, tax return, certified copy of register, order forms, contract agreements, tax withholding slip, etc.) • Copy of time card of attendance record (only for irregular work; submission is not required if there is a note in the "Special Notes" section on the employment certificate)
Childbirth		<ul style="list-style-type: none"> • Copy of Mother and Child Health Handbook (handbook page showing scheduled birth)
Illness / Disability		<ul style="list-style-type: none"> • Medical certificate (written opinion) from a doctor (issued within the last 3 months), copy of <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) or <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled)
Caregiving / Nursing		<ul style="list-style-type: none"> • Documents indicating caregiving/nursing status (copy of medical certificate for patient/caregiver, nursing insurance card, <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled), or <i>Ai-no-Techo</i> Certificate of the Intellectually Disabled) • Caregiving/nursing time schedule (The designated format can be downloaded from the Minato City Website, although any format is acceptable)
Seeking Employment		<ul style="list-style-type: none"> • Copy of job search card or reception slip (issued by Hello Work) <p>* Once your employment has been decided, submit your employment certificate. If your employment has not been decided within 3 months of your child enrolling then, as a general rule, your child's enrollment will be cancelled.</p>
Attending School		<ul style="list-style-type: none"> • Certificate of enrollment (or planned enrollment; issued within the last 3 months) • Proof of hours of study
Childcare Leave		<ul style="list-style-type: none"> • Employment certificate (issued within the last 3 months) • Copy of childcare leave benefit decision notification
Disaster		<ul style="list-style-type: none"> • Copy of disaster certificate

* If the documents you submitted are incomplete, then the Pupils' Club will contact your employer and the applicant.

* If you make a fraudulent application or if your circumstances are different than what you claim, then your application will be invalidated (your child's enrollment will be cancelled).

* Getting your employer's seal on your employment certificate is not required. Note that if you create or alter an employment certificate with your employer's name on it without permission, even though the document is not affixed with your employer's seal, if it is deemed that your act has the constituent elements of the crime of creation of a forgery of a private document with a seal or the crime of alteration of a private document with a seal, then you may be found to have committed those crimes.

* For documents in languages other than Japanese, attach a Japanese translation using the designated format.

Other Documents *Related to adjustment index, etc.

Category	Necessary Documents
If the household is receiving public welfare assistance	<ul style="list-style-type: none"> • Copy of public welfare assistance certificate
If the child applying for enrollment has a disability	<ul style="list-style-type: none"> • Medical certificate (written opinion) from a doctor (issued within the last 3 months), or copy of <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled), <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled), or disability welfare services recipient ID, etc. <p>* If your child attends a special needs class or receives special needs support while attending regular classes at a Minato City elementary school, then please indicate that on the application form.</p> <ul style="list-style-type: none"> • Living Situation Survey

<p>If the child applying for enrollment requires special care or accommodations</p>	<ul style="list-style-type: none"> • Living Situation Survey
<p>If a cohabiting child under the age of 18 has a disability</p>	<ul style="list-style-type: none"> • Medical certificate (written opinion) from a doctor (issued within the last 3 months), or copy of <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled), <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled), or disability welfare services recipient ID, etc.
<p>For single-parent households (including households with one parent on job assignment elsewhere)</p>	<ul style="list-style-type: none"> • Document confirming that you are a single parent (copy of family register, etc.) * The employment certificate will be used to confirm households where one parent is on a job assignment elsewhere.
<p>For individuals who plan to move to Minato City</p>	<ul style="list-style-type: none"> • Copy of rental contract or sale contract (which includes address, delivery date, and contractor's name)

7 Pupils' Club Enrollment Standards

(Standard index, adjustment index, and priority criteria)

[Index Calculation Method]

Standard index for 2 parents + Adjustment index = Total index for household

* For single-parent households (including households with one parent on job assignment elsewhere), 20 is added to the standard index for the father or mother, and then the adjustment index is added.

* Enrollment will be offered first to high index households. If two households have the same index, then the selection will be made based on the priority criteria below.

Standard Index

No.	Parental Situation (when cohabiting relatives or another individual is unable to care for the child at home)		Standard Index	
	Category	Details		
1	Employment	Working 20 or more days/month	Regularly working more than 8 hours/day	20
			Regularly working more than 6 and less than 8 hours/day	17
			Regularly working more than 4 and less than 6 hours/day	14
		Working 16 or more days/month	Regularly working more than 8 hours/day	17
			Regularly working more than 6 and less than 8 hours/day	14
			Regularly working more than 4 and less than 6 hours/day	11
		Working 12 or more days/month	Regularly working more than 8 hours/day	14
			Regularly working more than 6 and less than 8 hours/day	11
			Regularly working more than 4 and less than 6 hours/day	8
		Does not fall under above criteria, but regularly works 48 hours/month or more		8
2	Childbirth	Childbirth (2 months before/after expected birth month, up to 5 months in total)	12	
3	Illness	Hospitalization (including individuals who received a hospitalization decision)		22
		At-home treatment	Regularly sick, infectious, or mental disease	20
			Requires regular bed rest	14
			General medical treatment	11
4	Disability	<i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 1 or 2 <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) Level 1 to 3, or <i>Seishin Shogaisha Hoken Fukushi Techo</i> (Certificate of the Mentally Disabled) Level 1 to 3		20
		<i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 3 or <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) Level 4		14
		<i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 4		8
5	Caregiving / Nursing	Caregiving/nursing 20 or more days/month	Caregiving/nursing more than 8 hours/day	17
			Caregiving/nursing more than 6 and less than 8 hours/day	14
			Caregiving/nursing more than 4 and less than 6 hours/day	11
		Caregiving/nursing 16 or more days/month	Caregiving/nursing more than 8 hours/day	14
			Caregiving/nursing more than 6 and less than 8 hours/day	11
			Caregiving/nursing more than 4 and less than 6 hours/day	8
		Caregiving/nursing 12 or more days/month	Caregiving/nursing more than 8 hours/day	11
			Caregiving/nursing more than 6 and less than 8 hours/day	8
			Caregiving/nursing more than 4 and less than 6 hours/day	5

6	Seeking Employment	Regularly heading out during the day to seek employment		2
7	Attending School	Attending school 20 or more days/month	Attending school more than 8 hours/day	17
			Attending school more than 6 and less than 8 hours/day	14
			Attending school more than 4 and less than 6 hours/day	11
		Attending school 16 or more days/month	Attending school more than 8 hours/day	14
			Attending school more than 6 and less than 8 hours/day	11
			Attending school more than 4 and less than 6 hours/day	8
8	Childcare Leave	On childcare leave and will return to work within the fiscal year (however, if you are planning to return to work between April 1 and the end of June, then the standard index will be applied according to your type of employment after your return)		10
		On childcare leave		8
9	Disaster	If your house has been damaged due to fire or other disasters, or if you cannot care for your child due to disaster recover		20
10	Special Circumstances	In addition to the cases listed in the preceding items, cases where social care is necessary from the viewpoint of child welfare, etc., and where it is recognized that the child is clearly lacking in care		5 to 2 2

* Working hours include break times.

* When an enrollment requirement covers two or more items, then the one with the higher standard index will be used.

Adjustment Index

No.	Condition		Adjust. Index
1	Households receiving public welfare assistance		+8
2	Households where no parents are present (death, incarceration, whereabouts unknown, etc.)		+8
3	When an enrollment application is made for a child with a disability	(1) <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 1 or 2, <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) Level 1 to 3, or <i>Seishin Shogaisha Hoken Fukushi Techo</i> (Certificate of the Mentally Disabled) Level 1 to 2	+12
		(2) <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 3 or 4, <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) Level 4, or <i>Seishin Shogaisha Hoken Fukushi Techo</i> (Certificate of the Mentally Disabled) Level 3	+8
		(3) Other individuals who are deemed to have a disability similar to the above * Applies to individuals who a medical certificate (written opinion) from a doctor, a disability welfare services recipient ID, who attend a special needs class or who receive special needs support while attending regular classes at a Minato City elementary school.	+4
4	If a child living with you has a disability		+2
5	Households where the main income earner has lost their job and is regularly heading out during the day to get a job offer or to seek employment (excluding single-parent households)		+3
6	Single-parent households (including households with one parent on job assignment elsewhere)		+2

7	Grade of child in the enrollment application (no adjustment index points for 5th and 6th grade elementary school students)	(1) 1st grade elementary school student	+6
		(2) 2nd grade elementary school student	+4
		(3) 3rd grade elementary school student	+2
		(4) 4th grade elementary school student	+1
8	Households applying for twins or more (limited to the children applying for enrollment)		+1
9	If self-employed, working from home in an industry that involves hazardous materials, and working while caring for child		+1
10	Children whose Pupils' Club attendance rate on weekdays in the previous academic year was less than 40% (with the September to November period being set as the standard)		-2
11	Households caring for a relative in need of caregiving/nursing at a level of 3 to 5, for an individual with a <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) Level 1 or 2, or for an individual with an <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) Level 1 to 2 *Applies only if the household falls under "Caregiving/Nursing" in the Standard Index		+3
12	Individual who works in an embassy, etc., and has not received authorization for activities outside of their visa/stay credentials		-3
13	Households registered as residents outside of Minato City (excludes cases where resident registration in Minato City is not possible due to unavoidable reasons such as domestic violence)		-3
14	Time when the parent returns home (does not apply if parents work at night)	(1) Before 2:30 PM	-6
		(2) Before 4:00 PM	-4
		(3) Before 5:00 PM	-2

Priority Criteria

Should the total of the standard index and the adjustment index be the same for two households, then the enrollment decision will be based on the following priority criteria.

1	The child on the enrollment application is in a low school grade
2	Single-parent households/no-parent households
3	Households with individual with an illness
4	Households with a disabled individual (including disability of the child on the enrollment application)
5	Working households
6	Children with higher rates of school attendance during the previous academic year (with the September to November period being set as the standard)
7	When a child in the same household has already enrolled for the same Pupils' Club
8	Households submitting applications for two or more cohabiting children to Pupils' Clubs for which they are eligible to be selected
9	Households caring for many children under elementary school age
10	Households where the parents have continuously lived in Minato City for many years (*For those registered as a resident outside Minato City due to the City Re-Development Project, the period prior to the temporary move and the period during the temporary move are included in the years of residency).

8 Frequently Asked Questions

Duplicate Registration

Q: Is it possible to register for and enroll in Children's Halls, Hoka GO→, and a Pupils' Club?

A: Children may only enroll in one Pupils' Club. Additionally, children may only be registered with one facility, such as a Children's Hall, for direct visits. It is not possible to both enroll in a Pupil's Club and register with a Children's Hall for direct visits.

For general visits to Children's Halls and Hoka GO→, you may register for multiple facilities within the scope of eligibility requirements. While enrolled in a Pupils' Club and registered with a Children's Hall for direct visits, you may also register for general visits at multiple Children's Halls and Hoka GO→.

Insurance

Q: Do the facilities have insurance?

A: Children's Halls, Hoka Go → , and Pupils' Clubs are enrolled in "Group Comprehensive Compensation System Expense Insurance" in case of injuries or accidents during activities or transportation. If you would like to further enhance your coverage, then you may enroll in Sports Safety Insurance (800 yen per year; enrollment is optional). For more details, directly contact each facility.

Pupils' Clubs

Q: I would like to enroll my child in a Pupils' Club in the middle of an academic year. When are applications accepted?

A: Applications are accepted from one month before the date you wish to enroll your child.

Q: Once I apply to enroll in a Pupils' Club, can I immediately use it?

A: Even if there is an available vacancy, it will take about two weeks from the time that you apply until your child can enroll due to confirming the submitted documents and the enrollment selection. However, this does not apply if it is determined that there is an urgent/emergency situation.

Q: Can I apply to enroll my child in a Pupils' Club even if I do not have more than 48 working hours per month?

A: You cannot apply to enroll your child in a Pupils' Club if you do not have more than 48 workings hours per month.

Q: I would like to have my child use a Pupils' Club only for summer vacation. Is this possible?

A: If there is an available vacancy at the Pupils' Club you wish to use, then you may do so.

Q: I am planning to enroll my child in an international school. When can I use the Pupils' Club?

A: Children who will have reached the age of 6 as of April 1, 2024 (born between April 2, 2017 and April 1, 2018) may enroll in a Pupils' Club from April 1.

Additionally, five-year old children who have not yet turned six can enroll in a Pupils' Club from the day they start classes at their international school. For more details, contact the Pupils' Club you are interested in.

Q: My child is enrolled in an international school. How are grade points calculated?

A: The adjustment index will be determined based on your child's date of birth and their Japanese grade level.

Q: I did not use the Pupils' Club for one month. Will the childcare fee be refunded?

A: Regardless of the number of days that your child attends the Pupils' Club, the childcare fee will be charged for as long as your child is enrolled in the Pupils' Club.

Q: With regards to the childcare fee, will the information for bank transfers that I made arrangements for last year be carried over to this year?

A: If you have already completed the procedures for bank transfer payments and the same child re-enrolls in the Pupils' Club, then that information will be carried over for any.

Q: With regards to the childcare fee reduction/exemption system, will the information on the reduction/exemption that I applied for in the previous academic year carry over to this year?

A: Fee reduction/exemption information from previous academic years is not carried over. You must make an application for each academic year.

Q: With regards to the childcare fee reduction/exemption system, is it necessary to submit a Certificate of Exemption from Municipal Resident Taxes?

A: From April to August decisions are made based on tax information from 2023 (income for 2022), and from September to March of the following year decisions are made based on tax information from 2024 (income for 2023), so please submit the tax exemption certificate for the appropriate year.

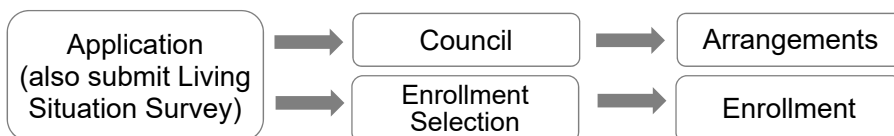
Use by Disabled Children

Q: Can disabled children use Children's Halls, Kids-to-Teens Halls, Hoka GO→, and Pupils' Clubs?

A: Disabled children can use all of these facilities. Disabled children can use all of these facilities. Before using the facility you will be asked to submit a Living Situation Survey in advance. This is necessary to prepare the facility's staff and environment so that your child can enjoy safe and secure activities at the facility. Individual interviews will be conducted as necessary with regard to the degree of your child's disability and your living situation.

When accepting a disabled child, the Council on Disabled Children in Minato City Children's Halls will discuss the necessary arrangements for accepting the child. Note that, depending on the situation at a facility or if it takes time to complete necessary arrangements, a facility may not be able to accept your child.

(Example: Procedural flow in the case of a Pupils' Club)



Electronic
application form
(Living Situation Survey)

9 Other Locations and Services

◆Child-Rearing Square "Ai-port" (temporary childcare "Aoba")

The childcare center at Ai-port will take care of children who require temporary childcare.

Location	2-25-1 Minami Aoyama
Eligibility	Children 2 months old to 6th grade elementary school
Registration/Inquiries	Child-Rearing Square "Ai-port" Tel.: 5786-3250

◆Dispatch-Style Temporary Childcare

Dispatches childcare workers to the homes of children who require temporary childcare.

Childcare Location	Parent's home, etc.
Eligibility	Children 7 days old to 6th grade elementary school who live in Minato City
Registration/Inquiries	Child-Rearing Square "Ai-port" Tel.: 5786-3250

◆Babysitter Usage Support Project

For parents who require a babysitter to provide temporary childcare, Minato City will subsidize a portion of the fee for using the babysitter.

Childcare Location	Parent's home, etc.
Eligibility	Children up to 6th grade elementary school
Registration/Inquiries	Pasona Life Care Inc. (company contracted by Minato City) Tel.: 0120-212-115

◆Twilight Stay

Provides childcare when parents are unable to care for their children at night due to their work or other reasons.

Location	5-18-1-102 Shiba (next to Shiba Nursery School)
Eligibility	Children 6 months old to 3rd grade junior high school who live in Minato City
Registration/Inquiries	Minato Child-rearing Supporting Center "Pokke" Tel.: 6435-0411

◆Short Stay

When parents find it difficult to raise their children due to childbirth, nursing care, business trips, illness, or ceremonial occasions, etc., this service will take care of their children via overnight stays.

Location	5-18-1-102 Shiba (next to Shiba Nursery School)
Eligibility	Children 10 months old to 3rd grade junior high school who live in Minato City
Registration/Inquiries	Minato Child-rearing Supporting Center "Pokke" Tel.: 6435-0411

◆Child-Rearing Support Komusubi (Minato City Family Support Center)

This project connects people who require childcare support (user members) with individuals who can help with childcare (cooperating members), thereby watching over the growth of children throughout the community. Can also be used for transportation to Children's Halls and Pupils' Clubs.

Activity Location	At the home of either the user member or the cooperating member (nearby Children's Halls/parks, and pick-ups, etc. are also possible)
Eligibility	Children 0 years old to 6th grade elementary school
Registration/Inquiries	Minato Council of Social Welfare Volunteer/Community Activities Support Section Tel.: 6230-0284

10 Inquiries Regarding Children's Halls, Hoka GO→, and Pupils' Clubs

Please directly contact the facility you wish to use.

(Facility contact information)

Refer to the attached "FY2024 List of Minato city Pupils' Clubs".

- * Contact information for general and direct visits to Children's Halls and Hoka GO→ is the same as for Pupils' Clubs.
- * Procedures for enrollment and use are completed at each facility.
- * The contact information for Hoka GO→ Odaiba (a Hoka GO→ Pupils' Club is not available here) is as follows.

Hoka GO→ Odaiba (Operating company: Pasona Foster Inc.)	1-1-5 Daiba, Minato-ku Tel.: 5500-2562 Fax: 5500-2562
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(Administrative Jurisdiction)

■For Children's Halls, Hoka GO→ Clubs, and Pupils' Clubs:

Facility Management Subsection, General Administration Section, Shiba Regional City Office	1-5-25 Shibakoen, Minato-ku Tel.: 3578-3135
Facility Management Subsection, General Administration Section, Azabu Regional City Office	5-16-45 Roppongi, Minato-ku Tel.: 5114-8805
Facility Management Subsection, General Administration Section, Akasaka Regional City Office	4-18-13 Akasaka, Minato-ku Tel.: 5413-7273
Facility Management Subsection, General Administration Section, Takanawa Regional City Office	1-16-25 Takanawa, Minato-ku Tel.: 5421-7067
Facility Management Subsection, General Administration Section, Shibaura-konan Regional City Office	1-16-1 Shibaura, Minato-ku Tel.: 6400-0033

■For Hoka GO→ Odaiba:

Lifelong Learning Subsection, Lifelong Learning Sports Promotion Section	1-5-25 Shibakoen, Minato-ku Tel.: 3578-2741
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■For general information about the system:

Children and Youth Support Subsection, Children and Youth Support Section, Child and Family Support Department	1-5-25 Shibakoen, Minato-ku Tel.: 3578-2426
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