

FY 2021 Edition

Enrollment Information for Minato City Pupils' Clubs



Minato City Official Website

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

What is the Pupils' Club?

We have established Pupils' Clubs in the Children's Hall, Kids-to-Teens Hall and Children and Senior Citizens Plaza, as well as Hoka GO→ Clubs, as venues to help support the stability and health of children who cannot receive care at home after they finish school for various reasons, including parents who work during the daytime.

The facilities host not only children enrolled in the Pupils' Club, but also other children who use the facilities, as well as staff with whom the enrolled children can interact while participating in various activities.

The Pupils' Clubs also organize independent activities, and there are many different ways for the children to have fun there.

Program staff keep in close contact with a child's household and carefully observe their development through the contact ledger, parent/guardian association and individual consultations, among other methods.

Eligible Children

[Children's Hall and other Pupils' Clubs] Children must reside in Minato City or be enrolled in a Minato City elementary school, and be between the grades of 1 to 6

[Hoka GO→ Clubs] Children must be enrolled in the elementary school that hosts the Hoka GO→ Club or reside in the area of the Hoka GO→ Club, and be between the grades of 1 to 6

Of the above potentially eligible children, children for whom one or more of the following criteria is applicable are fully eligible:

- (1) When the child cannot be cared for at home due to a parent/guardian working when it is a no-parent/single-parent household;
- (2) When the child cannot be cared for at home due to both parents working;
- (3) When the child cannot be cared for at home due to a parent/guardian giving birth, falling ill, becoming injured, suffering from a mental/physical disability, etc.;
- (4) When the child cannot be cared for at home due to a parent/guardian being burdened with care-giving/nursing (for the mentally/physically disabled or individuals in long-term care);
- (5) When there are other special circumstances.

Enrollment Period

After your child is enrolled, the enrollment period shall extend until the end of the current fiscal year.

The term of enrollment for FY2021 is from April 1, 2021 to March 31, 2022.

Should you wish to continue to enroll your child in the following fiscal year, you must apply again.

Additionally, should you fail to have your child attend the program for 2 months or longer, your child will be withdrawn from the program.

Program Times

| Days | Availability |
|---------|--|
| Mon-Fri | From the time school finishes until 7 pm *However, the program will be available on school holidays from 8 am to 7 pm |
| Sat | From 8 a.m. to 5 p.m. *However, the program will be available until 5 pm on school days |

- When it is a school holiday and no lunch is provided, please send your child with a packed lunch.
- In consideration of the safety of the children, parents/guardians are requested to pick up the children after 6:00 p.m.

Saturday Pupils' Club

Should your child not be able to receive care at home due to a parent/guardian working, etc., the Saturday Pupils' Club is also available. Please inquire separately about enrolling your child in the Saturday Program at the time of the interview.

No snacks will be provided to children during the Saturday Program. For further details on the rules of use and activities, check with your local Pupils' Club.

Pupils' Club Holidays

Sundays, national holidays, end-of-year/New Year's holidays (Dec. 29 to Jan. 3)

Fees for Pupils' Clubs

The monthly fee for the Pupils' Club is 3,000 yen. (In addition to this fee, other separate costs may be incurred, such as snacks and costs for fun events.)

Regardless of the number of days of attendance, childcare fee is required for the months in which the child is enrolled. (If the period of enrollment is less than 15 days including Saturdays, Sundays, and national holidays during the month of admission or withdrawal, the childcare fee for that month will be 1,500 yen.)

Payment is by bank transfer or using payment slips issued by Minato City (payment slips are accepted at financial institutions, Japan Post Bank, and post office counters). You are encouraged to use the bank transfer method for greater convenience.

You can also submit a direct debit application online through your computer or smartphone. Please use the unique QR code to access the dedicated website for the online direct debit registration service, and complete your registration through the site.



[Exemption of fees for Pupils' Clubs]

Households for which one or more of the following is applicable can be fully exempted from paying the fees for Pupils' Clubs by completing the necessary procedures.

After the enrollment of your child in the Club is confirmed, please submit the Application Form for Exemption of Pupils' Club Fee and the necessary documents to the Child and Family Section of the Minato City Hall.

- (1) Households receiving public welfare assistance
 - (2) Households exempted from municipal resident tax in the previous fiscal year*
 - (3) Households receiving Child-rearing Allowance
 - (4) Low-income households (those at the level of households receiving public welfare assistance)*
 - (5) Third child or after whose sibling(s) are already using a Pupils' Club operated by Minato City
- } Including households receiving schooling assistance

You will not be eligible for childcare fee exemption unless you submit the application (exemption will be effective from the month of application) .

*For details, please refer to the Q&A on Page 10,11.

Fees for Snacks and Fun Events

Monthly fee: 2,000 yen

Please pay directly to the respective Pupils' Clubs. (Please inquire with each facility on the payment methods.)

There are assistance systems in place for households receiving public welfare assistance. Please inquire with the respective Pupils' Clubs after enrollment of the child in the Club has been confirmed.

Insurance

The Pupils' Clubs are covered under a Comprehensive Group Compensation Plan Insurance in case of any injury or accidents during activities or movements between places. However, those who wish to receive enhanced coverage can also enroll in the Sports Safety Insurance (800 yen per year) (enrollment is voluntary). Please inquire directly with the respective Pupils' Clubs for details on the Sports Safety Insurance plan.

Minato City Pupils' Club Check-in System (Mimamorume)

Minato City has introduced the Minato City Pupils' Club Check-in System to provide safety and peace of mind for children after school. The system is free to use, but parents/guardians must bear any costs involved in receiving e-mail notifications.

When children with special IC tags enter or leave the Pupils' Club, their check-in/out is recorded and sent by e-mail to the parent/guardian's mobile phone.

[Eligible children] Children who complete procedures for using the Pupils' Clubs and whose application for use has been approved.

[Applying to use the system]

- (1) When applying for the Pupils' Club check-in system, circle either 'new' or 'continuing' on the reverse side of the enrollment application [at the bottom].
- (2) IC tags, ID cards and e-mail registration instructions will be distributed. Please register your e-mail address.

How to use the IC tag

- Place the IC tag in a latched pocket on your child's school rucksack.
- The IC tag itself contains no personal information.

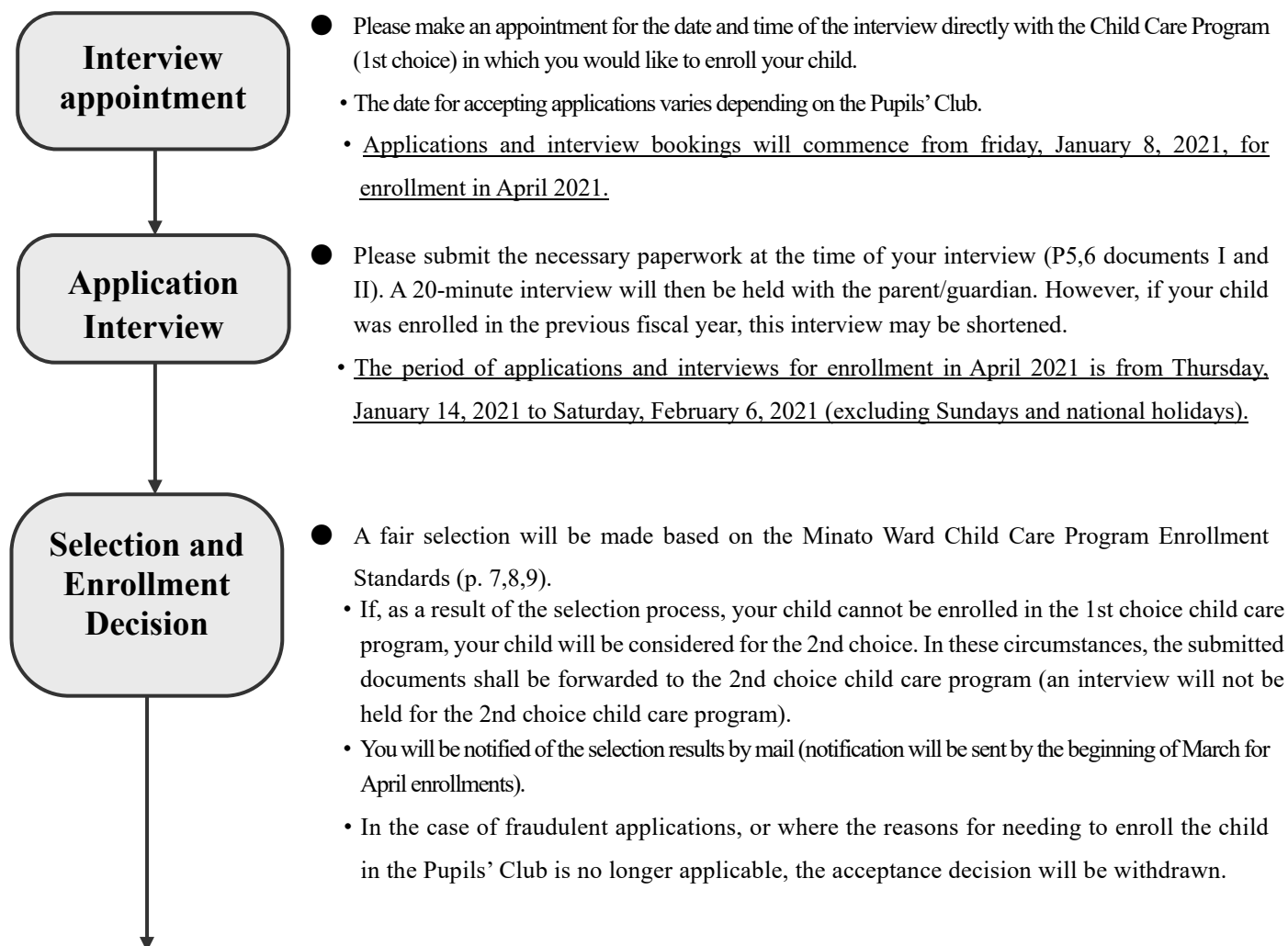
[Precautions]

- The signal will be weaker when iron, cans and other metal objects are in close proximity to the tag.
- The tag may malfunction if submerged in water.
- The IC tag is provided on loan. If you have withdrawn from the Pupils' Club, please return the tag.
- If an IC tag is lost or damaged, it will be necessary to reissue the tag. The cost of reissuing the tag is 2,620 yen (including tax), and this will be paid for by the parent/guardian except in the case of card defects that the parent/guardian is not liable for.

Enrollment Procedures

(1) Flow of procedures leading to enrollment (Applicable from applications for enrollment in April 2021)

※ You can choose up to 2 Clubs to enroll your child in.



Enrollment Information Session

- We will do this at each Pupils' Club.
 - An information session will be held about enrollment in the Pupils' Club.
- *Information on the fee exemption system will be provided during the enrollment information session.

Enrollment

- After the application period above, we will accept applications from time to time.

(2) Documents to Submit

For enrollment in April 2021, please provide information that is current as of April 1, 2021 (including plans).

I. Application Form for Use of Pupils' Clubs

- Do not use pencil, erasable ballpoint pens, or correction tape.
- Those who have irregular work arrangements should attach a work schedule, and leave the columns for working hours, etc. blank.

II. Documents proving the inability to provide care at home

Of the documents listed below, please submit all documents that are applicable.

(Conforms with Enrollment Standards on p. 7,8,9)

| Parent/guardian situation | | Required Documents |
|---------------------------|---------------|--|
| Work | Site work | • Job (Informal Offer of Employment) Certificate <site work> (Issued within the past three months) |
| | Self-employed | • Declaration of Employment Conditions <self-employed> • Documents certifying work status (one copy of business opening notification, operating license, tax declaration, copy of register, order receipt slip, contract document, or a withholding slip) |
| Birth | | • Copy of Maternal and Child Health Handbook (copy of page indicating expectant status) |
| Illness/Disability | | • Doctor's diagnosis certificate (written opinion), or copy of <i>Shintai Shogaisha Techo</i> (Certificate of the Physically Disabled) or <i>Ai-no-Techo</i> (Certificate of the Intellectually Disabled) |
| Care-giving/nursing | | • Documents indicating care-giving/nursing status (copy of medical certificate for patient/care-giver, nursing insurance card, Certificate of the Physically Disabled, or Certificate of the Intellectually Disabled) • Time schedule |
| Job hunting | | • Copy of job hunting card (issued by Hello Work) |
| Studying | | • Certificate of school enrollment (or provisional enrollment) • Documents that give a clear indication of course hours |
| Parental leave | | • Job (Informal Offer of Employment) Certificate <site work> (Issued within the past three months) • Copy of child-leave payments notice |

[Notes]

1. For self-employed persons who are operating a business corporation (such as representative of a corporation), please submit a job certificate for outside work.
2. For self-employed persons other than those for whom 1. is applicable, please prepare the necessary documents related to your self-employment status if the representative of the business, etc. is the parent/guardian or a relative within the third degree of the parent/guardian.
3. If you applied while looking for work, we ask that you please submit your job certificate when you have found a job. If you do not find a job within 3 months of enrolling your child, you will, in principle, be required to withdraw.

4. Should the information you provide on the application differ from the actual circumstances, your application will be void (those already enrolled will be required to withdraw)
5. The time schedule you provide can either be an official form or a form of your choosing. Forms will be distributed at your local Pupils' Club. They may also be downloaded from the Internet.
6. For households receiving public welfare assistance, please submit a copy of your public welfare assistance certificate.

Distribution of Documents

Documents are distributed at your local Pupils' Club, the Child and Family Section (7F of the City Hall), and at the General Administration Section of each Regional City Office. You may also download the documents to be submitted from the Internet:

<https://www.city.minato.tokyo.jp/kodomo/kodomo/kodomo/gakudoclub/index.html>

Other

- (1) Notification of enrollment in (and withdrawal from) the Pupils' Club will be sent to your child's elementary school.
 - (2) If your place of work changes, please re-submit a job certificate.
 - (3) If there have been any changes to the contents of your application form, such as address, please submit a notification of changes to application.
 - (4) Should your situation not meet the enrollment requirements, you will be required to withdraw.
 - (5) If, as a result of the selection process, your child is not accepted for enrollment in the Pupils' Club of your choice, your child will be eligible for selection at the next available opening. Your application will remain valid until the end of the current fiscal year. Should you no longer need to enroll your child during the period of validity, or should changes occur to your household or other circumstances, please contact your local Pupils' Club.
- ※ Any information received that can identify a specific individual will be appropriately managed by Minato City in accordance with the stipulations of the Minato City Personal Information Protection Clause (Minato Clause #2, 1992)

Pupils' Club Enrollment Standards

【Method of Calculating Enrollment Index】

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

- * For single-parent households, 20 shall be added to the father's/mother's index and combined with the adjustment index.
- * Enrollment will be determined starting from the highest index value. Should two or more children have the same index value, selection shall be based on priority criteria.

Standard Index

| No. | Situation of Parent/Guardian (when a live-in relative or other person cannot care for the child at home) | | Standard index | |
|-----|--|--|---|----|
| | Category | Details | | |
| 1 | Work | Work 5 days/week or more | Constant work for 8 hours/day or more | 20 |
| | | | Constant work for 6 hours or more and less than 8 hours/day | 17 |
| | | | Constant work for 4 hours or more and less than 6 hours/day | 14 |
| | | Work 4 days/week or more | Constant work for 8 hours/day or more | 17 |
| | | | Constant work for 6 hours or more and less than 8 hours/day | 14 |
| | | | Constant work for 4 hours or more and less than 6 hours/day | 11 |
| | | Work 3 days/week or more | Constant work for 8 hours/day or more | 14 |
| | | | Constant work for 6 hours or more and less than 8 hours/day | 11 |
| | | | Constant work for 4 hours or more and less than 6 hours/day | 8 |
| | | When the above do not apply, constant work for 48 hours/month or more | | |
| 2 | Childbirth | Childbirth (around 2 months from the due date, up to a total of 5 months) | 12 | |
| 3 | Illness | Hospitalization (including individuals to be hospitalized) | | 22 |
| | | At-home care | Bed-ridden, infectious, mental health issue | 20 |
| | | | Requiring constant bed rest | 14 |
| | | | General care | 11 |
| 4 | Disability | Certificate of the Physically Disabled Level 1/2; Certificate of the Intellectually Disabled Severity 1 to 3; <i>Seishin Shogaisha Hoken fukushi Techo</i> (Certificate of the Mentally Disabled) Level 1 to 3 | | 20 |
| | | Certificate of the Physically Disabled Level 3; Certificate of the Intellectually Disabled Severity 4 | | 14 |
| | | Certificate of the Physically Disabled Level 4 | | 8 |
| 5 | Care-giving Nursing | Care/nursing 5 or more days/week | Care/nursing for 8 hours/day or more | 17 |
| | | | Care/nursing for 6 hours or more and less than 8 hours/day | 14 |
| | | | Care/nursing for 4 hours or more and less than 6 hours/day | 11 |
| | | Care/nursing 4 or more days/week | Care/nursing for 8 hours/day or more | 14 |
| | | | Care/nursing for 6 hours or more and less than 8 hours/day | 11 |
| | | | Care/nursing for 4 hours or more and less than 6 hours/day | 8 |
| | | Care/nursing 3 or more days/week | Care/nursing for 8 hours/day or more | 11 |
| | | | Care/nursing for 6 hours or more and less than 8 hours/day | 8 |
| | | | Care/nursing for 4 hours or more and less than 6 hours/day | 5 |
| 6 | Job hunting | Constantly away from home during the day to look for work | 2 | |

| | | | | |
|----|----------------|---|--|------|
| 7 | Studying | Studies of 5 days or more/week | Studying for 8 hours/day or more | 17 |
| | | | Studying for 6 hours or more and less than 8 hours/day | 14 |
| | | | Studying for 4 hours or more and less than 6 hours/day | 11 |
| | | Studies of 4 days or more/week | Studying for 8 hours/day or more | 14 |
| | | | Studying for 6 hours or more and less than 8 hours/day | 11 |
| | | | Studying for 4 hours or more and less than 6 hours/day | 8 |
| 8 | Parental leave | Job reinstatement within the fiscal year when on parental leave (however, if your job is reinstated between April 1 and the end of June, the standard index for the work category shall be applied accordingly after your reinstatement). | | 10 |
| | | Taking parental leave | | 8 |
| 9 | Disasters | Should you not be able to provide care at home due to fire damage to your house or some other circumstance involving recovery from a disaster | | 20 |
| 10 | Special cases | In addition to the above circumstances, when it is recognized that care is clearly lacking, such as when protective care is required from the perspective of the child's welfare | | 5-22 |

1 Work time includes lunch breaks.

2 When enrollment requirements span 2 or more items, the higher standard index will be applied.

Adjustment Index

| No. | Conditions | Adjustment 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) Certificate of the Physically Disabled Level 1/2; Certificate of the Intellectual Disabled Severity 1 to 3; Certificate of the Mentally Disabled Level 1/2 | +6 |
| | | (2) Certificate of the Physically Disabled Level 3/4; Certificate of the Intellectual Disabled Severity 4; Certificate of the Mentally Disabled Level 3 | +4 |
| | | (3) When a disability commensurate with the above is recognized | +2 |
| 4 | When a child living in the same house has a disability | +2 | |
| 5 | Households where the main breadwinner loses a job, and is out of the house all day due to unofficial employment or job hunting (excluding single-parent households) | +3 | |
| 6 | Single-parent households (including households with one parent on job assignment elsewhere) | +2 | |
| 7 | Year of child to be enrolled (no additional points for 5th and 6th grade students) | (1) Elementary school, 1 st grade | +6 |
| | | (2) Elementary school, 2 nd grade | +4 |
| | | (3) Elementary school, 3 rd grade | +2 |
| | | (4) Elementary school, 4 th grade | +1 |
| 8 | Households applying for two or more children (only the children applying for enrollment) | +1 | |
| 9 | When a parent/guardian must watch a child, and is self-employed at home or nearby and handles dangerous items for work | +1 | |

| | | | |
|----|---|------------------------|----|
| 10 | Children with less than a 40% weekday attendance rate at the Pupils' Club last fiscal year (period between Sep and Nov set as standard)*1 | -2 | |
| 11 | When a parent/guardian watches a child and works at home or nearby*1 | -1 | |
| 12 | Households with relatives in need of care-giving/nursing at a level of 3 to 5, Certificate of the Physically Disabled Level 1 to 2, or Certificate of the Intellectually Disabled Severity 1 to 2*2 | +3 | |
| 13 | Individual who works in an embassy, and has not received authorization for activities outside of their visa/stay credentials | -3 | |
| 14 | Time a parent/guardian returns home (does not apply to night work) | (1) 2:30 pm or earlier | -6 |
| | | (2) 4 pm or earlier | -4 |
| | | (3) 5 pm or earlier | -2 |

***1. Adjustment index 10 and 11 are excluded items in the admissions selection for FY2021 (as a special circumstance due to measures to prevent the spread of novel coronavirus infection).**

***2. Adjustment index 12 will only be applicable in cases where the standard index category is "Care-giving/Nursing."**

Priority Criteria

Should the total of the standard index and adjustment index be the same, the following priority criteria shall be applied.

| | |
|----|--|
| 1 | Currently a registered resident of Minato City, with live-in residence here (excluding cases where resident registration cannot be made for unavoidable reasons). |
| 2 | The child on the enrollment application is in a low school grade |
| 3 | Single-parent households/no-parent households |
| 4 | Households with individuals with an illness |
| 5 | Households with disabled individuals (including disability of the child on the enrollment application) |
| 6 | Working households |
| 7 | Children with higher rates of attendance during the previous fiscal year (Sep to Nov period set as standard)*1 |
| 8 | When a child in the same household has already been selected for the same Pupils' Club |
| 9 | Households that have submitted applications for two or more children |
| 10 | Households caring for many children under elementary school age |
| 11 | Households with many years of residence in Minato City (*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). |

***1. Priority item 7 is an excluded item in the admissions selection for FY2021 (as a special circumstance due to measures to prevent the spread of novel coronavirus infection).**

Q&A

Q Will I be able to use the Pupils' Club soon after applying for enrollment?

A It takes about two weeks from the date of application to the date of approved use, as we need to check the documents submitted and go through the selection process.

Q Can I apply for the Pupils' Club even if the total number of working hours does not exceed 48 hours per month?

A Those whose working hours do not exceed 48 hours per month are not eligible to apply.

Q I would like to use the Pupils' Club only during the summer holidays. Can I apply?

A Applications to use the Pupils' Club only during the summer holidays are accepted if there are spaces available at the Pupils' Club that you wish to enroll in.

Q What is the calculation method of grade points for international school students?

A Adjustment index of grade is decided according to Japanese school system.

Q Will the IC tag for the Pupils' Club Check-in System (Mimamorume) have any impact on medical equipment?

A It uses a considerably lower radio wave than the PHS used on the sites of medical treatment, so will not have any impact on medical equipment.

Q I did not use the Pupils' Club even once during the month. Will I still have to pay for the childcare fees?

A Regardless of the number of days that the child attends the Pupils' Club for, childcare fees have to be paid as long as the child is enrolled in the Club.

Q With regard to childcare fees, will the information on the bank transfer that I made arrangements for last year be passed on to this year?

A Information for the child whom you applied for bank transfer for, will be passed on.

Q With regard to childcare fees, will the exemption information that I submitted in my application for the previous fiscal year continue to be applicable this year?

A Exemption information for the previous fiscal year will not continue to be applicable. It is necessary to submit a fresh application each fiscal year.

Q The column for the childcare fee exemption on p.3 indicates households that were not taxed on municipal tax last year. What happens if taxes are imposed for the current fiscal year in June 2021?

A Decision is made based on tax information for the previous fiscal year from April to August (FY2020), and for the current fiscal year from September to March the following year (FY2021).

Q What is the approximate level of income for a low-income household (those at the level of households receiving public welfare assistance)?

A This system was developed based on the same approach as the schooling assistance system. Those with household income during 2020 that is below the baseline income level are eligible. An example of the type of eligible household is shown below. Households with children attending private schools or international schools are also eligible.

(Example for FY2020)

| No. of persons in the household | Family composition (model cases) | Estimated base income |
|---------------------------------|---|--------------------------------|
| 2 | Mother (30 years old), child (First grade of elementary school = 6 years old) | Below approx. 2.97 million yen |
| 3 | Father (35 years old), mother (30 years old), child (Second grade of elementary school = 7 years old) | Below approx. 3.62 million yen |
| 4 | Father (40 years old), mother (35 years old), two children (First year of junior high=12 years old, third grade of elementary school = 8 years old) | Below approx. 4.36 million yen |
| 5 | Father (40 years old), mother (40 years old), three children (Second year of junior high=13 years old, fourth grade of elementary school=9 years old, 2 years old) | Below approx. 4.97 million yen |
| 6 | Father (45 years old), mother (40 years old), grandmother (70 years old), three children (Third year of junior high=14 years old, fifth grade of elementary school = 10 years old, 5 years old) | Below approx. 5.48 million yen |

*Please be advised that figures for FY2021 are subject to changes.

Inquiries

Application and interview bookings are accepted at the Pupils' Clubs, so please contact the Pupils' Club that you wish to enroll in directly if you have any inquiries about enrollment. (Please refer to the list of Pupils' Clubs in Minato City for FY2021 for the telephone numbers.)

7F Minato City Hall, 1-5-25, Shibakoen, Minato-ku Tel: 03-3578-2426
Child and Family Subsection, Child and Family Section, Child and Family Support Department