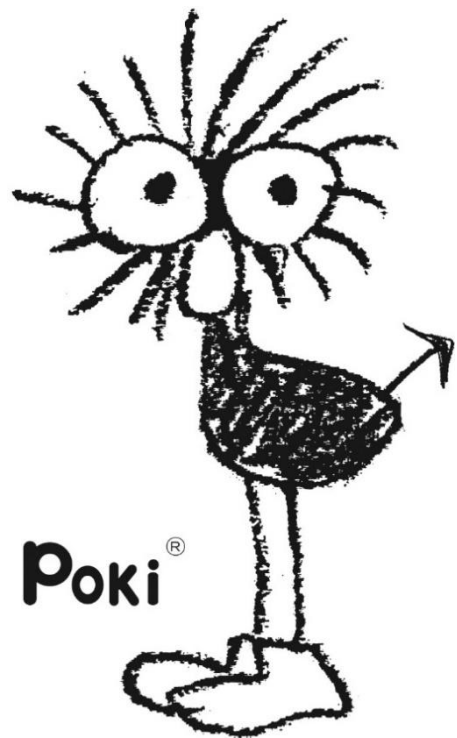


For entrance in fiscal 2025

After-School Program Entrance Guide



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Website <http://www.city.mitaka.lg.jp>

When applying for the after-school program, please read this Entrance Guide and review all contents prior to application.

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Documents included

Mitaka City After-School Program Entrance Application [three copies]	1 set
Paper for affixing My Number-related documents	1 sheet
Proof of employment form	2 sheets

* If you would like to use the Excel version, please download it from the Mitaka City website.

After-School Program Entrance Application Confirmation Form	1 sheet
Documents on Level of Understanding (for children with disabilities)	1 sheet

- Other related formats

Please download the following documents from the Mitaka City website.

- Proof of return to employment

All formats related to after-school program entrance applications can be downloaded from the Mitaka City website. All documents not included in this entrance guide must be downloaded.

URL : https://www.city.mitaka.lg.jp/c_service/110/110228.html

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検索

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Main differences from previous fiscal year

1 On the opening of Dai-ichi Elementary After-School Program C (tentative)

The Dai-ichi Elementary After-School Program C (tentative) is scheduled to be open in April 2025. Accordingly, there will be a change to the commuting zone for Dai-ichi Elementary After-School Program B. Please refer to the “List of after-school program zones” on pages 33 and 34 when making your application.

2 On zones

There will be changes to the commuting zones for Minamiura Elementary After-School Program B, Kitano Elementary After-School Program AB, and Renjaku Gakuen After-School Program. Please refer to the “List of after-school program zones” on pages 33 and 34 when making your application.

3 On proof of employment

We use the proof of employment form created by the Children and Families Agency (standard format). The content is different from the form used for entrance in fiscal 2024, so be sure to use the proof of employment form created by the Children and Families Agency (standard format). (Continuing from last fiscal year, this is the same “proof of employment form” used for nursery schools, etc.)

The section in charge of after-school program applications is different from the section in charge of nursery school applications. Please submit your documents to the correct section. Moreover, with changes to the format of proof of employment, applicants must now submit documents proving qualifications if they are a “qualified nursery teacher or kindergarten teacher and are employed at applicable facilities” or a “care worker employed at a nursing facility in Mitaka City.” (For details, please see Documents confirming the guardian’s situation, etc., on pages 14–16.)

4 On reception of applications

Please see below changes regarding where applications for entrance in fiscal 2025 are accepted.

- Applications during preliminary reception will only be accepted by mail or in the submission box located in the Children and Youth Section.

Send your application by mail or drop it in the application box at the Children and Youth Section.

- * The counter at the Children and Youth Section will not receive or screen applications.
- * The application boxes at after-school programs will not receive applications.
- Secondary reception and reception throughout the year
 - Electronic applications on the city’s website
 - * Please note applications sent by mail or brought to the counter will not be accepted.

5 Documents to be submitted

Applicants who work outside of their home but cannot prove their work location on the proof of (expected) employment form (including applicants who have a home office, etc., but work outside the home 12 or more days a month) no longer need to submit a “copy of a document showing they work outside of the home 12 or more days a month.” Whether they work inside or outside of the home will be confirmed on the “employment location” of the “proof of employment form.”

1 Overview of after-school programs

1 After-school programs

After-school programs are facilities that offer appropriate space for play and activities for elementary school children who cannot be sufficiently cared for at home due to the guardian's employment or illness, etc., and that aim to support the healthy development of the children. In Mitaka City the programs are for first to third grade elementary school students (and fourth grade students with disabilities).

After-school programs in Mitaka City are established by the city (see page 32 for a list) and managed and operated by designated managers appointed by Mitaka City, according to the Mitaka City After-School Program Ordinance.

2 Days of operation

After-school programs are open Monday to Saturday.

(Closed)

- ① Sundays
- ② Holidays established in the Public Holiday Law
- ③ Year-end and New Years (December 29 – January 3)
- ④ Temporary closures established by the mayor as necessary

3 Childcare times

Regular childcare times

School days (Monday to Friday)	After-school – 6:00 p.m.
Non-school days (Saturdays, long breaks, etc.)	8:30 a.m. – 6:00 p.m.

Extended childcare times

School days (Monday to Friday)	6:00 p.m. – 7:00 p.m.
Non-school days (Saturdays, long breaks, etc.)	8:00 a.m. – 8:30 a.m. 6:00 p.m. – 7:00 p.m.

	8:00 a.m.	8:30 a.m.	after-school	6:00 p.m.	7:00 p.m.
School days			Regular	Extended	
Non-school days	Extended	Regular childcare times		Extended	

* If the child enters the facility before 8:30 a.m. or is still within the facility after 6:00 p.m., extended childcare fees will be incurred. Please be careful of when the child enters and leaves the facility.

4 Content of childcare

- (1) This is a space for group activities centered around after-school play.
- (2) Children of different grades engage in activities together as friends.
- (3) Group activities help children develop healthy social skills.
- (4) Two or more after-school childcare support staff (after-school program instructors) will care for the children with consideration to health, safety, emotional development and lifestyle habits, etc.

5 Childcare fees, etc.

- (1) Pricing, etc.

	Price	Payment method	Payment deadline
Childcare fee	6,000 yen per month	Bank transfer (Collected by city)	Last day of every month
Extended childcare fee	200 yen per every 30 minutes		Last day of the next month
Snack fee	1,500 yen per month	Bank transfer (Collected by after-school program)	Differs by each after-school program

* Childcare fees and snack fees are paid per month, and are not prorated by the number of days used.

* The childcare fee of 6,000 yen must be paid for each month, even if the child enters the program or withdraws from the program mid-month. There are no refunds, etc.

* Childcare fees and snack fees must be paid by different payment methods.

* **A revision to childcare fees, etc., for fiscal year 2025 is under consideration.**

- (2) Payment method (childcare fees and extended childcare fees)

- A) In general, childcare fees shall be paid by bank transfer. The bank transfer shall occur on the last day of each month (if the financial institute is closed on the last day of the month, the next business day).
- B) If bank transfer is not possible, you will be sent a payment notice. Please be sure to make a payment by the payment deadline at a financial institute, etc., listed on the payment notice.
- C) If extended childcare is used, you must pay at a financial institute, etc., according to the amount used by the last day of the next month.

(3) Reductions and exemptions of childcare fees, etc.

A) Conditions for reductions or exemptions

① Childcare fee

Conditions		Amount of reduction/exemption
1	Households that have two or more children in the program	Per child, starting with the second child 2,500 yen reduction per month
2	Households that are issued the Children's Medical Expenses Subsidy System certificate, such as single-parent households	2,500 yen reduction per month
3	Households that receive public assistance	Full exemption
4	Households that receive assistance under the Act on Measures on Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan for Remaining Japanese in China and their Spouses	Full exemption
5	Households exempt from municipal taxes in fiscal 2024	Full exemption
6	Households that only paid per capita rate of municipal taxes in fiscal 2024	2,500 yen reduction per month

② Extended childcare fee

If the above conditions 3, 4 or 5 in the above “(1) Childcare fees” apply, extended childcare fees are also fully exempt.

[Exemption of snack fees]

If the above conditions 3, 4 or 5 in the above “(1) Childcare fees” apply, snack fees are also fully exempt.

B) How to apply

For details on applying for reductions and exemptions, please see documents included with the notification of acceptance to the program.

C) Notes

- ① Applications for reductions and exemptions are to be made each fiscal year. Even if you received reductions or exemptions the previous fiscal year, you will need to submit the reduction and exemption application again.
- ② Reductions and exemptions will be applicable to the month in which the application is received. Reductions and exemptions will not be applied retroactively. If received by mail, the application date (reception date) will be the date the application is delivered to the City Hall. Please note the starting month of the reduction or exemption will depend on the application date.
- ③ Multiple applications will not be accepted, even if the household applies to two or more of the conditions for reduction or exemption.
- ④ If the reason for reduction or exemption no longer applies due to changes in the household situation or taxation, the full childcare fees will be paid by said household starting the next month after the changes occurred.
- ⑤ If the reason (condition) for reduction or exemption changes, it will be necessary to reapply for reduction or exemption.
- ⑥ Contents of reduction and exemption are subject to change.

6 Extended childcare times

(1) Conditions for use, etc.

- A) Conditions for using extended childcare times are the guardian's employment or illness, etc.
- B) If using the extended childcare time after 6:00 p.m., the guardian, etc., must pick up the child. There are no dinner or snacks.
- C) Extended childcare time will not run if there are no applicants.

(2) Extended childcare fees and applications

A) Extended childcare fee

Usage category	Extended childcare fee
(1) 8:00 a.m. – 8:30 a.m.	200 yen per child
(2) 6:00 p.m. – 6:30 p.m.	200 yen per child
(3) 6:00 p.m. – 7:00 p.m.	400 yen per child

* On maximum amounts

- A) If the extended childcare fee of category (1) exceeds 2,000 yen for one child in one month, the fee shall be 2,000 yen.
- B) If the extended childcare fee of category (2) and (3) exceeds 4,000 yen for one child in one month, the fee shall be 4,000 yen.
- C) If the total of [A] and [B] exceeds 5,000 yen for one child in one month, the fee shall be 5,000 yen.
- B) The usage per month will be checked and billed separately by the Children and Youth Section. Please pay by bank transfer or payment notice.
- C) If you would like to use the extended childcare time, please fill out the "Mitaka City After-School Program Extended Childcare Expected and Actual Usage Chart" distributed by the after school programs, and submit to the after-school program.
- D) If a child enters the facility before 8:30 a.m. or is still in the facility after 6:00 p.m., this will qualify as extended childcare even if you have not applied in advance, and extended childcare fees will be incurred.

*** A revision to extended childcare fees for fiscal year 2025 is under consideration.**

(3) How to check your usage of extended childcare

A) Checking usage of the 8:00 – 8:30 a.m. time

The "usage of morning extended childcare" will be clearly noted in correspondence notebooks.

B) Checking usage of the 6:00 p.m. – 7:00 p.m. time

When picking up your child, please sign the "Mitaka City After-School Program Extended Childcare Expected and Actual Usage Chart."

2 Entrance requirements

1 Children who are eligible for after-school programs

First to third grade elementary school students (and fourth grade students with disabilities) who apply to all below items are eligible to apply for the program.

- (1) Children who are, in general, residents of Mitaka City
* Children who are expecting to move to Mitaka City can also apply.
- (2) Children who cannot be sufficiently cared for (supported) at home due to the guardian's employment, illness or other reason
* The guardian's situation depends on "2 Guardian situations."
- (3) Children who are healthy and can participate in group activities

* Conditions for children with disabilities differ. Please be sure to see "6 On applications for children with disabilities" on page 18. (Fourth grade students with disabilities must have attended the after-school program during their third grade year to qualify.)

2 Guardian's situation

Situations in which a child cannot be sufficiently cared for (supported) at home due to the guardian's employment or illness, etc., shall mean the child cannot be cared for more than **12 or more days a month, and four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.)** due to situations listed in the below chart. Please also refer to the "Mitaka City after-school program screening index chart" (pages 29–31).

Guardian's situation	Conditions
Employment (Including expected employment)	<p>The days of employment must be three or more days a week, or 12 or more days a month, and the hours of employment are four or more hours a day, with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m. (must be working after 4:00 p.m.)</p> <ul style="list-style-type: none"> ※ Hours of employment are according to employment regulations, including breaks. If using a reduced working hours system, hours of employment are according to the reduced working hours. ※ Hours of employment do not include commuting or overtime. ※ Please care for your child at home if you are on childcare leave. (If you are on prenatal and maternity leave, your child can continue to use the program.) <p><u>However, even if you are on childcare leave, if you are able to return to employment by the end of August 2025, you can apply during preliminary and secondary receptions. Your child will start the program on the 1st day of the month prior to the month in which you will return to work.</u></p>
Illness or disability	If there is limitation to caring for the child at home

Guardian's situation	Conditions
Nursing or care giving	Days requiring nursing or care giving are three or more days a week, or 12 or more days a month, and four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.).
Attending school or skills training (including expecting)	Days attending school or skills training are three or more days a week, or 12 or more days a month, and the hours are four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.) ※ * Does not include commuting.
Seeking employment	Currently seeking employment, requiring three or more days a week, or 12 or more days a month, and four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.). ※ <u>Please start working within three months after entering the after-school program, and submit proof of employment within three months.</u> ※ <u>* This condition can only be used once a year for entering the program.</u>
Other	Cases in which it is deemed the child cannot be sufficiently cared for (supported) at home

The above conditions must apply to guardians as well as family members living with the child (family members other than students who live with the child, such as grandparents). Moreover, this does not apply to members who are younger than 18 or 65 or older at the time of acceptance to the program (excluding the guardian).

3 After-school programs that can be applied to

Considering the safety and healthy development of the child, your address determines the after-school programs you can apply to. Please refer to the “List of after-school program zones” (pages 33–34) when making your application.

If you are expecting to change designated schools, please apply to the after-school program according to the new school (see page 35).

However, if you are not accepted to the after-school program according to your address, you may be accepted to the after-school program of the school your child attends, a different after-school program from your address, or branch facility (transferred to A, B, C, D or branch facility, etc.).

If your child is accepted to an after-school program different from your address or to a branch facility, there will be no changes to the after-school program for the child during the remainder of the fiscal year, even if there is an opening in the after-school program according to your address. Furthermore, in the next fiscal year, you must apply according to the “List of after-school program zones.”

[Notes]

- ◇ Depending on the entrance application situation, a “branch facility” may be established with collaboration with schools, etc. In this case, please note that a child may be accepted to the prepared “branch facility” rather than an after-school program listed in the “List of after-school program zones.”

3 Entrance process (for entrance on April 1)

Entrance Guide distributed mid-September 2024



Location of distribution: Children and Youth Section, Children's Policy Division (City Hall 4th floor)
Mitaka City Social Welfare Council Office, municipal office counters, After-school programs within the city, public and private nursery schools within the city, kindergartens within the city
* It can also be downloaded from the Mitaka City website.

Preliminary reception

Postmarked October 1 (Tue) – October 21 (Mon), 2024, is accepted

Secondary reception (electronic applications)

December 2 (Mon), 2024 – January 5 (Sun), 2025

Reception throughout the year (electronic applications)

February 1 (Sat), 2024, and after

On applications for children with disabilities, please see “6 On applications for children with disabilities” (pages 18–21).

If there are any deficiencies in the documents

After receiving the application, you will be sent a “Confirmation slip for deficiency in after-school program entrance application.” Please resubmit the documents that had deficiencies by the deadline noted in the slip (different from the reception period).



For details on application periods and application methods, please see “4 Entrance applications” (page 10).

* Please read the information in this Entrance Guide before making an application.

* Your application cannot be screened if there are any deficiencies in the documents, so please read this Entrance Guide carefully.

The preliminary screening will be conducted on applications received during the preliminary reception.

Preliminary screening (evaluation, confirmation)

After the preliminary reception period



Entrance screening will be conducted according to the maximum number of students each after-school program can accept. Please see “5 Entrance screening” (page 17) for details.

Acceptance

If you are not accepted, you will be put on the waiting list for the after-school program you applied for.

The order of the waiting list is according to each applicant's entrance screening index score.



Shipment of results of entrance screening (preliminary screening)
early February 2025

Secondary screening (evaluation, confirmation) The secondary screening will be conducted on applications received during the secondary reception.



Evaluation, confirmation and screening will be conducted as with the preliminary screening. However, if the maximum number of students is already reached with preliminary screening, applicants will be put on the waiting list. Furthermore, depending on the situation of the secondary applications, applicants may be put on the waiting list. Secondary screening applicants put on the waiting list will be after preliminary screening applicants on the waiting list.

Shipment of results of entrance screening (secondary screening)
mid-February 2025

Reception of applications throughout the year
February 1 (Sat), 2025, and after



Applicants who make an application by the secondary reception period are given priority.
If you wish to join the program on April 1 of the new fiscal year, please apply by February 28 (Fri).
Moreover, as with the secondary screening, if the maximum number of students has already been reached, applicants will be put on the waiting list.

Shipment of results of entrance screening (reception throughout the year)
mid-March 2025 and after

Entrance information session
held at each after-school program
facility

Expected to be held on March 1 (Sat), 2025



Entrance

The child joins the program on April 1 (Tue), 2025.

4 Entrance applications

*** On entrance applications for children with disabilities, please also see page 18.**

*** Children currently attending the program must apply anew (be screened) each year.**

*** On applications for children with disabilities, please also see “6 On applications for children with disabilities” (page 18).**

- During preliminary and secondary receptions, we will accept applications from those who wish to join the program on April 1, 2025.

If you are on childcare leave, you can apply only if you are able to return to employment by the end of August 2025. Applicants will be screened during the preliminary and secondary screening, but the child will join the program on the first day of the month prior to the month returning to work. Moreover, please submit the “proof of employment form” within one month after returning to work.

If your childcare leave is extended after making an application, etc., and you are not sure when you will be returning to work, you must cancel your application. Once the date of your return to employment is established, please submit another application.

- Before submitting an application, please make sure you have no delinquency in payments, including for the child’s siblings. If you are delinquent in payment, you will be put on the waiting list.

1 Documents necessary for applications (preliminary reception)

Please put the documents in an envelope. (You may use the envelope this Entrance Guide came in.)

- (1) Mitaka City After-School Program Entrance Application [three copies]

* If downloaded from the Mitaka City website, one sheet is acceptable.

- (2) Paper for affixing My Number-related documents

- (3) Documents confirming the situation of guardians, etc.

Documents are necessary for guardians and all adults living with the child (including family members other than students who live with the child, such as grandparents). Moreover, this does not apply to members who are younger than 18 or 65 or older at the time of acceptance to the program (excluding the guardian).

- (4) After-School Program Entrance Application Confirmation Form

Documents necessary for entrance applications are included with this Entrance Guide, and can also be downloaded from the Mitaka City website.

Mitaka City website -> Childcare and education -> School and Education “School daycare centers”



2 Preliminary reception (for entrance on April 1)

Period		October 1 (Tue) – October 21 (Mon), 2024
Application method Please apply using one of the below methods.	By mail	Mail to the Children and Youth Section by the end of the application period. *Postmarked October 21 (Mon) is accepted *This means the postmarked date, not the date it is dropped in a mailbox. Please be careful.
	In person	Drop in the after-school program application box [Locations] Fourth floor of City Hall main building, Children and Youth Section counter (counter #41) [Available times] Weekdays 8:30 a.m. – 5:00 p.m. * Even when submitted in person, the counter at the Children and Youth Section will not receive or screen applications. * After-school programs will not receive applications.

[Notes]

- (1) Preliminary screening will be carried out on applications received during the preliminary reception period based on the screening index chart (see pages 29–31). (Not a first-come, first-served basis)
- (2) If you are applying for multiple children, please attach the original document confirming your situation on one of the children's application. For the other child's/children's applications, copies will suffice.
- (3) If there are deficiencies with the application content, etc., you may be contacted by phone.
- (4) The deadline for the preliminary reception is October 21 (Mon). If sending my mail, postmarked October 21 (Mon) will be accepted. Please note this is not the date it was dropped in the mailbox. If the application is postmarked after the deadline, it will not be accepted for any reason. Please apply again during the secondary reception.
- (5) Please put the documents in an envelope. (You may use the envelope this Entrance Guide came in.)

3 Secondary reception (for entrance on April 1)

Period	December 2 (Mon), 2024 – January 5 (Sun), 2025
Application method	Electronic applications on the city's website

[Notes]

- (1) Secondary screening will be carried out on applications received during the secondary reception, after the preliminary reception. (Not on a first-come, first-served basis)
- (2) If the maximum number of students has already been reached during the preliminary reception, applicants will be put on the waiting list.
- (3) For electronic applications also, similar documents confirming the guardian's situation will be necessary for the entrance application.

* Applications for secondary reception and reception throughout the year will be accepted via electronic applications on the Mitaka City website.

Details will be listed on the Mitaka City website around November.

See details on secondary reception and reception throughout the year here.

Mitaka City website -> Childcare and Education -> School and Education "School daycare centers" -> About 2025 schoolchild nursery school entrance reception desk (the second and occasional)



4 Reception throughout the year

Applications for entrance on April 1, 2025	February 1 (Sat) – February 28 (Fri), 2025
Applications for entrance on April 16, 2025, or after	March 1 (Sat), 2025, and after
Application method	Electronic applications on the city's website

Date application is received	Expected entrance date	Notes
1st–15th of the month	1st of the following month	If the program is closed on the expected entrance date, the following open date
16th–31st of the month	16th of the following month	

* For applications between March 1 (Sat) and 31 (Mon), 2025, the expected entrance date is April 16.

*For details on the application schedule, please see page 36.

[Notes]

- (1) Applications throughout the year will be received and screened on a first-come, first-serve basis. If multiple applications are received on the same day, screening will be held within that received date.
- (2) If the maximum number of students has already been reached during the preliminary and secondary receptions, applicants will be put on the waiting list.
- (3) For entrance throughout the year, applicants will be given an information session separately before the date of entrance. The after-school program that will accept your child will contact you regarding the date, time and location of the information session after entrance has been confirmed.

* As with secondary reception, applications for reception throughout the year will be accepted via electronic applications on the Mitaka City website.

Details will be listed on the Mitaka City website around November.

See details on secondary reception and reception throughout the year here.

Mitaka City website -> Childcare and Education -> School and Education "School daycare centers" -> About 2025 schoolchild nursery school entrance reception desk (the second and occasional)



Documents confirming the situation of guardians, etc.

* Documents are necessary for the father, mother and all family members aged 18 to 64 who live with the child, excluding students.

* Also submit additional documents as needed.

Guardian's situation	Necessary documents
Common	<p><u>Applicants planning to move</u></p> <p>- Copy of contract/lease, etc., that verifies the new address (Portion that shows the new address, name of signatory, expected move-in date, etc.)</p>
Employment	<p><u>All applicable</u></p> <p>Proof of employment form</p> <p>Please receive proof from your employer. Depending on the content, it may be necessary to contact your employer.</p> <p>* If you are applying while on childcare leave, you must include the expected date of return to employment, which must be by the end of August, 2025. Moreover, please submit the “proof of employment form” within one month after returning to work.</p> <p>* If there will be changes to your employment situation after April 1, 2025, please also include the expected employment situation.</p>
	<p><u>[Additional documents A]</u></p> <p><u>Self-employed or representative</u></p> <p>Copy of document that objectively shows the person is self-employed (Please submit one of the documents listed below.)</p> <p>- Final tax return or withholding tax slip (newest at the time of application), certificate of commercial registration, notification of opening a personal business, outsourcing agreement, business license, etc.</p>
	<p><u>[Additional documents B]</u></p> <p><u>If work hours are irregular</u></p> <p>- Copy of shift schedule or other document showing the actual situation of employment (most recent month)</p>
	<p><u>[Additional documents C]</u></p> <p><u>If the person is a qualified nursery teacher or licensed kindergarten teacher and is employed at applicable facilities</u></p> <p>- Copy of qualified nursery teacher credential - Copy of kindergarten teacher license</p>
	<p><u>[Additional documents D]</u></p> <p><u>If the person is a care worker employed at a nursing facility in Mitaka City</u></p> <p>- Copy of certified care worker registration certificate - Copy of certificate of completion of care worker induction training - Copy of certificate of completion of care worker practical training</p>

* Applicants with submission of additional documents C and D in the proof of employment documents will be given higher priority in the after-school program entrance screening. If they are not submitted, the application is not considered deficient.

Guardian's situation	Necessary documents
Illness or disability	<p><u>Persons with a physical disability certificate, etc.</u></p> <p>No documents need to be submitted. If you are planning on moving to the area from outside the city, please submit a copy of the certificate.</p> <p>* Include the person's disability grade in the field for place of employment/school (year) on the entrance application.</p>
	<p><u>Persons without a physical disability certificate, etc.</u></p> <p>- Medical certificate from a doctor (within the last three months)</p> <p>* It must be noted there is limitation to caring for the child at home.</p>
Nursing or care giving	<p><u>All applicable</u></p> <p>- Copy of document showing the person is nursing or care giving, and showing the person's schedule</p>
	<p>[Additional documents A]</p> <p><u>If the person receiving nursing/care does not live in the same household</u></p> <p><u>If the person receiving nursing/care lives in the same household and does not have a physical disability certificate, etc.</u></p> <p>(Please submit one of the documents listed below.)</p> <p>- Medical certificate from a doctor for the person receiving nursing/care (within the last three months)</p> <p>- Copy of physical disability certificate, etc.</p> <p>- Long-term care insurance certificate, etc.</p>
	<p>[Additional documents B]</p> <p><u>If the person receiving nursing/care lives in the same household and has a physical disability certificate, etc.</u></p> <p>No documents need to be submitted.</p>
Attending school / skills training	<p><u>All applicable</u></p> <p>- Copy of certificate of enrollment or notification of acceptance</p> <p>- Copy of document showing class curriculum (class schedule)</p>
Seeking employment	<p><u>All applicable</u></p> <p>- Copy of Hello Work slip (issued by Hello Work), etc.</p> <p>* When employment is found, please promptly submit proof of (expected) employment</p> <p>Depending on the date of submission, your index score may differ.</p> <p>* <u>Please start working within three months after entering the after-school program, and submit proof of (expected) employment within three months.</u></p>

- Proof of employment is necessary for guardians and all family members who live with the child, are employed, and are ages 18 to 64 as of April 1, 2025, except students. Please be sure to receive proof from your employer.
- If you are on the waiting list and you are accepted after some time has passed, you may be asked to resubmit documents confirming the guardian's situation (proof of employment, etc.).
- If there are changes to the guardian's situation, please promptly submit necessary documents (see pages 14 and 15).
- We may confirm with the issuer of the proof of employment form (entity giving proof) regarding the content.
- If you are applying for two or more children from the same household, the "Paper for affixing My Number-related documents" and "Documents confirming the guardian's situation" can be copies for one of them. The "Mitaka City After-School Program Entrance Application (three copies)" and "After-School Program Entrance Application Confirmation Form" are required for all children.
- We may ask for additional documents to better understand the situation of the person's employment, etc. If there are missing documents or deficiencies in the documents, the application will not be screened until the deficiencies are corrected.
If the additional documents are not submitted within the assigned period and the application cannot be screened, the child will not be accepted to the program.
- Applications with the use of correction pens or erasable pens will not be accepted.
- On applications for children with disabilities, please see pages 18–21.

Documents necessary for entrance applications are included with this Entrance Guide, and can also be downloaded from the Mitaka City website.

Mitaka City website -> Childcare and education -> School and Education "School daycare centers"



5 Entrance screening

1 Screening of entrance requirements

Applications will be screened on whether or not they meet requirements based on the content of the application form and the submitted documents such as proof documents. If necessary, we may contact you to confirm a matter or ask you to submit additional documents.

Moreover, if it becomes known that the content of the application form or attached documents do not represent the true situation of the applicant, the child will be withdrawn from the program or their acceptance will be cancelled. Be sure to check the content well before submitting.

If you are delinquent in paying after-school program fees, including for the child's siblings, you will be put on the waiting list. If you would like to check whether or not you are delinquent, please contact the Children and Youth Section.

2 Screening to determine order of priority

In the screening to determine order of priority, the content of entrance applications will be given scores according to the "Mitaka City After-School Program Screening Index Chart" (see pages 29–31), and applications with higher scores will be accepted first.

After the entrance requirement screening is completed and the screening to determine order of priority is being conducted, if the maximum number of children is reached, some applications may be put on the waiting list. The order of applicants on the waiting list will be determined in the screening to determine order of priority.

3 If there are delinquencies in payment of childcare fees

If there are delinquencies in payment of childcare fees, the applicant will be put on the waiting list regardless of the score of the entrance screening. Applicants who will be put on the waiting list can expect to be notified according to the below schedule.

[Target Period] **Delinquency for use of program up to September 2024 (childcare fees and extended childcare fees)**

[Notification to the person applicable (delinquent)]

Use of program in fiscal 2023 and before	Sent in mid-August
Use of program in April to June of 2024	To be sent in mid-September
Use of program in July to September of 2024	To be sent in mid-December

* Bank withdrawals for September 2024 will be on Monday, September 30 (childcare fees) and Thursday, October 31 (extended childcare fees). Please make sure there is enough money in your account.

6 On applications for children with disabilities

Mitaka City generally accepts up to two children with disabilities who require special support to each after-school program. The childcare provided will be the same group activities as the other children in regular schools. There will be no special program provided for children with disabilities, therefore children who can adapt to the program will be accepted. In general, children with disabilities must be dropped off and picked up by a guardian, etc.

*If the child requires medical care, please consult with the Children and Youth Section in advance.

1 Children who are eligible for after-school programs

In addition to the items under “1 Children who are eligible for after-school programs” on page 6, children with disabilities must also apply to the below items to be eligible for after-school programs.

(1) Children who are capable of joining group activities with other children at the after-school program

(2) Children who are in elementary fourth grade or younger. However, fourth grade children must have attended the after-school program in their third grade also.

(3) Children who can commute to the program themselves or whose guardian or other adult can drop them off and pick them up.

(4) Children who apply to one of the below (A)–(C):

A) Children who attend or plan to attend special needs classes or schools

B) Children with a physical disability certificate or intellectual disability certificate (Ai-no-Techo)

C) Children who are deemed by the mayor to require care

2 Maximum number of children with disabilities

In general, each after-school program can accept two children with disabilities.

3 Documents required for entrance

Please put the documents in an envelope. (You may use the envelope this Entrance Guide came in.)

(1) Mitaka City After-School Program Entrance Application [three copies]

* If downloaded from the Mitaka City website, one sheet is acceptable.

(2) Paper for affixing My Number-related documents

(3) Documents confirming the situation of guardians, etc. (see pages 14 and 15)

Documents are necessary for guardians and all adults living with the child (including family members other than students who live with the child, such as grandparents). Moreover, this does not apply to members who are younger than 18 or 65 or older as of April 1, 2024 (excluding the guardian).

(4) After-School Program Entrance Application Confirmation Form

(5) **Documents on level of understanding (A3 size, both sides)**

Documents necessary for entrance applications are included with this Entrance Guide, and can also be downloaded from the Mitaka City website.

Mitaka City website -> Childcare and education -> School and
Education “School daycare centers”



4 Reception period, etc. (for entrance on April 1)

Period		October 1 (Tue) – October 21 (Mon), 2024
Application method	By mail	Mail to the Children and Youth Section by the end of the application period. *Postmarked October 21 (Mon) is accepted
Please apply using one of the below methods.	In person	Drop in the after-school program application box [Locations] Fourth floor of City Hall main building, Children and Youth Section counter (counter #41) [Available times] Weekdays 8:30 a.m. – 5:00 p.m.

*Screening for children with disabilities includes preliminary evaluations and trial attendance of the after-school program. For these reasons, please apply during the above period.

If the application is submitted after the above period, it will take an extra month or so to accommodate the individual preliminary evaluation, etc.

Please consult in advance.

* If applying after the above period, please use the electronic application.

Please see “Secondary reception” on page 12 for details.

5 Entrance process (for entrance on April 1)


After confirming the child meets all entrance requirements, there will be an evaluation to see whether the child can join in group activities at the after-school program.

Furthermore, if the maximum number of children is reached, you may be put on the waiting list.


Entrance application (for entrance on April 1, 2025)

October 1 (Tue) – October 21 (Mon), 2024

If you are concerned about sending by mail, please drop the application into the application box at the Children and Youth Section within the application period.


- 
- * Please only apply if you consent to the content of this Entrance Guide.
 - * Please note, if there are deficiencies in the documents at reception, the application cannot be screened until the deficiencies are corrected.

Entrance screening (evaluation, confirmation)



We will evaluate the applicant's situation that makes it difficult to sufficiently care for (support) the child at home, etc.

Entrance screening meeting



A conference comprising the city's staff and after-school childcare support staff, etc., will meet and discuss whether or not the child can be accepted. If you are delinquent in payment, you will be put on the waiting list. Please be careful of your payment situation.

(1) Preliminary evaluations (around early November – mid-December)

* For new applications

An after-school childcare support staff will observe the child's behavior at the facility they attend (nursery school, kindergarten, elementary school, etc.), or will contact you.

(2) Trial attendance (mid-December – mid-January)

* For new applications

The parent and child will attend the after-school program for a one-day trial, for the guardian to understand the after-school program and for the after-school program to observe the child's behavior. The program staff and guardian will consider together whether the child can enter the program.

(3) Entrance decision conference

Based on the preliminary evaluations and trial attendance, this conference will determine whether the child can enter the program and which program to enter.

* If the child already attends an after-school program at the time of application, steps (1) and (2) will generally be skipped. The child's behavior at the after-school program will be referenced.

Shipment of results of entrance screening
early February 2025



You will be notified the results of the entrance decision conference
(whether the child is accepted or not)

Entrance information session
held at each after-school program facility

Expected to be held on March 1
(Sat), 2025



Entrance

The child joins the program on April 1 (Tue), 2025.

7 Entrance acceptance period

1 Entrance acceptance period

When accepted, the child will be accepted for the period in which it can be confirmed that the child cannot be sufficiently cared for at home, according to the submitted documents such as the proof of employment form, etc., starting from the date of entrance up to the end of the fiscal year (March 31, 2026).

If you wish to continue using the program the next year, you will need to apply again.

Applicants who apply during the preliminary reception and secondary reception will start the program on Tuesday, April 1, 2025. (Applicants on childcare leave will enter the program on the 1st of the month prior to the month the guardian returns to work. However, if the childcare leave is extended after making the application, etc. and you are not sure when you will be returning to work, you must cancel your application. Once the date of your return to employment is established, please submit another application.)

2 Changes after entrance

If there are any changes to the content of the documents submitted at application after the child enters the program, promptly notify the after-school program or the Children and Youth Section.

If there are any changes to the reason why the child cannot be sufficiently cared for at home, the entrance requirements need to be reconfirmed, so be sure to submit documents related to the content of the change and follow the necessary procedures.

* If the necessary documents are not submitted, the child will no longer be able to attend the program.

List of documents to be submitted if the guardian's situation changes

Content of change	Documents to submit	Notes
From childcare leave or leave from work, to return to employment	Proof of return to employment form	
Change of employment conditions within the same workplace	Proof of employment form	If work hours are irregular, also submit documents showing the actual employment situation such as shift schedule. (most recent month)
Job change (for applicants employed by a company, organization or private business, etc.)	Proof of employment form	
Job change (became self-employed)	(1) Proof of employment form (2) Document that objectively shows the person is self-employed (notification of opening a business, outsourcing agreement, etc.)	
Became ill or injured	Medical certificate from a doctor (noting the guardian cannot care for the child)	

Content of change	Documents to submit	Notes
Is now nursing or care giving	(1) Copy of document showing the person is nursing or care giving, and showing the person's schedule (2) Medical certificate from a doctor for the person receiving nursing/care	
Is now attending school or skills training	(1) Certificate of enrollment (2) Copy of document showing class curriculum	
Is now seeking employment	Copy of Hello Work slip (issued by Hello Work), etc.	Please start working within three months after your situation changed to "seeking employment," and submit proof of employment within three months.
Will be taking childcare leave	Withdrawal notification form	Please submit before the start of childcare leave.
Child does not meet requirements anymore, due to leaving employment, etc. (see pages 6–7 of After-School Program Entrance Guide)	Withdrawal notification form	

8 Withdrawals

If any of the following items apply, the child will be withdrawn from the program (or the entrance acceptance will be cancelled)

- (1) If the child or guardian no longer meet requirements for entrance
- (2) If there are falsehoods in the entrance application
- (3) If it becomes known that the content of the application form does not represent the true situation
- (4) If the child is absent for a significant number of days without valid reason
(If the child attends the program less than 8 days a month or so, for three or more months straight.)
- (5) If the user is delinquent in paying childcare fees or extended childcare fees without valid reason
(If there is delinquency in paying childcare fees or extended childcare fees, and there is no response to reminders.)
- (6) If the child does not follow the instructions of after-school childcare support staff (after-school program instructors) and is deemed to be hindering the childcare of other students

If the service of after-school programs is no longer needed or the entrance requirements are no longer met, the child will be withdrawn from the program mid-year.

When withdrawing, please submit the “Mitaka City After-School Program Withdrawal Notification Form” via electronic application on the Mitaka City website. The withdrawal date cannot be set at an earlier date. Unless the withdrawal notification form is submitted (received) before the date you wish to withdraw, you will be responsible for paying the childcare fees, etc., next month. Moreover, if moving within the city, please withdraw from the after-school program the child is attending, and reapply anew to an after-school program according to your new address.

9 Canceling applications or declining entrance

If canceling your application after submitting, or if declining entrance, please submit the “Mitaka City After-School Program Entrance (Cancel/Decline) Form” via electronic application on the Mitaka City website.

* Applicants on the waiting list who wish to cancel their application must do the same.

If a new reason arises for applying to the program, please go through the application procedures again.

*** Electronic applications are available on the Mitaka City website.**

Mitaka City website -> Childcare and education -> School and Education
“School daycare centers”
-> Various applications for schoolchild nursery schools



1 On using after-school programs

1 Basic daily schedule

[Monday–Friday]		[Saturdays, long breaks, etc.]	
Leave school		8:00 – 8:30 a.m.	Extended childcare time
Enter after-school program facility, submit correspondence notebook		8:30 – 9:00 a.m.	Enter the after-school program facility, submit correspondence notebook
Reading			Reading, etc.
Free play, etc.			
3:40 p.m.	Snack time		
4:00 p.m.	Free play, events, etc.	9:00 a.m.	Morning circle
4:45 p.m.	Closing circle		Free play, study, etc.
5:00 – 6:00 p.m.	Leave the facility	12:00 p.m.	Packed lunch
6:00 – 7:00 p.m.	Extended childcare time	1:00 p.m.	Free play, events, etc.
		[From here, same as Mon. – Fri.]	

* The daily schedule may differ slightly depending on the after-school program. For details, please see the “Entrance Booklet,” etc.

- If leaving the facility after 6:00 p.m. (extended childcare time), the child must be picked up.
- The child may come to the facility themselves for the morning extended childcare time.
- Leaving times are calculated by every 30 minutes.

2 What to bring

- Correspondence notebook, change of clothing, umbrella to leave at the facility, indoor shoes
- Lunch (for Saturdays, long breaks, days without school lunch), school supplies

The child’s name must be on all items.

Further details will be shared during the information session held at each after-school program facility.

3 Rules we ask you to follow

(1) Contact in case of absences

If the child will be absent, late or leaving early, the guardian must contact the program. Please be sure to check the contact method in the after-school program's Entrance Booklet, etc.

(2) Leaving early

The childcare of the after-school program is based on group activities. Continually coming to the program and joining the various activities help establish a stable daily rhythm for the children. The after-school programs make creative efforts to provide a fulfilling time for the children, and we ask families' cooperation in letting the children stay until closing circle and fully experience life in the after-school program.

(3) Temporarily leaving the facility

For safety reasons, children are not allowed to leave the facility temporarily (for after-school lessons, etc.).

(4) Snacks

Snack time is meant as a group activity while communicating with each other. As a rule, there will be no snacks provided if the child leaves before 3:30 p.m. (there will be no snacks provided even if the child leaves right at 3:30 p.m.). Moreover, for hygiene reasons, snacks cannot be taken home.

* In addition to the contents listed here, be sure to also read the "Entrance Booklet" distributed at the entrance information session held at each after-school program facility.

4 On times of disaster

Mitaka City established the “Mitaka City After-School Program Action Manual for Times of Disaster” in March 2013, and aims to take appropriate action in order to protect the lives of children and ensure their safety.

In the case of a disaster during open hours of the after-school program, it is important to follow the manual with top priority on the children’s safety and reliably hand them over to their guardians. We ask for your understanding and cooperation on the below points.

During times of emergency, we will use the email notification system. Further details will be shared at the information session, so please make sure you can use the system before your child enters the program.

(1) In the case of an earthquake

- A) If the earthquake occurs before the child comes to the facility (before leaving school)
We will decide whether or not to open the after-school program based on the schools’ response. If the schools will hand over the children, you will pick up your child at school.
- B) If the earthquake occurs during childcare times of the after-school programs
According to the situation, guardians may be asked to come pick up their children.
If the earthquake is a seismic intensity 5 lower or more, the guardian or other adult must pick up the child even if they have not been contacted by the after-school program. The after-school programs may not be able to use the phone. The after-school programs will make an effort to follow the manual, strictly observe the rules for handing over the children to a guardian or other adult, and ensure the safety of the children. We ask for your cooperation in picking up your child.

(2) In the case of Typhoons, heavy rain, heavy snow, etc.

- A) If the schools will hand over the children
Same as with earthquakes, guardians will pick up children at schools.
- B) If the schools will send the children home in groups
Children scheduled to come to the after-school program will come to the after-school program. According to the situation, we will make a decision on whether to have the children return home as usual, return home in a group, or have them picked up.
- C) If a typhoon, etc., gets worse while childcare times at the after-school program
In general, childcare will continue, but we may ask guardians to come pick up their children. As with earthquakes, after-school programs will make an effort to ensure the safety of children, and we ask for your cooperation in picking up your children.

(3) In the case of a warning declared

The guardian or other adult must come pick up the child, even if there is no contact from the after-school program.

In the case of disasters, Mitaka City, managers designated for management and operations, and the after-school childcare support staff of each after-school program will coordinate and make every effort to ensure the safety of children. We ask for your understanding and cooperation. Moreover, please also read the “Entrance Booklet” distributed at the entrance information session.

1 1 Q&A regarding applications for after-school programs

- 1 My child is currently attending an after-school program. If we want to continue next fiscal year, do we have to reapply?
 => Yes. Entrance to after-school programs are approved each fiscal year, so if you wish to continue using the program next fiscal year, you will need to apply again.
 Moreover, currently attending the program does not guarantee you will be accepted in the next fiscal year. In addition, you are not guaranteed to be accepted to the same after-school program. The content of the applications will be quantified (guardian's number of work days/hours, grade of the child, etc.) and applications with higher scores will be given priority.
- 2 I am taking childcare leave right now. Can I apply?
 => Yes. Moreover, if you are currently taking childcare leave, you may apply during the preliminary and secondary reception periods only if you are able to return to employment by the end of August. Your child will start attending the program on the 1st of the month prior to the month you will return to work. Moreover, please submit the "proof of employment form" within one month after returning to work. If your childcare leave is extended after making an application, etc., and you are not sure when you will be returning to work, you must cancel your application. Once the date of your return to employment is established, please submit another application.
- 3 We plan to attend a private school. Can I apply?
 => Yes. In general, please apply for the after-school program according to your address (See "List of after-school program zones" on pages 33–34). Moreover, if the school your child will attend is not yet decided due to exams, etc., please contact the Children and Youth Section once it has been decided.
- 4 We currently do not live in Mitaka City, but we are planning to move to Mitaka City. Can I apply?
 => If you know where you will be living and you can specify your address, you can apply. At application, please submit a copy of a contract/lease, etc., showing your new address (the portion showing the new address, name of signatory, expected move-in date, etc.)
- 5 Why is there a requirement that the guardians must be employed three or more days a week, or 12 or more days a month, and four or more hours a day, with three or more of those hours falling between 1:00 p.m. and 6:00 p.m. (must be working after 4:00 p.m.)?
 => After-school programs are facilities that offer appropriate space for play and activities for elementary school children who cannot be sufficiently cared for at home due to the guardian's employment or illness, etc. The program aims to support the healthy development of the children and primarily provides a space for children to stay after school. This is the reason for the requirements.
- 6 Our address zone is for the -- Elementary After-School Program A, but my child attends -- Elementary After-School Program B. Will they be able to attend the -- Elementary After-School Program B again next fiscal year?
 => The after-school programs you can apply for is decided by your address. Please apply according to the "List of after-school program zones" (see pages 33–34).
- 7 Are transfers between after-school programs A and B allowed mid-year? (for example, from A to B, or B to A)
 => There will be no transfers in the middle of the fiscal year. Your child will attend the after-school program they were accepted to for the entire fiscal year.
- 8 Can my child attend the after-school program during school breaks like summer break?
 => Yes, as long as there is space in the program.
 For the after-school program days available, please see the chart under "4 Reception throughout the year" on page 13.

Mitaka City after-school program screening index chart

On the Mitaka City after-school program screening index chart

The screening index chart identifies the order of priority for entrance.

- The “standard index” and “adjustment index” make up each applicant’s entrance index. Children with higher scores are given higher priority to acceptance.

$$[\text{Standard index}] + [\text{Adjustment index}] = [\text{Entrance index}]$$

- If the standard index scores differ between multiple guardians in the same household, the lowest score will be that application’s “standard index.”
- If multiple applicants have the same entrance index score, they will be screened according to items under “Priority in case of identical scores.”

[Standard index]

- If an applicant applies to multiple requirement items, the higher index score will be that application’s “standard index.”
- If an application does not meet any of the requirements in the standard index “Details” column, it does not meet entrance requirements.
- Applicants that apply to the reduction items will have their standard index score reduced.

(Standard item 1) - When screening employment hours, commuting time and overtime is not included.

- If the applicant is expecting to use a reduced hours system after entrance to the program, the application will be screened on the hours when using the reduced hours system.

(Standard item 4) - [Physical disability certificate] A physical disability certificate as stipulated in Article 15 of the Law for the Welfare of Physically Disabled Persons

- [Intellectual disability certificate (Ai-no-techo)] An intellectual disability certificate (Ai-no-techo) issued based on the Tokyo Metropolitan Ai-no-techo Issuance Outline

- [Certificate of mental disorder] A certificate of mental disorder as stipulated in Article 45 of the Act on Mental Health and Welfare for Persons with Mental Disorders or Disabilities

(Standard item 5) Certificate of needing long-term care means long-term care certification, etc., according to the Long-Term Care Insurance Act, but does not apply to persons who are no longer within their certification period.

(Priority in case of identical scores 5) If the applicant works within their residence (at home), within the same property, or in a building within a property adjacent to their residence, this will be considered working at home.

Mitaka City after-school program screening index chart

1 Standard index

Standard items	Guardian' s situation				Standard index
	Type		Details		
1	Employment	Works 20 or more days a month	A	Consistently employed eight or more hours a day	20
			B	Consistently employed seven or more, but less than eight, hours a day	19
			C	Consistently employed six or more, but less than seven, hours a day	18
			D	Consistently employed five or more, but less than six, hours a day	17
			E	Consistently employed four or more, but less than five, hours a day	16
		Works 16 or more, but less than 20, days a month	F	Consistently employed eight or more hours a day	18
			G	Consistently employed seven or more, but less than eight, hours a day	17
			H	Consistently employed six or more, but less than seven, hours a day	16
			I	Consistently employed five or more, but less than six, hours a day	15
			J	Consistently employed four or more, but less than five, hours a day	14
		Works 12 or more, but less than 16, days a month	K	Consistently employed eight or more hours a day	16
			L	Consistently employed seven or more, but less than eight, hours a day	15
			M	Consistently employed six or more, but less than seven, hours a day	14
			N	Consistently employed five or more, but less than six, hours a day	13
			O	Consistently employed four or more, but less than five, hours a day	12
2	Not present		A	Father/mother is deceased, or not present due to divorce, etc.	23
			B	Father/mother is not present due to working away from home	20
3	Illness, etc.		A	Mental illness	20
			B	Long-term hospitalization	20
			C	Recovering at home (consistently bedridden)	20
			D	Recovering from illness, etc., other than above (A)-(C)	12
4	Disability		A	Physical disability certificate grades 1 or 2, Intellectual disability certificate (Ai-no-techo) grades 1, 2 or 3, Certificate of mental disorder grades 1 or 2	20
			B	Physical disability certificate grade 3, Intellectual disability certificate (Ai-no-techo) grade 4, Certificate of mental disorder grade 3	18
			C	Physical disability certificate grade 4	16
5	Nursing/care giving	Nursing or care giving outside the home	A	Consistently providing nursing or caregiving outside the home for 6 or more hours a day	16
			B	Consistently providing nursing or caregiving outside the home for less than 6 hours a day	12
		Nursing or care giving within the home	C	Consistently providing nursing or caregiving to someone living in the same house requiring a care level 3, 4 or 5	16
			D	Consistently providing nursing or caregiving to someone living in the same house requiring care within the home other than listed in above C.	12
6	Disaster		The applicant' s house is damaged and the child cannot be cared for due to restoration purposes		20

7	Attending school / skills training	Attends school 20 or more days a month	A	Consistently attends school eight or more hours a day	18
			B	Consistently attends school seven or more, but less than eight, hours a day	17
			C	Consistently attends school six or more, but less than seven, hours a day	16
			D	Consistently attends school five or more, but less than six, hours a day	15
			E	Consistently attends school four or more, but less than five, hours a day	14
		Attends school 16 or more, but less than 20, days a month	F	Consistently attends school eight or more hours a day	16
			G	Consistently attends school seven or more, but less than eight, hours a day	15
			H	Consistently attends school six or more, but less than seven, hours a day	14
			I	Consistently attends school five or more, but less than six, hours a day	13
			J	Consistently attends school four or more, but less than five, hours a day	12
		Attends school 12 or more, but less than 16, days a month	K	Consistently attends school eight or more hours a day	14
			L	Consistently attends school seven or more, but less than eight, hours a day	13
			M	Consistently attends school six or more, but less than seven, hours a day	12
			N	Consistently attends school five or more, but less than six, hours a day	11
			O	Consistently attends school four or more, but less than five, hours a day	10
8	Seeking employment		Consistently away from home in order to seek employment		10
9	Other		Clearly cannot provide childcare due to reasons not listed above		20

Reduction items on standard index

Reduction Item	Applies to	Conditions		Index
1	Leave from work	A	Expected return to work between May 2 and May 31	-1
		B	Expected return to work between June 1 and August 31	-2

2 Adjustment index

Adjustment items	Applies to	Conditions		Adjustment index
1	New school year	A	First grade	+3
		B	Second grade	+1
		C	Third grade	0
		D	Fourth grade (only children with disabilities)	0

3 Priority in case of identical scores

1	Children in younger grades
2	Children whose parents are not present, or single-parent families
3	The guardian is a qualified nursery teacher or licensed kindergarten teacher and is engaged in childcare and education work at applicable facilities*1. Priority of facilities are (1), then (2).
4	The guardian holds applicable certifications*2 and is engaged in care giving at a nursing facility in Mitaka City*3.
5	The guardian works or attends school outside the home.
6	Children who need to be cared for more days.
7	Other (comprehensively judged according to the child's situation and guardian's employment situation, etc.)

*1 Applicable nursery facilities

(1) Licensed nursery schools, Certified children centers, Specified community-based child care facilities (Small-scale childcare services, Employer-provided childcare services, Home daycare services [national system], Home-visit nursery services), Local independent childcare facilities (Certified nursery schools, Home daycare services [prefectural system], etc.), Company-initiated childcare facilities

(2) Licensed kindergartens

*2 Applicable certifications

Certified care worker, care workers who have passed the care worker induction training, care workers who have passed the care worker practical training

*3 Nursing facilities

Facilities that provide long-term care including Facilities covered by public aid providing long-term care to the elderly, Long-term care health facilities, Home visit nursing care services, Outpatient day long-term care (Day care, Day services), Communal daily long-term care (Group homes)

– List of after-school programs

Name of after-school program	Maximum (number of children)	Address	Phone number
Dai-ichi Elementary After-School Program A	70	Shinkawa 3-21-2	0422 (45) 3688
Dai-ichi Elementary After-School Program B	50	Shinkawa 6-4-16	0422 (44) 4406
Dai-ichi Elementary After-School Program C (tentative) [new establishment]	60	Shinkawa 6-4-19 (expected)	TBD
Dai-ni Elementary After-School Program A	70	Nozaki 3-19-1	0422 (31) 3868
Dai-ni Elementary After-School Program B	70	Nozaki 3-12-18	0422 (32) 4140
Dai-san Elementary After-School Program A	65	Kamirenjaku 4-12-33	0422 (44) 5123
Dai-san Elementary After-School Program B	65	Kamirenjaku 4-12-33	0422 (44) 5216
Dai-san Elementary After-School Program C	40	Shimorenjaku 3-20-13	0422 (46) 3530
Dai-san Elementary After-School Program D	40	Shimorenjaku 3-20-13	0422 (46) 3550
Dai-yon Elementary After-School Program A	70	Shimorenjaku 1-25-2	0422 (48) 9547
Dai-yon Elementary After-School Program B	40	Shimorenjaku 1-25-2	0422 (48) 9547
Dai-go Elementary After-School Program A	48	Inokashira 2-21-18	0422 (47) 8572
Dai-go Elementary After-School Program B	48	Inokashira 2-21-18	0422 (47) 8573
Dai-roku Elementary After-School Program A	60	Shimorenjaku 6-13-1	0422 (47) 0230
Dai-roku Elementary After-School Program B	60	Shimorenjaku 6-13-1	0422 (47) 0024
Dai-shichi Elementary After-School Program A	50	Kamirenjaku 7-7-7	0422 (46) 5278
Dai-shichi Elementary After-School Program B	50	Kamirenjaku 7-7-7	0422 (76) 3506
Osawadai Elementary After-School Program	50	Osawa 2-9-3	0422 (32) 8505
Takayama Elementary After-School Program A	60	Mure 4-3-16	0422 (46) 2088
Takayama Elementary After-School Program B	60	Mure 4-3-16	0422 (47) 1674
Takayama Elementary After-School Program C	65	Mure 3-10-24	0422 (45) 6070
Takayama Elementary After-School Program D	65	Mure 3-10-24	0422 (44) 1880
Minamiura Elementary After-School Program A	60	Shimorenjaku 9-6-28	0422 (47) 8566
Minamiura Elementary After-School Program B	60	Shimorenjaku 9-6-28	0422 (49) 8731
Nakahara Elementary After-School Program A	48	Nakahara 2-12-13	0422 (47) 8951
Nakahara Elementary After-School Program B	55	Nakahara 2-12-13	0422 (71) 7231
Kitano Elementary After-School Program A	50	Kitano 3-1-5	0422 (46) 0961
Kitano Elementary After-School Program B	50	Kitano 3-1-5	0422 (46) 1510
Iguchi Elementary After-School Program A	50	Iguchi 3-7-64	0422 (31) 0377
Iguchi Elementary After-School Program B	50	Iguchi 3-7-64	0422 (31) 6680
Higashidai Elementary After-School Program A	55	Nakahara 2-17-37	0422 (46) 8004
Higashidai Elementary After-School Program B	55	Nakahara 2-17-37	0422 (46) 9220
Hanesawa Elementary After-School Program	50	Osawa 4-9-1	0422 (31) 8152
Renjaku Gakuen After-School Program	70	Shimorenjaku 7-10-15	0422 (42) 2127
Shimorenjaku Kodemari After-School Program	40	Shimorenjaku 5-1-1	0422 (29) 9921

* Which program (A, B, etc.) your child attends generally is decided according to your address.

* Depending on the entrance application situation, a “branch facility” may be established with collaboration with schools,
[Reference: After-school programs with branches in fiscal 2024]

Dai-go Elementary After-School Program, Dai-roku Elementary After-School Program, Osawadai Elementary After-School Program, Nakahara Elementary After-School Program, Kitano Elementary After-School Program, Higashidai Elementary After-School Program, Hanesawa Elementary After-School Program, Dai-ni Elementary After-School Program and Iguchi Elementary After-School Program (located within Dai-ni Junior High School)

* After-school programs in grey boxes include changes from last fiscal year.

- List of after-school program zones

Name of after-school program	Zone	
Dai-ichi Elementary After-School Program A	Shinkawa	2-chome (all) (excluding 12-ban 5-go) 3-chome 2-12-ban, 13-ban (11-15-go, 27-29-go), 16-ban (15-25-go) 4-chome 18-24-ban, 25-ban Shinkawa Shimayashiki Dori apartment buildings 1-4, 8-10 5-chome 1-5-ban, 6-ban Shinkawa Shimayashiki Dori apartments (excluding buildings 18-20), 17-ban, 18-ban 6-chome 6-ban (1-4-go, 20-31-go), 7-21-ban, 23-ban *South of Tohachi-doro Ave.
Dai-ichi Elementary After-School Program B	Mure	6-chome 25-ban 7-chome (all)
	Shinkawa	2-chome 12-ban 5-go 3-chome 1-ban, 13-ban (5, 8 and 43-go), 14-15-ban, 16-ban (27-go) * North of Tohachi-doro Ave.
Dai-ichi Elementary After-School Program C (tentative)	Shimorenjaku	5-chome 2-4-ban 8-chome 3-ban
	Shinkawa	6-chome 1-5-ban, 6-ban (7-19-go), 24-27-ban, 29-ban (1-8-go, 22-24-go), 38-ban (21-24-go) * North of Tohachi-doro Ave.
Dai-ni Elementary After-School Program A	Osawa	3-chome 10-ban 20 and 30-go, 11-ban, 12-ban
	Iguchi	4-chome 7-ban (1-4, 25, 26-go), 8-21-ban
	Jindaiji	2-chome 1-18, 21-44-ban 3-chome 8-13-ban, 15-ban (6-11-go), 16-ban (1-3-go), 18-ban (14-20-go), 22-ban (10-17-go)
	Nozaki	3-chome 8-9-ban, 11-12-ban, 14-ban, 15-ban (1-6-go), 16-29-ban
Dai-ni Elementary After-School Program B	Kamirenjaku	9-chome 19-21, 24-38, 41-43-ban
	Nozaki	1-chome 14-ban, 16-ban (1, 2, 19-22-go), 17-24-ban 2-chome (all) 3-chome 1-7-ban, 10-ban, 13-ban, 15-ban (7-13-go)
	Iguchi	2-chome (all)
Dai-san Elementary After-School Program A	Kamirenjaku	1-chome (all)
		2-chome (all)
		3-chome (all)
		4-chome 26-27-ban
Dai-san Elementary After-School Program B	Kamirenjaku	4-chome 1-18-ban
	Shimorenjaku	4-chome 11, 12, 15-22-ban
Dai-san Elementary After-School Program C	Shimorenjaku	3-chome 31-33-ban, 37-ban (9-25-go), 38-42-ban
Dai-san Elementary After-School Program D	Shimorenjaku	3-chome 15-30-ban, 34-36-ban, 37-ban (1-8-go, 28-41-go), 43-45-ban
Dai-yon Elementary After-School Program A	Shimorenjaku	1-chome 2-9-ban, 10-11-ban, 27-29-ban
		2-chome 16-9-ban, 15-21-ban
		3-chome 5-14-ban
		4-chome 1-10, 13, 14-ban
Dai-yon Elementary After-School Program B	Shimorenjaku	1-chome 12-26-ban, 30-35-ban
		2-chome 1-5-ban, 10-14-ban, 22-29-ban
		3-chome 1-4-ban
Dai-go Elementary After-School Program A	Inokashira	1-chome (all)
Dai-go Elementary After-School Program B	Inokashira	2-chome (all)
		3-chome (all)
Dai-go Elementary After-School Program A	Inokashira	4-chome (all)
		5-chome (all)
Dai-roku Elementary After-School Program A	Shimorenjaku	5-chome 5-9-ban
		6-chome (all)
		7-chome 1-3-ban
		9-chome 1-ban
Dai-roku Elementary After-School Program B	Shimorenjaku	8-chome 1, 2, 4-10-ban
	Shinkawa	6-chome 22, 28-ban, 29-ban (9-21-go), 30-34-ban, 35-ban (1-16[B], 29-34-go), 37-ban (26-34-go), 38-ban (1-18-go)
Dai-shichi Elementary After-School Program A	Kamirenjaku	6-chome (all)
		7-chome 1-7-ban, 9-25-ban, 29-33-ban
		8-chome 18-ban
		9-chome 1-ban, 15-ban, 22-ban, 23-ban, 39-ban, 40-ban
Dai-shichi Elementary After-School Program B	Kamirenjaku	4-chome 19-25-ban
		5-chome (all)
		7-chome 8-ban, 26-28-ban

Name of after-school program	Zone	
Osawadai Elementary After-School Program	Osawa	2-chome 1-19, 21-ban 3-chome (excluding 10-ban 20 and 30-go, 11-ban, 12-ban) 6-chome (all)
Osawadai Elementary After-School Program branch	Nozaki	4-chome (all)
	Osawa	1-chome 1, 2, 11-13-ban, 14-ban (1-17, 19-24-go), 15-ban (1-5, 18-22-go)
Takayama Elementary After-School Program A	Shimorenjaku	5-chome 1-ban 5-16-go
	Mure	6-chome 12-ban, 19-22-ban, 23-ban 8-go
Takayama Elementary After-School Program B	Mure	4-chome (all)
		6-chome 2-ban, 13-18-ban
Takayama Elementary After-School Program C	Mure	5-chome 9-14-ban
		6-chome 1-ban, 3-11-ban, 23-ban 1-7-go and 9-go, 24-ban
Takayama Elementary After-School Program D	Mure	2-chome 1-12-ban, 14-ban Mitakadai apartments buildings 12-16, 14-ban 1-13-go
		3-chome (all)
Minamiura Elementary After-School Program A	Kamirenjaku	8-chome 1-17-ban, 19-27-ban
	Nozaki	9-chome 2-14, 16-18-ban
Minamiura Elementary After-School Program B	Shimorenjaku	1-chome 1-13-ban, 15-ban, 16-ban (3-18-go)
	Shinkawa	9-chome 2-5, 9-11-ban
Nakahara Elementary After-School Program A	Shinkawa	6-chome 35-ban (16[A]-28-go, 36-ban, 37-ban (1-25-go))
		4-chome 9-17-ban, 25-ban Shinkawa Shimayashiki Dori apartment buildings 11-16
	Nakahara	5-chome 6-ban Shinkawa Shimayashiki Dori apartment buildings 18-20, 7-16-ban
		2-chome 12-ban
		3-chome (all)
Nakahara Elementary After-School Program B	Shinkawa	4-chome 17-ban (7-19-go [North of Chuo Expressway]), 35, 36-ban
	Nakahara	1-chome (all)
		4-chome 1-8
Kitano Elementary After-School Program A	Mure	2-chome 1, 10, 11, 13-ban
		1-chome (all)
	Kitano	2-chome 13-ban, 14-ban Mitakadai apartment buildings 1-11, 15-5-chome 1-8-ban
Kitano Elementary After-School Program B	Kitano	2-chome 1-4-ban, 6-ban
		1-chome (all)
		2-chome 5-ban
		3-chome (all)
Iguchi Elementary After-School Program A	Iguchi	4-chome (all)
		1-chome (all)
	Jindaiji	3-chome 1-14-ban
Iguchi Elementary After-School Program B	Iguchi	2-chome 19, 20-ban
		3-chome 15-19-ban
		4-chome 1-6-ban, 7-ban (5-24-go)
	Jindaiji	5-chome (all)
		1-chome (all districts)
Higashidai Elementary After-School Program A	Nakahara	3-chome 1-7, 14-ban, 15-ban (1-5-go), 16-ban (4-23-go), 17-ban, 18-ban (1-13, 21-28-go), 19-21-ban, 22-ban (1-9, 18-go)
Higashidai Elementary After-School Program B	Nakahara	2-chome 2-9, 14-25-ban
Hanesawa Elementary After-School Program	Osawa	4-chome 1-16-ban, 17-ban (Toei buildings 1 and 2, 21-41-go [South of Chuo Expressway]), 18-34-ban
Hanesawa Elementary After-School Program branch	Osawa	1-chome (all)
Renjaku Gakuen After-School Program (Dai-roku Elementary School district) (Minamiura Elementary School district)	Shimorenjaku	2-chome 1
		7-chome 4-17-ban
Shimorenjaku Kodemari After-School Program (Dai-ichi Elementary School district)	Shimorenjaku	9-chome 6-8-ban
		5-chome 1-ban 1-go

[If changing designated school]

Designated school changed to	Original school district		After-school program to attend
Dai-san Elementary School	Dai-shichi Elementary School	➡	Dai-san Elementary After-School Program A
	Dai-roku Elementary School	➡	Dai-san Elementary After-School Program B
	Dai-yon Elementary School	➡	Dai-san Elementary After-School Program C
Dai-go Elementary School	Takayama Elementary School (Mure 1 and 2-chome)	➡	Dai-go Elementary After-School Program A
	Takayama Elementary School (Mure 3-chome)	➡	Dai-go Elementary After-School Program B
	Takayama Elementary School (Mure 4-chome)	➡	Dai-go Elementary After-School Program A branch
Dai-roku Elementary School	Dai-yon Elementary School Takayama Elementary School	➡	Dai-roku Elementary After-School Program A
	Dai-ichi Elementary School	➡	Dai-roku Elementary After-School Program B
	Dai-san Elementary School Dai-shichi Elementary School Minamiura Elementary School	➡	Renjaku Gakuen After-School Program
Takayama Elementary School	Dai-ichi Elementary School	➡	Takayama Elementary After-School Program A
	Dai-yon Elementary School Dai-roku Elementary School	➡	Takayama Elementary After-School Program B
	Dai-go Elementary School	➡	Takayama Elementary After-School Program C
	Kitano Elementary School	➡	Takayama Elementary After-School Program D
Minamiura Elementary School	Dai-ni Elementary School	➡	Minamiura Elementary After-School Program A
	Dai-roku Elementary School (Shinkawa 6-chome) Chofu City	➡	Minamiura Elementary After-School Program B
	Dai-san Elementary School Dai-yon Elementary School Dai-roku Elementary School (other than Shinkawa 6-chome) Dai-shichi Elementary School	➡	Renjaku Gakuen After-School Program

* If not on this list, apply to the after-school program in an area closest to your address.

Application period for fiscal 2025 applications throughout the year
(after February 1)

Expected entrance date	Application period					
4 / 1	2 / 1 (Sat)	~	2 / 28 (Fri)			
4 / 16	3 / 1 (Sat)	~	3 / 31 (Mon)			
5 / 1	4 / 1 (Tue)	~	4 / 15 (Tue)			
5 / 16	4 / 16 (Wed)	~	4 / 30 (Wed)			
6 / 1	5 / 1 (Thu)	~	5 / 15 (Thu)			
6 / 16	5 / 16 (Fri)	~	5 / 31 (Sat)			
7 / 1	6 / 1 (Sun)	~	6 / 15 (Sun)			
7 / 16	6 / 16 (Mon)	~	6 / 30 (Mon)			
8 / 1	7 / 1 (Tue)	~	7 / 15 (Tue)			
8 / 16	7 / 16 (Wed)	~	7 / 31 (Thu)			
9 / 1	8 / 1 (Fri)	~	8 / 15 (Fri)			
9 / 16	8 / 16 (Sat)	~	8 / 31 (Sun)			
10 / 1	9 / 1 (Mon)	~	9 / 15 (Mon)			
10 / 16	9 / 16 (Tue)	~	9 / 30 (Tue)			
11 / 1	10 / 1 (Wed)	~	10 / 15 (Wed)			
11 / 16	10 / 16 (Thu)	~	10 / 31 (Fri)			
12 / 1	11 / 1 (Sat)	~	11 / 15 (Sat)			
12 / 16	11 / 16 (Sun)	~	11 / 30 (Sun)			
1 / 1	12 / 1 (Mon)	~	12 / 15 (Mon)			
1 / 16	12 / 16 (Tue)	~	12 / 31 (Wed)			
2 / 1	1 / 1 (Thu)	~	1 / 15 (Thu)			
2 / 16	1 / 16 (Fri)	~	1 / 31 (Sat)			
3 / 1	2 / 1 (Sun)	~	2 / 15 (Sun)			
3 / 16	2 / 16 (Mon)	~	2 / 28 (Sat)			

* If the program is closed on the expected entrance date,
the following open date

* On applications throughout the year for children with disabilities,
please see page 19.

◀MEMO▶

■ 三鷹子ども憲章 ■

わたしたちは、三鷹の子どもたちが、未来に向けて夢や希望を持ち、明るく、楽しく、元気よく、心身ともにすこやかに成長していくことができるよう、子どもと大人の共通目標として、この憲章を定めます。

1 みんなでつくる 三鷹の未来

わたしたちは、子どもの個性と人権が守られ、笑顔があふれる明るいまち三鷹をつくっていきます。

2 たすけあい いじめをなくそう 勇気を出して

わたしたちは、いつも思いやりの心をもって助けあい、勇気を出していじめや暴力をなくしていきます。

3 かんがえて 行動しよう マナーとルール

わたしたちは、社会の一員としてマナーを身につけ、ルールを守り、お互いに気持ちよく過ごせるよう考えて行動していきます。

4 のこそう自然 三鷹らしさを いつまでも

わたしたちは、郷土三鷹を愛し、三鷹らしい自然環境と地域の伝統・文化を次の世代に伝えていきます。

5 こまったら 相談しよう まわりの人に

わたしたちは、困ったときは、家族や友だち、先生など、まわりの人に相談できるよう、ふれあう機会を大事にしています。

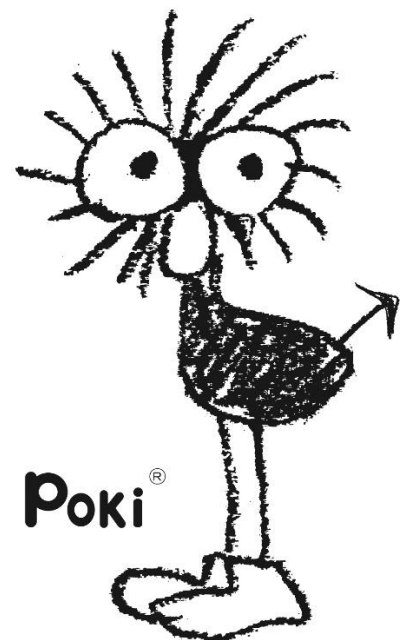
6 どの人も あいさつかわす まちにしよう

わたしたちは、だれもが感謝の気持ちをもって、お互いに笑顔であいさつをかわせるまちにしています。

7 もっている みんなのいのち 大切に

わたしたちは、心も体もすこやかにたもち、だれにもひとつしかない大切ないのちをみんなで守っていきます。

※本文の一字一字をつなげると「みたかのこども」になります。 (Resolution on June 25, 2008)



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Please address inquiries to

Children and Youth Section, Children's Policy Division, Mitaka City

0 4 2 2 (2 9) 9 6 7 1