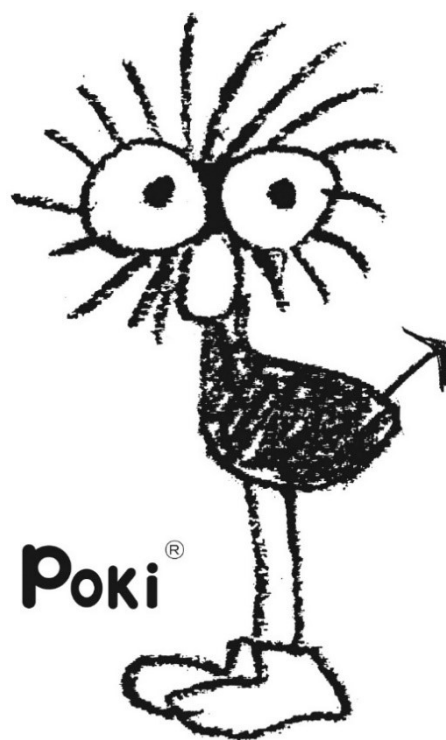


For entrance in fiscal 2026

# After-School Programs Entrance Guide



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## **School Community Promotion Section, Board of Education of Mitaka City**

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Please apply for an after-school program after reading and reviewing the contents of this Entrance Guide.

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All forms and materials related to applications for after-school programs can be downloaded from the Mitaka City website.

URL:[https://www.city.mitaka.lg.jp/c\\_service/115/115382.html](https://www.city.mitaka.lg.jp/c_service/115/115382.html)

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検索

または



## Key changes from the previous fiscal year

### ○ Acceptance of applications

All applications for fiscal 2026 must be submitted online. Please note that applications sent by mail or submitted in person will not be accepted.

If you cannot apply online, please contact the School Community Promotion Section.

- \* Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, your application will be considered invalid if it is not completed by the deadline due to your internet connection or other problems. Please note the deadline and apply well in advance.

# 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 their parents'/carers' employment, illness, or other reasons, and that aim to support the healthy development of children. Mitaka City's after-school programs are available for first- to third-grade elementary school children (as well as first to sixth graders with disabilities).

In Mitaka City, after-school programs are managed and operated by program managers designated by the municipality at facilities established by the municipality in accordance with the Mitaka City After-School Program Ordinance (see page 33 for a list of after-school programs).

## 2 Days of operation

After-school programs are open Monday to Saturday.

(Closed days)

- (i) Sundays
- (ii) Holidays specified in the Act on Public Holidays
- (iii) Year-end and New Year holidays (December 29 – January 3)
- (iv) Temporary closed days specified as necessary by the mayor

## 3 Childcare hours

Regular childcare hours

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

Extended childcare hours

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

|                 | 8:00 a.m.          | 8:30 a.m.         | School dismissal  | 6:00 p.m.          | 7:00 p.m. |
|-----------------|--------------------|-------------------|-------------------|--------------------|-----------|
| School days     |                    |                   | ← Regular hours → | ← Extended hours → |           |
| Non-school days | ← Extended hours → | ← Regular hours → |                   | ← Extended hours → |           |

## 4 Details of childcare services

- (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) care for children in consideration of their health, safety, emotional development, and lifestyle.

## 5 Childcare fees, etc.

- (1) Pricing, etc.

|                        | Price                  | Payment method                                           | Payment deadline                        |
|------------------------|------------------------|----------------------------------------------------------|-----------------------------------------|
| Childcare fee          | 7,000 yen per month    | Bank transfer<br>(Collected by the municipality)         | Last day of each month                  |
| Extended childcare fee | 200 yen per 30 minutes |                                                          | Last day of each following month        |
| Snack fee              | 1,500 yen per month    | Bank transfer<br>(Collected by the after-school program) | Different for each after-school program |

- \* Childcare and snack fees are charged per month and are not prorated by the number of attendance days.
- \* The childcare fee of 7,000 yen is charged per month and is not prorated even if the child enrolls in or withdraws from the program mid-month. There are no refunds, etc.
- \* Please note that the payment method for childcare fees differs from that of snack fees.

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

- A) In principle, childcare fees shall be paid by bank transfer. Bank transfers shall be made on the last day of each month (or next business day if the last day falls on a non-business day).
- B) If you cannot make a bank transfer, an invoice will be sent to you. Please be sure to make the payment to the bank account specified in the invoice by the due date.
- C) When you receive extended childcare, you will need to pay the extended childcare fees charged according to the actual hours of extended childcare provided for the month to the specified bank account by the end of next month.

(3) Reduction and exemption of childcare fees, etc.

A) Households eligible for fee reduction or exemption

[1] Childcare fee

| Eligible household |                                                                                                                                                                                                                                            | Amount of reduction or exemption                                               |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1                  | Households with two or more children participating in the after-school program                                                                                                                                                             | 3,500 yen reduction per month per child for the second and subsequent children |
| 2                  | Households issued with medical certificates under the Medical Expenses Subsidy System for Single-Parent Families, etc.                                                                                                                     | 3,500 yen reduction per month                                                  |
| 3                  | Households on public assistance                                                                                                                                                                                                            | Full exemption                                                                 |
| 4                  | Households granted 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 tax in fiscal 2025                                                                                                                                                                                        | Full exemption                                                                 |
| 6                  | Households that only paid the per capita amount of municipal tax in fiscal 2025                                                                                                                                                            | 3,500 yen reduction per month                                                  |

[2] Extended childcare fee

Households that meet eligibility criteria 3, 4, or 5 listed in “[1] Childcare fee” above are also eligible for full exemption from extended childcare fees.

[Exemption of snack fees]

Households that meet eligibility criteria 3, 4, or 5 listed in “[1] Childcare fee” above are also eligible for full exemption from snack fees.

B) How to apply

For details of how to apply for fee reduction or exemption, please see the documents enclosed with the notification of admission to the program.

C) Notes

[1] Applications for fee reduction and exemption must be made each fiscal year. Please note that if you wish to extend your eligibility for another fiscal year, you must submit another application.

[2] Fee reductions and exemptions take effect in the month in which the application is accepted. Fee reductions and exemptions are not applied retroactively. Please note that the month in which a fee reduction or exemption takes effect varies depending on the application date.

[3] Duplicate applications are not allowed for fee reductions and exemptions even if multiple reasons are applicable.

[4] If the reason for fee reduction or exemption no longer applies because the household's circumstances or taxes have changed, the full childcare fees will be charged from the month following the month in which the change occurs.

[5] If the reason (eligibility) for fee reduction or exemption changes, another application must be submitted.

[6] Details of fee reductions and exemptions may be subject to change.

## 6 Extended childcare

### (1) Eligibility requirements, etc. for extended childcare support

- A) The eligibility requirements include the parents'/carers' employment and illness, etc.
- B) If you require childcare after 6:00 p.m., you will need to pick up your child. Dinner or snack are not provided.
- C) Extended childcare will not be provided unless it is applied for.

### (2) Extended childcare fees and applications

#### A) Extended childcare fee

| Service category            | Extended childcare fee |
|-----------------------------|------------------------|
| (i) 8:00 a.m. – 8:30 a.m.   | 200 yen per child      |
| (ii) 6:00 p.m. – 6:30 p.m.  | 200 yen per child      |
| (iii) 6:00 p.m. – 7:00 p.m. | 400 yen per child      |

\* The maximum charge for extended childcare is 2,000 yen per month, regardless of service categories.

- B) Extended childcare fees are billed by the School Community Promotion Section based on the hours of extended childcare provided for the month. Please pay by bank transfer or invoice.
- C) If you require extended childcare services, please fill out the Mitaka City After-School Program Extended Childcare Expected and Actual Usage Chart distributed by the after school program and submit it to the after-school program.
- D) If your child arrives before 8:30 a.m. and stays after 6:00 p.m., they will be considered to have received extended childcare, even if you have not applied in advance, and you will be charged extended childcare fees.

### (3) How to check the hours of extended childcare provided

- A) Actual hours of extended childcare provided between 8:00 a.m. and 8:30 a.m.  
For information about the actual hours of extended childcare in the morning provided to your child, please refer to your child's correspondence notebook.
- B) Actual hours of extended childcare provided between 6:00 p.m. and 7:00 p.m.  
Please sign the Mitaka City After-School Program Extended Childcare Expected and Actual Usage Chart when picking up your child to acknowledge the hours of extended childcare provided to your child.

## 2 Entrance requirements

### 1 Children eligible for after-school programs

First to third grade elementary school children (and first to sixth graders with disabilities) who meet all criteria below are eligible to apply for the program.

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) In principle, only children residing in Mitaka City</p> <ul style="list-style-type: none"> <li>* Children expected to move to Mitaka City are also eligible.</li> </ul> <p>(2) Children who cannot be sufficiently cared for (supported) at home due to their parents'/carers' employment, illness, or other reasons</p> <ul style="list-style-type: none"> <li>* Parents'/carers' eligibility depends on their circumstances as mentioned in "2 Parents'/carers' circumstances" below.</li> </ul> <p>(3) Children who are healthy and able to engage in group activities</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\* Different entrance requirements are set for children with disabilities. For specific information, please see "6 Application for admission of children with disabilities" on page 18. (Fourth to sixth graders with disabilities are only eligible if they have attended an after-school program in the previous fiscal year).

### 2 Parents'/carers' circumstances

The situation in which children cannot be sufficiently cared for (supported) at home due to their parents'/carers' employment, illness, or other reasons is defined as a situation in which children cannot be taken care of due to the reasons listed below. Please also refer to the "Mitaka City after-school program screening criteria chart" (pages 30–32) for more information.

The requirements must be met not only by parents/carers (father and mother) but also by relatives residing in the same household, except for students and those under 18 and above 65 years of age or older as of April 1, 2026.

Please note that children shall withdraw from the program when they or their parents/carers fail to meet the specified entrance requirements mid-year (for reasons including a decline in the number of working days or working hours).

| Parents'/carers' circumstances      | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment<br>(Including prospects) | <p><u>Parents/carers working no less than three days a week or 12 days a month and at least four hours a day during the daytime, including at least three hours between 1:00 p.m. and 6:00 p.m.</u> (Required to work after 4:00 p.m.)</p> <ul style="list-style-type: none"> <li>* Working hours include break time and are counted in accordance with employment regulations. If you work with reduced working hours, the reduced hours shall be considered your working hours.</li> <li>* Commuting and overtime hours shall not count as working hours.</li> <li>* Please care for your child at home if you are on childcare leave (you can keep your child in the after-school program while you are on maternity leave).</li> </ul> <p><u>Please note that those on childcare leave are eligible to apply in the first and second rounds but only if they return to work by the end of August 2026. You can enroll your child in the program on the first day of the month prior to the month in which you return to work.</u></p> |

| Parents'/carers' circumstances                            | Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Illness or disability                                     | Parents/carers with difficulties in child-caring at home                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Nursing or long-term care                                 | Parents/carers engaged in nursing or long-term care at least three days a week or 12 days a month and at least four hours a day during the daytime (including at least three hours between 1:00 p.m. and 6:00 p.m.)                                                                                                                                                                                                                                                                                                                  |
| Attending school or skills training (including prospects) | Parents/carers attending school or training at least three days a week or 12 days a month and at least four hours a day during the daytime (including at least three hours between 1:00 p.m. and 6:00 p.m.)<br>* Commuting time shall not count as attendance hours.                                                                                                                                                                                                                                                                 |
| Seeking employment                                        | Job-seeking parents/carers spending at least three days a week or 12 days a month and at least four hours a day during the daytime (including at least three hours between 1:00 p.m. and 6:00 p.m.) looking for employment<br>* <del>To remain eligible, parents/carers must start working within three months after enrolling their children in an after-school program and submit a certificate of employment within three months.</del><br>* <del>Applications based on this ground are allowed only once in a fiscal year.</del> |
| Other                                                     | Parents/carers deemed unable to care for (support) their child at home                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### 3 After-school programs that can be applied for

Each child is assigned to one of the after-school programs, according to their residential address, to ensure their safety and healthy development. Please refer to the “List of after-school program districts” (pages 34–35) before submitting your application. If you are planning to move to another school district, please apply for the after-school program assigned to your new school district (see page 36).

Some children who are not admitted to the after-school program assigned to their residential area may be enrolled in another after-school program or branch that is not assigned to their residential location but to their school (enrolled in After-school Program A, B, C, D or branch beyond the district boundaries).

**If your child is enrolled in another after-school program or branch beyond the district boundaries, you cannot transfer your child mid-year to the after-school program originally assigned to your residential address, even if a vacancy occurs in the program. Moreover, you must apply for next fiscal year, according to the “List of after-school program districts.”**

#### [Notes]

~~Depending on the entrance application situation, after-school program branches may be organized in collaboration with schools, etc. In this case, some children are enrolled in program branches, instead of one of the after-school programs listed in the “List of after-school program districts.”~~

[Reference: After-school programs with branches in fiscal 2025]

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

### 3 Entrance process (for children enrolled on April 1, 2026)

For information about applications for admission of children with disabilities, please see “6 Application for admission of children with disabilities” (pages 18–22).

Entrance Guide published in mid-September 2025

First round **[electronic application]**

\* **From this fiscal year onward, all applications must be submitted online.**  
**Wednesday, October 1 - Friday, October 17, 2025**

For details, please see “4 Entrance application” (page 10).

- \* Please read this Entrance Guide before submitting an application.
- \* Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, **your application will be considered invalid if it is not completed by the deadline** due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- \* If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. **If these documents are not submitted, your application will be considered invalid.** Please read this Entrance Guide carefully.

Screening conducted          after the first-round application period closes

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

Screening concluded

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

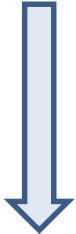
The order of the waiting list is determined by an index system according to the after-school program screening criteria.

Notification of screening results (first round) sent by mail in early February 2026

Go to “Briefing session” on the following page.

Second round **[electronic application]**

Monday, February 16 - Sunday, March 1, 2026 (scheduled)



**After-school programs with the admission quota unfilled** in the first round will be open to applications **on a first-come, first-served basis**.

The available programs will be listed on the website when they are open to applications.

\* Applications with missing or incomplete documents will not be verified until complete documents are submitted.

Screening conducted after the second-round application period closes



Applicants are verified against the entrance requirements. **If the program you apply for has reached its admission quota**, you will be **put on the waiting list**.

Notification of screening results (second round) sent by mail in mid-March 2026



Briefing session (for new participants only) held by each after-school program, scheduled for Saturday, March 7, 2026



\* Another briefing session is held for those admitted in the second round before

After-school programs started on Wednesday, April 1, 2026

Application for after-school programs starting on Thursday, April 16, 2026, for children who have relocated to Mitaka City is open between Monday, March 9 and Wednesday, March 25.

## 4 Entrance application

- \* For details of applications for admission of children with disabilities, please also see page 18.

### \* Applications are required every year for continued participation in an after-school program.

- After-school programs starting on April 1, 2026 are open to first and second round applications.

You are only eligible to apply during your childcare leave if you return to work by the end of August 2026. Your application is verified in the first or second round, but your child is enrolled in the program on the first day of the month prior to the month in which you return to work. Moreover, please submit a certificate of return to work within one month after returning to work.

If your childcare leave is extended to an unspecified date after submitting an application, you must cancel your application. Please submit another application once you decide when to return to work.

- Before submitting an application, please make sure you are not delinquent in paying after-school program fees, including those for the child's siblings. If you are delinquent in payment, you will be put on the waiting list.

## 1 Documents required for an application for an after-school program

All applications must be submitted online via the Mitaka City website. These application documents must be accompanied by electronic copies of documents proving the circumstances of parents/carers (see pages 14-16). Please collect these documents in advance.

Documents proving the circumstances of parents/carers are required from all family members, including not only parents/carers (father and mother) but also relatives residing in the same household, except for students and those under 18 and above 65 years of age or older as of April 1, 2026.

Applications for admission of children who have relocated to Mitaka City must be accompanied by a copy of a lease agreement or another document proving their new residential address (see page 14).

All forms and materials related to applications for after-school programs can be downloaded from the Mitaka City website.

URL:[https://www.city.mitaka.lg.jp/c\\_service/115/115382.html](https://www.city.mitaka.lg.jp/c_service/115/115382.html)

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## 2 First round applications (for programs starting on April 1)

|                    |                                                                                       |
|--------------------|---------------------------------------------------------------------------------------|
| Application period | <b>From 8:00 a.m. Wednesday, October 1<br/>to 11:59 p.m. Friday, October 17, 2025</b> |
| Application method | <b>Electronic application</b> via this website                                        |

### [Notes]

- (1) The first round applications are screened based on the screening criteria chart (see pages 30-32) ~~(instead of on a first-come, first-served basis)~~.
- (2) If there are missing or incomplete documents in your application, you will be contacted, ~~in principle, by email~~. Please configure your email software to accept emails from the School Community Promotion Section (houkago@city.mitaka.lg.jp). You may also be contacted by phone if necessary.
- (3) Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, ~~your application will be considered invalid if it is not completed by the deadline~~ due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- (4) If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. ~~If these documents are not submitted, your application will be considered invalid~~. Please read this Entrance Guide carefully.

To apply for the first round, please go [here](#)

<<https://logoform.jp/f/hC9Jj>>



### 3 Second round applications (for programs starting on April 1)

|                    |                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------|
| Application period | <b>From Monday, February 16 to Sunday, March 1, 2026 (scheduled)</b>                              |
| Application method | Electronic application<br>* Details will be available on the Mitaka City website in late January. |

#### [Notes]

- (1) ~~After-school programs with admission quotas unfilled~~ in the first round will be open to applications ~~on a first-come, first-served basis~~.
- (2) After-school programs that reached their admission quotas in the first round will not be open to applications.
- (3) Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, ~~your application will be considered invalid if it is not completed by the deadline~~ due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- (4) If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. ~~If these documents are not submitted, your application will be considered invalid~~. Please read this Entrance Guide carefully.

## 4 Year-round enrollment

| Expected enrollment date                                         | Application period                                                                                                                                                                                                               |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 16, 2026                                                   | <b>From Monday, March 9 to Wednesday, March 25, 2026 (scheduled)</b><br>* <b>Application for after-school programs with the admission quota unfilled will be open but limited to children who have relocated to Mitaka City.</b> |
| May 1, 2026                                                      | <b>From Thursday, March 26 to Friday, April 10, 2026</b>                                                                                                                                                                         |
| June 1, 2026                                                     | <b>From Saturday, April 11 to Sunday, May 10, 2026</b>                                                                                                                                                                           |
| First day of each of the following months in the fiscal year (*) | From the 11th of the month before the previous month to the 10th of the previous month of the desired enrollment month (see page 37)                                                                                             |

(\*) If the expected enrollment date falls on a closed day, the child will be enrolled on the following open day.

|                    |                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------|
| Application method | Electronic application<br>* Details will be available on the Mitaka City website in mid-February. |
|--------------------|---------------------------------------------------------------------------------------------------|

### [Notes]

- (1) Applications for year-round enrollment are accepted **on a first-come, first-served basis**.
- (2) Briefing sessions are held separately for those enrolled year-round before their enrollment date (for new participants only). The after-school program that will accept your child will inform you of the date, time, and location of the briefing session after your child is admitted.
- (3) Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, **your application will be considered invalid if it is not completed by the deadline** due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- (4) If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. **If these documents are not submitted, your application will be considered invalid**. Please read this Entrance Guide carefully.

## Documents proving the circumstances of parents/carers

- \* These documents are required not only for the father and mother but also for all the other non-student family members residing in the same household between 18 to 64 years of age.
- \* Please submit additional documents if applicable.
- \* Please take pictures of the necessary documents and submit (upload) them via the application page.

| Parents'/carers' circumstances | Necessary documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Common                         | <div style="border: 1px solid black; padding: 2px;">Applicants planning to move to a new home</div> <ul style="list-style-type: none"> <li>• <b>Copy of lease agreement or other document that proves the applicant's new residential address</b><br/>(Part of the document that states the necessary information, such as the new residential address, the name of the contracting party, and the expected date of relocation)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| Employment                     | <div style="border: 1px solid black; padding: 2px;">All applicable</div> <ul style="list-style-type: none"> <li>• <b>Certificate of employment (issued within the last three months)</b><br/>Please make sure to obtain the certificate from your current employer. Your employer may be contacted to verify the information provided. <ul style="list-style-type: none"> <li>* If you apply while on childcare leave, your application must state the expected date of your return to work, which must be no later than the end of August 2026. Moreover, you must submit a certificate of return to work within one month after returning to work.</li> <li>* If you are planning to change your working conditions after April 1, 2026, the details must be stated in your application documents.</li> </ul> </li> </ul> |
|                                | <div style="border: 1px solid black; padding: 2px;">[Additional documents A]</div> <div style="border: 1px solid black; padding: 2px;">Self-employed or sole proprietors</div> <p>Copy of document that objectively proves the applicant's self-employment status (Please submit one of the documents listed below)</p> <ul style="list-style-type: none"> <li>• <b>Final tax return or withholding slip (the latest version at the time of application), certificate of commercial registration, notification of opening of single proprietorship business, outsourcing agreement, business license, etc.</b></li> </ul>                                                                                                                                                                                                   |
|                                | <div style="border: 1px solid black; padding: 2px;">[Additional documents B]</div> <div style="border: 1px solid black; padding: 2px;">Irregular hours workers</div> <ul style="list-style-type: none"> <li>• <b>Copy of documents showing actual working conditions, such as a shift schedule (for the latest month)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                | <div style="border: 1px solid black; padding: 2px;">[Additional documents C]</div> <div style="border: 1px solid black; padding: 2px;">Qualified nursery or kindergarten teachers employed at applicable facilities</div> <ul style="list-style-type: none"> <li>• <b>Copy of nursery teacher's license</b>      • <b>Copy of kindergarten teacher's license</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                | <div style="border: 1px solid black; padding: 2px;">[Additional documents D]</div> <div style="border: 1px solid black; padding: 2px;">Care workers employed at nursing facilities in Mitaka City</div> <ul style="list-style-type: none"> <li>• <b>Copy of certified care worker registration certificate</b></li> <li>• <b>Copy of certificate of completion of care worker induction training</b></li> <li>• <b>Copy of certificate of completion of care worker practical training</b></li> </ul>                                                                                                                                                                                                                                                                                                                       |

- \* Applicants submitting Additional Documents C and D will be given higher priority in the screening process. Applications without these documents will not be considered invalid.

| Parents'/carers' circumstances      | 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 to move from outside Mitaka City, please submit a copy of your certificate.</p> <p>* Please state your disability grade in the field of place of employment/school (grade level) in the application form.</p>                                                                                                                                                                                                                                                                        |
|                                     | <p><u>Persons without a Physical Disability Certificate, etc.</u></p> <ul style="list-style-type: none"> <li>• <b>Medical certificate from a doctor (issued within the last three months)</b></li> <li>* <u>The certificate must state that the patient has difficulty caring for their child at home.</u></li> </ul>                                                                                                                                                                                                                                                                                             |
| Nursing or long-term care           | <p><u>All applicable</u></p> <ul style="list-style-type: none"> <li>• <b>Copy of documents proving that the applicant is engaged in nursing or long-term care and showing their schedule</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                     | <p>[Additional documents A]</p> <p><u>In the case of care receivers not residing in the same household</u></p> <p><u>In the case of care receivers without a Physical Disability Certificate, etc. residing in the same household</u></p> <p>(Please submit one of the documents listed below.)</p> <ul style="list-style-type: none"> <li>• <b>Medical certificate from a doctor for the care receiver (issued within the last three months)</b></li> <li>• <b>Copy of Physical Disability Certificate, etc.</b></li> <li>• <b>Copy of certificate of insured person for long-term care insurance</b></li> </ul> |
|                                     | <p>[Additional documents B]</p> <p><u>In the case of care receivers with a Physical Disability Certificate, etc. residing in the same household</u></p> <p>No documents need to be submitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Attending school or skills training | <p><u>All applicable</u></p> <ul style="list-style-type: none"> <li>• <b>Copy of certificate of enrollment or notification of acceptance</b></li> <li>• <b>Copy of document showing class curriculum (class schedule)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| Seeking employment                  | <p><u>All applicable</u></p> <ul style="list-style-type: none"> <li>• <b>Copy of Hello Work slip (issued by Hello Work), etc.</b></li> <li>* When you are employed for a job, please promptly submit a certificate of (expected) employment.<br/>Your standard index score may differ depending on the date of submission.</li> <li>* <u>To remain eligible, you must start working within three months after enrolling your child in an after-school program and submit a certificate of (expected) employment within three months.</u></li> </ul>                                                               |

- Certificates of employment are required from all non-student family members between 18 and 64 years of age as of April 1, 2026, including not only parents/carers but also relatives residing in the same household. Please make sure to obtain the certificate from your employer.
- If you are on the waiting list for some time before enrollment, you may be asked to resubmit documents proving your eligibility (e.g., a certificate of employment).
- When there is any change in parent/carer circumstances, please promptly submit the necessary documents (see pages 14 and 15).
- We may contact the issuer of the certificate of employment to verify information in the certificate.
- We may ask for additional documents to better understand the working conditions of the applicant. Please note that applications with missing or incomplete documents will not be verified until complete documents are submitted.  
Applications that cannot be verified because additional documents are not submitted by the specified deadline will be considered ineligible.
- Correction fluid or erasable pens are not allowed on the documents proving the circumstances of parents/carers.
- For details of applications for admission of children with disabilities, please see pages 18-22.

All forms and materials related to applications for after-school programs can be downloaded from the Mitaka City website.

URL:[https://www.city.mitaka.lg.jp/c\\_service/115/115382.html](https://www.city.mitaka.lg.jp/c_service/115/115382.html)

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## 5 Entrance screening

### 1 Verification of entrance requirements

Applications are verified based on the information provided in the application form and accompanying documents and certificates to determine whether or not they meet the entrance requirements. Applicants may be contacted, if necessary, to confirm details or asked for additional documents.

Moreover, if the information provided in the application form or accompanying documents is found to be false, their admission or enrollment will be canceled. Please confirm that all information is correct before submitting your application.

If you are delinquent in paying after-school program fees, including those for the child's siblings, you will be put on the waiting list. If you are not sure whether or not you are delinquent, please contact the School Community Promotion Section.

### 2 Determination of the order of priority in the screening process

In the screening process, applicants are scored according to the "Mitaka City after-school program screening criteria chart" (see pages 30–32) and admitted from the highest score downward.

If the after-school program you apply for has reached its admission quota, you will be put on the waiting list. Your order on the waiting list is determined based on your screening score.

### 3 Applications from those who are delinquent in payment of childcare fees, etc.

Applicants who are delinquent in payment of childcare fees will be put on the waiting list regardless of their screening score.

[Applicable period]      **Delinquent payment of fees (childcare fees and extended childcare fees) for the service provided before September 2025**

\* The bank transfer payment of childcare fees and extended child care fees for September 2025 is made on Tuesday, September 30 and Friday, October 31, respectively. Please make sure there is enough money in your account.

## 6 Application for admission of children with disabilities

In principle, Mitaka City's after-school programs each accept up to two children with disabilities and special needs. There is no special needs childcare program, and children with disabilities are engaged in the same group activities as other children in regular classrooms. Therefore, only those who can adapt to the regular program are accepted. **In principle, children with disabilities must be dropped off and picked up by their parents/carers.**

\* If your child requires medical care, please consult with the School Community Promotion Section in advance.

### 1 Children eligible for after-school programs

In addition to children described in "1 Children eligible for after-school programs" on page 6, children who meet the following requirements are eligible for after-school programs.

- (1) Children who can engage in group activities with other children in the after-school program
- (2) Children in the sixth grade or lower of elementary school; however, fourth to sixth graders are only eligible if they have attended after-school programs in the previous fiscal year
- (3) Children who can commute by themselves or who are dropped off and picked up by their parents/carers or substitutes
- (4) Children to whom one of the following items A) to C) applies:
  - 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 determined by the mayor to need special support

### 2 Admission quota

In principle, each after-school program can accept up to two children with disabilities.

### 3 Documents required for an application for an after-school program

- (1) Documents proving the circumstances of parents/carers (see pages 14 and 15)

**The documents are required from all family members, including not only parents/carers (father and mother) but also relatives residing in the same household,** except for students and those under 18 and above 65 years of age or older as of April 1, 2026.

All forms and materials related to applications for after-school programs can be downloaded from the Mitaka City website.

URL: [https://www.city.mitaka.lg.jp/c\\_service/115/115382.html](https://www.city.mitaka.lg.jp/c_service/115/115382.html)

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#### 4 First round application (for the program starting on April 1, 2026)

|                    |                                                                                       |
|--------------------|---------------------------------------------------------------------------------------|
| Application period | <b>From 8:00 a.m. Wednesday, October 1<br/>to 11:59 p.m. Friday, October 17, 2025</b> |
| Application method | <b>Electronic application</b> via this website                                        |

\* The screening process of children with disabilities includes preliminary assessment and trial enrollment. **If you wish to apply for the program starting on April 1, 2026, please make sure to apply during the above application period.**

#### [Notes]

- (1) Those applying in the first round are verified to determine whether they meet all the entrance requirements and then assessed to determine whether they can engage in group activities in the after-school program. If applications exceed the admission quota, they will be screened based on the screening criteria chart (see pages 30-32) **(instead of on a first-come, first-served basis)**. For more information, please see “5 Entrance screening” (page 17).
- (2) If there are missing or incomplete documents in your application, you will be contacted, **in principle, by email**. Please configure your email software to accept emails from the School Community Promotion Section (houkago@city.mitaka.lg.jp). You may also be contacted by phone if necessary.
- (3) Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, **your application will be considered invalid if it is not completed by the deadline** due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- (4) If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. **If these documents are not submitted, your application will be considered invalid**. Please read this Entrance Guide carefully.

**First round application**  
**(for admission of children with disabilities)**  
**The application (application form) is available [here](https://logoform.jp/f/vDNhU)**  
**<<https://logoform.jp/f/vDNhU>>**



## 5 Year-round enrollment (later than May 1, 2026)

|                    |                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------|
| Application period | <b>From Monday, February 16, 2026</b>                                                             |
| Application method | Electronic application<br>* Details will be available on the Mitaka City website in late January. |

\* The screening process of children with disabilities includes preliminary assessment and trial enrollment. Please make sure to contact us in advance.

\* Applicants are screened and then enrolled on the first day of each month from May 2026.

### [Notes]

- (1) Applications for year-round enrollment are accepted **on a first-come, first-served basis**.
- (2) Briefing sessions are held separately for those enrolled year-round before their enrollment date (for new participants only). The after-school program that will accept your child will inform you of the date, time, and location of the briefing session after your child is admitted.
- (3) Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, **your application will be considered invalid if it is not completed by the deadline** due to your internet connection or other reasons. Please note the deadline and apply well in advance.
- (4) If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. **If these documents are not submitted, your application will be considered invalid**. Please read this Entrance Guide carefully.

## 6 Entrance process (for the program starting on April 1, 2026)

Entrance application **[electronic application]**

\* **All applications must be submitted online via the website from this fiscal year onwards.**

**Wednesday, October 1 - Friday, October 17, 2025**

- 
- \* Please read this Entrance Guide before submitting an application.
  - \* Please note that all communication expenses for electronic applications must be borne by the applicant. Moreover, **your application will be considered invalid if it is not completed by the deadline** due to your internet connection or other reasons. Please note the deadline and apply well in advance.
  - \* If there are missing or incomplete documents in your application, you will be asked to submit them by the specified deadline. If these documents are not submitted, your application will be considered invalid. Please read this Entrance Guide carefully.

### Entrance screening



The screening process starts with verification against the entrance requirements, followed by preliminary assessment and trial enrollment, and concludes with a screening committee meeting attended by responsible municipal officials and after-school childcare support staff to decide whether to accept the child. If you are delinquent in paying childcare fees, etc., you will be put on the waiting list. Please confirm whether you have paid all the bills.

#### **(i) Preliminary assessment (from early November to mid-December)**

\* For new applicants only

An after-school childcare support staff member observes the applying child's behavior at the facility they attend (nursery school, kindergarten, elementary school, etc.) and makes inquiries.

#### **(ii) Trial enrollment (from mid-December to mid-January)**

\* For new applicants only

The applying child and their parent/carer are invited to attend the after school program on a one-day trial basis to help them understand the program and allow the program staff to observe the child's behavior and discuss with the parent/carer whether the program can accept the child.

#### **(iii) Screening committee meeting**

The screening committee decides whether to admit the applicant and which program to enroll them in based on the results of the preliminary assessment and trial enrollment.

- \* Applicants who have already enrolled in the after-school program are assessed, in principle, not through Steps (i) and (ii) but through observation of their behavior in the program.
- \* If applications exceed the admission quota, they will be scored according to the "Mitaka City after-school program screening criteria chart" (see pages 30–32) and admitted from the highest score downward.

Notification of screening results mailed in early February 2026



Applicants are notified of the decision made by the screening committee (about whether they are admitted or not).

Briefing session  
held by each after-school program

Saturday, March 7, 2026 (scheduled)



Entrance

The program starts on Wednesday, April 1, 2026.

## 7 Acceptance period

### 1 Acceptance period

The acceptance period starts on the enrollment date and ends at the end of the fiscal year (March 31, 2027) or the situation in which the child cannot be sufficiently cared for at home, as confirmed by the submitted documents, such as certificates of employment, whichever comes first.

If you wish to keep your child in the program for another fiscal year, you must apply again.

Those admitted in the first and second rounds are enrolled on Wednesday, April 1, 2026 (or the first day of the month before the return-to-work month in the case of applicants on childcare leave; if the childcare leave is extended to an unspecified date after submitting an application, the applicant must cancel their application. Please submit another application once you decide when to return to work).

### 2 Changes after entrance

When there is any change in the information provided in the application documents, please promptly notify the School Community Promotion Section of the change [via the Mitaka City website](#).

When there is any change to the reason why the child cannot be sufficiently cared for at home, the applicant will be reassessed to determine whether they still meet the entrance requirements. Please submit the necessary documents related to the change and follow the specified procedures. If the necessary documents are not submitted, the child will need to withdraw from the program.

#### List of documents to be submitted if their parents'/carers' circumstances have changed

| Details of change                                                                       | Documents to submit                                                                                                                                                                                          | Notes                                                                                                                                    |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Returning to work from childcare or other temporary leave                               | Certificate of return to work                                                                                                                                                                                | The child is considered to remain eligible if the working conditions (working days and hours) meet the requirements specified on page 6. |
| Staying in the same job but working under different conditions (working days and hours) | Certificate of employment                                                                                                                                                                                    | Irregular hours workers must also submit documents showing actual working conditions, such as a shift schedule (for the latest month).   |
| Switching jobs (employed by companies, organizations, single proprietors, etc.)         | Certificate of employment                                                                                                                                                                                    |                                                                                                                                          |
| Switching jobs (switching to self-employment)                                           | (i) Certificate of employment<br>(ii) Document that objectively proves the applicant's self-employment status (e.g., notification of opening of single-proprietorship business, outsourcing agreement, etc.) |                                                                                                                                          |

| Details of change                                                                                                          | Documents to submit                                                                                                                                                                 | Notes                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Becoming ill or injured                                                                                                    | Medical certificate from a doctor (stating that the parent/carer cannot care for child)                                                                                             |                                                                                                                                        |
| Becoming engaged in nursing or long-term care                                                                              | (i) Copy of documents proving that the applicant is engaged in nursing or long-term care and showing their schedule<br>(ii) Medical certificate from a doctor for the care receiver |                                                                                                                                        |
| Enrolling in school or skills training                                                                                     | (i) Certificate of enrollment<br>(ii) Copy of document showing class curriculum                                                                                                     |                                                                                                                                        |
| Starting to seek employment                                                                                                | Copy of Hello Work slip (issued by Hello Work), etc.                                                                                                                                | Please start working within three months after starting to seek employment and submit a certificate of employment within three months. |
| Taking childcare leave                                                                                                     | Withdrawal notification form                                                                                                                                                        | Please submit the form before the start of childcare leave.                                                                            |
| Failing to meet the entrance requirements due to leaving employment (see pages 6–7 of After-School Program Entrance Guide) | Withdrawal notification form                                                                                                                                                        |                                                                                                                                        |

## 8 Withdrawal from the program

When the child or parent/carer falls under any of the conditions below, such as when they no longer need childcare at the after-school program or meet the entrance requirements, the child will withdraw from the program (or their enrollment will be canceled).

- (1) When the child or parent/carer **no longer meets the entrance requirements**
- (2) When the information provided in the application documents is found to be false
- (3) When the information provided in the application documents is no longer applicable
- (4) When the child is absent for a significant number of days without valid reason  
(E.g., when the child generally attends the program less than eight days a month for at least three months straight.)
- (5) When the childcare and/or extended childcare fees are overdue without valid reason  
(E.g., when the childcare and/or extended childcare fees are overdue and reminders have been ignored)
- (6) When the child does not follow the instructions of the after-school childcare support staff (after-school program instructors) and is deemed to be hindering childcare for other children

When withdrawing, please submit a Mitaka City After-School Program Withdrawal Notification Form [via the Mitaka City website](#).

- \* Retrospective withdrawal is not permitted. Please note that you will need to pay childcare and other fees for next month unless your withdrawal notification form is submitted (received) before the date you wish to withdraw.
- \* If you move to a new address within Mitaka City, please withdraw your child from their current program and reapply for a program assigned to your new address.

## 9 Application cancellation or withdrawal

To cancel or withdraw your application after submission, please submit a Mitaka City After-School Program Entrance (Application Cancellation/Withdrawal) Form [via the Mitaka City website](#).

- \* Applicants on the waiting list who wish to cancel their application must do the same.
- \* When a new reason arises for you to need after-school program support, please apply again.
- \* **Electronic applications are available on the Mitaka City website.**

Mitaka City website → Childcare and education → School and Education: After-school Programs  
→ Applications for after-school programs



## 10 After-school program participation rules

### 1 Basic daily schedule

| [Monday–Friday]  |                                                                                                  | [Saturdays, long school breaks, etc.] |                                                                                     |
|------------------|--------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------|
| School dismissal | Arrival at the program and handing over of correspondence notebook<br>Reading<br>Free play, etc. | 8:00 – 8:30 a.m.                      | Extended childcare                                                                  |
| 3:40 p.m.        | Snack time                                                                                       | 8:30 – 9:00 a.m.                      | Arrival at the program and handing over of correspondence notebook<br>Reading, etc. |
| 4:00 p.m.        | Free play, events, etc.                                                                          | 9:00 a.m.                             | Morning circle<br>Free play, study, etc.                                            |
| 4:45 p.m.        | Closing circle                                                                                   | 12:00 p.m.                            | Packed lunch                                                                        |
| 5:00 – 6:00 p.m. | Home time                                                                                        | 1:00 p.m.                             | Free play, events, etc.                                                             |
| 6:00 – 7:00 p.m. | Extended childcare                                                                               | [From here, same as Mon. to Fri.]     |                                                                                     |

\* The daily schedule may differ slightly depending on the after-school program. For details, please see the Entrance Booklet and other materials provided at the briefing session.

- Children who stay after 6:00 p.m. (receive extended childcare) must be picked up.
- Children are allowed to come to the program on their own when they receive extended morning childcare.
- Children may depart from the program at 30-minute intervals.

### 2 What to bring

- Correspondence notebook, change of clothes, spare umbrella, indoor shoes
- Lunch (Saturdays, long school breaks, non-school lunch days), school supplies

Please write your child's name on all their belongings.

Further details are shared during the briefing session by each after-school program.

### **3 Rules to follow**

(1) Report of absence

Parents/carers are asked to report their child's absences, earlier departures, and late arrivals. For details of these reports, please refer to the Entrance Booklet and other materials provided by the after-school program.

(2) Earlier departures

After-school programs are built around group activities. Children can establish and maintain a regular life rhythm through their constant participation and engagement in the program. Each after-school program is designed to help children lead a more fulfilling life. However, family support is essential to enhance their experience in the program from their arrival to the closing circle.

(3) Temporary outings during the program

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 in which children are encouraged to socialize with each other. As a rule, no snacks are provided for children who leave the program before 3:30 p.m. (no snacks are provided to those who leave the program right at 3:30 p.m., either). Moreover, for hygiene reasons, snacks cannot be taken out of the facility.

- \* In addition to the above, please carefully read the Entrance Booklet and other materials provided at the briefing session.

## 4 Response to disasters

Mitaka City established the Mitaka City Disaster Action Manual for After-School Programs in March 2013 to ensure that appropriate action to protect the lives and safety of children is taken.

When a disaster occurs during the program hours, staff follow the manual to protect the safety of children and hand them over to their parents/carers. We ask for your understanding and cooperation in the following matters.

During an emergency, we use the notification system via a communication app. Further details are shared at the briefing session. Please make sure you can use the system before the enrollment date.

### (1) In the case of an earthquake

- A) If an earthquake occurs before the opening time of the program (before leaving school)  
We will decide whether or not to open the after-school program based on the schools' response. When children are released from school, they will need to be picked up at school.
- B) If an earthquake occurs during the program hours  
Depending on the situation, parents/carers may be asked to come pick up their child.  
When an earthquake with a seismic intensity of 5 lower or greater occurs, parents/carers or substitutes should come pick up their children even without a request from the program.  
Phone services may not be available during emergency situations. After-school programs must follow their manual to protect the safety of children and hand them over to their parents/carers or substitutes. We ask for your cooperation in picking up your child.

### (2) In the case of a typhoon, heavy rain, or heavy snow

- A) If children are handed over to their parents/carers at school  
Children will be handed over to their parents/carers at school, such as in the case of an earthquake.
- B) If children walk home from school in groups  
Children will come to the after-school program as planned. However, depending on the situation, we will decide whether to have them return home as usual or in groups or ask their parents/carers to pick them up.
- C) If weather conditions worsen due to a typhoon, etc. during the program hours  
In principle, the childcare program will operate as usual, but parents/carers may be asked to come pick up their children, depending on the situation. 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 child.

### (3) In the case of a warning

Parents/carers or substitutes should come pick up their children even without request from the program.

In the case of a disaster, Mitaka City, designated program managers responsible for management and operation, and after-school childcare support staff from each program collaborate and cooperate to ensure the safety of children. We also ask for your cooperation and understanding.

For more information, please also read the Entrance Booklet provided at the briefing session.

## 11 Q&A regarding applications for after-school programs

- 1 Our child is currently attending an after-school program. If we want to keep our child in the program for another fiscal year, do we need to apply again?  
 ⇒ Yes. Program enrollment must be renewed every year. If you wish to keep your child in the program for another fiscal year, you will need to apply again.  
 Moreover, please note that current admission does not guarantee admission for another fiscal year or re-enrollment in the same program.  
 Applicants are scored based on the information provided in their application (e.g., the parent's/carer's working days and hours and the child's grade level) and admitted from the highest score downward.
- 2 I am taking childcare leave right now. Can I apply?  
 ⇒ Yes. However, please note that although you can apply in the first and second rounds during your childcare leave, you are only eligible if you return to work by the end of August 2026. Moreover, you can enroll your child in the program on the first day of the month prior to the month in which you return to work. You should also submit a certificate of return to work within one month after returning to work. If your childcare leave is extended to an unspecified date after submitting an application, you must cancel your application. Please submit another application once you decide when to return to work.
- 3 We plan to enroll our child in a private school. Can we apply?  
 ⇒ Yes. In principle, please apply for the after-school program assigned to your residential address (see the "List of after-school program districts" on pages 34–35). Moreover, if you have not received entrance examination results and do not know in which school your child will enroll, please contact the School Community Promotion Section when it comes to your knowledge.
- 4 We are currently living outside of Mitaka City but planning to move to the City. Can I apply?  
 ⇒ If you have decided where to live and can specify your address, you can apply. Your application must be accompanied by a copy of your lease agreement or other documents that prove your new residential address (part of the document that states the necessary information, such as the new residential address, the name of the contracting party, and the expected date of relocation).
- 5 Why is there a requirement that parents/carers work no less than three days a week or 12 days a month and at least four hours a day during the daytime, including at least three hours between 1:00 p.m. and 6:00 p.m. (work 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 their parents'/carers' employment, illness, or other reasons. These programs aim to support the healthy development of children and primarily provide a place for children to stay after school. This is why this requirement matters.
- 6 Although XX Elementary After-School Program A is assigned to our residential address, our child has been currently enrolled in XX Elementary After-School Program B. Is it possible to re-enroll in XX Elementary After-School Program B next fiscal year?  
 ⇒ You are only eligible to apply for the program assigned to your residential address. Please apply for the program assigned to your address as shown in the "List of after-school program districts" (see pages 34–35).
- 7 Are transfers between after-school programs A and B allowed mid-year? (for example, from A to B or B to A)  
 ⇒ No transfer is allowed in the middle of the fiscal year. Your child must attend the after-school program he/she is admitted to for the full academic year.
- 8 Can we enroll our child in the after-school program during school breaks, such as a summer vacation?  
 ⇒ Yes, you can as long as the program has a vacancy. For information about possible enrollment dates, please refer to the chart under "4 Year-round enrollment" on page 13.

## ● Mitaka City after-school program screening criteria chart

About the Mitaka City after-school program screening criteria chart

This chart shows the criteria used to determine the order of priority for admission.

- The admission index score is the total of the standard and adjustment index scores. Children with higher scores are given higher priority for acceptance.

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

- Each applicant's standard index score is determined by the lowest score achieved by their parents/carers in the same household if they have different scores.
- If multiple applicants get the same admission index scores, their order of priority is determined as explained in the "Order of priority among applicants with the same index score" section.

[Standard index]

- If the application falls under multiple items listed as entrance requirements, the standard index score is determined by the highest score achieved for the applicable requirements.
- If an application does not meet the detailed criteria for the standard index, it is considered to be ineligible for after-school programs.
- If an application falls under any of the demerit items, the standard index score is deducted.

- (Standard Item 1)
- In the verification process, commuting and overtime hours shall not count as working hours.
  - If the applicant is planning to work with reduced working hours after enrolling their child in the after-school program, the reduced working hours will be considered as their working hours in the verification process.

- (Standard Item 4)
- The Physical Disability Certificate is defined as a Physical Disability Certificate as stipulated in Article 15 of the Act for the Welfare of Persons with Physical Disabilities
  - The Intellectual Disability Certificate (Ai-no-techo) is defined as an Intellectual Disability Certificate (Ai-no-techo) issued based on the Tokyo Metropolitan Ai-no-techo Issuance Outline
  - Certificate of Mental Disorder is defined as 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)
- The Certification of Needed Long-Term Care is defined as a Certification of Needed Long-Term Care stipulated in the Long-Term Care Insurance Act. Please note that expired certifications are not eligible.

(Priority among applicants with the same index scores: Item 5)

Not only those working at home but also those working in their home or adjacent premises shall be deemed as at-home workers.

# Mitaka City after-school program screening criteria chart

## 1 Standard index

| Standard item | Parents'/carers' circumstances      |                                                           |                                                                  |                                                                                                                                                                   | Standard index |
|---------------|-------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|               | Category                            |                                                           | Detail                                                           |                                                                                                                                                                   |                |
| 1             | Employment                          | Working 20 or more days a month                           | A                                                                | Normally working 8 or more hours a day during the daytime                                                                                                         | 20             |
|               |                                     |                                                           | B                                                                | Normally working 7 or more but less than 8 hours a day during the daytime                                                                                         | 19             |
|               |                                     |                                                           | C                                                                | Normally working 6 or more but less than 7 hours a day during the daytime                                                                                         | 18             |
|               |                                     |                                                           | D                                                                | Normally working 5 or more but less than 6 hours a day during the daytime                                                                                         | 17             |
|               |                                     |                                                           | E                                                                | Normally working 4 or more but less than 5 hours a day during the daytime                                                                                         | 16             |
|               |                                     | Working 16 or more but less than 20 days a month          | F                                                                | Normally working 8 or more hours a day during the daytime                                                                                                         | 18             |
|               |                                     |                                                           | G                                                                | Normally working 7 or more but less than 8 hours a day during the daytime                                                                                         | 17             |
|               |                                     |                                                           | H                                                                | Normally working 6 or more but less than 7 hours a day during the daytime                                                                                         | 16             |
|               |                                     |                                                           | I                                                                | Normally working 5 or more but less than 6 hours a day during the daytime                                                                                         | 15             |
|               |                                     |                                                           | J                                                                | Normally working 4 or more but less than 5 hours a day during the daytime                                                                                         | 14             |
|               |                                     | Working 12 or more but less than 16 days a month          | K                                                                | Normally working 8 or more hours a day during the daytime                                                                                                         | 16             |
|               |                                     |                                                           | L                                                                | Normally working 7 or more but less than 8 hours a day during the daytime                                                                                         | 15             |
|               |                                     |                                                           | M                                                                | Normally working 6 or more but less than 7 hours a day during the daytime                                                                                         | 14             |
|               |                                     |                                                           | N                                                                | Normally working 5 or more but less than 6 hours a day during the daytime                                                                                         | 13             |
|               |                                     |                                                           | O                                                                | Normally working 4 or more but less than 5 hours a day during the daytime                                                                                         | 12             |
| 3             | Illness, etc.                       |                                                           | A                                                                | Mental illness                                                                                                                                                    | 20             |
|               |                                     |                                                           | B                                                                | Long-term hospitalization                                                                                                                                         | 20             |
|               |                                     |                                                           | C                                                                | In-home medical care (normally bedridden)                                                                                                                         | 20             |
|               |                                     |                                                           | D                                                                | Medical care other than specified in A to C above                                                                                                                 | 12             |
| 4             | Disability                          |                                                           | A                                                                | Physical Disability Certificate Grade 1 or 2, Intellectual Disability Certificate (Ai-no-techo) Grade 1, 2, or 3, or Certificate of Mental Disorder Grades 1 or 2 | 20             |
|               |                                     |                                                           | B                                                                | Physical Disability Certificate Grade 3, Intellectual Disability Certificate (Ai-no-techo) Grade 4, or Certificate of Mental Disorder Grade 3                     | 18             |
|               |                                     |                                                           | C                                                                | Physical Disability Certificate Grade 4                                                                                                                           | 16             |
| 5             | Nursing or long-term care           | Out-of-home nursing or long-term care                     | A                                                                | Normally engaged in out-of-home nursing or long-term care for 6 or more hours a day during the daytime                                                            | 16             |
|               |                                     |                                                           | B                                                                | Normally engaged in out-of-home nursing or long-term care for less than 6 hours a day during the daytime                                                          | 12             |
|               |                                     | In-home nursing or long-term care                         | C                                                                | Normally engaged in long-term care for a family member certified as requiring Long-term Care Level 3, 4, or 5, residing in the same household                     | 16             |
|               |                                     |                                                           | D                                                                | Normally engaged in long-term care for a family member requiring in-home long-term care, other than specified in C above, residing in the same household          | 12             |
| 7             | Attending school or skills training | Attending school 20 or more days a month                  | A                                                                | Normally attending school 8 or more hours a day during the daytime                                                                                                | 18             |
|               |                                     |                                                           | B                                                                | Normally attending school 7 or more but less than 8 hours a day during the daytime                                                                                | 17             |
|               |                                     |                                                           | C                                                                | Normally attending school 6 or more but less than 7 hours a day during the daytime                                                                                | 16             |
|               |                                     |                                                           | D                                                                | Normally attending school 5 or more but less than 6 hours a day during the daytime                                                                                | 15             |
|               |                                     |                                                           | E                                                                | Normally attending school 4 or more but less than 5 hours a day during the daytime                                                                                | 14             |
|               |                                     | Attending school 16 or more but less than 20 days a month | F                                                                | Normally attending school 8 or more hours a day during the daytime                                                                                                | 16             |
|               |                                     |                                                           | G                                                                | Normally attending school 7 or more but less than 8 hours a day during the daytime                                                                                | 15             |
|               |                                     |                                                           | H                                                                | Normally attending school 6 or more but less than 7 hours a day during the daytime                                                                                | 14             |
|               |                                     |                                                           | I                                                                | Normally attending school 5 or more but less than 6 hours a day during the daytime                                                                                | 13             |
|               |                                     |                                                           | J                                                                | Normally attending school 4 or more but less than 5 hours a day during the daytime                                                                                | 12             |
|               |                                     | Attending school 12 or more but less than 16 days a month | K                                                                | Normally attending school 8 or more hours a day during the daytime                                                                                                | 14             |
|               |                                     |                                                           | L                                                                | Normally attending school 7 or more but less than 8 hours a day during the daytime                                                                                | 13             |
|               |                                     |                                                           | M                                                                | Normally attending school 6 or more but less than 7 hours a day during the daytime                                                                                | 12             |
|               |                                     |                                                           | N                                                                | Normally attending school 5 or more but less than 6 hours a day during the daytime                                                                                | 11             |
|               |                                     |                                                           | O                                                                | Normally attending school 4 or more but less than 5 hours a day during the daytime                                                                                | 10             |
| 8             | Seeking employment                  |                                                           | Normally going out during the daytime to seek employment         |                                                                                                                                                                   | 10             |
| 9             | Other                               | Single- or no-parent families                             | A                                                                | Bereaved of or estranged from their father and/or mother                                                                                                          | 23             |
|               |                                     |                                                           | B                                                                | Left behind by their father and/or mother to work far from home                                                                                                   | 20             |
|               |                                     | Other                                                     | Clearly cannot provide childcare due to reasons not listed above |                                                                                                                                                                   | 20             |

## Demerit items for the standard index

| Demerit item | Applicable condition | Condition |                                                  | Index score |
|--------------|----------------------|-----------|--------------------------------------------------|-------------|
| 1            | Leave from work      | A         | Return to work scheduled for May 2 to 31         | -1          |
|              |                      | B         | Return to work scheduled for June 1 to August 31 | -2          |

## 2 Adjustment index

| Adjustment item | Applicable condition | Condition |                                                                        | Adjustment index |
|-----------------|----------------------|-----------|------------------------------------------------------------------------|------------------|
| 1               | New grade level      | A         | First grade                                                            | +3               |
|                 |                      | B         | Second grade                                                           | +1               |
|                 |                      | C         | Third grade                                                            | 0                |
|                 |                      | D         | Fourth grade or higher (only applicable to children with disabilities) | 0                |

## 3 Order of priority among applicants with the same index score

|   |                                                                                                                                                                                                                                                            |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Lower graders                                                                                                                                                                                                                                              |
| 2 | Children from no-parent or single-parent families                                                                                                                                                                                                          |
| 3 | Children with parents/carers qualified as nursery or kindergarten teachers and engaged in childcare or education work at applicable nursery facilities*1<br><u>The facilities listed under (i) are given higher priority than those listed under (ii).</u> |
| 4 | Children with parents/carers qualified with relevant certifications*2 and engaged in long-term care work at nursing facilities*3 in Mitaka City                                                                                                            |
| 5 | Children with parents/carers working out of home or attending school                                                                                                                                                                                       |
| 6 | Children in need of childcare for more days                                                                                                                                                                                                                |
| 7 | Other (comprehensively judged according to the child's circumstances as well as their parents'/carers' circumstances, including their employment)                                                                                                          |

### \*1 Applicable nursery facilities

(i) 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 daycare services), local independent childcare facilities (certified nursery schools, home daycare services [prefectural system], etc.), and company-initiated childcare facilities

(ii) Licensed kindergartens

### \*2 Relevant certifications

Certified care workers, care workers with a certificate of completion of care worker induction training, and care workers with a certificate of completion of care worker practical training

### \*3 Nursing facilities

Facilities covered by public aid providing long-term care to the elderly, long-term care health facilities, and facilities providing nursing services, such as home-visit long-term care, outpatient day long-term care (day care and day services), and communal daily long-term care (group homes)

## ● List of after-school programs

| Name of after-school program                 | Admission quota<br>(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   | 60                                      | Shinkawa 6-4-19      | 0422 (26) 6311 |
| 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 |

\*In principle, program assignment (e.g., either A or B) is determined based on address.

\*Depending on the entrance application situation, after-school program branches may be organized in collaboration with schools, etc.

[Reference: After-school programs with branches in fiscal 2025]

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)

## ● List of after-school program districts

| Name of after-school program                       | District     |                                                                                                                      |
|----------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------|
| Dai-ichi Elementary<br>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), 17-21-ban                                          |
|                                                    |              | 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<br><u>*South of Tohachi Road</u>                                  |
| Dai-ichi Elementary<br>After-School Program B      | Mure         | 6-chome 25-ban<br>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)<br><u>*North of Tohachi Road</u>                   |
| Dai-ichi Elementary<br>After-School Program C      | Shimorenjaku | 5-chome 2-4-ban<br>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)                            |
|                                                    |              | <u>*North of Tohachi Road</u>                                                                                        |
| Dai-ni Elementary<br>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<br>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<br>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)                                                                    |
| Dai-san Elementary<br>After-School Program A       | Kamirenjaku  | 2-chome (all)                                                                                                        |
|                                                    |              | 3-chome (all)                                                                                                        |
|                                                    |              | 4-chome 26-27-ban                                                                                                    |
|                                                    |              |                                                                                                                      |
| Dai-san Elementary<br>After-School Program B       | Kamirenjaku  | 4-chome 1-18-ban                                                                                                     |
|                                                    | Shimorenjaku | 4-chome 11, 12, 15-22-ban                                                                                            |
| Dai-san Elementary<br>After-School Program C       | Shimorenjaku | 3-chome 31-33-ban, 37-ban (9-25-go), 38-42-ban                                                                       |
| Dai-san Elementary<br>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<br>After-School Program A       | Shimorenjaku | 1-chome 2-9-ban, 10-11-ban, 27-29-ban                                                                                |
|                                                    |              | 2-chome 6-9-ban, 15-21-ban                                                                                           |
|                                                    |              | 3-chome 5-14-ban                                                                                                     |
|                                                    |              | 4-chome 1-10, 13, 14-ban                                                                                             |
| Dai-yon Elementary<br>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<br>After-School Program A        | Inokashira   | 1-chome (all)                                                                                                        |
| Dai-go Elementary<br>After-School Program B        | Inokashira   | 2-chome (all)                                                                                                        |
|                                                    |              | 3-chome (all)                                                                                                        |
| Dai-go Elementary<br>After-School Program A branch | Inokashira   | 4-chome (all)                                                                                                        |
|                                                    |              | 5-chome (all)                                                                                                        |
| Dai-roku Elementary<br>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<br>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<br>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<br>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                                                                                     | District     |                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------|
| 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 1-31-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                                                         |
|                                                                                                                  |              | 1-chome (all)                                                                                                           |
|                                                                                                                  | Nakahara     | 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, 15-18-ban                                                    |
| Kitano Elementary After-School Program B                                                                         | Kitano       | 5-chome 1-8-ban                                                                                                         |
|                                                                                                                  |              | 2-chome 1-4-ban, 6-ban                                                                                                  |
|                                                                                                                  |              | 1-chome (all)                                                                                                           |
|                                                                                                                  |              | 2-chome 5-ban                                                                                                           |
| Iguchi Elementary After-School Program A                                                                         | Iguchi       | 3-chome (all)                                                                                                           |
|                                                                                                                  |              | 4-chome (all)                                                                                                           |
|                                                                                                                  | Jindaiji     | 1-chome (all)                                                                                                           |
| Iguchi Elementary After-School Program B                                                                         | Iguchi       | 3-chome 1-14-ban                                                                                                        |
|                                                                                                                  |              | 2-chome 19, 20-ban                                                                                                      |
|                                                                                                                  |              | 3-chome 15-19-ban                                                                                                       |
|                                                                                                                  | Jindaiji     | 4-chome 1-6-ban, 7-ban (5-24-go)                                                                                        |
| Higashidai Elementary After-School Program A                                                                     | Nakahara     | 5-chome (all)                                                                                                           |
|                                                                                                                  |              | 1-chome (all districts)                                                                                                 |
| Higashidai Elementary After-School Program B                                                                     | 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) |
| Hanesawa Elementary After-School Program                                                                         | Nakahara     | 2-chome 2-9, 14-25-ban                                                                                                  |
|                                                                                                                  |              | 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)                                                                                                           |
| Hanesawa Elementary After-School Program                                                                         | Osawa        | 4-chome (all)                                                                                                           |
|                                                                                                                  |              | 1-chome 3-10-ban, 14-ban (8-18-go), 15-ban (6-17-go), 16-18-ban                                                         |
|                                                                                                                  |              | 2-chome 20-ban                                                                                                          |
| Renjaku Gakuen After-School Program (Dai-roku Elementary School district) (Minamiura Elementary School district) | Shimorenjaku | 5-chome (all)                                                                                                           |
|                                                                                                                  |              | 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<br>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<br>Dai-shichi Elementary School<br>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<br>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)<br>Chofu City                                                                                        | ➡ | Minamiura Elementary After-School Program B     |
|                              | Dai-san Elementary School<br>Dai-yon Elementary School<br>Dai-roku Elementary School (other than Shinkawa 6-chome)<br>Dai-shichi Elementary School | ➡ | Renjaku Gakuen After-School Program             |
|                              |                                                                                                                                                    |   |                                                 |

\*If your district is not included in this list, your child will be enrolled in the after-school program nearest to your residential address.

Application period for year-round enrollment for 2026 (later than March 9)

| Expected enrollment date | Application period                                                                                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 / 16                   | 3 / 9 (Mon) ~ 3 / 25 (Wed)<br>*Application for after-school programs with the admission quota unfilled will be open but limited to children who have relocated to Mitaka City. |
| 5 / 1                    | 3 / 26 (Thu) ~ 4 / 10 (Fri)                                                                                                                                                    |
| 6 / 1                    | 4 / 11 (Sat) ~ 5 / 10 (Sun)                                                                                                                                                    |
| 7 / 1                    | 5 / 11 (Mon) ~ 6 / 10 (Wed)                                                                                                                                                    |
| 8 / 1                    | 6 / 11 (Thu) ~ 7 / 10 (Fri)                                                                                                                                                    |
| 9 / 1                    | 7 / 11 (Sat) ~ 8 / 10 (Mon)                                                                                                                                                    |
| 10 / 1                   | 8 / 11 (Tue) ~ 9 / 10 (Thu)                                                                                                                                                    |
| 11 / 1                   | 9 / 11 (Fri) ~ 10 / 10 (Sat)                                                                                                                                                   |
| 12 / 1                   | 10 / 11 (Sun) ~ 11 / 10 (Tue)                                                                                                                                                  |
| 1 / 1                    | 11 / 11 (Wed) ~ 12 / 10 (Thu)                                                                                                                                                  |
| 2 / 1                    | 12 / 11 (Fri) ~ 1 / 10 (Sun)                                                                                                                                                   |
| 3 / 1                    | 1 / 11 (Mon) ~ 2 / 10 (Wed)                                                                                                                                                    |

\*If the expected enrollment date falls on a closed day, the child will be enrolled on the following open day.

\*For information about year-round enrollment of 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。

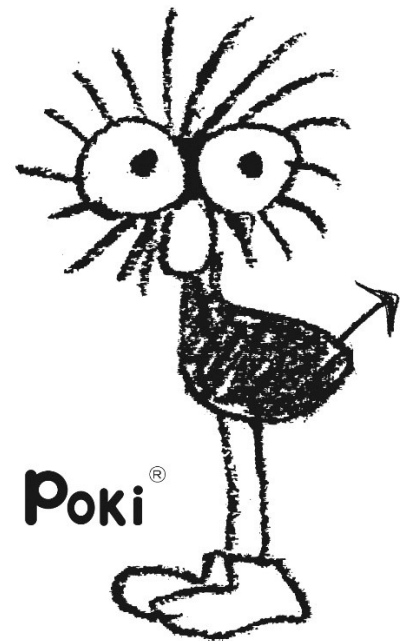
### 6 どの人も あいさつかわす まちにしよう

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。

※本文の一字字目をつなげると「みたかのこども」になります。 (Adopted by the Municipal Assembly on June 25, 2008)



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Please address inquiries to

**School Community Promotion Section, Board of Education of Mitaka City**

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