

For entrance in fiscal 2027

After-School Program Entrance Guide

■ Reception Period for General Entrance

	How to apply	Period
Preliminary reception (Entrance as of April 1)	Electronic Application on the Mitaka City website	From October 1 (Thu), 2026, at 8:00 a.m. until October 16 (Fri), 2026, at 11:59 p.m. This is not a first-come, first-served basis.

For details, please check page 10 of this Entrance Guide.

	How to apply	Period
Secondary reception (Entrance as of April 1)	Electronic Application on the Mitaka City website	From February 8 (Mon), 2027 until February 28 (Sun), 2027 * Applications submitted earlier will be given priority, and applications submitted on the same day will be screened based on their content.

For details, please check page 1



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

After-School Program Entrance Application Procedure

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All forms and documents related to after-school program entrance applications can be downloaded from the Mitaka City website.

URL : https://www.city.mitaka.lg.jp/c_service/115/115382.html

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After-School Program Entrance Application Procedure Guide

1. Please confirm the requirements for application.

You may apply if all of the following conditions are met:

- ☐ The children are, in principle, residents of Mitaka City at the time of entrance (including those planning to move into the city).
- ☐ The children wishing to enter the program are in the first to third grade of elementary school.
(Children who will attend special support classes may apply up to the sixth grade.)
- ☐ The children cannot be sufficiently cared for (supported) at home due to the guardian's employment, illness or other reasons.
- ☐ The children are healthy and can participate in group activities.

* For details regarding the application requirements, please see page 7.

Please be sure to confirm before applying

If there is delinquency in childcare fees or extended childcare fees, entrance may be put on hold.

* Delinquency for siblings is also included.

2. Applications for children attending special support classes

For applicable applicants only.

- ☐ Children newly entering the program must undergo preliminary evaluations and trial attendance.
- ☐ **If you wish to enter the program on April 1, 2027, please be sure to apply during the preliminary reception period.**

* For details on applications for children attending special support classes, please see page 20.

3. Checklist before submitting required documents

Please prepare the required documents in advance. For details, be sure to check pages 16-17.

*Also submit additional documents as needed. If any documents are missing, your application cannot be accepted.

	Guardian's situation	Necessary documents	Checklist	
			Guardian 1	Guardian 2
Items Applicable (Select Any That Apply)	Employment	All applicable	Proof of employment form (issued within the past three months)	
		[Additional documents] Self-employed or representative	A copy of documents objectively confirming self-employment (such as final tax return or withholding tax slip (newest at the time of application), certificate of commercial registration, notification of opening a personal business, outsourcing agreement, business license, etc.)	
		[Additional documents] Irregular working hours	A copy of shift schedule or other document showing the actual situation of employment (most recent month)	
		[Additional documents] Currently on childcare leave	Proof of return to employment form (to be submitted after returning to work)	
		[Additional documents] Qualified nursery teacher or licensed kindergarten teacher employed at applicable facilities	A copy of nursery teacher certificate, or a copy of kindergarten teacher license	
		[Additional documents] Working as a care worker employed at a nursing facility in Mitaka City	A copy of certified care worker registration certificate, a copy of certificate of completion of care worker induction training, or a copy of certificate of completion of care worker practical training	
	Illness or disability	Persons with a physical disability certificate, etc.	No documents need to be submitted. If you are planning on moving to the area from outside the city, please submit a copy of the certificate.	
		Persons without a physical disability certificate, etc.	Medical certificate from a doctor (noting there is limitation to caring for the child at home)	
	Nursing or Caregiving for a Family Member	All applicable	A copy of document showing the person is nursing or caregiving, and showing the person's schedule	
		[Additional documents] If the person receiving nursing/care does not live in the same household If the person receiving nursing/care lives in the same household and does not have a physical disability certificate, etc.	Medical certificate from a doctor for the person receiving nursing/care (within the last three months), a copy of physical disability certificate, etc., or a copy of long-term care insurance certificate, etc. (showing the level of required care)	
	Attending school / skills training	All applicable	A copy of certificate of enrollment or notification of acceptance	
		All applicable	A copy of document showing class curriculum (class schedule)	
	Seeking employment	All applicable	A copy of Hello Work slip (issued by Hello Work), etc.	
Persons Only	Planning to Move into Mitaka City		A copy of contract/lease, etc., that verifies the new address (Portion that shows the new address, name of signatory, expected move-in date, etc.)	

Please be sure to confirm before submitting your application:

- ☐ I have prepared the documents for all guardians.
- ☐ I have confirmed the required documents for family members living in the same household.
*Documents are necessary for the father, mother and all family members ages 18 to 64 who live with the child, excluding students.
- ☐ I have checked whether additional documents are required.
- ☐ I have confirmed that there are no missing documents.

4. Once your documents are prepared, please submit your application electronically through the entrance application form (see page 13 for details).

1. Overview of after-school programs

1 After-school programs

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

After-school programs in Mitaka City are established by the city (see page 34 for a list) and managed and operated by designated managers appointed by Mitaka City, according to the Mitaka City After-School Program Ordinance.

2 Days Open

- After-school programs are open Monday to Saturday.
- The facilities are closed on the following days.
 - (1) Sundays
 - (2) Holidays established in the Public Holiday Law
 - (3) Year-end and New Years (December 29 – January 3)
 - (4) Temporary closures established by the mayor as necessary

3 Childcare hours

Regular childcare hours

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

Extended childcare times

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

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

4 Content of childcare

- (1) This is a place for group activities centered around after-school play.
- (2) Children of different grades engage in activities together as friends.

- (3) Group activities help children develop healthy social skills.
- (4) Two or more after-school childcare support staff (after-school program instructors) will care for the children, considering their health, safety, emotional development and lifestyle habits, etc.

5 Childcare fees, etc.

(1) Pricing, etc.

	Price	Payment method	Payment deadline
Childcare fee	7,000 yen per month	Bank transfer (Collected by city)	Last day of every month
Extended childcare fee	200 yen per every 30 minutes		Last day of the following month
Snack fee	1,500 yen per month	Bank transfer (Collected by after-school program)	Differs by each after-school program

* Childcare fees and snack fees are paid on a monthly basis, and are not prorated by the number of days used.

* The childcare fee of 7,000 yen must be paid for each month, even if the child enters the program or withdraws from the program mid-month. There are no refunds, etc.

* Childcare fees and snack fees are paid using different payment methods.

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

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

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

A) Conditions for reductions or exemptions

i. Childcare fee

Conditions		Amount of reduction/exemption
1	Households that have two or more children in the program	Per child, starting with the second child 3,500 yen reduction per month
2	Households that are issued the Children's Medical Expenses Subsidy System certificate, such as single-parent households	3,500 yen reduction per month
3	Households that receive public assistance	Full exemption
4	Households that receive assistance under the Act on Measures on Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan for Remaining Japanese in China and their Spouses	Full exemption
5	Households exempt from municipal taxes in fiscal 2026	Full exemption
6	Households that only paid per capita rate of municipal taxes in fiscal 2026	3,500 yen reduction per month

ii. Extended childcare fee

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

[Exemption of snack fees]

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

B) How to apply

For details regarding application for reduction or exemption, please see the documents included with the notification of acceptance to the program.

C) Notes

- i. Application for reduction or exemption must be made each fiscal year. Even if you received reduction or exemption the previous fiscal year, you will need to submit the reduction or exemption application again.
- ii. Reduction or exemptions will be applicable to the month in which the application is received. Reduction or exemption will not be applied retroactively. Please note the starting month of the reduction or exemption will depend on the application date.
- iii. Multiple applications will not be accepted, even if the household applies to two or more of the conditions for reduction or exemption.
- iv. If the reason for reduction or exemption no longer applies due to changes in the household situation or taxation, the full childcare fees will be paid by said household starting the following month after the changes occur.
- v. If the reason (condition) for reduction or exemption changes, it will be necessary to reapply for reduction or exemption.
- vi. Contents of a reduction or exemption are subject to change.

6 Extended childcare hours

(1) Conditions for use, etc.

- A) Conditions for using extended childcare hours are based on the guardian's employment or illness, etc.
- B) If using the extended childcare hours after 6:00 p.m., the guardian, etc., must pick up the child. No dinner or snacks are provided.
- C) Extended childcare hours will not be held if there are no applicants.

(2) Extended childcare fees and applications

A) Extended childcare fee

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

* Regardless of the usage category, the maximum monthly amount is 2,000 yen.

B) Payment method

The usage per month will be checked and billed separately by the Community School Collaboration Section. Please pay by bank transfer or payment notice.

C) Application method

If you would like to use the extended childcare hours, please fill out the "Mitaka City After-School Program Extended Childcare Expected and Actual Usage Chart" distributed by the after-school programs, and submit to the after-school program.

D) Note

If a child enters the facility before 8:30 a.m. or is still in the facility after 6:00 p.m., this will qualify as extended childcare even if you have not applied in advance, and extended childcare fees will be incurred.

(3) How to check your usage of extended childcare

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

2. Entrance Requirements

1 Children who are eligible for after-school programs

First to third grade elementary school students (and students attending special support classes, including those expected to attend, up to sixth grade) who meet all of the following conditions are eligible to apply for the program.

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

* Conditions for students attending special support classes differ. Please be sure to see "6 Applications for Students Attending Special Support Classes" on page 20. **(For students in fourth grade and above who attend special support classes, only those who were enrolled in after-school program in the previous year are eligible to apply.)**

2 Guardian's situation

Situations in which a child cannot be sufficiently cared for (supported) at home due to the guardian's employment or illness, etc., shall mean the child cannot be cared due to situations listed in the below chart. Please also refer to the "Mitaka City after-school program screening index chart" (page 31). In addition to the guardians (father and mother), **cohabiting relatives must also meet the required conditions.** (However, persons who are younger than 18 or 65 or older, or students as of April 1, 2027, are excluded.) Please note that if, during the fiscal year, the child or the guardians no longer meet the prescribed entrance requirements (including reduction in the number of working days or working hours), the child will be required to withdraw from the program.

Guardian's situation	Conditions
Employment (Including expected employment)	The child's guardians must work three or more days per week, or twelve or more days per month, on which they work four or more hours during the day, including at least three hours between 1:00 p.m. and 6:00 p.m. (work after 4:00 p.m. is required). Example of a case that does not meet the requirements: If a guardian works from 10:00 a.m. to 3:00 p.m. three days a week, the requirement of "working three or more hours between 1:00 p.m. and 6:00 p.m." is not met, and therefore the guardian is not eligible. * Hours of employment are according to employment regulations, including breaks. If using a reduced working hours system, hours of employment are according to the reduced working hours. * Hours of employment do not include commuting or overtime. * Please care for your child at home if you are on childcare leave. (If you are

	on prenatal and maternity leave, your child can continue to use the program.) <u>However, even if you are on childcare leave, if you are able to return to employment by the end of August 2027, you can apply during preliminary and secondary receptions. Your child will start the program on the 1st day of the month prior to the month in which you will return to work.</u>
Illness or disability	If caring for the child at home is limited
Nursing or caregiving	Days requiring nursing or caregiving are three or more days a week, or 12 or more days a month, and four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.)
Attending school or skills training (including expecting)	Days attending school or skills training are three or more days a week, or 12 or more days a month, and the hours are four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.) * Does not include commuting. * If an online class or training session does not specify the time of attendance, it does not meet the requirements.
Seeking employment	Currently seeking employment, requiring three or more days a week, or 12 or more days a month, and four or more hours a day (with three or more of those hours occurring between 1:00 p.m. – 6:00 p.m.) * <u>Please start working within three months after entering the after-school program, and submit proof of employment within three months.</u> * <u>This condition can only be used once a year for entering the program.</u>
Other	Cases in which it is deemed the child cannot be sufficiently cared for (supported) at home

3 After-school programs that can be applied to

In consideration of the safety and healthy development of the child, your address determines the after-school programs you can apply to. Please refer to the “List of after-school program zones” (pages 35) when making your application. If you are expecting to change designated schools, please apply to the after-school program of the new school (see page 37).

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

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

* If the after-school program designated according to your address has reached its capacity, you will be guided to a nearby after-school program. If there is a considerable distance between the after-school program designated according to your address and the program your child has been admitted to, the Community School Collaboration Section will contact you when a vacancy becomes available at the program according to your address, and you may transfer to that program if you wish. (For details on priority admission, please refer to page 38.)

[Notes]

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

[Reference: After-school programs with branches in fiscal 2026]

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

<Regarding the after-school program zones for 2027>

The zones for Dai-san Elementary After-School Program (A, B, C, D), Takayama Elementary After-School Program (A, B, C, D), Hanesawa Elementary After-School Program (main facility, branch), and Osawadai Elementary After-School Program (main facility, branch) will be changed.

Please refer to the “List of after-school program zones” on pages 35 and 36 of this entrance guide when making your application.

3. Entrance process (for entrance on April 1, 2027)

On applications for children attending special support classes, please see “6 Applications for children attending special support classes” on page 20.

Entrance Guide released mid-August 2026



Preliminary reception **[electronic application]**

*** All applications must be submitted electronically via the internet.
October 1 (Thu) – October 16 (Fri), 2026**



For details, please see “4 Entrance Application” (page 12).

- * Please read the information in this Entrance Guide before making an application.
- * Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- * If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully. In principle, all notifications will be sent by email. **Please be sure to register an email address that can reliably receive messages.**

Screening

After the preliminary reception period



Entrance screening will be conducted according to the maximum number of students which can be accepted at each after-school program.
For details, please see “5 Entrance screening” (page 19).

Acceptance

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



Notification of entrance screening results [by postal mail] (preliminary reception)
early February 2027



Entrance information session (for new applicants only):
held at each after-school program facility, scheduled for March 6 (Sat), 2027



Entrance

April 1 (Thu), 2027

Secondary reception [electronic application]

February 8 (Mon) – February 28 (Sun), 2027 (scheduled)



For after-school programs that have not reached its maximum number of students during the preliminary reception, applications will be accepted on a first-come, first-served basis.

* If there are any deficiencies in the submitted documents, screening will be conducted once the documents have been completed.

The first-come, first-served order is determined on a “per day” basis. If the number of applications received on the same day exceeds the program’s capacity, admission will be decided in order of highest score based on the “Mitaka City After-School Program Screening Index Table.”

Programs subject to this process will be announced on the website at the time of reception.

Screening

After the secondary reception period



Screening of entrance requirements will be conducted. If the maximum number of students is reached, the applicants will be put on the waiting list.

Acceptance

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

The order of the waiting list is according to each applicant’s entrance screening



Notification of entrance screening results [by postal mail] (secondary reception)
mid-March 2027



Entrance information session (for new applicants only): held at each after-school program facility

* For the secondary reception, a separate entrance information session will be held before the day of entrance.



Entrance

April 1 (Thu), 2027

The application for entrance on April 16 (Fri), 2027, for those who are relocating is scheduled to be accepted from March 8 (Mon) to March 24 (Wed).

4. Entrance Application

* Regarding entrance applications for children attending special support classes, please also see page 20.

* Children currently attending an after-school program must submit an entrance application each year.

- During preliminary and secondary receptions, applications from those who wish to join the program on April 1, 2027 are accepted..
If you are on childcare leave, you can apply only if you are able to return to employment by the end of August 2027. Applicants will be screened during the preliminary and secondary receptions, but the child will join the program on the first day of the month prior to the month returning to work. Moreover, please submit the “proof of employment form” within one month after returning to work.
If your childcare leave is extended after making an application, etc., and you are not sure when you will be returning to work, you must cancel your application. Once the date of your return to employment is established, please submit another application.
- Before submitting an application, please make sure you have no delinquency in payments, including for the child’s siblings. If you are delinquent in payment, you may be put on the waiting list.

1 Documents required for entrance

Submit an electronic application on the city’s website. At that time, you will be required to upload the data of the documents confirming the situation of guardians, etc. (pages 16–18). Please prepare them in advance.

Documents confirming the situation of guardians, etc. are required for guardians (father and mother) and all family members living with the child. However, this does not apply to those who are younger than 18, 65 or older, or students as of April 1, 2027.

For those planning to move into the city, a copy of the contract or other document confirming the relocation destination will be required.

All forms and documents related to after-school program entrance applications can be downloaded from the Mitaka City website.

URL : https://www.city.mitaka.lg.jp/c_service/115/115382.html

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検索

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2 Preliminary reception (for entrance on April 1)

Period	From October 1 (Thu), 2026, at 8:00 a.m. until October 16 (Fri), 2026, at 11:59 p.m.
Application method	Electronic application from the application link on this page

[Notes]

- (1) Screening will be carried out for applications received during the preliminary reception period based on the screening index chart (see page 31). **(This is not a first-come, first-served basis)**
- (2) If there are any deficiencies in the application content, **you will, in principle, be contacted by email**. Please make sure you can receive emails from the Community School Collaboration Section (issei@city.mitaka.lg.jp). If necessary, you may also be contacted by telephone.
- (3) Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- (4) If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully.

Preliminary reception — Application link is [here](https://logoform.jp/form/ejBZ/1742073)

[< https://logoform.jp/form/ejBZ/1742073 >](https://logoform.jp/form/ejBZ/1742073)



3 Secondary reception (for entrance on April 1)

Period	February 8 (Mon) – February 28 (Sun), 2027 (scheduled)
Application method	Electronic application * Details will be listed on the Mitaka City website around late January.

[Notes]

- (1) For **after-school programs that have not reached their maximum number of students** during the preliminary reception, **applications will be accepted on a first-come, first-served basis.**
- (2) If the maximum number of students has already been reached during the preliminary reception, applications are no longer accepted for that after-school program.
- (3) Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- (4) If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully.

4 Reception throughout the year

Expected entrance date	Reception period
April 16, 2027	March 9 (Tue) – March 25 (Thu), 2027 (scheduled) *Only those who are relocating may apply, and only for after-school programs that have not reached the maximum number of students.
May 1, 2027	March 11 (Thu) – April 10 (Sat), 2027
June 1, 2027	April 11 (Sun) – May 10 (Mon), 2027
From the first day of each month*	From 11th of the month two months prior to the entrance month, until 10th of the month immediately preceding the entrance month

* If the program is closed on the expected entrance date, admission will be the next day the program is open.

Application method	Electronic application *Details will be listed on the Mitaka City website around mid-February.
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[Notes]

- (1) For applications throughout the year, **submissions will be accepted on a first-come, first-served basis.**
- (2) For applications throughout the year, applicants will be provided an information session separately before the date of entrance (for new applicants only). The after-school program that will accept your child will contact you regarding the date, time and location of the information session after entrance has been confirmed.
- (3) Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- (4) If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully.

Documents confirming the situation of guardians, etc.

- * Documents are necessary for the father, mother and all family members ages 18 to 64 who live with the child, excluding students.
- * Please submit additional documents as needed.
- * These documents must be submitted (uploaded) through the application form as image data taken with a camera, etc.

Guardian's situation	Necessary documents
Common	Applicants planning to move - Copy of contract/lease, etc., that verifies the new address (Portion that shows the new address, name of signatory, expected move-in date, etc.)
Employment	All applicable - Proof of employment form (issued within the past three months) Please receive proof from your employer. Depending on the content, it may be necessary to contact your employer. * If you are applying while on childcare leave, you must include the expected date of return to employment, which must be by the end of August, 2027. Please submit the "proof of employment form" within one month after returning to work. * If there will be changes to your employment situation after April 1, 2027, please also include the expected employment situation.
	[Additional documents A] Self-employed or representative Copy of document that objectively shows the person is self-employed (Please submit one of the documents listed below.) - Final tax return or withholding tax slip (newest at the time of application), certificate of commercial registration, notification of opening a personal business, outsourcing agreement, business license, etc. * When submitting a notification of opening a personal business, please submit one that has a receipt stamp from the tax office, etc., or one for which the electronic application receipt notice can be confirmed.)
	[Additional documents B] If work hours are irregular - Copy of shift schedule or other document showing the actual situation of employment (most recent month)
	[Additional documents C] If the person is a qualified nursery teacher or licensed kindergarten teacher and is employed at applicable facilities - Copy of qualified nursery teacher credentials- Copy of kindergarten teacher license
	[Additional documents D] If the person is a care worker employed at a nursing facility in Mitaka City - Copy of certified care worker registration certificate- Copy of certificate of completion of care worker induction training - Copy of certificate of completion of care worker practical training

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

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

- Proof of employment is necessary for guardians and all family members who live with the child, are employed, and are ages 18 to 64 as of April 1, 2027, excluding students. Please be sure to receive proof from your employer.
- If you are on the waiting list and you are accepted after some time has passed, you may be asked to resubmit documents confirming the guardian's situation (proof of employment, etc.).
- If there are changes to the guardian's situation, please promptly submit the necessary documents (see pages 16 and 17).
- We may confirm with the issuer of the proof of employment form (entity giving proof) regarding the content.
- We may ask for additional documents to better understand the situation of the person's employment, etc. If there are missing documents or deficiencies in the documents, the application will not be screened until the deficiencies are corrected.
If the additional documents are not submitted within the assigned period and the application cannot be screened, the child will not be accepted to the program.
- Applications filled in with correction pens or erasable pens will not be accepted for documents confirming the situation of guardians, etc.
- Regarding applications for children attending special support classes, please also see page 20.

All forms and documents related to after-school program entrance applications can be downloaded from the Mitaka City website.

URL : https://www.city.mitaka.lg.jp/c_service/115/115382.html

三鷹市 学童

検索

または



5. Entrance screening

1 Screening of entrance requirements

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

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

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

2 Screening to determine order of priority

In the screening to determine order of priority, the content of entrance applications will be given scores according to the "Mitaka City After-School Program Screening Index Chart" (see pages 31-33), and applications with higher scores will be accepted first.

If the maximum number of children is exceeded at an after-school program, applicants will be put on the waiting list. The order of applicants on the waiting list will be based on the entrance priority.

3 If there are delinquencies in payment of childcare fees

If there are delinquencies in payment of childcare fees, the applicant may be put on the waiting list regardless of the score of the entrance screening.

[Target Period] **Delinquency for use of program up to September 2026**
(childcare fees and extended childcare fees)

*Bank withdrawals for September 2026 will be on Wednesday, September 30 (childcare fees) and Monday, November 2 (extended childcare fees). Please make sure there is enough money in your account.

6. Applications for children attending special support classes

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

* If medical care is required, please consult with the Community School Collaboration Section in advance.

1 Children who are eligible for after-school programs

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

- (1) Children who apply to one of the below (A)–(C):
 - A) Children who attend or plan to attend special needs classes or schools
 - B) Children with a physical disability certificate or intellectual disability certificate (Ai-no-Techo)
 - C) (C) Children who are deemed by the mayor to require care
- (2) Children who are in elementary sixth grade or younger. However, children in fourth grade and above must have attended the after-school program in the previous fiscal year.
- (3) Children who are capable of joining group activities with other children at the after-school program
- (4) Children who can commute to the program themselves or whose guardian or other adult can drop them off and pick them up.

2 Maximum number of students

In principle, each after-school program can accept two children.

3 After-school programs that can be applied to

In principle, children attending (or expected to attend) special support classes may apply to the after-school program of their special support class. If desired, they may also apply to the after-school program in the area of their address as listed in the “List of after-school program zones” (see page 35).

However, if the number of children who can be accepted at each after-school program (in principle, up to two) is exceeded, even if an application is made to the after-school program of the special support class, the child may be assigned to the after-school program in the area of their address, or, based on the entrance screening index, may be introduced to a nearby after-school program with available capacity.

4 Documents required for entrance

- (1) Documents confirming the situation of guardians, etc.
Documents are required for guardians (father and mother) and all family members living with the child. However, this does not apply to those who are younger than 18, 65 or older, or students as of April 1, 2027.
- (2) For applicable applicants, a request to submit the “Documents on level of understanding” will be sent by email after the application, for use in the entrance screening and in the childcare provided after the screening. If the documents are not submitted, the screening cannot be conducted, so please be sure to submit them.

5 Preliminary reception (for entrance on April 1, 2027)

Period	From October 1 (Thu), 2026, at 8:00 a.m. until October 16 (Fri), 2026, at 11:59 p.m.
Application method	Electronic application from the application link on this page

* Because preliminary evaluations and trial attendance are required for children attending special support classes, **those who wish to start the program on April 1, 2027 must apply during the above period.**

[Notes]

- (1) For applicants who apply during the preliminary reception period, after confirming that all entrance requirements are met, there will be an evaluation to see whether the child can join in group activities at the after-school program. If the maximum number of children is reached, screening will be conducted based on the entrance screening index chart (see pages 31-33) **(not on a first-come, first-served basis)**. Please also see “5. Entrance Screening” (page 19).
- (2) If there are any deficiencies in the application content, **you will, in principle, be contacted by email.** Please make sure you can receive emails from the Community School Collaboration Section (issei@city.mitaka.lg.jp). If necessary, you may also be contacted by telephone.
- (3) Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- (4) If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully.

6 Reception throughout the year (for entrance on May 1, 2027 and after)

Period	February 11 (Thu), 2027 and after
Application method	Electronic application * Details will be listed on the Mitaka City website around late January.

*For entrance of children attending special support classes, preliminary evaluations and trial attendance are required. Please be sure to consult in advance.

*After screening is completed, entrance will be on the 1st of each month starting May 1, 2027.

[Notes]

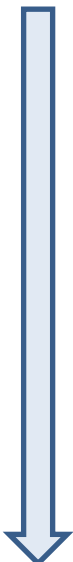
- (1) For applications throughout the year, **submissions will be accepted on a first-come, first-served basis.**
- (2) For applications throughout the year, applicants will be provided an information session separately before the date of entrance (for new applicants only). The after-school program that will accept your child will contact you regarding the date, time and location of the information session after entrance has been confirmed.
- (3) Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
- (4) If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. **If the required documents are not submitted, the application cannot be screened.** Please read this Entrance Guide carefully.

7 Entrance process (for entrance on April 1, 2027)

Entrance applications **[electronic application]**

*** All applications must be submitted electronically on the city's website.**

October 1 (Thu) – October 16 (Fri), 2026

- 
- * Please read the information in this Entrance Guide before making an application.
 - * Please note that communication fees incurred for electronic applications are the responsibility of the applicant. **If, due to the applicant's communication environment or other circumstances, the application is not completed within the designated period, the application cannot be accepted.** Please check the reception period carefully and submit your application with sufficient time.
 - * If there are any deficiencies in the submitted documents, you will be asked to provide the missing documents by the separately designated deadline. If the required documents are not submitted, the application cannot be screened, so please read this Entrance Guide carefully. All notifications will be sent by email. **Please be sure to register an email address that can reliably receive messages.**
 - * After the application, a request to submit the "Documents on level of understanding" will be sent by email, for use in the entrance screening and in the childcare provided after the screening. If the documents are not submitted, the screening cannot be conducted, so please be sure to submit them.

Entrance screening



After confirming the entrance requirements, preliminary evaluations and trial attendance will be conducted, and a conference comprising the city's staff and after-school childcare support staff, etc., will meet and discuss whether or not the child can be accepted. If you are delinquent in payment, you may be put on the waiting list. Please be careful of your payment situation.

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

* For new applications

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

(2) Trial attendance (mid-December – mid-January) * For new applications

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

(3) Entrance decision conference

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

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

* If the maximum number of children is reached, the content of entrance applications will be given scores according to the "Mitaka City After-School Program Screening Index Chart" (see page 31), and applications with higher scores will be accepted first.

Notification of entrance screening results [by postal mail]: early February 2027



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

Entrance information session:
held at each after-school program facility (for new applicants only)



Expected to be held on March 6 (Sat), 2027

Entrance

The child joins the program on April 1 (Thu), 2027.

7. Entrance acceptance period

1 Entrance acceptance period

When accepted, the child will be accepted for the period for which it can be confirmed that the child cannot be sufficiently cared for at home, according to the submitted documents such as the proof of employment form, etc., starting from the date of entrance up to the end of the fiscal year (March 31, 2028).

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

Applicants who apply during the preliminary reception and secondary reception will start the program on Thursday, April 1, 2027. (Applicants on childcare leave will enter the program on the 1st of the month prior to the month the guardian returns to work.)

2 Changes after entrance

If there are any changes to the content of the documents submitted at the time of application after the child enters the program, promptly notify the Community School Collaboration Section by [electronic application on the Mitaka City website](#).

If there are any changes to the reason why the child cannot be sufficiently cared for at home, the entrance requirements need to be reconfirmed. Please be sure to submit documents related to the content of the change and follow the necessary procedures. If the necessary documents are not submitted, the child will no longer be able to attend the program.

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

Content of change	Documents to submit	Notes
From childcare leave or leave from work, to return to employment	Proof of return to employment form	To continue using the program, the working conditions after returning to employment (such as number of working days and working hours) must meet the entrance requirements (see page 7).
Change of employment conditions (such as number of working days and working hours) within the same workplace	Proof of employment form	If work hours are irregular, also submit documents showing the actual employment situation such as shift schedule. (most recent month)
Job change (for applicants employed by a company, organization or private business, etc.)	Proof of employment form	
Job change (became self-employed)	(1) Proof of employment form (2) Document that objectively shows the person is self-employed (notification of opening a business, outsourcing agreement, etc.)	

Content of change	Documents to submit	Notes
Became ill or injured	Medical certificate from a doctor (noting the guardian cannot care for the child)	
Is now nursing or caregiving	(1) Copy of document showing the person is nursing or caregiving, and showing the person's schedule (2) Medical certificate from a doctor for the person receiving nursing/care	
Is now attending school or skills training	(1) Certificate of enrollment (2) Copy of document showing class curriculum	
Is now seeking employment	Copy of Hello Work slip (issued by Hello Work), etc.	Please start working within three months after your situation changed to "seeking employment," and submit proof of employment within three months.
Will be taking childcare leave	Withdrawal notification form	Please submit before the start of childcare leave.
The child does not meet requirements anymore, due to leaving employment, etc. (see pages 7-8 of After-School Program Entrance Guide)	Withdrawal notification form	

8. Withdrawals

If any of the following items apply, such as when childcare at the after-school program is no longer necessary or when the requirements for entrance are no longer met, **the child will be withdrawn from the program (or the entrance acceptance will be cancelled):**

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

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

*The withdrawal date cannot be set at an earlier date. Unless the withdrawal notification form is submitted (received) before the date you wish to withdraw, you will be responsible for paying the childcare fees, etc., following month.

*If moving within the city, please withdraw from the after-school program the child is attending, and reapply anew to an after-school program according to your new address.

9. Canceling applications or declining entrance

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

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

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

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

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



10. On using after-school programs

1 Basic daily schedule

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

*The daily schedule may differ slightly depending on the after-school program. For details, please see the “Entrance Booklet,” etc., which will be distributed at the entrance information session.

- If leaving the facility after 6:00 p.m. (extended childcare time), the child must be picked up.
- The child may come to the facility themselves for the morning extended childcare time.
- Leaving times are calculated by every 30 minutes.
- Temporarily leaving the facility
For safety reasons, children are not allowed to leave the facility temporarily (for after-school lessons, etc.).
- Snacks
Snack time is meant as a group activity while communicating with each other. As a rule, there will be no snacks provided if the child leaves before 3:30 p.m. (there will be no snacks provided even if the child leaves right at 3:30 p.m.). Moreover, for hygiene reasons, snacks cannot be taken home.

***In addition to the contents listed here, be sure to also read the “Entrance Booklet,” etc., which will be distributed at the entrance information session.**

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

- 1 My child is currently attending an after-school program. If we want to continue next fiscal year, do we have to reapply?
=> Yes. Entrance to after-school programs are approved each fiscal year, so if you wish to continue using the program next fiscal year, you will need to apply again.
Moreover, currently attending the program does not guarantee you will be accepted in the next fiscal year. In addition, you are not guaranteed to be accepted to the same after-school program.
The content of the applications will be quantified (guardian's number of work days/hours, grade of the child, etc.) and applications with higher scores will be given priority.
- 2 I am taking childcare leave right now. Can I apply?
=> Yes. Moreover, if you are currently taking childcare leave, you may apply during the preliminary and secondary reception periods only if you are able to return to employment by the end of August 2027. Your child will start attending the program on the 1st of the month prior to the month you will return to work. Moreover, please submit the "proof of employment form" within one month after returning to work. If your childcare leave is extended after making an application, etc., and you are not sure when you will be returning to work, you must cancel your application. Once the date of your return to employment is established, please submit another application.
- 3 We plan to attend a private school. Can I apply?
=> Yes. In principle, please apply for the after-school program according to your address (See "List of after-school program zones" on page 35). Moreover, if the school your child will attend is not yet decided due to exams, etc., please contact the Community School Collaboration Section once it has been decided.
- 4 We currently do not live in Mitaka City, but we are planning to move to Mitaka City. Can I apply?
=> If you know where you will be living and you can specify your address, you can apply. At application, please submit a copy of a contract/lease, etc., showing your new address (the portion showing the new address, name of signatory, expected move-in date, etc.)
- 5 Why is there a requirement that "on three or more days per week, or twelve or more days per month, the guardian must have days on which they work four or more hours during the day, including at least three hours between 1:00 p.m. and 6:00 p.m. (work after 4:00 p.m. is required)" ?
=> After-school programs are facilities that offer appropriate space for play and activities for elementary school children who cannot be sufficiently cared for at home due to the guardian's employment or illness, etc. The program aims to support the healthy development of the children and primarily provides a space for children to stay after school. This is the reason for the requirements.

- 6 Our address zone is for the -- Elementary After-School Program A, but my child attends -- Elementary After-School Program B. Will they be able to attend the -- Elementary After-School Program B again next fiscal year?
- => The after-school programs you can apply for is decided by your address. Please apply according to the "List of after-school program zones" (see page 35).
- 7 Are transfers between after-school programs A and B allowed mid-year? (for example from A to B, or B to A)
- => There will be no transfers in the middle of the fiscal year. Your child will attend the after-school program they were accepted to for the entire fiscal year.
- 8 Can my child attend the after-school program during school breaks like summer break?
- => Yes, as long as there is space in the program. For the after-school program days available, please see the chart under "4 Reception Throughout the Year" on page 15. If you wish to enter the program in July, please apply for entrance on July 1.
- 9 If we are listed as the same household on the resident record but are in fact living separately (not sharing finances), can we apply as a single-parent household?
- => Please submit documents showing that you are in divorce negotiations. If you are in mediation, please provide documents issued by the court. If you are in negotiations, please provide documents prepared by your attorney.
- 10 I plan to take childcare leave partway through the fiscal year. Can my child continue attending the after-school program?
- => Continuation is possible only if there is availability in the after-school program your child is scheduled to attend as of May 1. Please submit the "Mitaka City After-School Program Address Change Notification" by electronic application on the Mitaka City website.

Mitaka City after-school program screening index chart

On the Mitaka City after-school program screening index chart

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

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

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

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

[Standard index]

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

(Standard item 1)

- When screening employment hours, commuting time and overtime is not included.
- If the applicant is expecting to use a reduced hours system after entrance to the program, the application will be screened on the hours when using the reduced hours system.

(Standard item 3)

- [Physical disability certificate] A physical disability certificate as stipulated in Article 15 of the Law for the Welfare of Physically Disabled Persons
- [Intellectual disability certificate (Ai-no-techo)] An intellectual disability certificate (Ai-no-techo) issued based on the Tokyo Metropolitan Ai-no-techo Issuance Outline
- [Certificate of mental disorder] A certificate of mental disorder as stipulated in Article 45 of the Act on Mental Health and Welfare for Persons with Mental Disorders or Disabilities

(Standard item 4)

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

(Priority in case of identical scores 5)

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

Mitaka City after-school program screening index chart

1 Standard index

Standard items	Guardian's situation					Standard index
	Type		Details			
1	Employment	Works 20 or more days a month	A	Consistently employed eight or more hours a day		20
			B	Consistently employed seven or more, but less than eight, hours a day		19
			C	Consistently employed six or more, but less than seven, hours a day		18
			D	Consistently employed five or more, but less than six, hours a day		17
			E	Consistently employed four or more, but less than five, hours a day		16
		Works 16 or more, but less than 20, days a month	F	Consistently employed eight or more hours a day		18
			G	Consistently employed seven or more, but less than eight, hours a day		17
			H	Consistently employed six or more, but less than seven, hours a day		16
			I	Consistently employed five or more, but less than six, hours a day		15
			J	Consistently employed four or more, but less than five, hours a day		14
		Works 12 or more, but less than 16, days a month	K	Consistently employed eight or more hours a day		16
			L	Consistently employed seven or more, but less than eight, hours a day		15
			M	Consistently employed six or more, but less than seven, hours a day		14
			N	Consistently employed five or more, but less than six, hours a day		13
			O	Consistently employed four or more, but less than five, hours a day		12
2	Illness, etc.		A	Mental illness		20
			B	Long-term hospitalization		20
			C	Recovering at home (consistently bedridden)		20
			D	Recovering from illness, etc., other than above (A)–(C)		12
3	Disability		A	Physical disability certificate Grade 1 or 2, Intellectual disability certificate (Ai-no-techo) Grade 1, 2 or 3, Certificate of mental disorder Grade 1 or 2		20
			B	Physical disability certificate Grade 3, Intellectual disability certificate (Ai-no-techo) Grade 4, Certificate of mental disorder Grade 3		18
			C	Physical disability certificate Grade 4		16
4	Nursing / caregiving	Nursing or caregiving outside the home	A	Consistently providing nursing or caregiving outside the home for 6 or more hours a day		16
			B	Consistently providing nursing or caregiving outside the home for less than 6 hours a day		12
		Nursing or caregiving within the home	C	Consistently providing nursing or caregiving to someone living in the same house requiring a care level 3, 4 or 5		16
			D	Consistently providing nursing or caregiving to someone living in the same house requiring home care other than listed in above C.		12
5	Attending school / skills training	Attends school 20 or more days a month	A	Consistently attends school eight or more hours a day		18
			B	Consistently attends school seven or more, but less than eight, hours a day		17
			C	Consistently attends school six or more, but less than seven, hours a day		16
			D	Consistently attends school five or more, but less than six, hours a day		15
			E	Consistently attends school four or more, but less than five, hours a day		14
		Attends school 16 or more, but less than 20, days a month	F	Consistently attends school eight or more hours a day		16
			G	Consistently attends school seven or more, but less than eight, hours a day		15
			H	Consistently attends school six or more, but less than seven, hours a day		14
			I	Consistently attends school five or more, but less than six, hours a day		13
			J	Consistently attends school four or more, but less than five, hours a day		12
		Attends school 12 or more, but less than 16, days a month	K	Consistently attends school eight or more hours a day		14
			L	Consistently attends school seven or more, but less than eight, hours a day		13
			M	Consistently attends school six or more, but less than seven, hours a day		12
			N	Consistently attends school five or more, but less than six, hours a day		11
			O	Consistently attends school four or more, but less than five, hours a day		10
6	Seeking employment		Consistently away from home in order to seek employment			10

7	Other	Not present	A	Father/mother is deceased, or not present due to divorce, etc.	23
			B	Father/mother is not present due to working away from home	20
		Other	Clearly cannot provide childcare due to reasons not listed above		

Reduction items on standard index

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

2 Adjustment index

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

3 Priority in case of identical scores

1	Children in lower grades
2	Children whose parents are not present, or single-parent families
3	The guardian is a qualified nursery teacher or licensed kindergarten teacher and is engaged in childcare and education work at applicable facilities(*1). <u>Priority of facilities is in the order of (1), then (2).</u>
4	The guardian holds applicable certifications*2 and is engaged in caregiving at a nursing facility in Mitaka City*3.
5	The guardian works or attends school outside the home.
6	Children whose siblings are enrolled in the same after-school program
7	Children who need to be cared for more days.
8	Households whose work end time is later than others
9	Households whose working hours are longer than others
10	Children whose assigned program is the after-school program they currently attend
11	Households whose average actual working hours are greater than others
12	Other (comprehensively judged according to the child's situation and guardian's employment situation, etc.)

*1 Applicable nursery facilities

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

(2) Licensed kindergartens

*2 Applicable certifications

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

*3 Nursing facilities

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

- List of after-school programs

Name of after-school program	Maximum (number of	Location	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

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

* Depending on the entrance application situation, a "branch facility" may be established in collaboration with schools, etc.

[Reference: After-school programs with branches in fiscal 2026]

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

- List of after-school program zones (changes are shown in color)

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

Name of after-school program	Zone	
Dai-shichi Elementary After-School Program A	Kami-renjaku	6-chome (all)
		7-chome 1-7-ban, 9-25-ban, 29-33-ban
		8-chome 18-ban
		9-chome 1-ban, 15-ban, 22-ban, 23-ban, 39-ban, 40-ban
Dai-shichi Elementary After-School Program B	Kami-renjaku	4-chome 19-25-ban
		5-chome (all)
		7-chome 8-ban, 26-28-ban
Osawadai Elementary After-School Program	Nozaki	4-chome 6-10-ban
	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 1-5-ban
	Osawa	1-chome 1, 2, 11-13-ban, 14-ban (1-7, 19-24-go), 15-ban (1-5, 18-22-go)
Takayama Elementary After-School Program A	Shimo-renjaku	5-chome 1-ban 5-16-go
	Mure	6-chome 12-ban, 14-22-ban, 23-ban 8-go
Takayama Elementary After-School Program B	Mure	4-chome (all)
		6-chome 2-ban, 13-ban
Takayama Elementary After-School Program C	Mure	2-chome 11-ban, 12-ban, 14-ban Mitakadai apartments buildings 12-16, 14-ban 1-31-go
		3-chome 11-ban
		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 1-10-ban
		3-chome 1-10-ban
Minamiura Elementary After-School Program A	Kami-renjaku	8-chome 1-17-ban, 19-27-ban
		9-chome 2-14, 16-18-ban
	Nozaki	1-chome 1-13-ban, 15-ban, 16-ban (3-18-go)
Minamiura Elementary After-School Program B	Shimo-renjaku	9-chome 2-5, 9-11-ban
	Shinkawa	6-chome 35-ban (16[A]-28-go, 36-ban, 37-ban (1-25-go)
Nakahara Elementary After-School Program A	Shinkawa	4-chome 9-17-ban, 25-ban Shinkawa Shimayashiki Dori apartment buildings 11-16
		5-chome 6-ban Shinkawa Shimayashiki Dori apartment buildings 18-20, 7-16-
	Nakahara	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)
		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)
Iguchi Elementary After-School Program A	Iguchi	2-chome 5-ban
		3-chome (all)
		4-chome (all)
Iguchi Elementary After-School Program B	Iguchi	1-chome (all)
		3-chome 1-14-ban
		2-chome 19, 20-ban
Higashidai Elementary After-School Program A	Iguchi	3-chome 15-19-ban
		4-chome 1-6-ban, 7-ban (5-24-go)
		5-chome (all)
		1-chome (all)
Higashidai Elementary After-School Program B	Jindaiji	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)
		2-chome 2-9, 14-25-ban
Hanesawa Elementary After-School Program	Nakahara	4-chome 1-16-ban, 17-ban (Toei buildings 1 and 2, 21-41-go [South of Chuo Expressway]), 18-34-ban
		1-chome (all)
Hanesawa Elementary After-School Program branch	Osawa	4-chome (all)
		1-chome 3-10-ban, 14-ban (8-18-go), 15-ban (6-17-go), 16-18-ban
Renjaku Gakuen After-School Program (Dai-roku Elementary School, Minamiura Elementary School)	Osawa	2-chome 20-ban
		5-chome (all)
Shimorenjaku Kodemari After-School Program (Dai-ichi Elementary School district)	Shimo-renjaku	7-chome 4-17-ban
		9-chome 6-8-ban
Shimorenjaku Kodemari After-School Program (Dai-ichi Elementary School district)	Shimo-renjaku	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	➡	Dai-roku Elementary After-School Program A
	Takayama Elementary School		
	Dai-ichi Elementary School	➡	Dai-roku Elementary After-School Program B
	Dai-san Elementary School Dai-shichi Elementary School Minamiura Elementary School	➡	Renjaku Gakuen After-School Program
Takayama Elementary School	Dai-ichi Elementary School	➡	Takayama Elementary After-School Program A
	Dai-yon Elementary School	➡	Takayama Elementary After-School Program B
	Dai-roku Elementary School		
	Dai-go Elementary School	➡	Takayama Elementary After-School Program C
	Kitano Elementary School	➡	Takayama Elementary After-School Program D
Minamiura Elementary School	Dai-ni Elementary School	➡	Minamiura Elementary After-School Program A
	Dai-roku Elementary School (Shinkawa 6-chome) Chofu City	➡	Minamiura Elementary After-School Program B
	Dai-san Elementary School Dai-yon Elementary School Dai-roku Elementary School (other than Shinkawa 6-chome) Dai-shichi Elementary School	➡	Renjaku Gakuen After-School Program

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

[After-school programs that conduct priority admission]

After-school program the child currently attends		After-school program assigned through priority admission
Dai-ichi Elementary After-School Program A	↔	Dai-ichi Elementary After-School Program B, C
Nishimitaka Gakuen After-School Program branch	➡	Dai-ni Elementary After-School Program A, B
		Iguchi Elementary After-School Program A, B
Dai-san Elementary After-School Program C, D	➡	Dai-san Elementary After-School Program A, B
Dai-go Elementary After-School Program A branch	➡	Dai-go Elementary After-School Program A, B
Osawadai Elementary After-School Program (main facility)	➡	Osawadai Elementary After-School Program branch
Takayama Elementary After-School Program A, B	↔	Takayama Elementary After-School Program C, D
Kitano Elementary School Childcare Program A, B, branch	➡	Kitano Elementary After-School Program A, B
Dai-ichi Elementary After-School Program B, C	➡	Shimorenjaku Kodemari After-School Program

Including cases where the child is enrolled in an after-school program at another school

(e.g., Dai-san Elementary After-School Program C, D => Dai-shichi Elementary After-School Program A, B)

Application period for fiscal 2027, applications throughout the year (after March 8)

Expected entrance date	Application period
4 / 16	3 / 8 (Mon) ~ 3 / 24 (Wed) * Only those who are relocating may apply, and only for after-school programs that have not reached the maximum number of children.
5 / 1	3 / 11 (Thu) ~ 4 / 10 (Sat)
6 / 1	4 / 11 (Sun) ~ 5 / 10 (Mon)
7 / 1	5 / 11 (Tue) ~ 6 / 10 (Thu)
8 / 1	6 / 11 (Fri) ~ 7 / 10 (Sat)
9 / 1	7 / 11 (Sun) ~ 8 / 10 (Tue)
10 / 1	8 / 11 (Wed) ~ 9 / 10 (Fri)
11 / 1	9 / 11 (Sat) ~ 10 / 10 (Sun)
12 / 1	10 / 11 (Mon) ~ 11 / 10 (Wed)
1 / 1	11 / 11 (Thu) ~ 12 / 10 (Fri)
2 / 1	12 / 11 (Sat) ~ 1 / 10 (Mon)
3 / 1	1 / 11 (Tue) ~ 2 / 10 (Thu)

* If the program is closed on the scheduled entrance date, admission will be the next day the program is open.

Regarding applications throughout the year for children attending special support classes, please see page 22.