

Fiscal Year 2025 - Reiwa Era 7

April 1, 2025 – March 31, 2026

After School Daycare Program for Children

【Submission period of Application】

- To use this program after April, 2025
→ **Apply from Monday, December 2 through Friday, December 20, 2024**
- To use this program during summer break only.
→ **Apply from Monday, May 19 through Friday, June 13, 2025**

1 About the After School Daycare Program

The purpose of the After School Day Care Program is to provide a place for elementary school children whose parents are away from home during the day for work or other reasons to spend the after school hours and to promote their healthy development through "play" and "daily activities".

2 Program Content

The program operates under the supervision of childcare providers and develops the children's independence, social skills, and creativity through the coaching of basic lifestyle habits and appropriate play. It also ensures that they spend their time comfortably and learn the general rules of group participation.

3 Eligibility Criteria

The After School Daycare is available if your situation falls under either ① or ②.

Status of all guardians living in the same household (under age 65)

(Excludes those turning 65 between April 1, 2025 and March 31, 2026)

① During the school days, if all the guardians are

< Grades 1 to 3 in elementary school >

Away from home **after 3:00 p.m.** more than 15 days/month due to work or other reasons

< Grades 4 to 6 in elementary school >

Away from home **after 4:00 p.m.** more than 15 days/month due to work or other reasons

② During Spring, Summer, and Winter breaks, when all guardians are

Away from home for work or other reasons for more than 4 hours per day and for more than 15 days per month

※ Overtime hours should not be counted.

4 Open days, hours, and closed days

Period	April 1, 2025 ~ March 31, 2026 (Fiscal year 2025)
Open Days and Hours	<ul style="list-style-type: none"> ● School Days After classes - 6:30 p.m. ● Saturdays, Summer/Winter/Spring Breaks, Temporary school closings 8:00 a.m. - 6:30 p.m.
Closed days	<ul style="list-style-type: none"> ● Sundays, Holidays, Bon Period (August 14 - 16), Year End and New Year holidays (December 29 - January 3) ● When the daycare is closed due to a warning (heavy rain, flood, storm, etc.) or when it is determined that there is a danger to daycare, etc. due to the issuance of a warning. ● If a daycare has an outbreak of COVID-19 or seasonal flu or other mass infection. ● If we determine that we cannot operate safely due to a failure of facilities or equipment, or If we know in advance that there will be no children attending.

5 After School Daycare Program Fees (Parental Payments)

① After School Daycare fee

Monthly	3,000 yen	For August only	4,000 yen
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- Full payment will be charged for the entire month, even if you start using the service in the middle of the month, cancel the service, or do not use the service for a day.
- After School Daycare fees must be paid by the due date.

<Payment Method>

The payment methods are as follows.

[Direct Debit]

- Basically, the transfer date is the end of each month.
 - ※ If the last day of the month is a Saturday, Sunday, or holiday, the next business day is the remittance date. December's remittance date is 25th.
- Please submit an automatic payment request form to the bank of your choice.
 - ※ The request form is available at any After School Daycare. We will send the form with the acceptance letter for first graders.
 - ※ It takes approximately one month for your bank to send the request to our office, which may delay the start of the direct debit.
 - ※ The procedure must be completed for each child who is using the service for the first time, even if their siblings are using the service.

[Pay with a payment slip]

- A payment slip will be mailed to you at the end of each month. Please pay by the due date.
- You can pay with the slip at banks or convenience stores in Iwakuni City, as well as via smartphone payment application (PayB, PayPay, LINEPay).
- ※ Receipt will not be issued for payment made by smart phone application.

<After School Daycare fee reduction or waiver>

If any of the following apply to you, you may be eligible for fee reduction or waiver. Please submit the "Application for After School Daycare Fee Reduction or Waiver" to the daycare of your choice.

[Full Exemption]

Households receiving social assistance / Households that exempted from the resident tax / Households receiving subsidies for medical expenses for single-parent families / The third or later child when siblings use the daycare at the same time.

[Reduction of 1,000 yen]

The second child who use the service with a sibling at the same time.

- The reassessment will be made in June for households exempted from the resident tax, and in August for households receiving subsidies for medical expenses for single-parent families, etc.
- If the reason for the exemption changes, please notify us as soon as possible.

② Daily Activity Fee

- We will collect 1000 yen for the daily activity fee and use it for materials and snacks for the children.
- The After School Daycare staff will provide you with a collection envelope for the Daily Activity Fee, so please pay the fee in cash directly to them. Some of our entrusted daycare offer direct deposit.

6 How to get started

If you would like to use an After School Daycare, please submit an application directly to the daycare of your choice (The list is on the last page).

① How to get an application package

Visit the After School Daycare you would like to use. The staff will explain the program to you and provide you with the necessary documents. You can also pick them up at the City Hall and its General Branch Offices, or download them from the City's website.

Documents Required for Application	<ul style="list-style-type: none"> ● After School Daycare Program Application Form ● Documentation of inability to provide childcare (see below) ● Confirmation of insurance coverage details (except for some entrusted daycares) ● Application for Fee Reduction or Waiver (for those in need only)
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<Documentation of inability to provide childcare>

Company Employment	<ul style="list-style-type: none"> ● Certificate of Employment Status ※ If your employment is temporary and you do not plan to renew, you can use the program until the end of the month.
Self- employment	<ul style="list-style-type: none"> ● Certificate of Employment Status ● Documents providing self-employment (Tax Return Form B, business license, notice of opening a private business, etc.) ● For farmers, "Certificate of Agricultural Engagement"
Attending school	<ul style="list-style-type: none"> ● Certificate of Enrollment ● Schedule of classes
Illness Disability	<ul style="list-style-type: none"> ● Medical certificate (stating the period of time during which childcare will not be available) or a copy of the Physical Disability Handbook, Rehabilitation Handbook, Mental Disability Health and Welfare Handbook
Nursing Caregiver	<ul style="list-style-type: none"> ● Nursing/Caregiver Statement ● Physician's statement (indicating the period of time during which childcare will not be available) or copy of long-term care insurance card
Childbirth	<ul style="list-style-type: none"> ● Copy of Maternal Handbook (front page and due date page) <ul style="list-style-type: none"> ※ The availability period is from two months before the expected delivery month to three months after delivery. ※ For example: If the expected delivery month is July, the availability period is May 1 through October 31.

※ **New applicants are not eligible for this program while they are seeking employment.**

② Where to submit your application

Applications are accepted at the After School Daycare of your choice. If this is your first time using the service, a staff member will interview you at the time of your application.

③ When to submit your application

【If you want to use the program from April, 2025】

- From Monday, December 2, 2024 to Friday, December 20, 2024

【If you want to use the program only during the summer break】

- From Monday, May 19, 2025 to Friday, June 13, 2025

【Other than above】

- Approximately one month to 10 days prior to the desired start date.

- ※ Please apply when you have all the required documents. If you do not have all the documents by the deadline, please contact the After School Daycare in advance.
- ※ If there are more applications than spaces available, priority will be given to children in the lower grades
- ※ If there are any changes to your application after it has been submitted, please contact the After School Daycare.
- ※ We will accept applications after the application deadlines. However, it will be given lower priority for approval.

7 Screening Results

① Notification of Results

Results will be mailed to applicants by the start date of use. Those applying for use in April will be notified in early March, and those applying for use during the summer break period will be notified in early July.

- Priority will be given to applicants who have submitted their applications on time.
- We are unable to respond to phone inquiries regarding the result.

② Screening Methods

The decision will be based on the details of your application and a comprehensive assessment of the conditions of the After School Daycare, in addition to the criteria for use.

③ For those who were not able to use the service as a result of the screening

If the child is not accepted as a result of the screening, we will confirm in writing to the child's guardian(s) that they wish to remain enrolled. Upon confirmation of the applicant's desire, the screening will continue as a child on the waiting list.

If a space becomes available, we will notify you by the end of the month prior to the start month.

④ Other

The use of the After School Daycare may be denied or the decision to use the After School Daycare may be reversed in the following cases.

- If there is any falsehood or irregularity in the application or notice of use.
- If the childcare fee is in arrears.

8 Notes on use

① Transporting children to and from school

- We request that parents/guardians pick up and drop off their children to ensure their safety. If this is difficult, you may submit a "Notification of Commuting Alone" form.
※ Please contact the After School Daycare for notification details.
- If a child becomes ill, the parent/guardian will be notified and asked to pick up the child as soon as possible.
- If you are unable to make your scheduled pick-up time or 6:30 p.m. due to overtime, heavy traffic, etc., please contact the After School Daycare as soon as possible.
- Please pick up your child promptly after work.

② Attendance and Absences

- Please be sure to let us know if your child will be absent from the After School Daycare. Leave a message on the answering machine during off hours.
- If we are unable to confirm your child's attendance or absence, we will call your emergency contact or place of employment to ensure your child's safety.

③ Restrictions on Use

We may ask a child to leave the After School Daycare if he/she has a contagious disease that could infect other children, or if he/she engages in the following behaviors.

- Continued of unexcused absences
- Causes injury, physical or emotional distress to others, or property damage.
- Damage to facilities or equipment
- Interfering with the After School Daycare activities
- Ignoring communication from the After School Daycare staff
- Frequent pick-ups after closing time (18:30)

④ Medication

Daycare staff cannot administer prescribed medication without a parent/guardian request form. Please contact the daycare staff for more information.

⑤ Meals

Meals are not provided. Please have your child bring his/her own meal on Saturdays and long holidays.

⑥ Others

You are not allowed to use the daycare on your days off. Please be with your child.

- ※ We may verify your employment status based on the documentation you provide.

9 Parent/Guardian Email Registration

The After School Program uses each daycare's contact network system to send email notifications to parents/guardians. Please be sure to sign up for this service, as emergency notifications such as sudden room closings will be sent to your registered email address.

For the registration procedure, please refer to the "Registration Procedure for the Contact Network System", which will be provided with the Notice of Approval to use the daycare.

Please note that some of our entrusted daycares may use a smartphone application to contact you, so please register accordingly.

10 Others

① If you are withdrawing to use an After School Daycare

Please submit a "Notice of Withdrawal from After School Daycare" to the daycare directory if you are no longer using the daycare due to relocation, or other reasons.

② If your situation changes

Notification is required in the following cases. Please contact the daycare.

- If your address or household status changes (e.g., move, marriage, divorce)
- If your hours or days of work change
- If there is a change or cessation of usage requirements (e.g., resignation, job change, pregnancy or childbirth)
- If the reason for the reduction or exemption changes or ends

③ If you quit your job and are looking for a new one

Please submit the "Request for Continued Admission Due to Job Search Activities" to the daycare you are using. The last day you may use a daycare during job search activities is as follows.

- If your resignation date is before the 15th of the month → Until the end of the month
- If your resignation date is after the 16th of the month → Until the end of next month

11 Contacts Information

【Iwakuni City】

Nursery/Kindergarten Section, Iwakuni City Hall	Phone: 0827-29-5079
Civic Welfare Section, Yuu General Branch	0827-63-1113
Civic Welfare Section, Shuto General Branch	0827-84-1112
Kuga Sub Office	0827-82-2511
Civic Welfare Section, Nishiki General Branch	0827-72-2112
Civic Welfare Section, Miwa General Branch	0827-96-1113
Hongo Sub Office	0827-75-2582

【After School Daycare】 Note: Marked * is entrusted daycare.

Name	Phone	Name	Phone
Iwakuni After School Daycare*	0827-43-2329	Yusei After School Daycare	0827-63-6336
Marifu After School Daycare	0827-22-4960	Yuu After School Daycare	0827-63-1414
Kawashimo After School Daycare	0827-22-2946	Shinto After School Daycare*	090-2167-9037
Higashi After School Daycare	0827-22-0507	Kuga After School Daycare*	0827-82-5581
Hiratata After School Daycare*	0827-31-7377	Hongo After School Daycare	0827-75-2060
Nada After School Daycare	0827-31-7219	Shuto Chuo After School Daycare*	0827-84-0112
Atago After School Daycare	0827-31-6742	Shuto Yonegawa After School Daycare*	0827-84-5400
Chuyo After School Daycare	0827-38-3308	Shuto Shusei After School Daycare*	0827-84-1311
Tsuzu After School Daycare	0827-38-0014	Soh After School Daycare*	0827-85-0444
Shoko After School Daycare	0827-21-5171	Shuto Kawakami After School Daycare*	0827-84-0634
Fujikawa After School Daycare	0827-41-0779	Nishiki After School Daycare*	0827-72-3244
Misho After School Daycare	0827-46-0031	Miwa After School Daycare	0827-96-1618
Kuina After School Daycare	0827-47-3166	Marifu Daini After School Daycare*	090-1354-6085
Kouchi After School Daycare	0827-47-2086	Higashi Daini After School Daycare*	080-4558-2216
Hashirano After School Daycare	0827-46-0633		

※Information as of September 1, 2024. (Reiwa era 6)

【Private After School Daycare】

Name	Address	Phone
School Age Classroom Icho House	1-2-9 Kawanishi Machi	0827-28-1757

※If you would like to use this daycare, please contact the Icho House directly.

**Nursery/Kindergarten Section
Welfare Department (2nd floor)
Iwakuni City**

1-14-51 Imazu-machi, Iwakuni City 〒740-8585

Phone: 0827-29-5079