

***FY 2024***

# ***User Guide for Sendai City Children's Clubs***

<Please keep this brochure even after registering at a Children's Club so that you can refer to it as needed.>

Contact for inquiries about registration at Children's Clubs and the operation of Children's Clubs

Children's Hall or Children's Center (hereon referred to as Children's Center) at which you would like to register (Please refer to the List of Children's Centers on pages 17 to 21.)

Contact for inquiries about general information on the Children's Club system and the club fee reduction system

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**City of Sendai**

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# 1. Overview of Children's Clubs

## (1) What is a Children's Club?

Sendai City Children's Clubs (hereon referred to as "Children's Clubs") are operated to provide elementary school children, whose guardians are not at home in afterschool hours due to work or other reasons, with appropriate venues to play and interact at for the sake of their healthy development. For Children's Centers where many children have been registered at, the Children's Club may be held at venues outside of the main building of the Children's Centers (satellite locations), such as empty classrooms in elementary schools, etc.

## (2) Days / Hours of Operation

The days and hours of operation for Children's Clubs are shown below.

Days of Operation	Hours of Operation
Weekdays	From after school until 6:00 p.m. From after school until 7:15 p.m. if the extended hours' service is used.
Saturdays	From 9:00 a.m. to 5:00 p.m. ( <u>Extended hours' service is NOT available on Saturdays</u> )
Extended school breaks, etc. *For summer break or temporary occasions, etc. during which school is not in session (excluding Saturdays)	From 8:00 a.m. to 6:00 p.m. From 8:00 a.m. to 7:15 p.m. if extended hours service is used.

- ※ Excluding Sundays, national holidays, and year-end and New Year holidays (December 29 - January 3)
- ※ Children's Clubs are not held if the Children's Centers cannot be operated due to natural disasters or other reasons

## (3) Application requirements for registration

In order to apply for registration with a Children's Club, the following requirements from ① to ④ must be met. Those who do not fulfil the requirements will not be able to apply for registration, so please check before submitting an application.

① Children enrolled in elementary schools located within Sendai City, or children who lives within Sendai City and are enrolled in the elementary school section of special needs schools, who meet the following requirements and can operate in a group environment.

- ◆ Children who can come to and go from a Children's Center by themselves, in principle
- ◆ Children who can take care of themselves, including eating and using the toilet by themselves
- ◆ Children who can communicate with others
- ◆ Children whose dangerous behavior can be prevented or controlled

② Guardians (including relatives living in the same household who are aged 18 or older and under the age of 65 as of April 1, 2024) should qualify for any of the following conditions, and their children cannot receive appropriate guardianship at home.

- ◆ Guardians who are not at home during afterschool hours due to work (they will need to work past 1:00 p.m. on weekdays. Only hours worked are accounted for, commute time is not included.)  
\*This requirement of work hours does not apply to those registering for extended school breaks only.

- ◆ Guardians suffering from disease, injury, or have a disability
- ◆ Guardians providing long-term care to relative, etc. suffering from disease, injury, or has a disability
- ◆ Guardians within the period of 8 weeks (14 weeks in the case of multiple pregnancies) before and 8 weeks after childbirth (hereon referred to as “maternity period”)
- ◆ Guardians attending university, technical school, vocational-training school, or any other kinds of school

**◇ Work requirements for guardians whose child is in the upper grades (4–6) in elementary school ◇**  
**(additional requirements)**

For guardians whose child is in the upper grades of elementary school, the following work requirements are applied with considerations on what time classes end for upper grade students, and by prioritizing the registration of children in the lower grades of elementary school.

<p><b>Work requirements for guardians whose child is in the upper grades of elementary school</b></p>	<p><b>Guardians will need to work at least four days a week (including Sundays) and <u>work past 3:00 p.m. on weekdays.</u></b>  <b>(Only hours worked are accounted for, commute time is not included).</b></p>
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**However, the above requirements do not apply if any of the following conditions is met.**

- ✓ If a child is registered with a Children’s Club only during extended school breaks. (Only when there is a vacancy at a Children’s Center)
- ✓ The child qualifies for any of the conditions listed below:
  - Children who are issued a physical disability certificate, an intellectual disability certificate, or any other disability-related certificate
  - Children who are enrolled in or are scheduled to enroll in special needs schools or special needs classes
  - Children who are certified as having a disability through a diagnosis made by a physician or a public institution, including a childcare guidance center and a development counseling and assistance center

③ In principle, it is expected that a child will be using a Children’s Club throughout the year (from April 1, 2024 to March 31, 2025).

**◇ Use of a Children’s Club only during extended school breaks ◇**

As an exception, it may be possible to only use a Children’s Club during extended school breaks such as summer break.

※ Applications will be accepted if the quota of registered children has not been reached during application period prior to the extended school break.

※ In regards to the timing of application, please refer to page 11.

④ Guardians have paid the Children’s Club fees to be borne by them (including the fees for the brother(s) and sister(s) of the child who are also using the service).

- ※ If guardians failed to pay the Children’s Club fees to be borne by them, their application forms will be returned to them because they do not meet the registration requirements.
- ※ They may reapply to use a Children’s Club again after paying the unpaid amount; however, the day on which they submitted the second application is deemed to be the date of application.

#### (4) Quota of Registered Children

The quota of children registered at a Children’s Club is determined by each Children’s Center. If the number of applications exceeds the quota, applications will be accepted according to the priority listed below.

If you would like to apply to register at a Children’s Club where the quota of registered children has been reached, please inform the Children’s Center that you would like to be listed on the wait list. Your application will be accepted according to priority listed below as soon as there is a vacancy at the facility.

With the prioritization of children in lower grades in elementary schools in mind, each Children Center will set a number of lower grade priority slots.

#### 《Priority Order for Registration》

Priority	Grade which is prioritized for registration
1st	1st grade
2nd	Children from single-parent families or a family without parents (Limited to 2nd and 3rd grade)
3rd	2nd grade
4th	3rd grade
5th	4th grade or above, children with special needs (*1)
6th	4th grade
7th	5th grade
8th	6th grade

\*1 Children with special needs

- ✓ Children who have been issued a physical disability certificate, an intellectual disability certificate, or any other disability-related certificate
- ✓ Children who are enrolled or scheduled to enroll in a special needs schools or classes
- ✓ Children who are certified as having a disability through diagnosis made by a physician or public institutions, including childcare guidance centers and development counseling and assistance centers
- ✓ Children who are certified as requiring special care or support by a support review committee consisting of experts

Within the same priority order group, the following order is applied.

Priority	Children who are prioritized for registration within the same priority order group mentioned above
1st	Children from single-parent families or a family without parents
2nd	Children who do not fall under the first-order category, but whose parent(s) (one or both) are absent due to working away from home or other reasons
3rd	Children whose number of days of use at the Children’s Club are high
4th	Children who need to use the extended hours service
5th	Children whose brother(s) and sister(s) are registered at the same Children’s Club that they applied to, or whose brother(s) and sister(s) applied to register at the relevant Children’s Club simultaneously
6th	Children who have been on the wait list for a longer time (For applications for the use of a Children’s Club starting from April 1, children who have been on the wait list for a longer time in the year prior to the year in which registration with the Children’s Club is finalized)

- ※ If further ranking of orders is needed, children to be registered will be determined by lottery.
- ※ Although it is possible to apply to Children’s Club located outside of the school district where one’s residence is in, registration will only be possible if there is vacancy at the facility, as children living within the same district as the Children’s Club is prioritized

## (5) Registration Period

In principle, the registration period for a Children’s Club is from the first day of using the service until March 31, 2025. However, the registration period differs for the following cases.

Requirements for guardians	Registration period for the Children’s Club
When the guardian is working	From the first day of using the club until the last day of employment
When the guardian is ill or injured	From the first date of using the club until the end of the recovery period as stated on the medical certificate
When the guardian is providing long-term care to their relative(s)	From the first day of using the club until the end of the recovery period as stated on a medical certificate
When the guardian is in maternity period	From 8 weeks (14 weeks in the case of multiple pregnancies) before the expected delivery date until 8 weeks after giving birth
When the guardian is enrolled in university or any other educational institutions	From the first day of using the club until the final day of enrollment in a university or any other educational institutions

### ◆ Precautions When Using a Children’s Club ◆

- The service cannot be use on days when the guardians doesn’t have work or school, etc., or if the guardians’ work end before their children’s classes are over.
- The hours of operation of Children’s Clubs are until 7:15 p.m. (5:00 p.m. on Saturdays) even when the extended hours services are in place. **Please pick up your child during the hours of operation.**
- Guardians may need to prepare a correspondence notebook in order for the Children’s Center to contact them about the health conditions, attendance record, and activities of children.
- If a child will be absent or going home earlier than usual, guardians must contact the Children’s Center.
- The Children’s Club will contact you via your registered contact information in the case that your child did not show up and no notice of absence was received, or if your child was not feeling well, **so please inform the Children’s Center immediately if there are any changes to your contact information.**
- Please note that the Children’s Center is not responsible for any accidents that occur in locations other than the site of the Children’s Center and the predetermined routes to and from the Children’s Center.
- Guardians will be asked to participate, as needed, in meetings with the staff at the Children’s Club.

## 2. Fees to be Borne by Guardians, etc.

### (1) Fees to be borne by guardians

You are required to open an account at a financial institution designated by the City of Sendai to pay the relevant amount by bank transfer for the amount listed in the following table. (For procedures of bank transfer, see page 8.)

Service use classification	Hours of Service Used	Fees to be borne (monthly) * per child
Basic service	Weekdays: From after school until 6:00 p.m. Saturdays: From 9:00 a.m. to 5:00 p.m. Extended school breaks: From 8:00 a.m. to 6:00 p.m.	3,000 yen
Extended hours service	Weekdays: From 6:00 p.m. to 7:15 p.m. Extended school breaks: From 6:00 p.m. to 7:15 p.m.	1,000 yen

- ※ If payments by bank transfer is not possible for whatever reason, submit the Declaration for Fees to be Borne by Guardians (Form No.7) to the Children Center.

### (2) Bank transfer date

The transfer date is on **the last day of every month.**

- If the last day of the month falls on a non-business day of a financial institution, the transfer will be processed on the following business day.

Registered month	Date of bank transfer	Registered month	Date of bank transfer
April	April 30, 2024	October	October 31, 2024
May	May 31, 2024	November	December 2, 2024
June	July 1, 2024	December	January 6, 2025
July	July 31, 2024	January	January 31, 2025
August	September 2, 2024	February	February 28, 2025
September	September 30, 2024	March	March 31, 2025

- ※ If your account balance is insufficient, you will be required to pay the relevant amount at a financial institution (excluding the Japan Post Bank) designated by the City of Sendai, or in person at the counter of a Children's Club Project Promotion Section using the payment slip sent by the section. Receipts that you receive after making a payment should be kept for five years.

#### ◇ Precautions in Relation to Fees to be Borne by Guardians ◇

- During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (including fees for both basic service and extended hour service) should be paid **even when your child did not used the service during the month.** (Fees cannot be calculated on a per day basis.)
- In case you newly applied for registration or to use the extended hours service, or changed your bank account information during the fiscal year, you may be asked to make payments using payment slips for one or two months after the change even if the procedure of the bank transfer has been completed,
- Depending on the income status of a household, the Children's Club fee reduction system might cover the basic service fee of 3,000 yen.
- In addition to fees to be borne by guardians, you may be required to pay an equivalent amount to the actual expenses for various events and guardians' meetings held by a Children's Club

### 3. Registration Procedures

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#### (1) IF YOU WISH TO USE A CLUB STARTING FROM APRIL 2024

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If you wish to use a Children's Club Starting from April 2024, please submit an application during the application period.

##### 《Application period》

From November 20, 2023 (Mon.) to December 9, 2023 (Sat.)

- ※ Applications will be accepted after the end of the application period if there is vacancy.

##### 《Where to apply》

**Children's Center that operates the Children's Club that you wish to use** (see pages 17 to 21.)

- ◆ Applications are accepted between 9:00 a.m. to 6:00 p.m. (5:00 p.m. on Saturdays).
- ◆ It might take time to confirm the information on the application form at the during the application reception procedure. **Please be sure to contact the Children's Center prior to going to the center to submit your application.**

##### 《Announcement of the application result》

The Children's Center will inform you of the application result in writing in around mid-February 2024.

##### ◆ Precautions when registering at a Children's Club ◆

- Even for those who were already using the Children's Club in the previous year, **a new registration application must be submitted annually.**
- You cannot apply to several Children's Centers simultaneously. However, **if you were waitlisted by the Children's Club operated by the Children's Center located within your school district due to any of their circumstances such as having received too many applications, you may register at another Children's Center.**
- If false information was found on the application, your application might be rejected.
- In regards to whether your child can behave in a group, which is one of the requirements for registration, you may be asked about their daily activities and your family situation.
- In order to better understand the living situation of your child, the Children's Center may exchange and share information with relevant institutions such as the child's elementary school.
- In order to better understand how your child behave in a group, the Children's Center might conduct a trial enrollment for several days prior to the child's registration at the Children's Club.
- For children with special needs (※1), suitability for acceptance may be determined by experts upon comprehensive consideration of how they behave around other children in a Children's Club. Moreover, the announcement of the application result from a Children's Center may be delayed because the center needs to communicate and consult with relevant institutions including the child's elementary school, and examine how to accommodate their needs.

##### (※1) Children with special needs

- ✓ Children who have been issued a physical disability certificate, an intellectual disability certificate, and any other disability-related certificate
- ✓ Children who are enrolled or scheduled to enroll in a special needs school or class
- ✓ Children who are certified as having a disability through a diagnosis made by a physician and a public institution, including a childcare guidance center and a development counseling and assistance center
- ✓ Children who are certified as requiring special care or support by a support review committee consisting of experts



## Flow of Procedure

### 1. Distribution of Application Form (from November 1, 2023 (Wed.))

Documents necessary for application, including an Application Form for Registration at a Children's Club can also be downloaded from the official website of the City of Sendai.

※Please print the documents on double-sided A4 paper if you were to download them.

※The Sendai City Bank Transfer Request/Automatic Payment Application Form cannot be downloaded, but is distributed at Children's Centers.

※City of Sendai Homepage  
Children's Club



### Applications for bank transfer

### 2. Bring the Bank Transfer Request/Automatic Payment Application Form to a financial institution designated by the City of Sendai and register your bank account

※Please complete the procedure before applying for registration at a Children's Club.

※If the relevant child has used a Children's Club before and the procedures for bank transfer have already been carried out, no procedures are necessary unless the account was closed or the account owner has changed.

※For more information on the procedures, please see page 8.

### Applications for registration

### 3. The Children's Center accepts applications (November 20, 2023 (Mon) – December 9, 2023 (Sat))

Please inform the Children's Center in advance that you will be submitting an application and reserve a three-way interview which will be held between a staff member of the Children's Center, the guardian, and the child.

At the time of application, the Children's Center will confirm whether you meet the requirements.

#### If the quota has not been exceeded

### 4. Finalization of Registration

After the payment of fees to be borne by guardians has been confirmed, a Notice of Registration will be sent from the Children's Center around mid-February.

#### If the quota has been exceeded

### 5. Confirmation of Your Desire to be Put on the Wait List

If your child is unable to register due to the quota having been exceeded, we will confirm whether you would like for them to be put on the wait list. If you would like them to be put onto the wait list, applications for registration will be accepted from the highest priority as soon as there is vacancy at the center.

### 6. Acceptance of Application for the Reduction of Fees to be Borne by Guardians

Submit the application to a Children's Club Project Promotion Section only if applicable (Please refer to page 14 to 16 for details.)

### 7. Orientation Session for Guardians

An orientation session for guardians will be held at the Children's Center to explain how to use the services provided by the Children's Club. The Children's Center will make an announcement about when the orientation will be held, which guardians will be expected to attend.

Begin of use of Children's Club

## ① Procedures for Applying for Bank Transfer

We ask those who use the Children's Clubs to pay for the Children club fees to be borne by guardians by bank transfer.

Those who wish to register with a Children's Club are required to follow the procedures as described below.

- ◆ Please register the account for the relevant child at a financial institution designated by the City of Sendai by the date of application for registration to the Children's Clubs
- ◆ **If a child is newly registering with a Children's Club, the procedures for bank transfer are required,** even if their sibling(s) has used the Children's Club before and the account designated for them is the same as that for the relevant child.
- ◆ If the relevant child has used a Children's Club before and the procedures for bank transfer have already been carried out, no procedures are necessary unless the account was closed or the account owner has changed.

### 《How to Proceed》

- Fill out a Sendai City Bank Transfer Request/Automatic Payment Application Form distributed at Children's Centers and submit it to a financial institution designated by the City of Sendai before applying for registration at a Children's Club.
- A Sendai City Bank Transfer Request/Automatic Payment Application Form consists of three copies: a copy for the financial institution, a copy for the City of Sendai (Children's Club Project Promotion Section), and a copy for the customer. You are required to present the customer copy that was returned to you by the financial institution to a Children's Center when submitting documents for applying for registration at a Children's Club.

※Please make sure that only one copy (the customer copy) was returned to you by the financial institution.

【Financial institutions designated by the City of Sendai】 (\*As of October 1, 2023)

Aozora Bank (bank transfers only), Aomori Bank, Akita Bank, Asuka Credit Cooperative, The Bank of Iwate, Uri Shinkumi Bank, Kita-Nippon Bank, Kirayaka Bank, Saitama Resona Bank, 77 Bank, Shonai Bank, Jyo Bank (bank transfer only), Sendai Bank, JA Sendai, Sennan-Shinkin Bank, Tokyo Star Bank (bank transfer only), Toho Bank, Tohoku Bank, Tohoku Rokin, Fukushima Bank, Furukawa Credit Cooperative, Hokuto Bank, Hokkaido Bank, Mizuho Bank, Mizuho Trust & Banking (※bank transfer only), Michinoku Bank, Sumitomo Mitsui Banking, MUFG Bank, Mitsubishi UFJ Trust and Banking (bank transfer only), First Bank Miyashin, Morinomiyako Shinkin Bank, Yamagata Bank, Resona Bank, Japan Post Bank

※Mizuho Trust & Banking (All branches including the Sendai branch) will no longer handle cash transactions at their counters after March 31, 2024.

## ② Necessary documents

- Please submit or show the following documents to a Children's Center
- Please fill out the application form and other forms with a black ballpoint pen. (**DO NOT USE** erasable ballpoint pens)

### <Documents that should be submitted or shown by all applicants>

No.	Document to be submitted or shown	Remarks
1	Application Form for Registering at a Children's Club (Form No. 1)	Be sure to submit these documents when applying to register at a Children's Club. (Even those who have used a Children's Club before are required to submit them again.)
2	Memo on a Child for the Children's Center (Specific Form)	
3	Consent Form regarding the Use of a Children's Club (Form No. 2)	
4	Sendai City Bank Transfer Request/Automatic Payment Application Form (customer copy) <b><u>※This form cannot be downloaded from the official website of the City of Sendai but is distributed at Children's Centers.</u></b>	
		<ul style="list-style-type: none"> <li>• Show the customer copy that you received from a financial institution at the time of procedure mentioned in ①, to the Children's Center.</li> </ul>

**<Documents to be submitted or shown according to the relevant registration requirements>**

- ※ These documents should be submitted or shown by all relevant individuals.
- ※ Guardians is defined as all relatives living in the same household who are aged 18 or older and under the age of 65 as of April 1, 2023 (Refer to p.1).

No.	Case	Document to be submitted or shown	Remarks
5	When the guardian is employed (or are informally employed) by a company or organization	Certificate of Employment (※1) (Form No. 1 – Appendix Table 1)	Have it issued by your company or workplace and submit. <u>(Please renew your certificate of employment before the end of an employment contract should it end during the period of registered use of a Children’s Club.)</u>
6	When the guardian is self-employed	Certificate of Employment (※1) (Form No. 1 – Appendix Table 1)	Have it issued by a representative and submit.
7	When the guardian has disabilities	Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate	Submit the page(s) on which the name of the relevant individual, the issuance date, and the name of the disability are shown.
8	When the guardian suffers from disease or injury	Copy of a medical certificate issued by a medical institution (※2)	The certificate should state the name of the individual and period of recovery.
9	When the guardian is providing long-term care to a relative who is suffering from disease or injury	In regards to the person receiving long-term care: ① Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate ② Copy of a medical certificate issued (※2) ③ Copy of a certificate of long-term care insurance (※3)	Submit the page(s) that verifies the identity of the person receiving care on any of the documents (① to ③).
10	When the guardian is in maternity period	Copy of the Maternal and Child Health Handbook	Submit the page(s) that verifies the identity of the relevant guardian and the expected delivery date.
11	When the guardian is enrolled in a university, a technical school, or any other kinds of educational institution	Copy of enrollment letter or copy of letter of acceptance	Submit the pages that verifies the identity of the relevant guardian and shows the period of enrollment.
12	When the guardian has other special reasoning as to why they cannot care for their child	Document that proves the relevant reason	Submit a document that explains why the guardian cannot care for their child.
13	When a relative 65 years old or older lives in the same household	Document that proves that the individual is 65 years old or older (driver’s license, health insurance card, etc.)	Submit the page that proves the identity and date of birth of the individual.

(※1) A copy of the Application For Use of Childcare Facilities and Services can also replace as the Certificate of Employment.

(※2) Please submit a medical certificate that was issued within the past 3 months.

(※3) Limited to instances when long-term care is deemed necessary for an individual.

**<Documents to be submitted or shown according to other situations>**

No.	Case	Document to be submitted	Remark
14	When a child has a disability or other special need	Copy of any of the following: physical disability certificate, intellectual disability certificate, mental disability certificate, consultation record issued by Archil (development counseling and assistance center), or other relevant documents	Submit the page(s) on which the name of the relevant child, the issuance date, and the name of the disability are shown.
15	In the case of single-parent families	Child-rearing Allowance Certificate or Family Register, etc.	Submit the page(s) that verifies the identity of the relevant individuals.
16	When the applicant is planning to move and is applying to register at a Children’s Club located within the school district of the new address	Document that verifies the new address (lease agreement, sales contract, etc.)	Submit the page(s) that verifies the name and address of the applicant.
17	When the applicant received permission to change from the designated school	Copy of Acceptance of an Application for Change of Designated School or an Enrollment Notification from the new school	Submit the page(s) that verifies the identity of the child and the name of the relevant elementary school.

## (2) If You Wish to Use a Club starting in the middle of the fiscal year, or Only During Extended School Breaks

If the quota of children registered at a Children's Club has not been reached, applications will be accepted as needed as described below.

Specific procedures and necessary documents other than applications described below are the same as those mentioned above in (1). Please refer to pages 7 to 9.

### 《Application Period》

Preferred starting date	Application period
Starting from the first half of the month (the 1st to 15th)	From the 1st to 15th of the month <u>prior to the month</u> when you would like to begin using a Children's Club
Starting from the latter half of the month (16th to the last day of the month)	From the 16th to the last day of the month <u>prior to the month</u> when you would like to begin using a Children's Club

※ If the last day of the application period falls on a Sunday, a national holiday, or any day during the year-end and New Year holidays (December 29-January 3), applications will be accepted up until the prior business day.

**Example) If you wish to use a Children's Club from October 1, 2024:**

⇒ Application should be made from September 2 to September 14, 2024.

### 《Application Period for Service Users During Extended School Breaks Only》

Extended School Breaks	Application Period		
Spring Break (April)	March 1, 2024	~	March 15, 2024
Summer Break	June 17, 2024	~	June 29, 2024
Winter Break	November 16, 2024	~	November 30, 2024
Spring Break (March)	February 17, 2025	~	February 28, 2025

### 《Where to Submit Your Application》

Children's Center that operates the Children's Club that you would like to use (Refer to pages 17 to 21.)

※Applications are accepted from 9:00 a.m. to 6:00 p.m. (5:00 p.m. on Saturdays).

※Since it may take time to confirm the information on the application form at the during the application reception procedure, please be sure to contact the Children's Center by phone or other means prior to going to the Center to submit your application.

### 《Announcement of the Application Result》

The Children's Center will inform you of the application result in writing within two weeks from the last day of the aforementioned application period.

## 4. SUPPLEMENTARY NOTE

### ◇ If you plan to move after the application period ◇

a) If you are moving into Sendai from another municipality.

If your new address or the elementary school that your child will attend has been finalized, you may submit an application.

b) If you moved within Sendai.

If your new address has been finalized, you may apply for registration with a Children's Club located in the school district where your new address is in without having your priority for registration be lowered.

- ※ For individuals whom either a) or b) is applicable, please write down your new address on the blank space of your application form upon filling in your current address.
- ※ Please also be aware that if documents to prove your new address are not provided at the time of application, your child's registration will be accepted as a child using a Children's Club located outside of your school district according to registration priorities. (Please refer to p.3 and 9).

### ◇ Applications for Registration with a Children's Club Located Outside of the Elementary School District within which you reside ◇

Children who fit the following description(s) will be assigned the same priority as children who live within the school district.

- Children residing in a school district in which a Children's Club has not been established
- Children who reside in a school district that did not have a Children's Club before, but a new Children's Club will be (has been) established, and would like to register at a Children's Club in another school district at which they were registered at before.
- Children who would like to continue to be registered at the Children's Club that they were registered at, even though they now reside in another school district due to move of residence, or the separation or new establishment of school districts
- Children who received permission to change their designated school
- Children who are attending a national or private elementary school
- Children whose brother(s) and sister(s) are registered at a Children's Club located in another school district
- Children who were put on a wait list because the quota of children registered at the Children's Club located in their school district has been reached

### ◇ Guardians who are scheduled to return to work after childcare leave ◇

**Guardians who will return to work within two months after their child begin to use a Children's Club may apply for registration with the club.**

e.g.1 : A guardian who will return to work by June 1, 2024 may begin to use the service on April 1

e.g.2 : A guardian who will return to work by July 16, 2024 may begin to use the service on May 16

※In regards to the timing of application, refer to p.6 for e.g.1 and page 10 for e.g. 2.

※Applications for extended hours service will not be accepted before guardians return to work.

### ◇ If You Cannot Submit an Application during the Application Period ◇

- Even after the application period stated on page 6 has ended, applications for registration at a Children's Club will be accepted as needed if the quota of registered children has not been reached. In that case, please submit an application immediately after contacting the Children's Center. Depending on the vacancy situation of the Center, you might be able to use its Children's Club starting from April 1, 2024 if an application was submitted by March 15, 2024.
- You will be notified by the Children's Center as soon as registration procedures are completed.

### ◇ If You Would like to Decline Registration at a Children's Club or Make Changes to the Information on the Application after Submitting an Application ◇

- You are required to submit a notification using the prescribed form. Refer to p.13 for more information.

### ◇ If You were Employed at the Time of Application, but then Left Your Job ◇

- You may use the Children's Club for up to three months during the period of seeking employment. However, this reasoning for using the service is **only allowed once per each fiscal year per household.**
- If you wish to use a Children's Club during the period of seeking employment, submit a Request regarding Employment Seeking (Form No. 1 – Appendix Table 2) to your Children's Center. After registration at a Children's Club, please submit a Report of Employment Seeking Situation (Form No. 1 – Appendix Table 3) every month.
- During the period of seeking employment, the use of a Children's Club is allowed only during the hours when one is taking part in employment seeking activities. In principle, the use of the extended hours service is not permitted.
- **If the guardian is seeking employment at the time of application for registration, they cannot apply to use the service of a Children's Club.**

e.g. 1) If you left your job on or before March 31, 2024

⇒ Registration from April 1 to June 30, 2024 will be permitted

e.g. 2) If you left your job on or after April 1, 2024

⇒ Registration starting from the day following the date when you left your job, and until the last day of the month when three months have passed will be permitted

### ◇ Extended hours use ◇

- Applications for only the extended hours service of Children's Club are not accepted.
- If there is a possibility that you will have to use a Children's Club after 6:00 p.m. as you might not be able to pick up your child on time due to work commitments, please apply for the extended hours service in advance. (The extended hours service is NOT available on Saturdays.)
- If we confirmed that you have used the extended hours service even only once (excluding unforeseeable reasoning, such as natural disasters), you will be asked to apply for the extended hours service and pay 1000 yen as the fee for the extended hours service use.
- If you were to apply for the extended hours service, you will be expected to pay the fee regardless of whether you actually used the service or not (see page 5).
- If you begin or terminate the use of the extended hours service in the middle of the fiscal year, you are required to follow procedures for making changes using a Notification of Change in Registration Information for a Children's Club (Form No. 6) (see page 13).

## 5. Change / Termination of Registration

If there are any changes in registration information, or if you would like to decline or terminate your registration at a Children's Club, you are required to submit the necessary documents to your Children's Center by the relevant deadline as described below. (Even if you had not begun to use the service, you will still be required to submit the documents). The name of the guardian provided on each document should be the same as that used at the time of application for registration.

No.	Case	Necessary documents	Timing of Submission
①	When there is a change in address or emergency contact number	Notification of Change in Registration Information for a Children's Club (Form No. 6)	Submit the forms immediately after the change.
②	When there is a change in family composition	<ul style="list-style-type: none"> <li>Notification of Change in Registration Information for a Children's Club (Form No. 6)</li> <li>Any of the necessary documents from No. 5 to No. 13 listed on pages 9 if there is an increase in the number of relatives aged 18 or older living in the same household</li> </ul>	
③	When there is a change in the place of employment or work hours	<ul style="list-style-type: none"> <li>Notification of Change in Registration Information for a Children's Club (Form No. 6)</li> <li>Certificate of Employment (Form No. 1 Appendix Table 1 or Appendix Table 2)</li> </ul>	
④	When beginning the use of extended hours service	Notification of Change in Registration Information for a Children's Club (Form No. 6)	Submit the forms <u>by the end of the month prior to the month when one will begin using the service</u>
⑤	When terminating the use of extended hours service		Submit the forms <u>by the end of the month when one will stop using the service</u>
⑥	When decline or terminate your registration (※1)	Notification of Declination/Termination of Registration with a Children's Club (Form No. 5)	<ul style="list-style-type: none"> <li><u>In the case of declination, submit the form before the application period begins.</u></li> </ul>
⑦	<input type="checkbox"/> In case that you only use the service during extended school breaks or specific periods, and you will decline or terminate your registration at the Children's Club.※ 1		<ul style="list-style-type: none"> <li><u>In the case of termination, submit the form by the end of the month when one will stop using the service.</u></li> </ul>

(※1)

- “Declination of registration” refers to the cancellation of registration prior to the beginning of the application period, while “termination of registration” refers to the cancellation of registration after beginning of the application period.
- **You are required to pay** the fees to be borne by guardians (both basic services and extended hours service) **for the months when your child is a registered member at the Children's Club, regardless of whether you used the service or not.**
- Since bank transfer automatically stops after the termination of registration, you do not need to conduct any procedures at a financial institution.

## 6. Reduction of Fees to be Borne by Guardians

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A system of reducing children's club fees to be borne by guardians is in place for the basic service fee of 3,000 yen depending on the income of the household.

- ◆ The fee reduction is available only in the fiscal year in which your application for fee reduction is accepted. You must reapply each fiscal year.
- ◆ **This reduction cannot be applied retrospectively.**
- ◆ Fee reduction is not available for the extended hours service fee of 1,000 yen.

### (1) Application Procedures

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Those in households that fall within the categories for fee reduction are required to send in or bring the necessary documents listed below to the **Children's Club Project Promotion Section**.

※The name of the guardian shown on each document should be the same as that used at the time of application for registration.

※If you have any questions, please contact the Children's Club Project Promotion Section.

#### ① Application period

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- 1 Those who are scheduled to begin using a Children's Club starting from April 1, 2024 and wish to receive fee reduction from the April and onwards are required to apply for the fee reduction within two weeks after their registration at a Children's Club was finalized.
- 2 For a fee reduction starting in the middle of the fiscal year other than above, the reduction will come into effect starting from the month in which your fee reduction application was accepted by the Children's Club Project Promotion Section.

#### ◇ Precautions in Regards to Applying for Fee Reduction ◇

- If your application for fee reduction is accepted approximately on or after the 15th day of a month, the fees to be borne by guardians might be debited from your account for the sake of completing the necessary procedures. After your application for fee reduction has been processed, you will be refunded the amount that was charged.

#### ② Necessary documents

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The forms listed in the table below (one from No. 8-1 to 8-3) and attached documents should be submitted.

#### ◇ Precautions in Regards to Necessary Documents ◇

- If the sibling(s) of the child is also registered at a Children's Club, write down the names of all children in the "Child" column on the Application for the Reduction of Children's Club Fees to be borne by Guardians.
- In regard to the resident record to be submitted, neither your Individual Number 'My Number' nor the code of your resident record is required to be shown on the document.
- Copies of attached documents are sufficient.
- Incomplete application documents will not be accepted. In that case, the documents will be returned to you via mail or other means, and you will be asked to check and make corrections or provide additional information.

#### ③ Announcement of the Application Result

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- The Children's Club Project Promotion Section will inform you of the application result for ①—1 mentioned above in writing in around late March to early April, as soon as application screening has been completed.
- The Section will also inform you of the application result for the Reduction of Fees mentioned above in ①—2 in writing after screening has been completed.



## (2) Details of the Reduction of Fees and Necessary Documents

Category		1	2	3
Household eligible for fee reduction		Households receiving welfare	Inhabitant tax-exempted households ( <b>limited to when all household members are exempt from inhabitant tax</b> )	Households that are not exempt from inhabitant tax but are income tax-exempted ( <b>limited to when all household members are exempt from income tax</b> )
Details of fee reduction (Amount of fees to be borne after fee reduction)		All fees remitted (0 yen)		Half of the fees remitted (1,500 yen)
Period of fee reduction		From the month in which the application is accepted until the end of the fiscal year		
Necessary documents	Form	Application for the Reduction of Children's Club Fees to be borne by Guardians (Form No. 8-1)		
	Attached documents	A copy of the Welfare Recipient Certificate or the Welfare Payment Certificate	A copy of: ① Inhabitant Tax Exemption Certificate of all household members (*) ② Resident Records of all household members	A copy of: ① Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate of all household members (*) ② Resident Record of all household members

※For legal dependents who are registered on the Declaration of Dependent on the reverse side of an Application for the Reduction of Children's Club Fees to be borne by Guardians (Form No. 8-1), the submission of a copy of an Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate is not necessary.

If the applicant is negotiating a divorce settlement with his/her spouse and they are already living separately from each other, the submission of a copy of an Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate of the spouse is not necessary if a document issued by a court that proves a divorce settlement is being negotiated is attached.

Category	4	5	
Household eligible for fee reduction	Households whose estimated total annual income is expected to decrease by more than half when compared to the previous year due to bankruptcy of business, unemployment ( <b>excluding voluntary retirement</b> ), disease, or other reasons	Households that suffered severe damage to their homes due to fire, storm and flood damage, earthquakes, or other disasters	Partially burned down/partially collapsed (excludes completely burned down/destroyed)
Details of fee reduction (Amount of fees to be borne after fee reduction)	All fees remitted (0 yen)	Completely burned down/ destroyed	Half of the fees remitted (1,500 yen)
Period of fee reduction	Up to six months beginning from the month in which the application was accepted, until the end of the period during which the circumstance leading to the fee reduction persists.	All fees remitted (0 yen)	Up to six months beginning from the month in which the application was accepted, until the end of the period during which the circumstance leading to the fee reduction persists. ( <b>Applications limited to within six months from the month in which the disaster occurred.</b> )

Necessary documents	Form	Application for the Reduction of Children's Club Fees to be Borne by Guardians (Form No. 8-2)	Application for the Reduction of Children's Club Fees to be Borne by Guardians (Form No. 8-3)
	Attached documents	① Document verifying that the household income has decreased a) The withholding certificate for the previous year of household members who have income, etc. b) The pay statements of the past 3 months etc. c) Separation notice or notice of termination of employment ② Copies of Resident Record of all household members	① Certificate of Disaster Victim (Certificate of Disaster Victim Notification will be accepted if you are currently in the middle of the process of certification issuance) ② Copies of Resident Record of all household members

◇ How to obtain attached documents ◇ ※Any of the following documents requires fee.

No.	Documents	Where to obtain the documents
1	Inhabitant Tax Exemption Certificate	Taxation and Accounting Section of Ward offices, or Taxation and Resident Registration Section of General Branches, and certificate issuance centers
	Inhabitant Tax Payment Certificate	
2	Resident Record	Ward offices, General Branches, and certificate issuance centers

- ※ Inhabitant Tax Exemption Certificate and Inhabitant Tax Payment Certificate can be obtained in the municipality where your residency is registered as of January 1 of each year.
- ※ **Regarding the documents, those are limited to the most recent obtainable Inhabitant Tax Exemption Certificate and Inhabitant Tax Payment Certificate certificates at the date of application, and a resident record of which the issuance date is within the past 3 months.**
- ※ You can also obtain said documents at a convenience store using your own 'My Number Card' which is equipped with electronic verification functions. For further information, please visit the official website of the City of Sendai.

※City of Sendai Homepage  
In regards to the automatic certificate issuance at convenience stores



### (3) In the case when Reduction is not applicable

If you are no longer eligible for fee reduction in the middle of the fiscal year, please promptly send in or bring the necessary documents listed below to **the Children's Club Project Promotion Section.**

In this case, you are required to pay the fees to be borne by guardians beginning from the month following the month in which your eligibility for fee reduction is lost.

Necessary documents	
Form	Attached document
Notification of the Loss of Eligibility for the Reduction of Children's Club Fees to be Borne by Guardians (Form No. 15)	Document that verifies that the eligibility has been lost, such as a copy of the Taxation Certificate

- ※ If households that were "Inhabitant tax-exempt households" loss their eligibility for reduction in the middle of a fiscal year, they might qualify for "Households subject to inhabitant tax but exempt from income tax," and it is possible for them to reapply for reduction, as long as they prepare the necessary documents (refer to Page 15).

## 7. List of Children's Centers

### < Aoba Ward >

No.	Name	Address	Tel.	Major school district
1	Asahigaoka Children's Center	3-27-1 Asahigaoka, Aoba-ku	022-718-6628	Asahigaoka
2	Ayashi Children's Center	1 Shin-Miyamae, Kami-Ayashi, Aoba-ku	022-391-9801	Ayashi
3	Aramaki My School Children's Center	21-1 Aramaki-Shinmeimachi, Aoba-ku	022-728-5921	Aramaki
4	Osawa Children's Center	65 Yogai, Imozawa, Aoba-ku	022-394-6891	Osawa
5	Oritate Children's Center	3-20-1 Oritate, Aoba-ku	022-226-1226	Oritate
6	Kaigamori Children's Center	1-4-6 Kaigamori, Aoba-ku < Temporary relocation address > 1-1-3 Kaigamori, Aoba-ku (Inside of Kaigamori Central Park)	022-279-6320	Kunimi
7	Katahira Children's Center	1-1-35 Komegafukuro, Aoba-ku	022-227-5333	Katahiracho
8	Kamisugi Children's Center	4-1-45 Kamisugi, Aoba-ku	022-268-3840	Kamisugiyama-dori
9	Kawadaira My School Children's Center	3-36-1 Kawadaira, Aoba-ku	022-279-1884	Kawadaira
10	Kawamae Children's Center	32-19 Akasaka, Imozawa, Aoba-ku	022-394-7386	Kawamae
11	Kita-Rokubancho Community Children's Center	4-4-12 Miyamachi, Aoba-ku	022-714-1021	Kita-Rokubancho
12	Kimachi-dori Children's Center	1-7-36 Kimachi-dori, Aoba-ku	022-711-2561	Kimachi-dori
13	Kunimi Children's Center	2-16-48 Kunimi, Aoba-ku	022-272-1822	Kunimi
14	Kuryu Children's Center	6-5-19 Kuryu, Aoba-ku	022-392-3475	Kuryu
15	Komatsushima Children's Center	2-1-8 Komatsushima, Aoba-ku	022-728-5682	Komatsushima
16	Sakuragaoka My School Children's Center	8-1-1 Sakuragaoka, Aoba-ku	022-278-3055	Sakuragaoka
17	Dainohara Children's Center	5-2-5 Dainohara, Aoba-ku	022-233-5420	Dainohara
18	Tachimachi My School Children's Center	8-1 Tachimachi, Aoba-ku	022-266-1851	Tachimachi
19	Toricho Children's Center	1-1-1 Toricho, Aoba-ku	022-728-3520	Toricho
20	Nakayama Children's Center	3-13-1 Nakayama, Aoba-ku	022-279-9216	Nakayama
21	Nishikigaoka Children's Center	7-2-3 Nishikigaoka, Aoba-ku	022-391-5058	Nishikigaoka
22	Hachiman Children's Center	2-9-1 Hachiman, Aoba-ku	022-272-6806	Hachiman
23	Higashi-Nibancho My School Children's Center	2-1-4 Ichibancho, Aoba-ku	022-738-8836	Higashi-Nibancho
24	Higashi-Rokubancho Children's Center	1-2-2 Miyamachi, Aoba-ku <Temporary Relocation Address> 1-2-1 Miyamachi, Aoba-ku (Inside of Higashi-Rokubancho elementary school)	022-266-0135	Higashi-Rokubancho
25	Hirose My School Children's Center	40 Nihonmatsu, Shimo-Ayashi, Aoba-ku	022-392-5711	Hirose
26	Mizunomori Children's Center	4-1-1 Mizunomori, Aoba-ku	022-277-2711	Kita-Sendai
27	Minami-Yoshinari Children's Center	5-18-1 Minami-Yoshinari, Aoba-ku	022-278-5160	Minami-Yoshinari
28	Yoshinari Children's Center	2-2-1 Kunimigaoka, Aoba-ku	022-279-2033	Yoshinari

< Miyagino Ward >

No.	Name	Address	Tel.	Major school district
1	Iwakiri Children's Center	91-1 Imaichi-higashi, Iwakiri, Miyagino-ku	022-396-8701	Iwakiri
2	Okada Children's Center	65-1 Kita-Zaike, Okada, Miyagino-ku	022-254-2568	Okada
3	Saiwaicho Children's Center	3-13-13 Saiwaicho, Miyagino-ku	022-291-8651	Saiwaicho
4	Saiwaicho-minami Children's Center	10-27 Okaji, Miyagino-ku	022-296-8125	Saiwaicho-minami
5	Shinden Children's Center	2-22-38 Shinden, Miyagino-ku	022-783-7848	Shinden
6	Takasago Children's Center	1-24-9 Takasago, Miyagino-ku	022-258-1010	Takasago
7	Tago Children's Center	2-4-25 Tago, Miyagino-ku	022-254-2721	Tago
8	Tsutsujigaoka Children's Center	103-2 Tsutsujigaoka, Miyagino-ku	022-299-0604	Tsutsujigaoka
9	Tsubamesawa Children's Center	3-6-1 Tsubamesawa-higashi, Miyagino-ku	022-253-2701	Tsubamesawa
10	Tsurugaya-nishi Children's Center	3-17 Tsurugaya, Miyagino-ku	022-252-4595	Tsurugaya
11	Tsurugaya-higashi My School Children's Center	6-2 Tsurugaya, Miyagino-ku	022-251-0675	Tsurugaya-higashi
12	Tsurumaki Children's Center	1-15-32 Tsurumaki, Miyagino-ku	022-259-8920	Tsurumaki
13	Tobu Children's Center	1-3-27 Heisei, Miyagino-ku	022-237-0093	Higashi-Sendai
14	Nakanosakae Children's Center	3-11-11 Sakae, Miyagino-ku	022-786-7257	Nakanosakae
15	Nishiyama Children's Center	3-15-10 Anyoji, Miyagino-ku	022-251-0556	Nishiyama
16	Haranomachi Children's Center	2-12-70 Gorin, Miyagino-ku	022-352-9811	Haranomachi
17	Higashi-Miyagino My School Children's Center	5-1 Higashi-Miyagino, Miyagino-ku	022-239-5484	Higashi-Miyagino
18	Fukumuro Children's Center	5-9-36 Fukumuro, Miyagino-ku	022-786-3540	Fukumuro
19	Masue Children's Center	2-2-1 Anyoji, Miyagino-ku	022-292-5223	Masue
20	Miyagino Children's Center	2-40 Higashi-Miyagino, Miyagino-ku	022-236-0804	Miyagino

< Wakabayashi Ward >

No.	Name	Address	Tel.	Major school district
1	Aramachi Children's Center	86-2 Aramachi, Wakabayashi-ku	022-266-6023	Aramachi
2	Okino Children's Center	7-34-43 Okino, Wakabayashi-ku	022-290-0139	Okino-higashi
3	Okino My School Children's Center	3-20-1 Okino, Wakabayashi-ku	022-282-6394	Okino
4	Kabanomachi Children's Center	41-3 Kabanomachi, Wakabayashi-ku	022-294-6353	Kabanomachi
5	Shichigo Children's Center	3-7-2 Arai, Wakabayashi-ku	022-288-8700	Shichigo
6	Arai Children's Center	3-2-1 Izai, Wakabayashi-ku	022-290-6955	Arai
7	Tomizuka Children's Center	1-14-20 Tomizuka, Wakabayashi-ku	022-286-2066	Tomizuka
8	Furujiro Children's Center	1-1-15 Furujiro, Wakabayashi-ku	022-282-8020	Furujiro
9	Minami-Koizumi Children's Center	3-1 Hoshuninmaecho, Wakabayashi-ku	022-285-2154	Minami-Koizumi
10	Minami-Zaimokucho Children's Center	5-1 Hachikenkoji, Minami-Koizumi Wakabayashi-ku	022-215-5025	Minami-Zaimokucho
11	Yamato Children's Center	2-19-25 Nakakura, Wakabayashi-ku	022-283-3350	Yamato
12	Rembokoji My School Children's Center	1-7-27 Rembo, Wakabayashi-ku	022-792-3251	Rembokoji
13	Rokugo Children's Center	1-3-19 Imaizumi, Wakabayashi-ku	022-289-5138	Rokugo
14	Wakabayashi Children's Center	3-15-20 Wakabayashi, Wakabayashi-ku	022-282-4541	Wakabayashi

< Taihaku Ward >

No.	Name	Address	Tel.	Major school district
1	Ashinokuchi Children's Center	2-36-10 Nishinodaira, Taihaku-ku	022-243-4505	Ashinokuchi
2	Oide Children's Club	5-2 Nakanose-nishi, Moniwa, Taihaku-ku	022-395-9307	Oide
3	Onoda Children's Center	5-23-5 Onoda, Taihaku-ku	022-247-2112	Onoda
4	Kano Children's Center	2-9-2 Kano, Taihaku-ku	022-249-0526	Kano
5	Kaminoyama Children's Center	1-11-1 Kaminoyama, Taihaku-ku	022-243-5401	Kaminoyama
6	Koriyama Children's Center	9-5 Gyoshinden, Koriyama, Taihaku-ku	022-308-5620	Koriyama
7	Kongosawa Children's Center	1-27-1 Kongosawa, Taihaku-ku	022-243-2558	Kongosawa
8	Taihaku My School Children's Center	1-5-1 Taihaku, Taihaku-ku	022-245-8956	Taihaku
9	Tomizawa Children's Center	4-12-1 Tomizawa-nishi, Taihaku-ku	022-743-8085	Tomizawa
10	Nakada Children's Center	4-1-2 Nakada, Taihaku-ku	022-306-8967	Nakada
11	Nagamachi Children's Center	5-3-2 Nagamachi, Taihaku-ku	022-304-2743	Nagamachi
12	Nagamachi-minami Children's Center	1-6-15 Nagamachi-minami, Taihaku-ku	022-308-3153	Nagamachi-minami
13	Nishitaga Children's Center	3-6-8 Nishitaga, Taihaku-ku	022-244-6753	Nishitaga
14	Nishi-Nakada Children's Center	7-23-25 Nishi-Nakada, Taihaku-ku	022-242-2901	Nishi-Nakada
15	Hachihonmatsu Children's Center	2-4-20 Hachihonmatsu, Taihaku-ku	022-249-1821	Hachihonmatsu
16	Higashi-Shiromaru Children's Center	26-10 Omiya, Shiromaru, Taihaku-ku	022-242-2845	Higashi-Shiromaru
17	Higashi-Nakada Children's Center	51 Fukiage, Shiromaru, Taihaku-ku	022-395-5001	Shiromaru
18	Higashi-Nagamachi Children's Center	6-5-2 Koriyama, Taihaku-ku	022-246-6560	Higashi-Nagamachi
19	Hitokita My School Children's Center	1-1-1 Hitokita, Taihaku-ku	022-743-3782	Hitokita
20	Fukurobara Community Children's Center	4-2 Hochi-minami, Nakadamachi, Taihaku-ku	022-241-8701	Fukurobara
21	Mukaiyama Children's Center	3-19-5 Mukaiyama, Taihaku-ku	022-715-0565	Mukaiyama
22	Moniwadai Children's Center	4-1-10 Moniwadai, Taihaku-ku	022-281-3293	Moniwadai
23	Yagiyama Children's Center	1-40-1 Yagiyama-Honcho, Taihaku-ku	022-229-0833	Yagiyama
24	Yagiyama-minami Children's Center	3-13-1 Kagitori, Taihaku-ku	022-743-0258	Yagiyama-minami
25	Yanagiu Children's Center	7-20-7 Yanagiu, Taihaku-ku	022-306-6751	Yanagiu
26	Yumoto Children's Center	24-21 Akiumachi Yumukai, Taihaku-ku	022-397-1255	Yumoto

< Izumi Ward >

No.	Name	Address	Tel.	Major school district
1	Izumigaoka Children's Center	4-11-29 Izumigaoka, Izumi-ku	022-372-1002	Izumigaoka
2	Ichinazaka Children's Center	31-2 Myojin, Ichinazaka, Izumi-ku	022-375-8836	Ichinazaka
3	Katsura Children's Center	3-19-1 Katsura, Izumi-ku	022-375-0550	Katsura
4	Kamo Children's Center	3-5-1 Kamo, Izumi-ku	022-378-1980	Kamo
5	Kita-Nakayama Children's Center	2-16-1 Kita-Nakayama, Izumi-ku	022-379-5568	Kita-Nakayama
6	Kuromatsu Children's Center	1-15-4 Kuromatsu, Izumi-ku	022-233-6059	Kuromatsu
7	Koyodai Children's Center	5-19-14 Koyodai, Izumi-ku	022-373-8003	Koyodai
8	Shogen Children's Center	8-9-1 Shogen, Izumi-ku	022-373-2002	Shogen-chuo
9	Shogen Jido Children's Center	8-1-18 Shogen, Izumi-ku	022-373-6611	Shogen
10	Shogen-nishi Children's Center	10-19-1 Shogen, Izumi-ku	022-372-0836	Shogen-nishi
11	Shoryo Children's Center	3-28-2 Shoryo, Izumi-ku <Temporary relocation address > 3-35 Shoryo, Izumi-ku (Inside of Izumi Elementary School) *Scheduled until March 31, 2024	022-372-7907	Izumi-Shoryo
12	Sumiyoshidai Children's Center	4-2-3 Sumiyoshidai-nishi, Izumi-ku	022-376-5969	Sumiyoshidai
13	Takamori Children's Center	3-4-346 Takamori, Izumi-ku	022-378-6778	Takamori
14	Takamori-higashi Children's Center	7-1-3 Takamori, Izumi-ku	022-377-4480	Takamori-higashi
15	Chomeigaoka Children's Center	6-10-12 Chomeigaoka, Izumi-ku	022-378-5444	Chomeigaoka
16	Tsurugaoka Children's Center	3-17-20 Tsurugaoka, Izumi-ku	022-373-3832	Matsumori
17	Teraoka Children's Center	3-1-3 Teraoka, Izumi-ku	022-378-3288	Teraoka
18	Nanakita Children's Center	3-33-5 Izumi-chuo, Izumi-ku	022-372-3051	Nanakita
19	Nankodai Children's Center	7-10-40 Nankodai, Izumi-ku	022-253-3410	Nankodai
20	Nankodai-higashi Children's Center	1-49-22 Nankodai-higashi, Izumi-ku <Temporary relocation address> 2-16-1 Nankodai-higashi, Izumi-ku (Inside of Nankodai-higashi Elementary School) *Scheduled until March 31, 2024	022-252-2993	Nankodai-higashi
21	Nijino-oka Children's Center	1-9-5 Nijino-oka, Izumi-ku <Temporary relocation address > 1-10-1 Nijino-oka, Izumi-ku (Inside of Nijino-oka Elementary School) *Scheduled until March 31, 2024	022-373-3510	Nijino-oka
22	Nenoshiroishi Children's Center	12 Machinishikami, Nenoshiroishi, Izumi-ku	022-379-2469	Nenoshiroishi
23	Minami-Nakayama Children's Center	4-18-1 Minami-Nakayama, Izumi-ku	022-379-3695	Minami-Nakayama
24	Yaotome Children's Center	148 Fudo, Matsumori, Izumi-ku	022-272-1230	Yaotome
25	Yakata Children's Center	7-1-11 Yakata, Izumi-ku	022-376-5149	Yakata

## 8. Frequently Asked Questions

No.	Question	Answer
1	I am currently on childcare leave, am I eligible to use a Children's Club?	If you will be returning to work within 2 months of when you started to use the Children's Club, you will be able to use the service upon submitting an application (please refer to p.11). However, you are not eligible to use the extended hours service.
2	Is it possible to register at a Children's Club if my work hours are irregular?	You are eligible if you work during after school hours. However, your child will not be able to use the service on days and during times when you are not working.
3	Do I need to have my "Certificate of Employment" issued at the main branch of my employer?	There is no specification as to which branch the certificate must be issued by. Any Certificate of Employment is acceptable as long as it was issued at the branch or other office of which you are employed at.
4	It has not been decided whether I will continue to work my current job after April. Is it still possible to apply to register at a Children's Club?	You can apply by attaching your "Certificate of Employment" (Form No. 1 – Appendix Table 1) of your current employment. If your employment contract was renewed after April, you are required to re-submit the aforementioned form. (Refer to p.9) If your employment contract was not renewed and you will be seeking employment, you are required to submit the "Report of Employment Seeking Situation" (Form No. 1 – Appendix Table 2). (Refer to p.12)
5	I am searching for a job but have not received a job offer yet, can I apply to register to use a Children's Club?	If you have not received a job offer, you are not eligible to apply for registration at a Children's Club. If you have received a job offer, please attach proof of the job offer "Certificate of Employment" (Form No. 1 – Appendix Table 1) when applying. Please re-submit the certificate as it can be used as a certificate of employment once you begin working.
6	I am planning on moving soon and my child's new school has not been determined yet, can I still apply to register at a Children's Club?	Once your place of residence (designated school) has been decided, you can apply to register at a Children's Club. You are required to show a document which proves your new address. (Refer to p.9 No.16)
7	If I were to move in the middle of the fiscal year and would like to use another Children's Center, what should I do?	Please submit an application to the Children's Center that you would like to use after moving to your new residence. As for questions such as the timing of submitting the application, please refer to p.10. Once you submitted an application to the Children's Center that you would like to register at, please promptly submit a Notification of Termination of Registration to the Children's Center that you are currently registered at.
8	Should I pay for the Children's Club fees to be borne by guardian even if I did not use the services in a month?	During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (fees for both basic service and extended hour service)



No.	Question	Answer
		should be paid even if your child did not used the service during the month. (Fees cannot be calculated on a per day basis.)
9	Is the any other fees in addition to the monthly fees to be borne by guardians?	You may be required to pay actual expenses for various events and guardians' meetings held by a Children's Club.
10	Will I be able to pay a few months' worth of Children's Club fees to be borne by guardian all at once if the fees were not deducted from my bank account due to insufficient funds?	No, fees cannot be paid in a single cumulative lump-sum payment. In the case that fees were not deducted from your bank account, you will receive a payment slip from the City of Sendai. Please pay at a financial institute designated by the City of Sendai or in person at the counter of the Children's Club Project Promotion Section using the payment slip. (Refer to p. 8)
11	In regards to bank transfer, what should I do if I would like to transfer ownership of the bank account?	Please pick up a Bank Transfer Request form from a Children's Center, and finish the remaining procedures at the counter of a financial institute designated by the City of Sendai.
12	I completed the procedure for the bank transfer for the payment, but fees were not deducted from my bank account. What should I do?	If you did not receive a Notice of Initiation of Bank Transfer from the Children's Club Project Promotion Section, or the fees to be borne by guardians were not automatically deducted from your account even three months after completing the procedures for setting up bank transfer, please contact the Children's Club Project Promotion Section.
13	When should I apply for reduction of Children's Club fees?	In principle, within two weeks after receiving confirmation of registration. (Refer to p.14) ※The application for fee reduction needs to be submitted annually by the guardian of the child who is registered at the Children's Club.
14	Can application for reduction of Children's Club fees be sent in by post?	Yes. Please have all of the necessary documents attached to the application and send by post to a Children's Club Project Promotion Section after the registration of your child is determined. (See p. 14-16)
15	When will I receive the results of the fee reduction?	In the case of applications for uses beginning from April 1, the results will be sent via mail in late March to early April. For applications for uses beginning in the middle of the year, results will be sent out approximately one month after the application is submitted.
16	I applied for fee reduction but was denied. As my income has decreased when compared to the previous fiscal year, am I eligible to re-apply for the reduction?	In May and June of each year, the latest Inhabitant Tax Exemption Certificate or Inhabitant Tax Payment Certificate can be obtained. If you have a new Inhabitant Tax Exemption Certificate or Inhabitant Tax Payment Certificate, you will be able to re-apply. (Refer to p.14-16)

No.	Question	Answer
17	I forgot to submit an application for fee reduction. Will it be possible for me to apply for it now?	Yes, it is possible. Please gather the necessary documents and mail it in. However, fee reduction cannot be applied retrospectively. (Refer to p. 14-16)
18	My child is in need of medical treatment, is he/she eligible to use a Children's Club?	It might be possible depending on the specifics of their medical treatment. For more details, please direct your inquiries to the Children's Center that you would like to register at.