

FY 2025 Flow of Procedure for registration to use the Children's Clubs

The following flow chart is for the **simultaneous application**, and the flow of the **year-round application** is basically the same.

1. Receive Application Form (Distribution begins on November 1, 2024 (Fri.))

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 which is required for bank transfer procedures cannot be downloaded, but is distributed at Children's Centers.

*City of Sendai Homepage
Application for Children's Club FY2025



Applications for bank transfer

2. Complete the procedure for bank transfer (**P7 Procedures for Bank Transfer Application**)

*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 bank account was closed or if the account owner has changed.

*Please prepare necessary documents while completing this procedure. (**P8 Necessary documents for registration application**)

Applications for registration

3. Make an application to a Children's Center which you wish to use (November 18, 2024 (Mon) – December 7, 2024 (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.

(1) If the quota has not been exceeded

(2) If the quota has been exceeded

4 (1). Finalization of Registration (around mid-February 2025 ~)

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.

4 (2). Confirmation of Your Desire to be Put on the Waiting 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 waiting list.

If you wish to be put onto the waiting list, applications for registration will be accepted from the highest priority. (The Children's center will notify you as soon as a vacancy arises)

5. 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 (**P14-16 Reduction of Fees to be Borne by Guardians**)

6. 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