

**【Application Period】**

November 4th - November 28th, 2025, Weekdays between 1:00 PM ~ 6:00 PM

※If you wish to use an After-school Kids Club from April 2026 (starting from the beginning of a fiscal year)



# Matsudo City After-school Kids Club

## User Guide for FY2026



### 1 Objective

This is a program to take care of elementary school children whose parents are away from home during the daytime for reasons such as work, etc., and to provide them with sound upbringing after school.

### 2 Program Operation

Matsudo City outsources the operation of all 45 After-school Kids Clubs to social welfare corporations, NPOs, and corporations.

### 3 Hours and Holidays

Hours	Weekdays	After school ~ 7 pm
	Saturdays	8 am ~ 6 pm
	Long school vacations, etc.	8 am ~ 6 pm
Closed	Sun.・National Holidays・Year-End & New Year (Dec. 29-Jan.3)	

- ※ On weekdays, the clubs are open from 1 pm in principle, and will be open according to the school schedule when school lets out early.
- ※ The service may not be available if a special alert level is issued in Matsudo City due to an outbreak of infectious diseases such as influenza, or a natural disaster, etc.
- ※ If the Mayor deems it necessary to close the club, the service may not be available.

### 4 Address

Within the same premises as, or close to the municipal elementary schools across the City. Please see the page 8 of this guide for the list of all After-school Kids Clubs.

### 5 Conditions

Children who meet all of the following (1) through (3) are eligible to use After-school Kids Club.

- (1) Children in grade 1 – 6 of elementary school who reside in the City.
- (2) Students who are attending or planning to attend the elementary school where the Club is located.
  - ※ For the children who attends a private school or school outside of the City, please contact the Places for Children & Youth Div. for more detail. As a rule, children are to attend the Club in the school district of which their address belongs.
- (3) Children whose guardians are not at home during the day due to employment or other reasons.  
(Not applicable for the guardians who work only in the morning or at night)
  - ※ In cases of childbirth, the students can use the Club up to 5 months total (2 months before and after the month of the expected delivery date)
  - ※ This service is not available during the guardian's maternity/paternity leave.
  - ※ Even if the children meet the above criteria, the service may not be provided depending on the availability of the capacity.
  - ※ If you have an unpaid fees for the previous fiscal year, please pay all fees before the start of new fiscal year. Failure to make payments may affect the review of your determination for eligibility. Please consult with the division in charge regarding payment.

## 6 Period of Use

From April 1<sup>st</sup>, 2026 through March 31<sup>st</sup>, 2027 (on a monthly basis)

For those who start using the service in the middle of the fiscal year, the period is from the start date to March 31<sup>st</sup>, 2027.

※ This is not a temporary childcare facility service, so it is assumed the child will use the service year-round.

※ If the situation changes and the child is no longer eligible (e.g., someone can take care of the child at home) the child shall cease the use of the Club at the end of that month.

## 7 User Fees

**9, 0 0 0yen / month**

• Fees are to be paid via bank account transfer, and payment is made at the end of the month of use. If the transfer date falls on a Saturday, Sunday, or holiday, the transaction will be made on the next business day. Procedures for setting up an account transfer will be informed after the use of service is determined.

• Usage fees are not adjusted based on the number of days used. Also, monthly fee will be charged regardless of whether the child attends or not.

• The operation of the After-school Kids Clubs are financed by public funds and user fees. However, due to factors such as an increase in participants, etc., operating cost have been rising every year. Under these circumstances, the City is currently reviewing the user fees for fiscal year 2026. We will notify everyone once the decision is finalized.

### ● Deduction and Exemption of Usage Fees

Households that meet the following requirements may be eligible for a deduction/exemption of After-school Kids Club fee. Please submit the necessary documentation below to the Places for Children & Youth Div.

- (1) Application for Deduction and Exemption of After-school Kids Club Fee
- (2) Documents required depending on each condition

Conditions	Required Documents	Fee Amount after Deduction/Exemption
Households that have been certified by the Matsudo City Board of Education for 'School Expense Subsidy System' (※1)	A copy of "Notice of Approval for FY2026 School Expense Allowance" (※2)	4,000 yen / month
Households that are receiving Public Assistance	Certificate for Public Assistance Recipient	Free

(※ 1) If you are receiving a reduction/exemption under the School Expense Allowance condition in FY2025, you will be subject to the same reduced amount in FY2026. However, if the School Expense Allowance is not approved for FY2026, the difference will be charged. You must still apply to continue receiving a reduction/exemption in FY2026.

(※ 2) The "Notice of Approval for FY2026 School Expense Allowance" will be delivered by the School Financial Affairs Division around July 2026. Please apply for a deduction/exemption of the After-school Kids Club fee after this time.

### **【Submit to】**

Please send/mail your application to the Places for Children & Youth Division (*Kodomo Ibasho-ka*) at Matsudo City Hall (See "22. Contact") or submit directly.

※Please note that the school or After-school Kids Club do not accept them.

※For inquiries regarding School Expense Allowance, please contact the School Financial Affairs Division at 047-366-7460.

## 8 Application Period

- To start using the service from April 2026 (beginning of a Fiscal Year)

Tuesday, November 4, 2025 ~ Friday, November 28, 2025, Weekdays, 1 PM – 6 PM

- ※ If you submit your application (or its supporting documentation) after the above due date, your child will not be able to use the service starting April 1, 2026 (unless there are considerable special circumstances). Even if the starting day is listed as April 1<sup>st</sup> on your application, your child's use of the service will begin in May 2025 or later.
- ※ In principle, all documents must be submitted by the application deadline. However, if circumstances does not allow you, please submit the application form by the due date first. In that case, Friday, December 12 is the final due for the certifying documents.
- ※ If you cannot submit documents by the application deadline due to special circumstances such as moving, please contact the Places for Children & Youth Div.
- ※ If your child uses **School Choice System** attempting to go a school other than the one in their original school district, apply for the Club in the elementary school of your choice before the deadline. Please notify the Places for Children & Youth Div. as soon as possible if there is any changes in contents of your application after receiving the result of the School Choice System.

- To start using the service from May 2026 or later (middle of a Fiscal Year)

Apply before the end of the month two months prior to the date you wish your child can use the service. (Before the immediately preceding open day if the end of the month is a closed day.

Please see the table below for this year's schedule.)

- ※ The service is available on a monthly basis, so the start date will always be the beginning of the month even if you wish to start using the service in the middle.

【Application Deadlines for This Year】

Start Date	Application Deadline
April 1, 2026	Friday, November 28, 2025
May 1, 2026	Tuesday, March 31, 2026
June 1, 2026	Thursday, April 30, 2026
July 1, 2026	Saturday, May 30, 2026
August 1, 2026	Tuesday, June 30, 2026
September 1, 2026	Friday, July 31, 2026
October 1, 2026	Monday, August 31, 2026
November 1, 2026	Wednesday, September 30, 2026
December 1, 2026	Saturday, October 31, 2026
January 1, 2027	Monday, November 30, 2026
February 1, 2027	Saturday, December 26, 2026
March 1, 2027	Saturday, January 30, 2027

## 9 Submit to

Submit the application form, agreement regarding application, and the required certification documents to the After-school Kids Club you wish to use.

- ※ An application form and certification documents must be submitted for each siblings if there are more than one children. Copies of the certification documents are accepted for the second and subsequent children.
- ※ There may be more documents required by each Club to submit other than the ones mentioned above. The details will be provided by the Club at a later time.
- ※ Please submit your fee reduction/exemption application form to the Places for Children & Youth Division at Matsudo City Hall by mail or at the counter.
- ※ Application documents must be submitted directly to the club by the parent/guardian.

## 1 0 Required Documents

### (1) Documents required from all applicants

<ul style="list-style-type: none"> <li>• <b>Application for Matsudo City After-school Kids Club</b></li> </ul>	When applying for siblings, you need one for each child.
<ul style="list-style-type: none"> <li>• <b>Agreement Regarding Application</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Certification Documents</b> to prove that the necessity of childcare services ※Please see the table below</li> </ul>	Required for each guardian. For the second child and thereafter, copies may be accepted.

Circumstances of the guardians	Certification Documents	Authorized period of use
Employed during the day	Employment Certificate or Notification of Self-employment ※ Please <u>have your employer complete the Employment Certificate (city-designated format)</u> ※ <u>If you are self-employed, please attach one of the following documents to verify your business record:</u> A copy of your tax return or business registration, or a business certificate. ※ Attach a shift table, etc. in case you are working in shifts. ※ Those on parental leave can start using the service after they return to work.	Depending on the employment period, or until the end of the fiscal year when permanent employment.
Before/after a child-birth	Copy of a document that proves the names of the guardian and the estimated date of delivery, such as Maternal and Child Health Handbook, etc.	Up to 5 months, two months before and after the month of the birth of the child.
Illness, nursing care, disability, etc.	Doctor's certificate, a copy of Disability certificate, etc. ※ Documents that indicate the name of the disease, symptoms, the required treatment period, or any grounds for not being capable of minding a child.	Depending on the required period of treatment, etc.
Attend in school, vocational training, etc.	Copy of a document that proves enrollment in a school and class schedules, or a document that indicates the period of vocational training course and its time table.	Depending on the period of enrollment
Job searching	Notification of Job Search (city-designated format) ※ <u>You are required to submit an Employment Certificate within two months after the start date. Otherwise, your child will be withdrawn from the facility.</u> ※ <u>Consecutive job search activities cannot be used as a reason for Club application.</u> [Non-acceptable example] If you applied with a job search requirement and then did not find a job, you can not apply again with a job search requirement. [Acceptable example] If the applicant resigned after finding employment through job search, he/she can apply again with a job search requirement.	Two months

※ If you make a false report/statement in the Certificate of Employment without the permission of the employer, you may be in violation of the law.

※ If you continue to use the service without notifying Matsudo City even though you have resigned from the workplace listed on your Certificate of Employment, the admission to use the service may be revoked.

### (2) For children who need special support;

A copy of Physical Disability Certificate, Rehabilitation Certificate, Day-care facility user certificate, medical certificate, etc.

## **1 1 Determination of Approval**

- (1) For approval for the use of service starting at beginning of a fiscal year  
The Places for Children & Youth Division will examine whether the applicant meets the conditions for use of the service and make a determination, and send the result in mail in early February.
- (2) For approval for the use of service from the middle of a fiscal year  
It will take up to two months including the screening process period. By the middle of the month prior to the desired start month, applicants will be notified of their result by mail.

## **1 2 Annulment of Approval**

The determination to use the service may be cancelled if any of the following (1) through (4) applies.

- (1) If no longer satisfy the conditions of use
  - ※ e.g. When guardian takes parental leave in middle of a fiscal year
  - ※ e.g. When guardian's job search period exceeds two months in a fiscal year.
- (2) If any information on Application Form is falsified.
- (3) If payment of fees for the Club is delayed without justifiable reason.
- (4) If your child's enrollment interferes with the management/operation of the Club.

## **1 3 Discontinuation of Use of Service**

If you wish to discontinue your child's use of an After-school Kids Club in the middle of the school year, please submit the 'After-school Kids Club Usage Cancellation Notice' to the Club by the 20<sup>th</sup> of the month in which you wish to end the use of the Club. (If the 20<sup>th</sup> falls on a closed day, submit by the preceding business day.) You will be charged the monthly fee unless the Cancellation Notice is submitted in time.

※ The end of the use of the service is always on the last day of the month (since this is a monthly-basis service), even if your child stops using the Club in middle of a month.

i.e.: If you wish your child to discontinue using the service after May 1<sup>st</sup>, 2026. (Ending use of service on April 30, 2026), submission deadline for the 'After-school Kids Club Usage Cancellation Notice' is April 20, 2026.

## **1 4 Withdrawal of Application**

If you wish to cancel your application before start using the service, submit the 'After-school Kids Club Usage Cancellation Notice' to the Club by the 20<sup>th</sup> of the month prior to the month in which your child is to use the Club. (If the 20<sup>th</sup> falls on a closed day, submit by the preceding business day.) You will be charged the monthly fee unless the Cancellation Notice is submitted in time.

i.e.: If you received an approval to use the service from April 1, 2026 but the situation has changed to allow you to take care of your child(ren) at home, then please submit the Cancellation Notice to the Club by Thursday, March 19, 2026.

## **1 5 When there is a change in the information on application form and other documents**

If there are any changes in the information on your Application, Employment Certificate, etc., such as change of name or address within the city due to moving, etc., please submit the 'After-school Kids Club Notice of Changes' to the Club. You are required to submit a new 'Employment Certificate' or 'Notification of Self-employment' with updated information along with the 'After-school Kids Club Notice of Changes' when there are changes with your work situation.

## **1 6 Coming to & Leaving from the Facility**

Considering the children's safety, we ask parents/guardian to pick up by their children from the After-school Kids Club as a general rule.

Please do not drive, but walk or ride your bicycle to drop-off/pick-up.

Make sure to contact the Club promptly when your pick-up is later than the scheduled time.

※ Please be on time for pickup before 7 pm (6 pm on Saturdays).

## **1 7 Appropriate Hours of Use**

After-school Kids Club is a childcare service meant for the children whose guardians are unavailable due to their work, etc. Please spend time with your children and family if you are off from work. We ask your cooperation in using this service appropriately, referring to the following examples of appropriate usage time.

Circumstances	Appropriate Time of Use
Employment / School	Time spent working in offices, etc., and studying at school, plus commuting time
Illness / Nursing / Disability / Childbirth	Time going to or drop-off/pick-up at hospital, etc., time the guardian's health condition is bad, and time when it is difficult to care for children at home
Job search	Time the guardians are not at home for interviews or other job search activities

## **1 8 Suspension of Use**

- (1) Children enrolled in a class that has been closed due to an outbreak of infectious diseases (i.e. Influenza or Novel Coronavirus) will not be able to use the Club to prevent the spread of such diseases.  
※ In the event that classes are suddenly shortened, children may be able to use the Club on that day only.
- (2) Children who are tested positive with, or are at risk of contracting, an infectious disease are not permitted to use the After-school Kids Club.  
※ Usage fee will not be returned in case of usage suspension.

## **1 9 About the Facility**

Most After-school Kids Clubs use either dedicated facility on school grounds or spare classrooms, but some Clubs use facilities outside of school premises. Also please note that these locations are subject to change depending on the future rental status of the facilities, constructions in the school, or school facility situations. We ask your understanding in this matter.

## **2 0 Apps 'ANSHIN-DENSHOBATO' (Attendance Management System)**

Matsudo City has adopted the 'Anshin Denshobato (Security Homing Pigeon)' system, which notifies guardians of their children's arrival and departure status and other information from the City and the Clubs to their smartphones or other devices.

You will need to install the apps and register your email address before using the Club. (Registration steps will be guided through after the use of service is determined.)

※ Please contact the Club in a case of sudden absence on the day of use of the service.

## **2 1 Other**

The Club and the user will undergo an interview before the use of the service in order to keep your child safe during the service. The Club representative will inform you of the interview schedule. Please let them know at the interview what your child's dislikes are, what you would like the Club staff to give consideration to, and your child's health concerns, etc.,

## 2 2 Contact

### (1) After-school Kids Clubs

Please see page 8 "List of After-school Kids Club in Matsudo City"

### (2) Places for Children & Youth Div. こどもいばし<sup>か</sup>ょ課 (9F New Bldg. Matsudo City Hall)

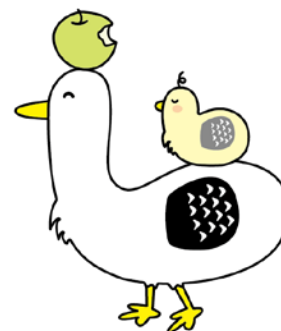
#### Child Services Dept. Matsudo City

387-5 Nemoto, Matsudo City, 〒271-8588

TEL : 047-366-7464

FAX : 047-703-1005

E-mail : mcibasho@city.matsudo.chiba.jp



**FY2026 List of After-school Kids Club in Matsudo City (Listed by city-commissioned corporation)**

No	Elementary school	Operating Corporation	Name of the Club	TEL
1	Mabashi	Social Welfare Corporation ‘Koganehara Fukushimai’	Mabashi	047-344-9681
2	Tokiwadaira Dai-san		Tokiwadaira Dai-san	047-388-7724
3	Negiuchi		Negiuchi	047-345-0454
4	Hachigasaki Dai-ni		Hachigasaki Dai-ni	047-341-8423
5	Chubu	Social Welfare Corporation ‘Pistis-no-Kai’	Chubu	047-364-2625
6	Sagamidai		Sagamidai	047-700-5225
7	Kogasaki	Social Welfare Corporation ‘Sawarabi Fukushimai’	Kogasaki	047-361-1842
8	Wanagaya		Wanagaya	047-391-8758
9	Higashimatsudo		Higashimatsudo	047-710-5222
10	Mabashi-kita	Social Welfare Corporation ‘Haruka’	Mabashi-kita	047-701-7441
11	Tonohiraga		Tonohidaga	047-343-7768
12	Mutsumi Dai-san		Mutsumi Dai-san	047-388-9700
13	Kogane	Specified Non-profit Corporation ‘Neverland’	Kogane	047-341-0406
14	Minoridai		Minoridai	090-5567-8817
15	Kurigasawa		Kurigasawa	047-344-4472
16	Matsuhidai		Matsuhidai	047-387-6979
17	Mutsumi		Mutsumi	047-384-0206
18	Shinmatsudo-minami		Shinmatsudo-minami	047-340-3740
19	Koya		Koya	047-348-4222
20	Shinmatsudo-nishi		Shinmatsudo-nishi	047-341-7077
21	Hokubu	Specified Non-profit Corporation ‘Matsudo Gakudo Hoiku-no-Kai’	Hokubu	047-363-4110
22	Takagi		Takagi	047-389-5656
23	Takagi Dai-ni		Takagi Dai-ni	047-385-5670
24	Hachigasaki		Hachigasaki	047-345-9322
25	Rikodai		Rikodai	047-391-4758
26	Samukazedai		Samukazedai	047-363-8400
27	Kawarazuka		Kawarazuka	047-392-5420
28	Ohashi		Ohashi	047-391-2617
29	Tokiwadaira Dai-ichi	Specified Non-profit Corporation ‘MASC’	Tokiwadaira Dai-ichi	047-385-5515
30	Tokiwadaira Dai-ni		Tokiwadaira Dai-ni	047-387-2670
31	Makinohara		Makinohara	047-384-4553
32	Yakiri	Specified Non-profit Corporation ‘Smile Kids’	Yakiri	047-368-9036
33	Kanegasaku		Kanegasaku	047-311-1572
34	Mutsumi Dai-ni		Mutsumi Dai-ni	047-384-2388
35	Matsuhidai Dai-ni		Matsuhidai Dai-ni	047-387-3147
36	Yokosuka	Social Welfare Corporation ‘Niji-no-Kai’	Yokosauka	047-345-6164
37	Tobu	Gakken ‘Cocofump’ Co., Ltd.	Tobu	047-712-2837
38	Kamihongo Dai-ni		Kamihongo Dai-ni	047-382-6097
39	Nanbu	‘Anfini’ Inc.	Nanbu	047-365-1771
40	Kamihongo		Kamihongo	047-365-3276
41	Kakinokidai		Kakinokidai	047-367-7232
42	Kogane-kita	‘Educational Network’ Inc.	Kogane-kita	047-344-9735
43	Asahicho		Asahicho	047-348-3061
44	Matsugaoka	Specified Non-profit Corporation ‘Worker’s Corp Center’	Matsugaoka	047-701-8707
45	Kainohana	‘Ashita-ba’ Inc.	Kainohana	047-345-0401