

About Application for Registration

(In case when the documents are delivered personally or sent by post)

- ※ **The Application Form and the Employment Certificates submitted shall be kept by the concerned After-school Hotto Hiroba(放課後ほっと広場). If you need to hold their photocopies, please make copies in advance.**
- ※ After-school Club Program (学童クラブ事業) is available at Children's Centers (児童館), After-school Childcare Centers (学童保育所), After-school Hotto Hiroba(放課後ほっと広場).
- 1 In the application form, please enter the parent's/guardian's registered address and his/her full name in the columns of "Applicant's Address" and "Applicant's Full Name" respectively. As for the address, please enter the name of the apartment building and the room number in detail as well as the name of the ward, the town, and the street no. Additionally, do not forget to enter your postal code.
- 2 **Please enter the name of school and the school grade as of April 1 of the school year when using the After-school Hotto Hiroba Program.** If a child who will become the first grader (at the time of application, he/she is a preschool senior) wishes to use the program, please apply as the first grader.
- 3 **As for the "Usage Category (days to use and time to leave)", check the appropriate box for each child who will use the program.** (The fee will vary according to the usage category. Please refer to the attached document, "About Usage Fees of After-school Hotto Hiroba Program.")
- 4 As for "Any physical condition for special attention," if the child who wishes to use the program has any disabilities or allergies, please enter the details.
- 5 As for "Reason for Application," if you select "others," please enter any specific reason(s). If it is due to illness or disability, or long-term care, you are requested to submit a Medical Certificate issued by a medical institution, a Physical Disability Certificate or other documents which prove that the family members cannot provide childcare during the after-school time.
- 6 As for "Application for Fee Reduction/Exemption," please check the box(es) to "apply," if you wish to apply for it.
To receive any fee reduction/exemption, you need to submit a "Fee Reduction/Exemption Application Form for After-school Hotto Hiroba Program." (If you apply only for the category of "Reduction/Exemption for siblings' simultaneous use of the program," submission of such application form is not necessary.)
- 7 Status of Parents/Guardians and Household
 - (1) As for "Record of Household Status," please enter the details of **all members of the household living together including parents/guardians (excluding the child(ren) who wish(es) to use the program)** in the columns.
 - (2) As for the name of workplace, please enter the name and the telephone number of the concerned place (the name of the school if he/she is a student) at the time of filling out the form. If any sibling(s) of the child who wishes to use the program has/have been already registered with

other After-school *Hotto Hiroba* /Children's Center/After-school Childcare Center, please enter the name of such facility in the column of "Name of workplace, School, etc."

8 Regarding the Documents to be Attached

- (1) Photocopies are acceptable for all documents to be attached.
- (2) As for the "Employment Certificate" of the parents/guardians, the income earner can obtain it from his/her workplace, and the home-worker can obtain it from the place to which he/she provides his/her work.

Since the Employment Certificate is an important document to determine the eligibility for use the program, the person in charge at his/her workplace is to fill in the documents correctly strictly according to the facts without omitting any information. When there is anything missing or unclear, we will contact the person in charge. If there were any false statements, any unauthorized self-documentation, or any alterations, the child would not be allowed to use the program.

- (3) A "Medical Certificate" needs to be submitted if any parent/guardian cannot protect any child(ren) (provide childcare) due to illness or injuries.

If any parent/guardian is hospitalized for a long time, please submit a "Medical Certificate" with the information on the expected length of hospitalization.

- (4) Please attach the document (an employment certificate or a medical certificate) which shows the reason why childcare cannot be provided during the daytime. (Excluding the case where any member of family is student and/or over 65 years old.)

9 Please note that the information contained in the application form and the attached documents might be submitted to the City of Kyoto, the entrustor, and Kyoto City Federation of Children's Center and After-school Childcare, the entrusted fee-calculating agent.

10 If any sibling of the child who wishes to use the program already uses other After-school *Hotto Hiroba*/Children's Center/After-school Childcare Center, you are requested to submit application documents to each facility, respectively.

(Others) Please note that we might contact you for more details if we find any items stated in the form not clear.