

# 放課後ほっと広場事業のご案内

## Guide to After-school Hotto Hiroba Program

### 1 After-school Hotto Hiroba Program

The City of Kyoto operates After-school Hotto Hiroba during the after-school hours in order to secure the safe place as well as the healthy development for those elementary school students of the households whose parents/guardians are not at home during the daytime due to his/her/their work, etc.

After-school Hotto Hiroba Program is operated by organizations entrusted by Kyoto City. It provides the place of daily life for children during after-school hours in the homelike warm atmosphere under the supervision of full-time staff.

#### (1) Operating Days

Every day except for Sundays, National Holidays and New Year holidays (Dec. 29-Jan. 3).

#### (2) Operating Hours

ア Weekdays: from the time of leaving school to 18:30

イ Saturdays and School Holidays: from 8:00 to 18:30

#### (3) Implementation locations

- Kyogoku Elementary School
- Shimogamo Elementary School
- Nishioji Elementary School
- Kujo Kodo Elementary School
- Saga Elementary School
- Hanazono Elementary School
- Kita Daigo Elementary School

### 2 Registration requirements for the After-school Hotto Hiroba Program

The first to the sixth graders of elementary school who meet the following (1) and (2) requirements can register with the After-school Club Program.

Please note, however, that this is limited to students enrolled in elementary schools where the After-school Hotto Hiroba Program is implemented.

(1) Because the parent(s)/guardian(s) of the child(ren) fall under one of the followings, there is nobody at home to take care of the child(ren) during after-school hours or else (excluding the case

when any family members living together can take care of the child).

ア (Work) He/she/they normally work(s) outside or in his/her/their dwelling.  
イ (Others) He/she/they cannot take care of the child(ren) due to his/her/their physical or health reasons.

(2) It is possible or **not** extremely difficult to take care of and rear the subject child(ren) collectively with other children because of his/her/their illness, etc.

### 3 Ways to Apply

#### (1) Application Procedure

You can apply for registration online at the following website.

If applying-online is too difficult, deliver personally or send by a simple registered mail the documents stated below (2) directly to the After-school Hotto Hiroba with which you wish to register your child(ren).

The application period for the program starting April 1 shall be notified on the below website. You may still apply even after the application deadline, but the starting date will change depending on the date when you submit your application. Please check with the concerned After-school Hotto Hiroba for more details.

|   |   |
|---|---|
| <p>登録申請に関するウェブサイト<br/>Website on the Application for Registration.<br/>&lt;京都市情報館&gt;学童クラブ事業等登録児童の一斉募集について（令和8年度）<br/>&lt;Kyoto City Official Website&gt;Simultaneous Recruitment of Children to Register with After-school Club Program, etc. for School Year 2026<br/><a href="https://www.city.kyoto.lg.jp/hagukumi/page/0000347927.html">https://www.city.kyoto.lg.jp/hagukumi/page/0000347927.html</a></p> |  |
|---|---|

#### (2) Documents to be Submitted.

##### ア For all households

Application Form for After-school Hotto Hiroba Program

(ア) The documents which certify that nobody is at home to take care of the child(ren) during after school hours.

- If it is due to “Work,” Employment Certificate
- If it is due to “others,” the documents requested according to the status where the child(ren) cannot be taken care of.  
(A Medical Certificate, etc.)

##### イ Documents to be submitted by the households who apply for the fee reduction/exemption.

(When applying for a category other than “Reduction/Exemption for sibling(s)” simultaneous use of the program)

(ア) Fee Reduction/Exemption Application Form for After-school Hotto Hiroba Program  
(イ) Proof Documents required for Fee Reduction/Exemption

## 【オンラインで申請いただく場合】

### [When Applying Online]

- 放課後ほっと広場事業利用申請書 (ア(ア))

#### Application Form for After-school Hotto Hiroba Program (ア(ア))

- ・ 入力フォーマットに必要事項を入力していただくことで申請が可能です（申請書の提出は必要ありません。）。

You may apply just by entering the necessary information into the entry format. (Submission of any application form is not required.)

- ・ 申請システムから送信されるメッセージを受け取れるメールアドレスが必要です。各自で御準備ください。

An e-mail address is required to receive the message sent from the application system.

Please prepare one on your side.

- 放課後児童を保護する者がいない状況を証明する資料 (ア(イ))

#### Documents which certify that there is nobody to take care of the child(ren) during after-school hours. (ア(イ))

- ・ 紙の資料を手元にお持ちの場合は、当該資料をカメラで撮影したもの又はスキャンしたものを、オンラインでの手続の際に添付してください（紙の資料の提出は不要です。添付が難しい場合は、紙の資料を持参するか簡易書留により郵送してください。）。

Should you have any physical documents at hand, please attach their photos taken by a camera or scanned copies. (Submission of physical documents is not necessary. If it is difficult to attach any copies, please deliver them personally or send them by a simplified registered mail.)

- ・ 就労証明書は上記のウェブサイトにエクセルのひながたを掲載しています。お勤め先でデータ入力にて就労証明書を発行していただける場合は、当該エクセルのデータをオンラインでの手続の際に添付していただいても結構です。

As for the Employment Certificate, its sample excel format is put on the above website. If your employer could issue a digital Employment Certificate by using the format and entering necessary data, you can attach such digital certificate when you apply online.

- 放課後ほっと広場事業利用に係る利用料金減免申請書、減免に必要な誓証資料 (イ(ア)(イ))

#### Fee Reduction/Exemption Application Form for After-school Hotto Hiroba Program,

#### Proof Documents required for Reduction/Exemption (イ(ア)(イ))

- ・ 申請する減免区分が「同時利用のきょうだい児に係る減免」のみの場合は、入力フォーマットの該当箇所に入力していただくことで申請が可能です。

If you apply only for the category of “Reduction/Exemption for siblings’ simultaneous use of the program,” you can apply just by entering necessary information in the appropriate columns in the entry format.

※ 申請する減免区分が「同時利用のきょうだい児に係る減免」のみであっても、きょうだい児がそれぞれ別施設をご利用される場合は、減免申請書や添付資料の提出が必要です。利用

されるすべての施設へそれぞれ必要書類を提出してください。

Even if you apply for the “Fee Reduction/Exemption” only for siblings’ simultaneous use of the program,” if the siblings use different facilities, you must submit a Fee Reduction/Exemption Application Form and the supporting documents. Please submit the required documents respectively to all concerned facilities .

- 申請する減免区分が「同時利用のきょうだい児に係る減免」のみ以外の場合は、紙の資料を持参するか簡易書留により郵送してください。

If you apply for a redemption/exemption category other than ‘Reduction/Exemption only for siblings’ simultaneous use of the program,” you need to personally deliver the paper documents or send by the simplified registered mail.

(3) Ways to distribute Application Forms and Others. (For those who will personally deliver or send the application documents by the simplified registered mail.)

All documents required for application are distributed at After-school Hotto Hiroba. They can also be downloaded at the website indicated above.

(4) Others

If the child(ren) have any disabilities, allergies and/or others for special attention, you are requested to consult with the concerned After-school Hotto Hiroba before the submission of your application.

#### 4 Costs

(1) Usage Fee

Since the fees shall be collected by the After-school Hotto Hiroba with which you wish to register your child(ren), please check the usage fees determined by the concerned operating organization. As the fee can be reduced or exempted for a high-need household, if you wish to register for such reduction/exemption, please consult with the relevant After-school Hotto Hiroba with which you wish to register your child(ren).

(2) Other necessary expenses

In addition to the above (1), depending on the Children’s Center/After-school Childcare Center, actual costs for insurance, snacks and study materials need to be paid. Please inquire the relevant Children’s Center/After-school Childcare Center with which you wish to register your child(ren).

#### 5 Contact Details:

(1) For Matters Regarding the Registration Procedures, etc.

京都市学童保育所管理委員会

住 所：京都市南区東九条東山王町27番地 元山王小学校 北校舎2階

TEL : 075-682-6250 FAX : 075-682-6251

Kyoto City After-school Childcare Center Management Committee

Address: North Bldg. 2nd Fl

Former Sanno Elementary School

27, Higashisanno-cho, Higashikujo,

Minami-ku, Kyoto City  
Tel: +81 (0)75 682 6250  
Fax: +81 (0)75 682 6251

(2) For Matters Regarding the System

京都市子ども若者はぐくみ局 子ども若者未来部 育成推進課  
住 所：京都市中京区寺町通御池上る上本能寺前町488 京都市役所北庁舎5階  
TEL：075-222-3987 FAX：075-251-2322  
Childrearing Promotion Section, Child and Youth Future Support Office,  
Child and Youth Support Bureau, City of Kyoto  
Address: Kyoto City Hall North Building 5F  
488, Kamihonnojimae-cho, Teramachi-dori, Oike-agaru,  
Nakagyo-ku, Kyoto City, Kyoto Japan  
Tel: +81 (0)75 222 3987  
Fax: +81 (0)75 251 2322