

# ShinBOP Gakudo Club - Application Guide for FY2024



Child Support Section  
Children's Welfare Division, Children and Youth Department  
(Counter No. 20, 2nd floor, Setagaya City Hall Building No.2)  
Phone: 03-5432-2308 (Direct dialing number)  
(Open 8:30-17:15 weekdays)  
FAX: Phone: 03-5432-3016  
H P <https://www.city.setagaya.lg.jp/>

Setagaya City is implementing the "ShinBOP Project" at all Setagaya City elementary schools, which integrates the "BOP" (Base Of Playing (Asobi-no Kichi)) and "ShinBOP Gakudo Club" (after-school protection/nurturing of children). (See page 6 for the difference between BOP and ShinBOP Gakudo Clubs.)

This guide contains important information about the procedures and documents required to apply for membership in the ShinBOP Gakudo Club (hereinafter referred to as the "Gakudo Club"). If you are interested in joining the Club, please read this guide carefully and follow the required procedures. Please note that an application must be submitted each fiscal year.

Note: If your application is incomplete, you may not be able to enroll on the desired date. Please apply well before the deadline.

## ● For Admission in April 2024

### **Application period:**

**Tuesday, December 5, 2023 - Tuesday, December 12, 2023** (except Sunday, December 10)

**Please be sure to apply by the above deadline if you wish to enroll in April.**

(Note) - **If you are a current member of the club and wish to continue your membership in fiscal year 2024, please complete the application process during this application period. (Applications must be submitted for each fiscal year.)**

- If an application for membership cannot be submitted within the above period due to unavoidable circumstances, applications for membership will be accepted at any time after the above period; however, **it may not be possible to join the club during the month of April.**

- **After the above application period, the staff member accepting applications may not be available. Please call the Gakudo Club in advance to confirm availability before visiting the club to submit your application.**

**Hours for application: 9:35 to 18:00** \* Please allow enough time for us to confirm the details of your application.

**How to apply:** **Parents must bring the application form** along with the required documents **directly** to the Gakudo Club of their choice (the school where the child will be attending).

(Please do not send the documents by mail, as we may ask the parents about the details of the documents at the time of submission.)

### **Admission decision:**

Notification of decision will be mailed on Thursday, February 29, 2024 to those who applied during the above application period.

(For those who applied after the application period, the notice will be sent as soon as a decision is made).

An orientation meeting will be held at each Gakudo Club in March for those who are accepted.

## ● For Admission in or After May 2024

Membership applications may be submitted at any time to the school club you wish to join. (Including re-entry or change of school during the school year.) **\*Please attach a certificate of employment dated on or after the start date of the application.**

**Start Date of Application:** **The same day two months prior to the month in which you wish to enroll.**

### **Application Deadline:**

**For those wishing to enroll in the first half of the month (1st to 15th): By the 15th of the previous month.**

**For those wishing to enroll in the second half of the month (16th to the end of the month) By the end of the previous month**

(If the deadline is a Sunday, national holiday or other holiday, the application must be submitted on the day immediately preceding the day on which the Gakudo Club is open.)

**Admission decision:** Notification of decision will be mailed within two weeks of the application deadline. Orientation is available at any time.

From FY2024, Gakudo Clubs operated by private operators will be opened in addition to the ShinBOP Clubs. For details, see pages 9-10 (Opening of New Gakudo Clubs).

## ● Eligible children

Children in the 1st through 3rd grades of elementary school who live in Setagaya City or are enrolled in Setagaya City elementary schools and whose parents are unable to provide adequate after-school care due to work, illness, or other reasons. However, children who require special consideration due to their physical or mental development are eligible up to the 6th grade.

## ● Admission requirements

Each parent must meet at least one of the following requirements (1) through (4).

- (1) Work at least three days per week, excluding Sundays, when the workday ends after 3:00 p.m. (applies to work that ends at 3:00 p.m.), **and** work at least 20 hours per week during the day.

Note: - Working hours include breaks, but do not include commuting or other travel time.

### **- Maternity leave is eligible, but not job search or childcare leave.**

(Please consult if there are any special circumstances)

Those who plan to return to work from childcare leave may apply as long as the date of return is stated on the employment certificate.

- If you work full time, including night work, please consult with the Children's Welfare Division.

- (2) When the parent is away from home due to school attendance, nursing care, etc. (The description above (1) applies to the time the parent is away from home).
- (3) When it is difficult for the parents to protect and care for the child due to hospitalization, illness, disability, etc. (In the case of home care, it must be either an illness requiring constant lying down or a mental or infectious illness).
- (4) In other cases where it is obvious that there is a lack of protection and care for the child.

## ● Application documents

Certificate of employment and declaration of employment/status other than the prescribed forms cannot be accepted (forms provided by preschools cannot be used either).

(1) ShinBOP Gakudo Club Membership Application Form (submit one form per child, along with the documents listed in (2) below)

(2) Documents certifying employment status, etc. (All required documents must be submitted for each parent. (If applications for siblings are submitted to the same Gakudo Club at the same time, photocopies are acceptable.)

| Requirements for enrollment             | Required documents  |
|---|---|
| Work                                    | Certificate of (planned) employment *Certified by employer (self-employed persons must certify by themselves)<br><b><u>(The certification date should be October 5 or later for all applications received for April enrollment. For all other applications, the certification date should be not more than two months prior to the desired date of admission)</u></b> |
| Work (freelance or equivalent)          | (1) Declaration of employment<br>(2) Work schedule (for 3 months, from the month prior to the month of application to the following month)  |
| In school or in skills training         | (1) Declaration of status (2) Student ID or certificate of enrollment (photocopy acceptable) (3) Class schedule (photocopies are acceptable; additional copies must be submitted for April enrollment and for the new school year)  |
| Nursing (home caregiver not included)   | (1) Declaration of status (2) Medical certificate or equivalent documents (photocopies acceptable) of the person to be nursed   |
| Hospitalization, illness and disability | (1) Declaration of status (2) Medical certificate or equivalent documents (issued within the prior three months, photocopies acceptable) (3) Hospitalization plan, etc.   |

Note: - Certificate of employment must be certified on or after the application start date (**on or after October 5 for April enrollment applications**).

- In order to confirm membership requirements, we may ask you to submit additional information such as a work shift schedule that shows your working days and hours, etc.

## ● Reduction and exemption of fees

### (1) Total exemption

Household receiving public welfare, household exempt from resident's tax, households receiving Financial assistance for attending schools (excluding those only exempt from school lunch fees) or households that meet the criteria for school attendance assistance will be **exempted from the full amount** of Gakudo Club fees upon separate application.

**An exemption notice will be distributed to all Gakudo Club users in early May.** If you qualify for the exemption, please submit the "Application for Fee Reduction/Exemption" to the Gakudo Club. The application for exemption is required for each fiscal year, so please be sure to apply even if you were approved for exemption in FY2023. (Applications for the previous year's exemption cannot be submitted.)

### (2) Reduction

If a child is unable to attend ShinBOP (BOP and Gakudo Club) due to illness, injury, or travel, and will be absent from the Gakudo Club for the entire first half (1st to 15th) or second half (16th to last) of the month, a reduction of 2,500 yen will be applied for each period. If you are eligible, please submit the "Application for Fee Reduction/Exemption" to the Gakudo Club in advance.

## ● Enrollment of children who require special consideration

Children who require special consideration are those who require special attention and consideration due to their mental and physical growth and development when they are brought up at the Gakudo Club.

Gakudo Clubs accept applications for membership from children who require special consideration upon consideration of the child's safety and whether or not it is possible to address the child's needs.

1. Eligibility for admission  
Children in the 1st to 6th grades of the elementary school who meet the requirements for membership in the Gakudo Club.
2. Child care form  
The form is to be filled out by the parents to provide necessary information on their child's situation, which is required for the care of the child at the Gakudo Club. Please pick up the form at the Gakudo Club and submit it at the time of application for membership.
3. Admission interview  
For first graders and children who are applying for admission for the first time and require special consideration, ShinBOP staff will conduct an admission interview with the parents in the presence of the child and ask about the child's situation.
4. Other  
We may inquire about the child's medical treatment and nurturing at preschools and rehabilitation facilities, etc., with the consent of the parents.

## ● Other applications for enrollment

### (1) If you are seeking to change from the child's district school or in the school consultation process:

Change from designated school: Please apply to the Gakudo Club of the elementary school your child wishes to attend.

In the consultation process: Please apply to the Gakudo Club of the elementary school your child wishes to attend (or is likely to attend).

If the elementary school to which you have been accepted is different from the Gakudo Club to which you submitted the application form, please contact the Gakudo Club to which you submitted the application form. You will need to submit the necessary documents to make the appropriate change.

Note: If you apply for membership after your child's elementary school has been decided, he/she may not be able to join in April. Please be sure to apply for membership during the April enrollment application period.

### (2) Children planning to attend a private elementary school

Please apply for membership in the Gakudo Club of the elementary school in your child's school district. If your child wishes to join a Gakudo Club outside of your area, please contact the Children's Welfare Division in advance. In principle, your child **cannot change to another Gakudo Club** once she/he have been accepted by the Gakudo Club outside her/his school district.

### (3) If you plan to move to Setagaya City or within Setagaya City:

Please apply for membership in the Gakudo Club of the school your child plans to attend as of the date he/she wishes to join (April 1).

- (1) Those who plan to move into a new address in Setagaya City: Please apply after your address in Setagaya Ward is fixed.
- (2) Those moving to a new address: Please apply to the Gakudo Club in the school district of your new address.
- (3) Those who have not yet determined their new address: Please apply to the Gakudo Club in your school district as of the April enrollment application period. If your new address has been determined and you wish to change your Gakudo Club, please submit the Application for Change of Membership.

Note:

\*If you have already signed a contract for a new residence and your new address is fixed, you may submit an application (even before the resident registration is completed).

\*If your new residence is under construction and your address has already been determined, please apply to the Gakudo Club of the school your child will attend (fill in the address section with the address you are moving to, down to the street number). Once the address has been determined down to the lot number, please submit an Application for Change of Membership to the Gakudo Club. **(Your child's enrollment will not be approved until you submit the Application for Change of Membership).**

## ● Gakudo Club Terms of Use (Summary)

Details of the terms of use will be provided at each Gakudo Club orientation meeting. Please be sure to attend the session as it is an important opportunity to learn more about the use of Gakudo Clubs.

### (1) Club opening dates/hours

|      |   |   |
|------|---|---|
| Date | Year-round (except Sundays, national holidays, other holidays and year-end and New Year holidays (December 29-January 3)) |   |
| Time | After school - 18:15  | The child goes home specified by the Parent.<br>Extended use is available until 19:00 based on a separate application (weekdays only; see pages 11-12 for details). |
|      | 8:15 - 18:15 on school holidays   |   |

### (2) Club usage fee 5,000 yen/month (including snacks)

- If the child joins the club in the second half of the month (from the 16th to the end of the month) or leaves the club in the first half of the month (from the 1st to the 15th), the fee for that month will be 2,500 yen.  
The fee is charged for the month in which the child is enrolled, regardless of the number of days the child attends.
- Payment is made by direct debit.
- The "Information for Web Account Transfer Service" will be sent with the enrollment approval notice.
- In the event of non-payment, we may contact you regarding enrollment or use of the service.

(3) Bento (boxed lunch): On days when school lunch is not provided, please have your child bring his/her own lunch.

(4) Snacks: Snacks are provided Monday through Friday. Please have your child bring their own snack on Saturdays.

**If your child has a food allergy and needs special accommodations**, please submit a Food Allergy Questionnaire.

### (5) Communication with the family

#### (i) After-school system

The after-school system manages information such as children's attendance and scheduled departure times. The system also notifies parents of their children's arrival and departure times and sends emails to parents in case of emergencies.

#### (ii) Daily communication book

A daily communication book is provided by the Gakudo Club for communication between the parents and the club about the child's situation.

Depending on the ShinBOP, communication may be done through a communication bag or a hard case equipment.

#### (iii) Notification of changes in family or employment status

If there are any changes in your address, telephone number (including cell phone), place of employment, family status, etc., please submit an "Application for Change of Membership" as soon as possible. (In the case of a change in employer or employment status, please attach a new "certificate of employment".)

#### (iv) Absence notification

If the child will be absent, please notify the club in advance. If the child will be absent regularly for classes or other reasons, please also inform the club in advance.

#### (v) Notification of withdrawal

If the child no longer needs to attend the club or no longer meets the requirements for membership, please submit the "Withdrawal Notification" form in advance. **If you do not submit the form, you will be charged for the use of the Gakudo Club even if your child does not attend the club.** (To reapply for membership during the same school year, you must reapply for membership).

Please note that membership may be canceled in the event of extended unexcused absences, false application for membership by a parent, or if a child no longer meets the eligibility requirements.

#### (vi) Emergency response

In the event of a disaster, emergency, illness or accident while at the club, parents may be contacted and asked to pick up their child, depending on the situation.

## • Gakudo Club Q & A

Q. I plan to work from childcare leave in April. Can I apply after the applicant child's younger siblings have been accepted into the preschool?

A. If you apply after the above enrollment period for April, your child may not be able to enroll in April. Please apply for admission during the above period first. **(On the back of the application form, please write "I will return to work on April XX (date) after childcare leave" and submit the form to the Gakudo Club together with a certificate of employment).**

Once you have found a preschool and have confirmed a date to return to work after childcare leave, please resubmit the employment certificate with your confirmed return date clearly indicated. The admissions process will be restarted, and the date of your return from childcare leave will be your child's enrollment date.

Q. Is there a maximum capacity for Gakudo Clubs?

A. No. As a general rule, all Gakudo Clubs do not limit the number of members. Membership is open to those who meet the requirements for membership (see page 2).

Q. Do parents have to pick up their children when they return home?

A. Since the Gakudo Club is located in an elementary school, children are generally expected to travel to and from the school (club) on their own.

However, we may ask parents to pick up their children at the beginning of their first year or in case of bad weather or similar situations.

You will be informed of pick-up requirements at each Gakudo club's orientation meeting.

If you use extended hours, please be sure to pick up your child.

Q. Can I visit a Gakudo Club to see the activities?

A. Guest visits are welcome at any time. Please contact each ShinBOP (see page 7) in advance.

Q. When is the orientation meeting?

A. The orientation meeting will be held in each Gakudo Club in March for those who have been accepted.

The dates of the orientation meetings vary by Gakudo Club, so please refer to the notice of decision.

At the meeting, you will learn how to use the Gakudo Club and what you need to do before joining.

(A separate explanation will be given to those whose decision notice is mailed on a date other than February 29).

Q. How do children spend their time at the Gakudo Club from after school until they go home?

A. Below is an example of the day at certain ShinBOP (after school). \*It varies from one Gakudo Club to another.

|                 |   |
|-----------------|---|
| School finished | The children arrive at the ShinBOP room with their school bags.<br>The time to go home is controlled by the after-school system.<br>This is the time for free play activities. (Parents will be notified if scheduled children do not show up.) |
| 15:00           | Snack Time. Children gather in the snack room.  |
| 16:45           | Clean Up Time   |
| 17:00           | BOP children go home. Gakudo children stay inside for quiet play, reading, etc.   |
| 18:15           | Gakudo Club ends. Children go home with their friends in the same direction. (If parents are concerned about safety on the way home, please pick up your child if necessary.)   |

Q. The child's parent has been hospitalized for an emergency. Can the child use Gakudo Club right away?

A. In an emergency, we review and prepare for acceptance in approximately one week from the time the application is received.

This expedited treatment is provided when the parents (including co-resident grandparents) who normally care for the child at home fall into one of the following categories:

1. Absent due to death, disappearance, etc.
2. Hospitalized due to injury or illness
3. Caring for a hospitalized relative
4. Engaged in disaster relief activities
5. The protection and care of a child is deemed necessary in accordance with the Act on the Prevention, etc. of Child Abuse
6. When the Mayor of the City deems it necessary to protect and care for children in addition to those listed in the previous five items.

Note: Parent's finding the job or relocation are not eligible for the above expedited treatment.

## ● Overview of ShinBOP

### What is ShinBOP?

The environment in which children live is changing significantly. Under these circumstances and in order to ensure the healthy development of children, it is necessary to provide support for families raising children, secure a place for children to stay, and improve places and mechanisms for children to play, experience, and interact. To this end, Setagaya City is implementing the ShinBOP Project, which integrates the BOP and Gakudo Clubs.

### What is BOP? (BOP means Base Of Playing)

We provide a safe and secure playground for children by utilizing elementary school facilities and other relevant locations where children of different ages can play together to develop creativity, independence, and social skills, thereby promoting their healthy development.

### What is Gakudo Club?

The program is operated to provide a safe place for children in the early grades of elementary school who are from families whose parents are unable to support and care for them at home after school due to their parents working or being ill. It enables each child to spend time in a comfortable and safe environment that promotes healthy physical and mental development and encourages independence.

| Feature              | ShinBOP  |  |
|----------------------|--|--|
|                      | Gakudo Club  | BOP (After-School Children's Classroom)  |
| Contents             |  |  |
| Subject              | It is for children in the first through third grades of elementary school who live in Setagaya City or are enrolled in Setagaya City elementary schools and whose parents are unable to provide adequate after-school care due to work, illness, or other reasons. However, children who require special consideration due to their physical or mental development are eligible up to the sixth grade.   | Children attending elementary schools in the district who wish to participate  |
| Date of operation    | Year-round except Sundays, national holidays, other holidays, and year end and new year's holidays (Dec. 29–Jan. 3)<br><b>*Generally, new first-year students can join Gakudo Club from April 1 and BOP from after the consecutive holidays in May.</b>  |  |
| Location             | Setagaya City Elementary Schools   |  |
| Opening hours        | After school–18:15<br>School holidays* 08:15–18:15<br>Children will return home at the time specified by the parent.<br>Note: Extended stays are available from 18:16–19:00 (the length of the available extension period)<br>◇ The extended stay service will be provided from Monday through Friday on the days and hours when there are any users.<br>◇ There is a separate fee for the extended stay service.<br>◇ Please refer to the City's website for details.<br><br>* School holidays are Saturdays without classes, summer, winter, and spring breaks, the school anniversary day, substitute holidays for athletic meets, etc. | After school–17:00 (Summer: March to September)<br>After school–16:30 (Winter: October to February)<br>(Please contact each ShinBOP for start times on school holidays.) |
| How to apply         | Submit the application form and certificate of employment or other applicable documents to the ShinBOP at the school.<br>Decisions will be made after screening. (The application period for the beginning of the school year will be December 5–12, excluding December 10 [Sun].)   | E-Application via Smartphone, etc.<br>Applications by paper form are also acceptable.<br>(New first-year students should be registered after April)                      |
| Capacity             | <b>No limits as a general rule</b>   |  |
| Usage fees           | 5,000 yen/month (including snacks)<br>*Exemptions are available if a separate application is submitted.<br>Fees for extended hours:<br>Monthly fee: 1,000 yen per month (new first-year students are prioritized)<br>Daily fee: 200 yen per day (maximum monthly amount is 1,000 yen)  | N/A  |
| Snacks               | Provided (But children are required to bring their own snacks on Saturdays)  | N/A  |
| Bentos (box lunches) | Children are required to bring their own lunch when school lunch is not available, such as during school holidays.   | As a rule, children go home for lunch.<br>(Please contact ShinBOP for first to third graders that have special circumstances.)   |
| Attendance checks    | Attendance is confirmed based on the list of the children's names. A daily communication book and an after-school system are also used.  | Attendance is confirmed based on the list of children's names.<br>(Confirmation is done by participation card at the start of participation for first graders.)          |

### Contact information for inquiries

For Gakudo Club: Children's Welfare Division, Children and Youth Department (Phone) 03-5432-2308

For BOP: School & Community Coordination Division, School Education Department (Phone) 03-5432-2739

## ShinBOP List (in alphabetical order)

For inquiries regarding ShinBOPs (BOP and Gskufo Clubs), please contact the following.

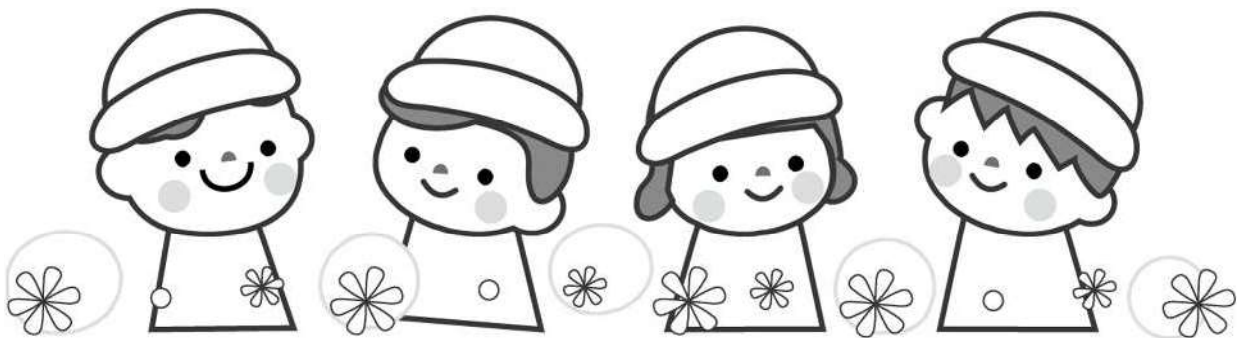
Please note that the contact information for the ShinBOP (including phone numbers, etc.) is separate from the school contact information.

**You may visit the ShinBOPs at any time to tour the facilities. Please contact each ShinBOP in advance if you plan to visit.**

| Name of ShinBOP           | Address                | TEL          |
|---------------------------|------------------------|--------------|
| Akatsutsumi ES ShinBOP    | 1-41-24, Akatsutsumi   | 03-3323-0283 |
| Asahi ES ShinBOP          | 1-4-3, Nozawa          | 03-3424-1538 |
| Ikejiri ES ShinBOP        | 2-4-10, Ikejiri        | 03-3424-4464 |
| Ikenoue ES ShinBOP        | 4-32-20, Kitazawa      | 03-5465-1830 |
| Okusawa ES ShinBOP        | 3-1-1, Okusawa         | 03-3727-2618 |
| Oyamadai ES ShinBOP       | 3-11-1, Oyamadai       | 03-3701-9992 |
| Kamikitazawa ES ShinBOP   | 4-22-29, Kami-kitazawa | 03-3303-5252 |
| Karasuyama ES ShinBOP     | 1-2-1, Kyuden          | 03-3300-6195 |
| Karasuyamakita ES ShinBOP | 6-3-1, Kitakarasuyama  | 03-3308-1634 |
| Kitami ES ShinBOP         | 3-11-1, Kitami         | 03-3416-8246 |
| Kinuta ES ShinBOP         | 6-9-1, Kitami          | 03-3417-6949 |
| Kinutaminami ES ShinBOP   | 4-3-1, Kamata          | 03-3417-3789 |
| Kibougaoka ES ShinBOP     | 4-9-1, Funabashi       | 03-3484-7677 |
| Kyuden ES ShinBOP         | 4-24-1, Kyuden         | 03-3308-0999 |
| Kyosai ES ShinBOP         | 4-27-4, Yoga           | 03-3700-6837 |
| Kyodo ES ShinBOP          | 1-23-3, Sakurajosui    | 03-3420-1788 |
| Kuhonbutsu ES ShinBOP     | 8-12-1, Okusawa        | 03-3703-6012 |
| Komazawa ES ShinBOP       | 2-10-6, Komazawa       | 03-3424-9993 |
| Komatsunagi ES ShinBOP    | 1-42-12, Shimouma      | 03-5481-0567 |
| Sakura ES ShinBOP         | 2-4-15, Setagaya       | 03-3420-5413 |
| Sakuragaoka ES ShinBOP    | 1-19-17, Sakuragaoka   | 03-5477-4548 |
| Sakuramachi ES ShinBOP    | 1-5-1, Yoga            | 03-3703-9199 |
| Sasahara ES ShinBOP       | 5-19-1, Sakuragaoka    | 03-3439-0642 |
| Sangenjaya ES ShinBOP     | 2-42-1, Sangenjaya     | 03-3421-2465 |
| Shimokitawaza ES ShinBOP  | 1-4-6, Ohara           | 03-3468-3127 |
| Shiroyama ES ShinBOP      | 2-1-11, Umegaoka       | 03-5426-3201 |
| Seta ES ShinBOP           | 2-17-1, Seta           | 03-3700-8564 |
| Setagaya ES ShinBOP       | 1-38-4, Miyasaka       | 03-3420-7260 |
| Soshigaya ES ShinBOP      | 3-49-1, Soshigaya      | 03-3482-2971 |
| Daizawa ES ShinBOP        | 5-1-10, Daizawa        | 03-3413-1412 |

| Name of ShinBOP            | Address                                      | TEL          |
|----------------------------|--|--------------|
| Taishido ES ShinBOP        | 5-7-4, Taishido                              | 03-3413-2089 |
| Daita ES ShinBOP           | 4-2-3, Daita                                 | 03-3323-3764 |
| Tamagawa ES ShinBOP        | 2-29-1, Nakamachi                            | 03-3702-6337 |
| Tamazutsumi ES ShinBOP     | 2-11-1, Tamazutsumi                          | 03-3701-3424 |
| Tamon ES ShinBOP           | 2-26-11, Mishuku                             | 03-3413-1722 |
| Chitose ES ShinBOP         | 9-6-1, Seijo                                 | 03-3789-3141 |
| Chitosedai ES ShinBOP      | 4-24-1, Chitosedai                           | 03-3482-0400 |
| Tsukado ES ShinBOP         | 6-7-1, Chitosedai                            | 03-3300-5215 |
| Tsurumaki ES ShinBOP       | 1-9-18, Tsurumaki                            | 03-3428-0276 |
| Todoroki ES ShinBOP        | 7-26-1, Todoroki                             | 03-3702-3474 |
| Nakazato ES ShinBOP        | 1-4-1, Sangenjaya                            | 03-3422-2220 |
| Nakamachi ES ShinBOP       | 4-23-1, Nakamachi                            | 03-5706-6421 |
| Nakamaru ES ShinBOP        | 3-33-12, Nozawa                              | 03-3424-3022 |
| Hachimanyama ES ShinBOP    | 1-14-1, Hachimanyama                         | 03-3304-8396 |
| Higashitamagawa ES ShinBOP | 1-1-1, Okusawa                               | 03-3720-6336 |
| Higashifukasawa ES ShinBOP | 3-7-1, Fukasawa                              | 03-3703-9777 |
| Fukasawa ES ShinBOP        | 1-4-24, Shinmachi                            | 03-3428-1523 |
| Futakotamagawa ES ShinBOP  | 4-6-1, Tamagawa                              | 03-3700-7477 |
| Funabashi ES ShinBOP       | 4-41-1, Funabashi                            | 03-3482-2578 |
| Matsugaoka ES ShinBOP      | 3-16-10, Tsurumaki and<br>3-23-12, Tsurumaki | 03-3429-3978 |
| Matsuzawa ES ShinBOP       | Akatsutsumi, 4-44-22                         | 03-3323-1676 |
| Matsubara ES ShinBOP       | Matsubara, 5-43-26                           | 03-5300-2411 |
| Mishuku ES ShinBOP         | 1-12-6, Mishuku                              | 03-3411-8121 |
| Musashigaoka ES ShinBOP    | 1-47-11, Kita-Karasuyama                     | 03-3300-5059 |
| Meisei ES ShinBOP          | 3-3-1, Seijo                                 | 03-3417-9412 |
| Yahata ES ShinBOP          | 2-17-15,<br>Tamagawa Den-en<br>chofu         | 03-3721-8905 |
| Yamazaki ES ShinBOP        | 3-9-1, Umegaoka                              | 03-3420-0266 |
| Yamano ES ShinBOP          | 6-7-1, Kinuta                                | 03-3417-6101 |
| Yoga ES ShinBOP            | 6-14-1, Kami-yoga                            | 03-3428-0354 |
| Roka ES ShinBOP            | 2-22-1, Kasuya                               | 03-3302-5360 |
| Wakabayashi ES ShinBOP     | 5-27-18, Wakabayashi                         | 03-3413-1925 |

Please complete the membership application form and all required documents and submit them to ShinBOP by the due date!



\*Please make sure all documents are complete before submitting your application.

If any documents are missing, you will be asked to resubmit the application with all the documents





# Opening of New Gakudo Clubs

Thank you for your support for the Setagaya City Gakudo Club.

In response to the rapid increase in the number of children registered at the ShinBOP Gakudo Clubs and the growing size of these clubs, we have decided that in addition to the operation of the ShinBOP Gakudo Clubs in each elementary school we will establish, as we have in the past, new clubs outside of schools that are run by private operators.

It has already been decided to open five new Gakudo Clubs that will prioritize acceptance of children from **Matsugaoka Elementary School, Sakuramachi Elementary School, Yamano Elementary School, Roka Elementary School, Higashifukasawa Elementary School, and Kyodo Elementary School**, all of which are **scheduled to open on April 1, 2024**.

| Preferred school   | Address   | Capacity    | Private operator                                |
|--|---|-------------|---|
| Yamano Elementary School                                     | 2-16-1 Kinuta, Setagaya City  | 80 children | LIKE Kids, Inc.                                 |
| Roka Elementary School                                       | 2-3, Kasuya 2-chome, Setagaya City  | 80          | Benesse Style Care Co., Ltd.                    |
| Matsuoka Elementary School<br>Sakura-machi Elementary School | 2-12-4, Sakurashinmachi, Setagaya City  | 40          | Benesse Style Care Co., Ltd.                    |
| Higashi- Fukasawa Elementary School                          | 5-16-17 Fukasawa, Setagaya City<br>(Scheduled to move to 5-11-5 Fukasawa, Setagaya City in FY2028 or later) | 80          | Currently accepting applications from operators |
| Kyodo Elementary School                                      | 4-6, Kyodo 2-chome, Setagaya City   | 80          | Sanraku, Specified Nonprofit Corporation        |

Note:

- New Gakudo Clubs are children's clubs opened and operated by private companies with subsidies from the Setagaya City Government in accordance with the standards for facilities and staff that are set by the municipality.
- Priority schools are elementary schools for children who live in the school district of that school and from which 80% or more of the capacity of the above-mentioned Gakudo Clubs can be enrolled on a priority basis.

We plan to gradually establish new Gakudo Clubs from now on. Information on new Gakudo Clubs will be posted on the City's website from time to time, so please check the URL or QR code below.

Please refer to the table on the back of this page for a comparison of the ShinBOP Gakudo Clubs and the new Gakudo Clubs.

### For more information,

Setagaya City's website: <https://www.city.setagaya.lg.jp/mokuji/kodomo/006/003/d00204641.html>

QR code:



Note: If you are unable to check the website or other information, please contact:



| Feature Contents | ShinBOP Gakudo Club   | New Gakudo Clubs  |
|------------------|---|---|
| Objective        | We provide a place for healthy play and safe living for children in the early grades of elementary school so that each child can spend time in a comfortable and safe environment that promotes the healthy growth of their minds and bodies.   | We provide a place for healthy play and safe living for children in the early grades of elementary school whose parents are unable to protect and care for them at home after school due to work, illness or other reasons so that each child can spend time in a comfortable and safe environment that promotes the healthy growth of their minds and bodies.  |
| Objective        | The clubs are for children in the first through third grades of elementary school who live in Setagaya City or are enrolled in the ward's elementary schools and whose parents are unable to care for them after school due to work, illness or other reasons. However, children who require special consideration due to their physical or mental development may be accepted up to the sixth grade. | The clubs are for children in the first through third grades of elementary school who live in Setagaya City or are enrolled in the ward's elementary schools and whose parents are unable to care for them after school due to work, illness or other reasons. However, children who require special consideration due to their physical or mental development may be accepted up to the sixth grade. |
| Effective date   | Year round except Sundays, national holidays, other holidays and year end and new year's holidays (Dec. 29–Jan. 3)  | Year round except Sundays, national holidays, other holidays and year end and new year's holidays (Dec. 29–Jan. 3)  |
| Operation        | Setagaya City   | Private operator (with subsidies from the ward)   |
| Location         | Within all district elementary schools  | Facilities located off school grounds   |
| Opening hours    | After school–18:15 and 08:15–18:15 on school holidays<br>Note: Extended stays are available from 18:16–19:00 (the length of the available extension period) from Monday through Friday for days and hours when there are users.   | After school–18:15 and 08:15–18:15 on school holidays<br>Note: Extended stays are available from 18:16–19:00 (the length of the available extension period) from Monday through Friday for days and hours when there are users.<br>The availability after 19:00 depends on the facility.  |
| How to apply     | Submit an application and certificate of employment, etc. to the ShinBOP at the school.<br>Decisions will be made after a review.<br><b>(Application period: December 5–12)</b>   | Documents for admission (depending on the facility) must be submitted to the business.<br>Decisions will be made after a review.<br><b>(Application period: September or later)</b>   |
| Capacity         | No limits in principle  | Capacity limited (the number of children depends on the facility)   |
| Fees             | 5,000 yen/month (including snacks)<br>Note: Fees for extended stays:<br>Monthly fee: 1,000 yen per month (new first-year students are prioritized)<br>Daily fee: 200 yen per day (with a maximum monthly fee of 1,000 yen)  | 5,000 yen/month (including snacks)<br>Note: The maximum monthly fee for care until 19:00 (extended stays) is 1,000 yen.<br>Availability after 19:00 vary depends on the facility.   |
| Snacks           | Yes (But children should bring their own snacks on Saturdays)   | Yes (It varies on Saturdays, depending on the facility)   |

Note: ShinBOP is a project that combines the Gakudo Clubs and After-School Playgrounds (BOP = Base Of Playing) in the 61 elementary schools in Setagaya City and utilizes school facilities and school yards. **The ShinBOP Gakudo Club cannot be used in combination with the new Gakudo Club, but BOP can be used in combination with the new Gakudo Club.**

# FY2024 ShinBOP Gakudo Club

## Information on the Extended Stay Service



The ShinBOP Gakudo Club offers an extended stay service until 7:00 p.m. to serve as a safety net for families in need of support so that they can use the club when they need it, from the perspective of enhancing support for the growth and development of children.

If you would like to use the extended stay service, please read the following guide carefully and complete the necessary procedures.

### ● For Admission in April 2024

**Application period:** Tuesday, December 5, 2023–Tuesday, December 12, 2023 (except Sunday, December 10)

- ☆ **Please apply together with your regular school-age club membership.**
- ☆ **Be sure to apply for monthly use within the above application period.**
- ☆ **Although applications for daily (spot) Use may be submitted at any time after the application start date, we would appreciate it if you would submit your application within the above application period.**

Note:

- **As with regular membership applications, an application must be submitted each fiscal year.**
- If an application cannot be submitted during the application period, it will be accepted at any time after the application period, but **you may not be able to extend your child's stay during the month of April.**
- **After the April application period, the staff member handling the application may not be available. Please call the Gakudo Club in advance to confirm availability before visiting the club to submit your application.**

**Application hours: 09:35 to 18:00** Note: Please allow enough time for us to confirm the details of your application.

**How to apply:** **Parents must bring the application form** for the extended stay service at ShinBOP **directly** to the Gakudo Club of their choice **the school where the child will be attending.**  
(Please do not send the documents by mail.)

**Admission decision:** Notification of the decision will be mailed to those who applied during the above application period for either monthly use or daily (spot) use.

### For Admission in or after May 2024

[Monthly use]

Membership applications may be submitted at any time to the school club you wish to join, including re-entry or change of school during the school year.

However, if the maximum number of students has already been reached, you will have to wait until a spot becomes available.

- **Start Date of Application:** The **same day two months prior** to the month in which you wish to enroll.
- **Application Deadline:** **By the 15th** of the month prior to the month of commencement of use  
(If the deadline is a Sunday, national holiday, or other holiday, it must be the day immediately preceding the day on which the school-age children's club is open.)  
**Note: You cannot start using the service from the middle of the month (after the 16th of the month).**

[Daily (Spot) Use]

Registration for use may be made at any time.

\*After registration, advance reservation is required to use the service on the date of your choice.

For details, please check the Setagaya City website using the QR code on the reverse side.

● Please see the back of the page for details about using the extended stay service.

## Overview of the extended stay service

### ● The extended stay service is available from 18:16–19:00

Only from Monday to Friday on ShinBOP Gakudo Club operating days

(The service is not available on Saturdays.)

- We recommend that you first consider your child's physical condition when using the service in April.
- The extended stay service is only available on days and hours when there are users.
- The extended stay service is not available when there are no users.
- In general, we do not respond to inquiries or accept applications during the extended stay service period. Please submit all inquiries and applications to the Gakudo Club by 18:00.

## Type of use

● There are two ways to use the extended service. Please submit an application for the one you prefer.

| Type of use     | Monthly use<br>(Use the service at least 12 days each month)   | Daily (spot) use<br>(To be used on a per day basis)   |
|-----------------|--|---|
| Service         | For children from families who need the extended stay service for 12 days or more  | For children from families who need the extended stay service from day to day due to sudden overtime or irregular working hours   |
| Capacity        | 40 children  | 40 — the number of children registered for monthly use<br>= Number of spots available<br><br>Example: If the capacity is 40 and 15 are registered on a monthly basis, then 25 places are available for spot use |
| Children        | First grade elementary school students joining the Gakudo Club<br>*Preference will be given to first-year students. Second year students and above may also be eligible depending on the number of applications. | Children who are (or have been) enrolled in a Gakudo Club   |
| How to leave    | Parents should always pick up their child at the club.   |   |
| Usage fee       | 1,000 yen per month  | 200 yen per day (a maximum monthly amount of 1,000 yen)   |
| How to register | Submission of registration documents in advance (with a registration deadline)   | Submission of registration documents in advance   |
| How to use      | Go to the After-School Child Care System Parent Portal and enter the date and time of use and other relevant information.  | 1. Make reservations by phone for each day of use. (It is on a first come first served basis.)<br>2. Enter the date and time of use in the After-School Child Care System.                                      |

For details of the extended stay service program, please refer to the City's website.



# Membership Application Form: Example (front page)

- ◆ Please explain your situation as of the date you wish to join (April 1, 2024).
- ◆ If you wish to make corrections, cross them out with a double line. Do not use a correction fluid (wite-out) or tape.
- ◆ Applications written in pencil or erasable marker will not be accepted. Please use a black or blue ballpoint pen (not a water-based ballpoint pen).

2023 : Year **Dec** : Month **10** : Date

## ShinBOP Gakudo Club Membership Application Form

Date of entry

To the Mayor of the City of Setagaya

I hereby apply for membership of the ShinBOP Gakudo Club as follows.

Add the contact information in the order of how quickly you can be reached by it.

(\*) are intended for employees to use only.

|                    |                                    |  |  |                               |   |
|--------------------|------------------------------------|--|--|-------------------------------|---|
| Applicant (Parent) | Name                               | <b>Setagaya Taro</b>   |  | Emergency contact information | (1) <b>090-yyyy-yyyy</b> home, cell, work Relationship [ <b>mother</b> ]  |
|                    | Current address                    | 〒 154 - 00xx<br><b>201 ●x Apartment, ●-●-●● Setagaya, Setagaya City, Tokyo</b>                   |  |                               | (2) <b>03- xxxx -xxxx</b> home, cell, work Relationship [ <b>mother</b> ] |
|                    | Address of (planned) new residence | 〒 155 - 00xx (Scheduled to move in on <b>10th March</b> )<br><b>Setagaya City Kitazawa△-△-△△</b> |  |                               | (3) <b>090-zzzz-zzzz</b> home, cell, work Relationship [ <b>father</b> ]  |

See "★" at the bottom of the page

Fill in if you wish your child to attend a school other than the one in your school district.

|                   |   |  |                                      |                                    |   |     |
|-------------------|---|--|--------------------------------------|------------------------------------|---|-----|
| New entrant child | Name  | <b>Setagaya Yoshiko</b>  |                                      | Date of Birth                      | 2017 : Year <b>Dec</b> : Month <b>21</b> : Date |     |
|                   | As of the time of application                                     | As of April 1, 2024 (*1)                                       | Change from the district school (*2) | Original school district           | * クラブ *   |     |
|                   | [ <b>Setagaya Keyaki</b> ]<br>Nursery/Preschool/Elementary school | [ <b>Setagaya</b> ] [ <b>1st</b> ]<br>Elementary School Grader |                                      | <b>Kinuta</b><br>Elementary School | No.   | No. |

(\*1) If you wish to enroll in the middle of the school year, please enter the elementary school as of the date you wish to enroll.

(\*2) If you wish your child to attend a school other than the one designated, please enter the school you wish your child to attend in the left column and the name of the school in your original school district in the right column.

Do you consent to an interview and the submission of this application (front page)

to the Board of Education to confirm the change of school from the one in your school district? **Yes/No**

Please circle if you are requesting a change from your district school.

For parents, fill in even if you do not live with the child.

If not living together, a certificate of employment is not necessary (e.g., due to a work assignment that requires the person to live apart from the family)

| Family relationship             | Name                   | Age       | Occupation (the reason why child care is not possible) |
|---------------------------------|------------------------|-----------|--|
| Parent <b>Father</b>            | <b>Setagaya Taro</b>   | <b>44</b> | <b>Company employee (not living with the family)</b>   |
| Parent <b>Mother</b>            | <b>Setagaya Hanako</b> | <b>42</b> | <b>Company employee</b>                                |
| Cohabiter <b>Older brother</b>  | <b>Setagaya Anio</b>   | <b>22</b> | <b>University student</b>                              |
| Cohabiter <b>Younger sister</b> | <b>Setagaya Imoko</b>  | <b>2</b>  | <b>●● Nursery</b>                                      |
| Cohabiter <b>Grandfather</b>    | <b>Setagaya Yamao</b>  | <b>68</b> | <b>Due to age</b>                                      |
| Cohabiter <b>Grandmother</b>    | <b>Setagaya Umiko</b>  | <b>64</b> | <b>Due to age</b>                                      |

Please state your age and occupation as of April 1, 2024 (or the date you wish to enroll). (Age is optional.)

◆ Parent ⇒ A certificate is required as to why you are unable to care for the child. If you are unable to obtain a certificate of employment, please see the back of this form for the required documentation.

◆ Other than parent ⇒ Write the reason why you cannot take care

Fill in the names of all those living with the child.

### ★ If you plan to move to Setagaya City or move within Setagaya City:

- As a general rule, please submit the application form after your new address has been determined. (See page 3 of the "Application Guide.")
- Please be as specific as possible about the date you plan to move as a decision letter will be mailed to you after the admissions review.

# Application Form: Example (back page)

Fill in this section even if you are on a work assignment that requires you to live apart from your family and does not require you to attach a statement of employment.

If there is more than one, fill in all of them. A certificate of employment from each employer is required.

|  |  |   |   |  |
|--|--|---|---|--|
|  |  | the parent ( <b>Setagaya Taro</b> )   | Status of the parent  |  |
| In case of employment/work                               | Place of work  | <b>XX Co., Ltd., Osaka Branch</b>   | <b>(1) XX Co., Ltd., Shinjuku Branch<br/>(2) XX Supermarket</b>   |  |
|  | Location   | <b>1-1-1, ●●●, Osaka City, Osaka</b>  | <b>(1) 2-2-2, XX, Shinjuku City<br/>(2) 3-3-3, XX, Suginami City</b>  |  |
|  | Phone number   | <b>06-xyyy-zzzz</b>   | <b>①03-xxxx-xxxx ②03-yyyy-yyyy</b>  |  |
|  | Job role   | <b>Accounting</b>   | <b>(1) (2) Sales operations</b>   |  |
|  | Working days   | <b>4</b> days per week / <b>28</b> hours per week (excluding Sundays)   | <b>(1) 5</b> days per week / <b>40</b> hours per week (excluding Sundays)<br><b>(2) 1 day a week · 6 hours a</b>  |  |
|  | Holidays   | <input checked="" type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday (      day[s] a month)<br><input checked="" type="checkbox"/> Other ( <b>Friday</b> ) | <input checked="" type="checkbox"/> Sunday Saturday (      day[s] a month)<br>Other (      )  |  |
|  | Working hours (excluding Sundays and holidays)                 | <b>9 : 00 - 16 : 00 ( Monday - Thursday )</b>   | <b>① 9 : 00 - 17 : 00 ( Monday · Wednesday · Friday )</b>   |  |
|  |  | : - : ( - )   | <b>10 : 00 - 18 : 00 ( Tuesday · Thursday )</b>   |  |
|  |  | : - : ( - )   | <b>② 9 : 00 - 15 : 00 ( Saturday )</b>  |  |
|  |  | (Irregular)<br><b>Working on a shift from 08:00 to 15:00 for about two days per month</b>   | (Irregular)   |  |
| In the case of a return to work after a leave of absence | Return to work from sick leave/childcare leave on :Month :Date | Return to work from sick leave/childcare leave on :Month :Date  |   |  |
| Illness, maternity leave, etc.                           | Reason   | Illness / maternity leave (      )  | Illness / maternity leave / other (      )  |  |
|  | Name of the disease, etc. (in the case of illness)             | <b>If enrollment is due to returning to work, please attach proof of employment with the date of return</b>   |   |  |
|  | Period   | :Year :Month :Date ~ :Year :Month :Date   | <b>If enrollment is to occur after maternity leave, please attach the certificate of employment and the employment declaration (indicating the expected date of delivery and the period of maternity leave)</b> |  |
|  | Current situation  | Hospitalized / Home care / Hospital visits (      days per week )   |   |  |
|  | Subsequent plans   | Return to work · Other (      )   |   |  |

Note: Your child is not eligible for membership while you are on childcare leave.

## 【 Please describe the child's condition. 】

(1) Is there anything in particular that needs special attention when caring for the child? (  Yes / No )

\* Please submit a Child Form if the child requires special consideration due to their physical or mental development.

**The child has difficulty in getting along with groups of people.**

**The child is restless.**

(2) Food allergy (  Yes / No ) / Other allergies (  Yes / No ) / Has EPIPEN (  Yes / No )

\* Please submit the Food Allergy Questionnaire if the child has food allergies that need to be accommodated when serving snacks.

**Raw eggs, milk and dairy products**

(3) Other special items to be noted

**The child had febrile seizures when he was three years old. Please call my (I am the mother) cell phone if his temperature rises above 37.5 degrees Celsius. Gender should not be an issue, as it is**

# Certificate of (Expected) Employment: Example

- ◆ Please provide the proof of employment status after April 1, 2024.
- ◆ In principle, dispatched workers are required to provide proof from the dispatching agency. The entity mentioned in "(3) Current place of work" is the entity to which you are assigned.

|   |   |   |                          |
|---|---|---|--------------------------|
| Certificate of (Expected) Employment  |   | If you wish your child to enroll in April, please certify after October 5.  |                          |
|   |   | 2023 :Year <b>11</b> :Month <b>1</b> :Date  |                          |
| Entity's name: <b>YY Corporation</b>  |   | Location: <b>3-2-1, XX, Minato-City</b>   |                          |
| TEL: <b>03-xxxx-xxxx</b>  |   | Representative: <b>Shimbashi Daisuke</b>  |                          |
| Certifying personnel: <b>Mita Kazuko,</b>   |   | <small>Manager of the Human Resources Department</small>  |                          |
| We certify that the following person works at our company.  |   |   |                          |
| (1) Worker's name   | <b>Kitazawa Akiko</b>   |   |                          |
| (2) Worker's address  | <b>X-X-X, Daita, Setagaya-City</b>  |   |                          |
| (3) Place of employment   | Entity's name:  | <b>YY Corporation</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Fill in the actual place of work.</span> |                          |
|   | Address:  | <b>3-2-1, XX, Minato-City</b>   | TEL: <b>03-xxxx-xxxx</b> |
| Job role  | <b>Sales and accounting work for</b> ___ ( Permanent / Non-permanent / Part time / )  |   |                          |
| (5) Date of (planned) commencement of employment  | <b>2023</b> : Year <b>July</b> : Month <b>16</b> : Date   |   |                          |
| (6) Number of working days and hours per week (excluding Sundays and holidays)  | [ <b>3 - 4</b> ] days per week, total [ <b>21 - 28</b> ] hours per week<br>(regular working hours under the labor contract, including breaks)   |   |                          |
| (7) Hours of (expected) work per day (excluding Sundays and holidays)   | <b>10 : 00 – 17 : 00</b> [ <b>Three days from Monday to Friday</b> (Day of the week)]   |   |                          |
|   | <b>08 : 00 – 18 : 00 for 7hours</b> [ <b>Twice a month on Saturdays</b> (Day of the week)]  |   |                          |
|   | : - : [ (Day of the week)]  |   |                          |
|   | ular work hours/other remarks   |   |                          |
| (8) Status of work in the last three months (Paid vacation should be included in the days worked, and work on Sundays and holidays should be excluded.) | [ <b>October</b> ] Number of days worked: [ <b>14</b> ] days  |   |                          |
|   | [ <b>September</b> ] Number of days worked: [ <b>15</b> ] days  |   |                          |
|   | [ <b>August</b> ] Number of days worked: [ <b>8</b> ] days  |   |                          |
|   | *If there are any months in which the above number of days worked per month is less than 15 (less than 11 for those who work three days per week) or if the number of days worked in the last three months cannot be provided, please state the reason.<br>[ <b>August: Since I was hired in the middle of the month.</b> ] |   |                          |

- ◆ If the applicant is on child care leave/reduced work hours for child care:

- 1 If you are on childcare leave, write "**Due to childcare leave, I am scheduled to return to work on XX Year XX Month XX Date**" in column \* of section (8).  
(If the return date has not yet been determined, the certificate of employment must be resubmitted as soon as the return date is determined.)
- 2 In the case of reduced work hours due to childcare, enter the regular work status in sections (6) and (7) and the shorter work hours in the column\* of section (7).  
Example: I will work reduced hours until April 30 due to childcare. I will work from 10:00 to 16:00 (Monday through Friday, 30 hours total per week).

## ◆ Answers to Frequently Asked Questions

- 1 If you plan to change the number of hours worked from the date of certification, enter the new work status in sections (6) and (7), and enter the current situation and the date of change in the column \* in section (7).  
Example: I am currently working 09:00–13:00 (Monday to Wednesday, 12 hours total per week), but it will be changed from April 1, 2024.
- 2 If you have not worked in the previous month as you have just started to work or have not started to work, leave section (8) blank.  
If the certificate is prepared in November, enter the records for October, September, and August in section (8).
- 3 However, if the previous month's record is not available due to the payroll closing date, the record for September, August, or July are acceptable.

Inquiries: Child Rearing Section, Children's Welfare Division (Jido-ka) , Setagaya City Tel: 03-5432-2308 (Mon.– Fri. 08:30 – 17:15)

( ) Elementary ShinBOP Name of the child ( )

Name of the parent making the declaration ( )

Please specify **the nature of the work, the start and end times, etc.** as shown in the example on the back of the declaration form.

\*If you fill out the form with a pencil or erasable marker, it will not be accepted.

Month (Month prior to application)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |

Month (Month of application)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |

Month (Month following the application)(Provide as much detail as possible about your work schedule as it is known at the time of your application.)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |
| Date   | Date   | Date    | Date      | Date     | Date   | Date     |
|        |        |         |           |          |        |          |



December: month, 5: Date, 2023: Year

Mayor of Setagaya City

Application Form for Extended Use of ShinBOP Gakudo Club (Example)

Applicant (Guardian)

Address: 4-21-27 Setagaya, Setagaya-City

Name: Setagaya Taro

Phone: 03-5432-1111

Fill in the number on the membership approval notice. If you have not received an approval notice and you do not know the number, leave it blank.

I hereby apply for extended use of the ShinBOP Gakudo Club as follows:

|   |  |   |   |                     |
|---|--|---|---|---------------------|
| Date you want to start using the extended stay service  | April: month, 1: Date, 2024: Year  | Form of Use   | <input checked="" type="radio"/> Monthly <input type="radio"/> Daily                                |                     |
| Name of child   | Hanako Setagaya  |   | Child registration number   | 1234567             |
| Club Name   | Please provide information for all parents/family members regardless of whether or not they can pick up the child. If a parent/family member is available to pick up the child before 6:15 p.m., please apply for daily (spot) use as it does not meet the requirements for monthly use. |   | Grade in school   | First :year student |
| For daily use, r  |  |   | Use the reverse side of the form.   |                     |
| Application for extended use  |  |   |   |                     |
| Name of parent/family member  | Name of parent/family member who primarily comes to pick up the child (Setagaya Taro)  | Name of parent (Yoshiko Setagaya)                       | Name of someone other than the parent (Setagaya Shige)<br>Relationship with the child (Grandmother) |                     |
| Pick-up availability  | <input checked="" type="radio"/> Yes<br>Yes sometimes  | Yes / Yes sometimes <input checked="" type="radio"/> No | Yes / <input checked="" type="radio"/> Yes sometimes  |                     |
| Reasons for unavailability  |  | Working until 7:00 p.m.                                 |   |                     |
| End of working hours, as stated on the certificate of employment  | 6:20 p.m.  | 8:00 p.m.   |   |                     |
| Time required to travel to the ShinBOP Gakudo club from your place of work (pick-up time for non-parents) | 27 min.  |   | 7:00 p.m.   |                     |

If you work overtime on a regular basis, please include the overtime hours in the required time and indicate "\*Overtime hours: 0 minutes."

Please be sure to provide this information. If your finishing time is irregular, please provide the time you typically finish.

(Back)

| Route from place of work to the ShinBOP Gakudo Club   |  |
|---|--|
| Name of parent ( <b>Setagaya Taro</b> )<br>Work Location (Soshigaya 0-△-×, Setagaya-City)<br><b>→Soshigaya-Okura Station (Odakyu Line) → Gotokuji Station (Odakyu Line) → Yamashita Station (Setagaya Line) → Uemachi Station (Setagaya Line) → Walk</b><br><br>→ShinBOP Gakudo Club (time required: <b>27 min.</b> ) |  |
| Name of parent ( )<br>Work Location ( )<br>→<br><br>→ShinBOP Gakudo Club (time required: min.)  |  |

Staff use only

|              |                |                  |              |                |      |    |
|--------------|----------------|------------------|--------------|----------------|------|----|
| 受付日<br>年 月 日 | 小新BOP学童クラブ     | 1. 月ぎめ<br>2. 日ぎめ | 館長           |                | 受付職員 |    |
| 利用料          | 1. 納付<br>2. 免除 | 口座登録             | 1. 既<br>2. 未 | 兄弟関係<br>同時延長申請 | あり   |    |
| 決定日          | 承認             | 入力               | 決裁           |                |      |    |
|              | 年 月 日          |                  | 課長           |                | 係長   | 係員 |
| 指数           | 備考             |                  |              |                |      |    |
|              |                |                  |              |                |      |    |