

FY 2025

User Guide for Sendai City Children's Clubs

<Please keep this brochure even after registering at a Children's Club so that you can refer to it as needed.>

This brochure and other necessary documents can be found on the Official Website of the City of Sendai.
(If the QR code cannot be scanned, please search on the City website by inputting the title above. <https://www.city.sendai.jp/index.html>)



Official Website of the City of Sendai
FY2025 Application for Children's clubs

Contact for inquiries about registration at Children's Clubs and the operation of Children's Clubs

Children's Hall or Children's Center (hereon referred to as Children's Center) at which you would like to register (Please refer to the List of Children's Centers on pages 17 to 19.)

Contact for inquiries about general information on the Children's Club system and the club fee reduction system

Children's Club Project Promotion Section, Children and Young People Bureau
Kamisugi Building 9F, 1-5-12 Kamisugi, Aoba-ku, Sendai, 980-0011 Japan
Tel: 022-214-8176 Fax: 022-214-8784

City of Sendai
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1. Overview of Children's Clubs

(1) What is a Children's Club?

Sendai City Children's Clubs (hereon referred to as "Children's Clubs") are operated to provide elementary school children, whose guardians are not at home in afterschool hours due to work or other reasons, with appropriate venues to play and interact at for the sake of their healthy development. For Children's Centers where many children have been registered at, the Children's Club may be held at venues outside of the main building of the Children's Centers (satellite locations), such as empty classrooms in elementary schools, etc.

(2) Days / Hours of Operation

The days and hours of operation for Children's Clubs are shown below.

Days of Operation	Hours of Operation
Weekdays	From after school until 6:00 p.m. From after school until 7:15 p.m. if the extended hours' service is used.
Saturdays	From 9:00 a.m. to 5:00 p.m. (<u>Extended hours' service is NOT available on Saturdays</u>)
Extended school breaks, etc. *For summer break or temporary occasions, etc. during which school is not in session (excluding Saturdays)	From 8:00 a.m. to 6:00 p.m. From 8:00 a.m. to 7:15 p.m. if extended hours service is used.

- ◆ Excluding Sundays, national holidays, and year-end and New Year holidays (December 29 - January 3)
- ◆ Children's Clubs are not held if the Children's Centers cannot be operated due to natural disasters or other reasons

(3) Registration and the use of Children's Clubs

In order to use a Children's Club, you need to apply for registration within the designated period (☞P5 Registration procedures). In addition, there might be days on which one cannot use the service depends on the guardian's circumstance. (Refer to the following precautions.)

If you are registered at a Children's Club, you will be required to pay the fees of Children's clubs to be borne by guardians. (☞P13 Fees to be Borne by Guardians)

◆ Precautions When Using a Children's Club ◆

- Even if you are registered at a children's club, the service cannot be use on days when the guardians doesn't have work or school, etc., or if the guardians' work end before their children's classes are over.
- The hours of operation of Children's Clubs are as stated above. Please make sure to pick up your child during the hours of operation.
- Please download the smartphone application "Anshin Denshobato" as it is used by Children's Club within the City of Sendai. Guardians may also need to prepare a correspondence notebook in order for the Children's Center to contact them about the health conditions, attendance record, and activities of children.
- If a child will be absent or going home earlier than usual, guardians must contact the Children's Center.
- The Children's Club will contact you via your registered contact information in the case that your child did not show up and no notice of absence was received, or if your child was not feeling well, so please inform the Children's Center immediately if there are any changes to your contact information.
- Please note that the Children's Center is not responsible for any accidents that occur in locations other than the site of the Children's Center and the predetermined routes to and from the Children's Center.
- Guardians will be asked to participate, as needed, in meetings with the staff at the Children's Club.

2. Requirements for registration application, etc.

(1) About requirements for registration application

In order to apply for registration with a Children’s Club, the following requirements from ① to ④ must be fully met. Those who do not fulfil the requirements will not be able to apply for registration, so please make sure to check before submitting an application.

① **Children enrolled in elementary schools located within Sendai City, or children who lives within Sendai City and are enrolled in the elementary school section of special needs schools, who meet the following requirements and can operate in a group environment.**

- ◆ Children who can come to and go from a Children’s Center by themselves, in principle
- ◆ Children who can take care of themselves, including eating and using the toilet by themselves
- ◆ Children who can communicate with others
- ◆ Children whose dangerous behavior can be prevented or controlled

② **All guardians and relatives living at the same address (limited to those who are ages 18 or older and under the age of 65 as of April 1, 2025) should qualify for any of the following conditions.**

- ◆ Guardians who are not at home during afterschool hours due to work
【Requirement of work hours】 They will need to work past 1:00 p.m. on weekdays.
Only hours worked are accounted for, commute time is not included.
*This 【Requirement of work hours】 does not apply to those registering for extended school breaks only.
* Additional requirements for children in upper grades (4–6) of elementary school are as follows.
* There are exceptions for those who are on their childcare leave. (☞P10 Guardians who are scheduled to return to work after childcare leave)
- ◆ Guardians suffering from disease, injury, or have a disability
- ◆ Guardians providing long-term care to relative, etc. suffering from disease, injury, or has a disability
- ◆ Guardians within the period of 8 weeks (14 weeks in the case of multiple pregnancies) before and 8 weeks after childbirth (hereon referred to as “maternity period”)
- ◆ Guardians attending university, technical school, vocational-training school, or any other kinds of school

◇ **Work requirements for guardians whose child is in the upper grades (4–6) in elementary school** ◇ (additional requirements)

For guardians whose child is in the upper grades of elementary school, the following work requirements are applied with considerations on what time classes end for upper grade students, and by prioritizing the registration of children in the lower grades of elementary school.

Work requirements for guardians whose child is in the upper grades of elementary school	Guardians will need to work at least four days a week (including Sundays) and work past 3:00 p.m. on weekdays. (Only hours worked are accounted for, commute time is not included).
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However, the above additional requirements do not apply if any of the following conditions is met. (The condition will be determined based on ◆ in ② as mentioned above.)

- ✓ If a child is registered with a Children’s Club only during extended school breaks. (Only when there is a vacancy at a Children’s Center)
- ✓ The child qualifies for any of the conditions listed below:
 - Children who are issued a physical disability certificate, an intellectual disability certificate, or any other disability-related certificate
 - Children who are enrolled in or are scheduled to enroll in special needs schools or special needs classes
 - Children who are certified as having a disability through a diagnosis made by a physician or a public institution, including a childcare guidance center and a development counseling and assistance center (Archil)

③ In principle, it is expected that a child will be using a Children’s Club throughout the year (from April 1 to March 31, the following fiscal year).

◇ Use of a Children’s Club only during extended school breaks ◇

As an exception, it may be possible to only use a Children’s Club during extended school breaks such as summer break.
 *Applications will be accepted if the quota of registered children has not been reached during application period (☞P5 Registration Procedures) prior to the extended school break.
 * For those using a Children’s Club during extended school breaks, the application period is also until March 31, 2026. If you wish to terminate your registration, you are required to submit a Notification of Withdrawal/Termination of Registration Form a Children’s Club. Please aware that you will be required to pay the Children’s clubs fees to be borne by guardians regardless of whether your child uses the service or not. (☞P13).

④ Guardians must have had paid the Children’s Club fees to be borne by them (☞P13) (including fees for the sibling(s) of the child who are also using the service).

- ◆ If guardians failed to pay the Children’s Club fees to be borne by them, their application forms will be returned to them because they do not meet the registration requirements.
- ◆ They may reapply to use a Children’s Club again after paying the unpaid amount; however, the day on which they submitted the second application is deemed to be the date of application.

(2) Registration Period

In principle, the registration period for a Children’s Club is from the first day of using the service until March 31, 2026. However, if the registered information at the time of application changes and one no longer meet the requirement for guardians during the registration period, the registration must be terminated on the day as specified below. In that case, please submit the Notification of Withdrawal/Termination of Registration From a Children’s Club (☞P12 Change of registered information / Termination of Registration).

In addition, those who wish to change or update their registered information and remain registered, please submit any document to prove the guardian’s status fulfills the requirement. (☞P8 Necessary documents for registration application)

Requirements for guardians	Termination day of the registration for the Children’s Club
When the guardian is working	The last day of employment
When the guardian is seeking employment after leaving a job	The last day of admitted period for seeking employment (☞P10 If You were Employed at the Time of Application, but then Left Your Job)
When the guardian is ill or injured	The last day of the recovery period as stated on the medical certificate
When the guardian is providing long-term care to their relative(s)	The last day of the recovery period as stated on a medical certificate
When the guardian is in maternity period	The day that is exactly 8 weeks after giving birth
When the guardian is enrolled in university or any other educational institutions	The final day of enrollment in a university or any other educational institutions

(3) Quota and priority of Registered Children

The quota of children registered at a Children’s Club is determined by each Children’s Center. If the number of applications exceeds the quota, applications will be accepted according to the priority listed in the next page.

With the prioritization of children in lower grades in elementary schools in mind, each Children Center will set a number of lower grade priority slots.

《Priority Order for Registration》

Priority	Grade which is prioritized for registration
1st	1st grade
2nd	Children from single-parent families or a family without parents (Limited to 2nd and 3rd grade)
3rd	2nd grade
4th	3rd grade
5th	4th grade or above, children with special needs ^(*1)
6th	4th grade
7th	5th grade
8th	6th grade

*1 Children with special needs

- ✓ Children who have been issued a physical disability certificate, an intellectual disability certificate, or any other disability-related certificate
- ✓ Children who are enrolled or scheduled to enroll in a special needs schools or classes
- ✓ Children who are certified as having a disability through diagnosis made by a physician or public institutions, including childcare guidance centers and development counseling and assistance centers (Archil)
- ✓ Children who are certified as requiring special care or support by a support review committee consisting of experts

Within the same priority order group, the following order is applied.

Priority	Children who are prioritized for registration within the same priority order group mentioned above
1st	Children from single-parent families or a family without parents
2nd	Children who do not fall under the first-order category, but whose parent(s) (one or both) are absent due to working away from home or other reasons
3rd	Children whose number of days of use at the Children’s Club are high
4th	Children who need to use the extended hours service
5th	Children whose sibling(s) are registered at the same Children’s Club that they applied to, or whose sibling(s) applied to register at the relevant Children’s Club simultaneously
6th	Children who have been on the waiting list for a longer time (For applications for the use of a Children’s Club starting from April 1, children who have been on the waiting list for a longer time in the year prior to the year in which registration with the Children’s Club is finalized)

- ※ If further ranking of orders is needed, children to be registered will be determined by lottery.
- ※ Although it is possible to apply to Children’s Club located outside of the school district where one’s residence is in, registration will only be possible if there is vacancy at the facility, as children living within the same district as the Children’s Club is prioritized. (☞P10 Applications for Registration with a Children’s Club Located Outside of the Elementary School District within which you reside)

(4) Waiting list

Registration will not be possible if there is no vacancy at a facility or service; however, if a guardian chose to be on the waiting list, the application will be accepted and determination of registration will be suspended.

Following the suspension, the Children’s Club may accept the registration in accordance with the priority order only if a vacancy arises.

For further information, please inquire at each Children’s Center. (☞P17-19 List of Children’s Centers)

3. Registration Procedures

(1) About registration application period, etc. for registration to use the Children's Clubs

There are two application periods for registration to use the Children's Clubs: simultaneous application, and year-round application. Please confirm how to complete the procedure well in advance so that you have enough time to prepare the necessary documents.

《Application period》

(Simultaneous application) If you wish to use a Children's Club Starting from April 1 2025, please submit an application within the following application period.

From November 18, 2024 (Mon.) to December 7, 2024 (Sat.)

* Those who applied within the above period will be prioritized, although applications will be accepted after the end of the application period if there is vacancy.

* Depending on the vacancy situation of the Center, you might be able to register or use a Children's Club starting from April 1, 2025 if an application was submitted by March 15, 2025; therefore, please submit an application immediately after contacting the Children's Center.

(Year-round application)

If you wish to use a club starting in the middle of the fiscal year, or only during extended school breaks, please submit an application within the following application period. (Registration is only possible if there is vacancy.)

If you begin using a Children's Club in the middle of the fiscal year	
Preferred starting date	Application period
If you wish to use a Children's Club starting from the first half of the month (the 1st to 15th)	From the 1st to 15th of the month <u>prior to the month</u> when you wish to begin using a Children's Club
If you wish to use a Children's Club starting from the latter half of the month (16th to the last day of the month)	From the 16th to the last day of the month <u>prior to the month</u> when you wish to begin using a Children's Club

※ If the last day of the application period falls on a Sunday, a national holiday, or any day during the year-end and New Year holidays (December 29-January 3), applications will be accepted up until the prior business day.

Example) If you wish to use a Children's Club from October 1, 2025:

⇒ Application should be made from September 1 to September 13, 2025.

If you wish to use a Children's Club during extended school breaks only			
Extended School Breaks	Application Period		
Spring Break (April)	March 1, 2025	~	March 15, 2025
Summer Break	June 16, 2025	~	June 30, 2025
Winter Break	November 17, 2025	~	November 29, 2025
Spring Break (March)	February 16, 2026	~	February 28, 2026

《Where to apply》

Children's Center that operates the Children's Club that you wish to use (☞ 17 to 19 List of Children's Centers.)

* Applications are accepted between 9:00 a.m. to 6:00 p.m. (5:00 p.m. on Saturdays).

* It will take some time to confirm the information on the application form at the during the application reception procedure. **Please be sure to contact the Children's Center prior to going to the center to submit your application.**

《Announcement of the application result》

The Children's Center will inform you of the application result in writing as follows.

(For simultaneous application): Around mid-February 2025

(For year-round application): Within two weeks from the last day of the aforementioned application period

(2) Flow of Procedure

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

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

Documents necessary for application, including an Application Form for Registration at a Children's Club can also be downloaded from the official website of the City of Sendai.

*Please print the documents on double-sided A4 paper if you were to download them.

*The Sendai City Bank Transfer Request/Automatic Payment Application Form which is required for bank transfer procedures cannot be downloaded, but is distributed at Children's Centers.

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



Applications for bank transfer

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

*Please complete the procedure **before applying for registration at a Children's Club.**

*If the relevant child has used a Children's Club before and the procedures for bank transfer have already been carried out, no procedures are necessary unless the bank account was closed or if the account owner has changed.

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

Applications for registration

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

Please inform the Children's Center in advance that you will be submitting an application and reserve a **three-way interview** which will be held between a staff member of the Children's Center, the guardian, and the child.

At the time of application, the Children's Center will confirm whether you meet the requirements.

(1) If the quota has not been exceeded

(2) If the quota has been exceeded

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

After the payment of fees to be borne by guardians has been confirmed, a Notice of Registration will be sent from the Children's Center.

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

If your child is unable to register due to the quota having been exceeded, we will confirm whether you would like for them to be put on the waiting list.

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

5. Application for the Reduction of Fees to be Borne by Guardians

Submit the application to a Children's Club Project Promotion Section only if applicable (**P14-16 Reduction of Fees to be Borne by Guardians**)

6. Orientation Session for Guardians

An orientation session for guardians will be held at the Children's Center to explain how to use the services provided by the Children's Club. The Children's Center will make an announcement about when the orientation will be held, which guardians will be expected to attend.

Begin of use of Children's Club

(3)How to complete procedures

① Procedures for Bank Transfer Application

We ask those who use the Children’s Clubs to pay for the Children club fees to be borne by guardians by bank transfer. (☞P13 Fees of Children’s clubs to be borne by guardians)

Please complete the procedures for bank transfer as described below before applying for registration at a Children’s Club.

- ◆ Financial institutions able to process bank transfer are any of following banks designated by the City of Sendai. (see below).
- ◆ **If a child is newly registering with a Children’s Club, the procedures for bank transfer are required,** even if their sibling(s) has used the Children’s Club before and the account designated for them is the same as that for the relevant child.
- ◆ If you wish to change the bank account registered for bank transfer, the same procedures must be completed anew.
- ◆ If the relevant child has used a Children’s Club before and the procedures for bank transfer have already been carried out, no procedures are necessary unless the account was closed or if the account owner has changed.
- ◆ If payments by bank transfer is not possible for whatever reason, submit the Declaration for Fees to be Borne by Guardians (Form No.7) to the Children Center.

《How to complete bank transfer procedures》

➤ If you are using 77 bank, Sendai bank, Morinomiya Shinkin Bank, or Japan Post Bank for bank transfer:

- Online application procedures are possible using PCs or smartphones. Please complete the procedures via the City of Sendai official website. (In that case, the number of Children’s center you wish to enroll your child in is required. Please refer to List of Children’s Centers (☞P17 - 19)
- Please show the completion message screen for bank transfer application (both printed material and screen shot are accepted) to a Children’s Center when submitting an application to use a Children’s Club.
- As for those who cannot complete online procedures due to personal circumstances, please follow the instructions below.

➤ If you are using a financial institution other than 77 bank, Sendai bank, Morinomiya Shinkin Bank, or Japan Post Bank for bank transfer:

- Fill out a Sendai City Bank Transfer Request/Automatic Payment Application Form distributed at Children’s Centers and submit it to a financial institution designated by the City of Sendai.
- A Sendai City Bank Transfer Request/Automatic Payment Application Form consists of three copies: a copy for the financial institution, a copy for the City of Sendai (Children’s Club Project Promotion Section), and a copy for the customer. Please show the customer copy that was returned to you by the financial institution to a Children’s Center when submitting an application to use a Children’s Club.

*Only one customer copy will be returned to you by the financial institution.

【Financial institutions designated by the City of Sendai】 (Japanese-alphabetical order, *As of October 1, 2024)

Aozora Bank, Aomori Bank, Akita Bank, Asuka Credit Cooperative, The Bank of Iwate, Uri Shinkumi Bank, Kita-Nippon Bank, Kirayaka Bank, Saitama Resona Bank, 77 Bank, Shonai Bank, Joyo Bank, Sendai Bank, JA Sendai, Sennan-Shinkin Bank, Tokyo Star Bank, Toho Bank, Tohoku Bank, Tohoku Rokin, Fukushima Bank, Furukawa Credit Cooperative, Hokuto Bank, Hokkaido Bank, Mizuho Bank, Mizuho Trust & Banking, Michinoku Bank, Sumitomo Mitsui Banking, MUFG Bank, Mitsubishi UFJ Trust and Banking, First Bank Miyashin, Morinomiya Shinkin Bank, Yamagata Bank, Resona Bank, Japan Post Bank, Resona Bank

* Underlined bank accepts only bank transfer service. (Saitama Resona Bank and Resona Bank begin processing bank transfers starting from April 1, 2025)

《When bank transfer begins》

In principle, bank transfer begins from one month after the day on which bank transfer application procedures were completed, with the first transfer being the amount of fees for the first month of registration at a Children’s Club. Please check to make sure if your account has been debited. (☞P13 Bank transfer date)

However, please note that the timing of the first bank transfer may vary depending on the date on which bank transfer application procedures were completed. If bank transfers for the fees to be borne guardians cannot be made on time for certain months, the fees of those months must be paid using a payment slip.

Period of completion for bank transfer application	Timing of bank transfer starting
November 2024 to March 2025	April 2025
April 2025 to February 2026	The month following the month in which bank transfer application procedures were completed



*Official Website of the City of Sendai
Online service for bank transfer application

② **Necessary documents for registration application**

- Please **submit** or **show** the following documents to a Children’s Center
- Please fill out the application form and other forms with a black ballpoint pen. (excluding erasable ballpoint pens)

<Documents to be submitted or shown by all applicants>

No.	Document to be submitted or shown	Remarks
1	Application Form for Registering at a Children’s Club (Form No. 1)	Be sure to submit these documents when applying to register at a Children’s Club. (Even those who have used a Children’s Club before are required to submit them again.)
2	Consent Form regarding the Use of a Children’s Club (Form No. 1 Appendix 4)	
3	Correspondence form to a Child for the Children’s Center (Form No. 1 Appendix 5)	
4	Completion message screen for bank transfer application or Sendai City Bank Transfer Request/Automatic Payment Application Form (customer copy) *This form cannot be downloaded from the official website of the City of Sendai but is distributed at Children’s Centers.	
		<ul style="list-style-type: none"> • Completion message screen (both printed material and screen shot are accepted) for Procedures for Bank Transfer Application(☞P7) or • Show the customer copy that you received from a financial institution at the time of procedure mentioned in ①, to the Children’s Center.

<Documents to be submitted or shown according to the relevant registration requirements>

* These documents should be submitted or shown by all relevant individuals.

* Guardians defined here includes relatives living in the same household. (☞P2 Requirements for registration application, etc.)

No.	Case	Document to be submitted or shown	Remarks
5	When the guardian is employed (or are informally employed) by a company or organization	Certificate of Employment (*1) (Form No. 1 – Appendix 1)	Have it issued by your company or workplace and submit. (Please <u>renew your certificate of employment before the end of an employment contract should it end during the period of registered use of a Children’s Club.</u>)
6	When the guardian is self-employed	Certificate of Employment (*1) (Form No. 1 – Appendix 1)	Have it issued by a representative and submit.
7	When the guardian has disabilities	Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate	Submit the page(s) on which the name of the relevant individual, the issuance date, and the name of the disability are shown.
8	When the guardian suffers from disease or injury	Copy of a medical certificate issued by a medical institution (*2)	Submit the certificate that verifies the name of the individual and period of recovery.
9	When the guardian is providing long-term care to a relative who is suffering from disease or injury	In regards to the person receiving long-term care: ① Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate ② Copy of a medical certificate issued (*2) ③ Copy of a certificate of long-term care insurance (*3)	Submit the page(s) of any of ① to ③ that verifies the identity of the person receiving care on any of the documents.

(*1) A copy of the Application for Use of Childcare Facilities and Services can be used in place of the Certificate of Employment.

(*2) Please submit a medical certificate that was issued within the past 3 months.

(*3) Limited to instances when long-term care is deemed necessary for an individual.

10	When the guardian is in maternity period	Copy of the Maternal and Child Health Handbook	Submit the page(s) that verifies the identity of the relevant guardian and the expected delivery date. *Additionally submit the page(s) that verifies the delivery date after giving birth
11	When the guardian is enrolled in a university, or any educational institution such as a technical school	Copy of enrollment letter or copy of letter of acceptance	Submit the pages that verifies the identity of the relevant guardian and shows the period of enrollment.
12	When the guardian has other special reasoning as to why they cannot care for their child	Document that proves the relevant reason	Submit a document that explains why the guardian cannot care for their child.
13	When a relative 65 years old or older lives in the same household	Document that proves that the individual is 65 years old or older (driver’s license, health insurance card, etc.)	Submit the page that proves the identity and date of birth of the individual.

< Documents to be submitted or shown according to other circumstances >

No.	Case	Document to be submitted	Remark
14	When a child has a disability or other special need	Copy of any of the following: physical disability certificate, intellectual disability certificate, mental disability certificate, consultation record issued by Archil (development counseling and assistance center), or other relevant documents	Submit the page(s) on which the name of the relevant child, the issuance date, and the name of the disability are shown.
15	In the case of single-parent families	Child-rearing Allowance Certificate or Family Register, etc.	Submit the page(s) that verifies the identity of the relevant individuals.
16	When the applicant is planning to move and is applying to register at a Children's Club located within the school district of the new address	Document that verifies the new address (lease agreement, sales contract, etc.)	Submit the page(s) that verifies the name and address of the applicant.
17	When the applicant received permission to change from the designated school	Copy of Acceptance of an Application for Change of Designated School or an Enrollment Notification from the new school	Submit the page(s) that verifies the identity of the child and the name of the relevant elementary school.

~ Precautions when registering at a Children's Club ~

◇ General items ◇

- Even for those who were already using the Children's Club in the previous year, **a new registration application must be submitted annually.**
- You cannot apply to several Children's Centers simultaneously. However, **if you were listed by the Children's Club operated by the Children's Center located within your school district due to any of their circumstances such as applications exceeding quota, you may register at another Children's Center.**
- If false information was found on the application, your application might be rejected.
- In regards to whether your child can behave in a group, which is one of the requirements for registration, you may be asked about their daily activities and your family situation.
- In order to better understand the living situation of your child, the Children's Center may exchange and share information with relevant institutions such as the child's elementary school.
- In order to better understand how your child behave in a group, the Children's Center might conduct a trial enrollment for several days prior to the child's registration at the Children's Club.
- For children with special needs (*1), suitability for acceptance may be determined by experts upon comprehensive consideration of how they behave around other children in a Children's Club. Moreover, the announcement of the application result from a Children's Center may be delayed because the center needs to communicate and consult with relevant institutions including the child's elementary school, and examine how to accommodate their needs.
 - (*) Children with special needs
 - ✓ Children who have been issued a physical disability certificate, an intellectual disability certificate, and any other disability-related certificate
 - ✓ Children who are enrolled or scheduled to enroll in a special needs school or class
 - ✓ Children who are certified as having a disability through a diagnosis made by a physician and a public institution, including a childcare guidance center and the development counseling and assistance center (Archil)
 - ✓ Children who are certified as requiring special care or support by a support review committee consisting of experts

◇ If you plan to move after the application period ◇

① If you are moving into Sendai from another municipality.

If your new address or the elementary school that your child will attend has been finalized, you may submit an application.

② If you moved within Sendai.

If your new address has been finalized, you may apply for registration with a Children's Club located in the school district where your new address is in without having your priority for registration be lowered.

* For individuals whom either ① or ② is applicable, please write down your new address on the blank space of your application form upon filling in your current address.

* Please also be aware that if documents to prove your new address are not provided at the time of application, your child's registration will be accepted as a child using a Children's Club located outside of your school district according to registration priorities. (☞P3-4 Quota and priority of Registered Children, P9 Documents to be submitted or shown according to other circumstances)

◇ Applications for Registration with a Children's Club Located Outside of the Elementary School District within which you reside ◇

Children who meet the following descriptions will be assigned the same priority as children who live within the school district.

- Children residing in a school district in which a Children's Club has not been established
- Children who reside in a school district that did not have a Children's Club before, but a new Children's Club will be (has been) established, and wish to register at a Children's Club in another school district at which they were registered at before.
- Children who wish to remain registered at the Children's Club that they were registered at, even though they now reside in another school district due to move of residence, or the separation or new establishment of school districts
- Children who received permission to change their designated school
- Children who are attending a national or private elementary school
- Children whose sibling(s) are registered at a Children's Club located in another school district
- Children who were put on a waiting list because the quota of children registered at the Children's Club located in their school district has been reached

◇ Guardians who are scheduled to return to work after childcare leave ◇

Guardians who will return to work within two months after their child begin to use a Children's Club may apply for registration with the club.

e.g.1 : Return to work by June 1, 2025 ⇒ may start using the service from April 1

e.g.2 : Return to work by July 16, 2025 ⇒ may start using the service from May 16

*In regard to the application period, refer to P5 About registration application period, etc., for registration to use the Children's Clubs.

*Applications for extended hours service will not be accepted before guardians return to work.

◇ If You wish to Decline Registration at a Children's Club or Make Changes to the Information on the Application after Submitting an Application ◇

- You are required to submit a notification using the designated form. (☞P12 Change of registered information / Termination of Registration)

◇ If You were Employed at the Time of Application, but then Left Your Job ◇

- You may use the Children's Club for up to three months during the period of seeking employment. However, this reasoning for using the service is **only allowed once per each fiscal year per household.**
 - e.g. 1) If you left your job on or before March 31, 2025
 - ⇒ Registration from April 1 to June 30, 2025 will be permitted
 - e.g. 2) If you left your job on or after April 1, 2025
 - ⇒ Registration starting from the day following the date when you left your job, and until the last day of the month when three months have passed will be permitted
- If you wish to use a Children's Club during the period of seeking employment, submit a Request regarding Employment Seeking (Form No. 1 – Appendix Table 2) to your Children's Center. After registration at a Children's Club, please submit a Report of Employment Seeking Situation (Form No. 1 – Appendix Table 3) every month.
- During the period of seeking employment, the use of a Children's Club is allowed only during the hours when one is taking part in employment seeking activities. In principle, the use of the extended hours service is not permitted.
- If the guardian is seeking employment at the time of application for registration, they cannot apply to use the service of a Children's Club.

◇ Extended hours use ◇

- Applications for only the extended hours service of Children’s Club are not accepted.
- If there is a possibility that you will have to use a Children’s Club after 6:00 p.m. as you might not be able to pick up your child on time due to work commitments, please apply for the extended hours service in advance. (The extended hours service is NOT available on Saturdays.)
- **If we confirmed that you have used the extended hours service after 6:00 p.m. even only once (excluding unforeseeable reasoning, such as natural disasters), you will be asked to apply for the extended hours service and pay 1000 yen as the fee for the extended hours service use.**
- If you were to apply for the extended hours service, you will be expected to pay the fee regardless of whether you actually used the service or not. (P 13 Fees of Children’s clubs to be borne by guardians)
- If you begin or terminate the use of the extended hours service in the middle of the fiscal year, you are required to follow procedures for making changes using a Notification of Change in Registration Information for a Children’s Club (Form No. 6) (P 12 Change of registered information / Termination of Registration)

Eligibility to use the extend hours service

During maternity period	During childcare leave (return to work within 2 months after starting use of the service)	When seeking employment (within 3 months of leaving a job)
Eligible	Not eligible	Generally not eligible

4. Change of registered information / Termination of Registration

If there are any changes in registration information, or if you would like to decline or terminate your registration at a Children's Club, you are required to submit the necessary documents to your Children's Center by the relevant deadline as described below. (Even if you had not begun to use the service, you will still be required to submit the documents). The name of the guardian provided on each document should be the same as that used at the time of application for registration.

<When changing registered information>

No.	Case	Necessary documents	Timing of Submission
①	When beginning the use of extended hours service	Notification of Change in Registration Information for a Children's Club (Form No. 6)	Submit the form by the end of the month prior to the month when one will begin using the service (If one will begin using the extended hours service in the middle of a month, submit the form immediately.)
②	When terminating the use of extended hours service (*)		Submit the form by the end of the month when one will stop using the service.
③	When there is a change in the place of employment or work hours	<ul style="list-style-type: none"> ● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Certificate of Employment (Form No. 1 Appendix Table 1) 	Submit the forms immediately after the change
④	When there is a change in family composition	<ul style="list-style-type: none"> ● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Any of the necessary documents from No. 5 to No. 13 listed on pages 8 if there is an increase in the number of relatives aged 18 or older living in the same household 	
⑤	When there is a change in address or emergency contact number	Notification of Change in Registration Information for a Children's Club (Form No. 6)	
⑥	When there is a change of registered guardian		
⑦	When there is a change in registration requirements	<ul style="list-style-type: none"> ● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Any documents that verify the information after changing fulfills registration requirements 	

<When declining or terminating *1*2 registration>

No.	Case	Necessary documents	Timing of Submission
⑧	When decline or terminate your registration *1*2 (Including declination or termination of use the service at the Children's Club only during extended school breaks or specific periods)	Notification of Declination/Termination of Registration with a Children's Club (Form No. 5)	<ul style="list-style-type: none"> ● In the case of declination, submit the form <u>before the application period begins.</u> ● In the case of termination, submit the form by <u>the end of the month when one will stop using the service.</u>

(*1) You are required to pay the fees to be borne by guardians (both basic services and extended hours service) for the months when your child is a registered member at the Children's Club, regardless of whether you used the service or not. (P 13 Fees of Children's clubs to be borne by guardians)

(*2) "Declination of registration" refers to the cancellation of registration prior to the beginning of the application period, while "termination of registration" refers to the cancellation of registration after beginning of the application period. Since bank transfer automatically stops after the termination of registration, you do not need to conduct any procedures at a financial institution.

5. Fees of Children's clubs to be borne by guardians

(1) Fees to be borne by guardians

Upon your registration to a Children's club, you are required to pay the fees to be borne by guardians as listed amount in the following table by bank transfer in principle.

(☞P7 How to complete bank transfer procedures)

Service use classification	Hours of Service Used	Fees to be borne (monthly) * per child
Basic service	Weekdays: From after school until 6:00 p.m. Saturdays: From 9:00 a.m. to 5:00 p.m. Extended school breaks: From 8:00 a.m. to 6:00 p.m.	3,000 yen
Extended hours service	Weekdays: From 6:00 p.m. to 7:15 p.m. Extended school breaks: From 6:00 p.m. to 7:15 p.m.	1,000 yen

* If payments by bank transfer is not possible for whatever reason, submit the Declaration for Fees to be Borne by Guardians (Form No.7) to the Children Center.

(2) Bank transfer date

The transfer date is on **the last day of every month.**

- If the last day of the month falls on a non-business day of a financial institution, the transfer will be processed on the following business day.

Registered month	Date of bank transfer	Registered month	Date of bank transfer
April	April 30, 2025	October	October 31, 2025
May	June 2, 2025	November	December 1, 2025
June	June 30, 2025	December	January 5, 2026
July	July 31, 2025	January	February 2, 2026
August	September 1, 2025	February	March 2, 2026
September	September 30, 2025	March	March 31, 2026

- ◆ If your account balance is insufficient or the procedures for bank transfer has yet to be completed, you will be required to pay the relevant amount at a financial institution designated by the City of Sendai (☞P7, or the person in charge at the counter of a Children's Club Project Promotion Section(☞front cover) using the payment slip sent by the section. Receipts that you receive after making a payment should be kept for five years.

◆ Precautions in Relation to Fees to be Borne by Guardians ◆

- During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (including fees for both basic service and extended hour service) should be paid **even when your child did not used the service during the month.** (Fees cannot be calculated on a per day basis.)
- In case you newly applied for registration or to use the extended hours service, or changed your bank account information during the fiscal year, you may be asked to make payments using payment slips for one or two months after the change even if the procedure of the bank transfer has been completed,
- Depending on the income status of a household, the Children's Club fee reduction system might cover the basic service fee of 3,000 yen. (☞P14 Reduction of Fees to be Borne by Guardians)
- In addition to fees to be borne by guardians, you may be required to pay an equivalent amount to the actual expenses for various events and guardians' meetings held by a Children's Club.

6. Reduction of Fees to be Borne by Guardians

A system of reducing children's club fees to be borne by guardians is in place for the basic service fee of 3,000 yen depending on the income of the household.

- ◆ The fee reduction is available only in the fiscal year in which your application for fee reduction is accepted.
You must reapply each fiscal year.
- ◆ **This reduction cannot be applied retrospectively.**
- ◆ Fee reduction is not available for the extended hours service fee of 1,000 yen.

(1) Application Procedures

Those in households that fall within the categories for fee reduction are required to send in or bring the necessary documents listed below to the **Children's Club Project Promotion Section** (☞ front cover). Please be aware that the Children's Centers do not accepted the application for fee reduction.

*The name of the guardian shown on each document should be the same as that used at the time of application for registration.

*Postage changed on October 1, 2024. Please be aware that an application sent by underpaid mail will not be accepted.

*If you have any questions, please contact the Children's Club Project Promotion Section.

① Application period

1. Those who are scheduled to begin using a Children's Club starting from April 1, 2025 and wish to receive fee reduction from the April and onwards are required to apply for the fee reduction within approximately two weeks after their registration at a Children's Club was finalized.
2. For a fee reduction starting in the middle of the fiscal year other than above, the application will be accepted year-round after the registration has been determined; however, the reduction will come into effect starting from the month in which your fee reduction application was accepted by the Children's Club Project Promotion Section.

◇ Precautions Regarding the Application Period for Fee Reduction ◇

- If your application for fee reduction is accepted approximately on or after the 15th day of a month, the fees to be borne by guardians might be debited from your account for the sake of completing the necessary procedures. After your application for fee reduction has been processed, you will be refunded the amount that was charged.

② Necessary documents

The forms listed in the table below (one from No. 8-1 to 8-3) and attached documents should be submitted.

◇ Precautions in Regards to Necessary Documents ◇

- If the sibling(s) of the child is also registered at a Children's Club, write down the names of all children in the "Child" column on the Application for the Reduction of Children's Club Fees to be borne by Guardians.
- In regard to the resident record to be submitted, do not write down your Individual Number 'My Number' nor the code of your resident record.
- Copies of attached documents are sufficient.
- Incomplete application documents will not be accepted. In that case, the documents will be returned to you via mail or other means, and you will be asked to check and make corrections or provide additional information.

③ Announcement of the Application Result

- The Children's Club Project Promotion Section will inform you of the application result for ①— 1 mentioned above in writing in around late March to early April, as soon as application screening has been completed.
- The Section will also inform you of the application result for the Reduction of Fees mentioned above in ①— 2 in writing after screening has been completed.

(2) Details of the Reduction of Fees and Necessary Documents

Category		1	2	3
Household eligible for fee reduction		Households receiving welfare	Inhabitant tax-exempted households (<u>limited to when all household members are exempt from inhabitant tax</u>)	Households that are not exempt from inhabitant tax but are income tax-exempted (<u>limited to when all household members are exempt from income tax</u>)
Details of fee reduction (Amount of fees to be borne after fee reduction)		All fees remitted (0 yen)		Half of the fees remitted (1,500 yen)
Period of fee reduction		From the month in which the application is accepted until the end of the fiscal year		
Necessary documents	Form	Application for the Reduction of Children's Club Fees to be borne by Guardians (Form No. 8-1)		
	Attached documents	A copy of the Welfare Recipient Certificate or the Welfare Payment Certificate	A copy of: ① Inhabitant Tax Exemption Certificate of all household members (*) ② Resident Records of all household members	A copy of: ① Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate of all household members (*) ② Resident Record of all household members

* For legal dependents who are registered on the Declaration of Dependent on the reverse side of an Application for the Reduction of Children's Club Fees to be borne by Guardians (Form No. 8-1), the submission of a copy of an Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate is not necessary.

If the applicant is negotiating a divorce settlement with his/her spouse and they are already living separately from each other, the submission of a copy of an Inhabitant Tax Exemption Certificate or an Inhabitant Tax Payment Certificate of the spouse is not necessary if a document issued by a court that proves a divorce settlement is being negotiated is attached.

Category		4	5	
Household eligible for fee reduction		Households whose estimated total annual income is expected to decrease by more than half when compared to the previous year due to bankruptcy of business, unemployment (<u>excluding voluntary retirement</u>), disease, or other reasons	Households that suffered severe damage to their homes due to fire, storm and flood damage, earthquakes, or other disasters	
Details of fee reduction (Amount of fees to be borne after fee reduction)		All fees remitted (0 yen)	Completely burned down/ destroyed	Partially burned down/partially collapsed (excludes completely burned down/destroyed)
Period of fee reduction		Up to six months beginning from the month in which the application was accepted, until the end of the period during which the circumstance leading to the fee reduction persists.	All fees remitted (0 yen)	Half of the fees remitted (1,500 yen)
Necessary documents	Form	Application for the Reduction of Children's Club Fees to be Borne by Guardians (Form No. 8-2)		Application for the Reduction of Children's Club Fees to be Borne by Guardians (Form No. 8-3)
		Up to six months beginning from the month in which the application was accepted, until the end of the period during which the circumstance leading to the fee reduction persists. (<u>Applications limited to within six months from the month in which the disaster occurred.</u>)		

Attached documents	<p>① Document verifying that the household income has decreased</p> <p>a) The withholding certificate for the previous year of household members who have income, etc.</p> <p>b) The pay statements of the past 3 months etc.</p> <p>c) Separation notice or notice of termination of employment</p> <p>② Copies of Resident Record of all household members</p>	<p>① Certificate of Disaster Victim (Certificate of Disaster Victim Notification will be accepted if you are currently in the middle of the process of certification issuance)</p> <p>② Copies of Resident Record of all household members</p>
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(Note 1) Inhabitant Tax (Exemption) certificate is limited to the one from the most recent obtainable fiscal year at the time of application, and the resident record and the welfare recipient certificate must have been issued within the past 3 months.

(Note 2) Submission of attached documents such as the Inhabitant Tax (Exemption) certificate, or resident record are required even if a guardian of the same livelihood is in a separated household due to working away from home or any other reasons.

◇ How to obtain attached documents ◇ *Any of the following documents requires fee.

No.	Documents	Where to obtain the documents (in the case of the City of Sendai)
1	Inhabitant Tax Exemption Certificate	<ul style="list-style-type: none"> • Taxation and Accounting Section of ward offices, or Taxation and Resident Registration Section of Miyagi General Branch, and General Affairs Section of Akiu General Branch • Sendai Station Service Center and certificate issuance centers
	Inhabitant Tax Payment Certificate	
2	Resident Record	<ul style="list-style-type: none"> • Family and Resident Registration Section of ward offices, or Taxation and Resident Registration Section of Miyagi General Branch, and General Affairs Section of Akiu General Branch • Sendai Station Service Center and certificate issuance centers

You can also obtain both documents 1 and 2 above at a convenience store using your own ‘My Number Card’ (Individual Number Card) which is equipped with electronic verification functions.

In that case, the transaction fee is 100 yen cheaper than having the documents issued at the counter.

(e.g. For a copy of the resident record: 300 yen per copy → 200 yen per copy)

For further information, please visit the official website of the City of Sendai.



*The official website of the City of Sendai Automatic certificate issuance at convenience stores

* Inhabitant Tax (Exemption) Certificate can be obtained in the municipality where your residency is registered as of January 1 of each year.

*** Inhabitant Tax (Exemption) Certificate is limited to the one from the most recent obtainable fiscal year at the time of application, and the resident record must have been issued within the past 3 months.**

(3) In the case when Reduction is not applicable

If you are no longer eligible for fee reduction in the middle of the fiscal year, please promptly send in or bring the necessary documents listed below to the Children’s Club Project Promotion Section.

In this case, you are required to pay the fees to be borne by guardians beginning from the month following the month in which your eligibility for fee reduction is lost.

Form	Attached document
Notification of the Loss of Eligibility for the Reduction of Children’s Club Fees to be Borne by Guardians (Form No. 15)	Document that verifies that the eligibility has been lost and the date when it occurred

* Inhabitant Tax (Exemption) Certificate of a new fiscal year is issued around May to June annually. If your household used to be an inhabitant tax-exempt household (category 2) but is now subjected to inhabitant tax due to an increase in income, please make sure to submit a notification. (In this case, attached document are not required.)

Moreover, as mentioned above, if households that were “inhabitant tax-exempt households (category 2)” loss their eligibility for reduction in the middle of a fiscal year, they might qualify for “households subject to inhabitant tax but exempt from income tax (category 3)”, and it is possible for them to reapply for reduction, as long as they prepare the necessary documents (P15).

7. List of Children's Center

< Aoba Ward >

Name	Children's Center No.*	Address	Tel.	Major school district
Asahigaoka Children's Center	100	3-27-1 Asahigaoka, Aoba-ku	022-718-6628	Asahigaoka
Ayashi Children's Center	99	1 Shin-Miyamae, Kami-Ayashi, Aoba-ku	022-391-9801	Ayashi
Aramaki My School Children's Center	95	21-1 Aramaki-Shinmeimachi, Aoba-ku	022-728-5921	Aramaki
Osawa Children's Center	18	65 Yogai, Imozawa, Aoba-ku	022-394-6891	Osawa
Oritate Children's Center	6	3-20-1 Oritate, Aoba-ku	022-226-1226	Oritate
Kaigamori Children's Center	4	1-4-6 Kaigamori, Aoba-ku <Temporary relocation at the following address> Inside of block 1-34 Kaigamori, Aoba-ku (Inside of Kaigamori Central Park) *Scheduled to be at this address until the end of March 2025	022-279-6320	Kunimi
Katahira Children's Center	1	1-1-35 Komegafukuro, Aoba-ku	022-227-5333	Katahiracho
Kamisugi Children's Center	8	4-1-45 Kamisugi, Aoba-ku	022-268-3840	Kamisugiyama-dori
Kawadaira My School Children's Center	9	3-36-1 Kawadaira, Aoba-ku	022-279-1884	Kawadaira
Kawamae Children's Center	16	32-19 Akasaka, Imozawa, Aoba-ku	022-394-7386	Kawamae
Kita-Rokubancho Community Children's Center	98	4-4-12 Miyamachi, Aoba-ku	022-714-1021	Kita-Rokubancho
Kimachi-dori Children's Center	12	1-7-36 Kimachi-dori, Aoba-ku	022-711-2561	Kimachi-dori
Kunimi Children's Center	104	2-16-48 Kunimi, Aoba-ku	022-272-1822	Kunimi
Kuryu Children's Center	13	6-5-19 Kuryu, Aoba-ku	022-392-3475	Kuryu
Komatsushima Children's Center	81	2-1-8 Komatsushima, Aoba-ku	022-728-5682	Komatsushima
Sakuragaoka My School Children's Center	7	8-1-1 Sakuragaoka, Aoba-ku	022-278-3055	Sakuragaoka
Dainohara Children's Center	11	5-2-5 Dainohara, Aoba-ku	022-233-5420	Dainohara
Tachimachi My School Children's Center	96	8-1 Tachimachi, Aoba-ku	022-266-1851	Tachimachi
Toricho Children's Center	88	1-1-1 Toricho, Aoba-ku	022-728-3520	Toricho
Nakayama Children's Center	5	3-13-1 Nakayama, Aoba-ku	022-279-9216	Nakayama
Nishikigaoka Children's Center	111	7-2-3 Nishikigaoka, Aoba-ku	022-391-5058	Nishikigaoka
Hachiman Children's Center	3	2-9-1 Hachiman, Aoba-ku	022-272-6806	Hachiman
Higashi-Nibancho My School Children's Center	113	2-1-4 Ichibancho, Aoba-ku	022-738-8836	Higashi-Nibancho
Higashi-Rokubancho Children's Center	10	1-2-2 Miyamachi, Aoba-ku <Temporary Relocation Address> 1-2-1 Miyamachi, Aoba-ku (Inside of Higashi-Rokubancho elementary school)	022-266-0135	Higashi-Rokubancho
Hirose My School Children's Center	17	40 Nihonmatsu, Shimo-Ayashi, Aoba-ku	022-392-5711	Hirose
Mizunomori Children's Center	2	4-1-1 Mizunomori, Aoba-ku	022-277-2711	Kita-Sendai
Minami-Yoshinari Children's Center	14	5-18-1 Minami-Yoshinari, Aoba-ku	022-278-5160	Minami-Yoshinari
Yoshinari Children's Center	19	2-2-1 Kunimigaoka, Aoba-ku	022-279-2033	Yoshinari

* The Children's Center Number will be used for online procedures (☑P7) for bank transfer.

< Miyagino Ward >

Name	Children's Center No.*	Address	Tel.	Major school district
Iwakiri Children's Center	85	91-1 Imaichi-higashi, Iwakiri, Miyagino-ku	022-396-8701	Iwakiri
Okada Children's Center	30	65-1 Kita-Zaike, Okada, Miyagino-ku	022-254-2568	Okada
Saiwaicho Children's Center	22	3-13-13 Saiwaicho, Miyagino-ku	022-291-8651	Saiwaicho
Saiwaicho-minami Children's Center	89	10-27 Okaji, Miyagino-ku	022-296-8125	Saiwaicho-minami
Shinden Children's Center	101	2-22-38 Shinden, Miyagino-ku	022-783-7848	Shinden
Takasago Children's Center	23	1-24-9 Takasago, Miyagino-ku *Temporary relocation scheduled in	022-258-1010	Takasago

		FY2024 <Temporary relocation to> 1-11-1 Fukudamachi, Miyagino-ku (Inside of Takasago Elementary School)		
Tago Children's Center	25	2-4-25 Tago, Miyagino-ku	022-254-2721	Tago
Tsutsujigaoka Children's Center	90	103-2 Tsutsujigaoka, Miyagino-ku	022-299-0604	Tsutsujigaoka
Tsubamesawa Children's Center	86	3-6-1 Tsubamesawa-higashi, Miyagino-ku	022-253-2701	Tsubamesawa
Tsurugaya-nishi Children's Center	24	3-17 Tsurugaya, Miyagino-ku	022-252-4595	Tsurugaya
Tsurugaya-higashi My School Children's Center	110	6-2 Tsurugaya, Miyagino-ku	022-251-0675	Tsurugaya-higashi
Tsurumaki Children's Center	91	1-15-32 Tsurumaki, Miyagino-ku	022-259-8920	Tsurumaki
Tobu Children's Center	21	1-3-27 Heisei, Miyagino-ku	022-237-0093	Higashi-Sendai
Nakanosakae Children's Center	28	3-11-11 Sakae, Miyagino-ku	022-786-7257	Nakanosakae
Nishiyama Children's Center	20	3-15-10 Anyoji, Miyagino-ku	022-251-0556	Nishiyama
Haranomachi Children's Center	109	2-12-70 Gorin, Miyagino-ku	022-352-9811	Haranomachi
Higashi-Miyagino My School Children's Center	112	5-1 Higashi-Miyagino, Miyagino-ku	022-239-5484	Higashi-Miyagino
Fukumuro Children's Center	29	5-9-36 Fukumuro, Miyagino-ku	022-786-3540	Fukumuro
Masue Children's Center	27	2-2-1 Anyoji, Miyagino-ku	022-292-5223	Masue
Miyagino Children's Center	92	2-40 Higashi-Miyagino, Miyagino-ku	022-236-0804	Miyagino

* The Children's Center Number will be used for online procedures (☑P7) for bank transfer.

< Wakabayashi Ward >

Name	Children's Center No.*	Address	Tel.	Major school district
Arai Children's Center	114	3-2-1 Izai, Wakabayashi-ku	022-290-6955	Arai
Aramachi Children's Center	102	86-2 Aramachi, Wakabayashi-ku	022-266-6023	Aramachi
Okino Children's Center	33	7-34-43 Okino, Wakabayashi-ku	022-290-0139	Okino-higashi
Okino My School Children's Center	35	3-20-1 Okino, Wakabayashi-ku	022-282-6394	Okino
Kabanomachi Children's Center	41	41-3 Kabanomachi, Wakabayashi-ku	022-294-6353	Kabanomachi
Shichigo Children's Center	39	3-7-2 Arai, Wakabayashi-ku	022-288-8700	Shichigo
Tomizuka Children's Center	36	1-14-20 Tomizuka, Wakabayashi-ku *Temporary relocation scheduled in FY2024 <Temporary relocation to> 1-22-1 Tomizuka, Wakabayashi-ku (Inside of Tomizuka Elementary School)	022-286-2066	Tomizuka
Furujiro Children's Center	37	1-1-15 Furujiro, Wakabayashi-ku	022-282-8020	Furujiro
Minami-Koizumi Children's Center	31	3-1 Hoshuninmaecho, Wakabayashi-ku	022-285-2154	Minami-Koizumi
Minami-Zaimokucho Children's Center	40	5-1 Hachikenkoji, Minami-Koizumi Wakabayashi-ku	022-215-5025	Minami-Zaimokucho
Yamato Children's Center	38	2-19-25 Nakakura, Wakabayashi-ku	022-283-3350	Yamato
Rembokoji My School Children's Center	97	1-7-27 Rembo, Wakabayashi-ku	022-792-3251	Rembokoji
Rokugo Children's Center	32	1-3-19 Imaizumi, Wakabayashi-ku	022-289-5138	Rokugo
Wakabayashi Children's Center	34	3-15-20 Wakabayashi, Wakabayashi-ku	022-282-4541	Wakabayashi

* The Children's Center Number will be used for online procedures (☑P7) for bank transfer.

< Taihaku Ward >

Name	Children's Center No.*	Address	Tel.	Major school district
Ashinokuchi Children's Center	106	2-36-10 Nishinodaira, Taihaku-ku	022-243-4505	Ashinokuchi
Oide Children's Club	115	5-2 Nakanose-nishi, Moniwa, Taihaku-ku	022-395-9307	Oide
Onoda Children's Center	105	5-23-5 Onoda, Taihaku-ku	022-247-2112	Onoda
Kano Children's Center	82	2-9-2 Kano, Taihaku-ku	022-249-0526	Kano
Kaminoyama Children's Center	87	1-11-1 Kaminoyama, Taihaku-ku	022-243-5401	Kaminoyama
Koriyama Children's Center	50	9-5 Gyoshinden, Koriyama, Taihaku-ku	022-308-5620	Koriyama
Kongosawa Children's Center	107	1-27-1 Kongosawa, Taihaku-ku	022-243-2558	Kongosawa
Taihaku My School Children's Center	51	1-5-1 Taihaku, Taihaku-ku	022-245-8956	Taihaku
Tomizawa Children's Center	103	4-12-1 Tomizawa-nishi, Taihaku-ku	022-743-8085	Tomizawa
Nakada Children's Center	54	4-1-2 Nakada, Taihaku-ku	022-306-8967	Nakada

Nagamachi Children's Center	42	5-3-2 Nagamachi, Taihaku-ku	022-304-2743	Nagamachi
Nagamachi-minami Children's Center	47	1-6-15 Nagamachi-minami, Taihaku-ku	022-308-3153	Nagamachi-minami
Nishitaga Children's Center	45	3-6-8 Nishitaga, Taihaku-ku	022-244-6753	Nishitaga
Nishi-Nakada Children's Center	55	7-23-25 Nishi-Nakada, Taihaku-ku	022-242-2901	Nishi-Nakada
Hachihonmatsu Children's Center	94	2-4-20 Hachihonmatsu, Taihaku-ku	022-249-1821	Hachihonmatsu
Higashi-Shiromaru Children's Center	84	26-10 Omiya, Shiromaru, Taihaku-ku	022-242-2845	Higashi-Shiromaru
Higashi-Nakada Children's Center	43	51 Fukiage, Shiromaru, Taihaku-ku	022-395-5001	Shiromaru
Higashi-Nagamachi Children's Center	108	6-5-2 Koriyama, Taihaku-ku	022-246-6560	Higashi-Nagamachi
Hitokita My School Children's Center	49	1-1-1 Hitokita, Taihaku-ku	022-743-3782	Hitokita
Fukurobara Community Children's Center	93	4-2 Hochi-minami, Nakadamachi, Taihaku-ku	022-241-8701	Fukurobara
Mukaiyama Children's Center	48	3-19-5 Mukaiyama, Taihaku-ku	022-715-0565	Mukaiyama
Moniwadai Children's Center	44	4-1-10 Moniwadai, Taihaku-ku	022-281-3293	Moniwadai
Yagiyama Children's Center	53	1-40-1 Yagiyama-Honcho, Taihaku-ku	022-229-0833	Yagiyama
Yagiyama-minami Children's Center	52	3-13-1 Kagitori, Taihaku-ku	022-743-0258	Yagiyama-minami
Yanagi Children's Center	46	7-20-7 Yanagi, Taihaku-ku	022-306-6751	Yanagi
Yumoto Children's Center	56	24-21 Akiumachi Yumukai, Taihaku-ku	022-397-1255	Yumoto

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< Izumi Ward >

Name	Children's Center No.*	Address	Tel.	Major school district
Izumigaoka Children's Center	64	4-11-29 Izumigaoka, Izumi-ku	022-372-1002	Izumigaoka
Ichinazaka Children's Center	83	31-2 Myojin, Ichinazaka, Izumi-ku	022-375-8836	Ichinazaka
Katsura Children's Center	80	3-19-1 Katsura, Izumi-ku	022-375-0550	Katsura
Kamo Children's Center	70	3-5-1 Kamo, Izumi-ku	022-378-1980	Kamo
Kita-Nakayama Children's Center	79	2-16-1 Kita-Nakayama, Izumi-ku	022-379-5568	Kita-Nakayama
Kuromatsu Children's Center	57	1-15-4 Kuromatsu, Izumi-ku	022-233-6059	Kuromatsu
Koyodai Children's Center	62	5-19-14 Koyodai, Izumi-ku	022-373-8003	Koyodai
Shogen Children's Center	60	8-9-1 Shogen, Izumi-ku	022-373-2002	Shogen-chuo
Shogen Jido Children's Center	68	8-1-18 Shogen, Izumi-ku	022-373-6611	Shogen
Shogen-nishi Children's Center	63	10-19-1 Shogen, Izumi-ku	022-372-0836	Shogen-nishi
Shoryo Children's Center	76	3-28-2 Shoryo, Izumi-ku	022-372-7907	Izumi-Shoryo
Sumiyoshidai Children's Center	77	4-2-3 Sumiyoshidai-nishi, Izumi-ku	022-376-5969	Sumiyoshidai
Takamori Children's Center	69	3-4-346 Takamori, Izumi-ku	022-378-6778	Takamori
Takamori-higashi Children's Center	78	7-1-3 Takamori, Izumi-ku	022-377-4480	Takamori-higashi
Chomeigaoka Children's Center	67	6-10-12 Chomeigaoka, Izumi-ku	022-378-5444	Chomeigaoka
Tsurugaoka Children's Center	66	3-17-20 Tsurugaoka, Izumi-ku	022-373-3832	Matsumori
Teraoka Children's Center	71	3-1-3 Teraoka, Izumi-ku	022-378-3288	Teraoka
Nanakita Children's Center	74	3-33-5 Izumi-chuo, Izumi-ku	022-372-3051	Nanakita
Nankodai Children's Center	58	7-10-40 Nankodai, Izumi-ku	022-253-3410	Nankodai
Nankodai-higashi Children's Center	65	1-49-22 Nankodai-higashi, Izumi-ku	022-252-2993	Nankodai-higashi
Nijino-oka Children's Center	73	1-9-5 Nijino-oka, Izumi-ku	022-373-3510	Nijino-oka
Nenoshiroishi Children's Center	59	40-1 Aza Haryu, Nenoshiroishi, Izumi-ku	022-379-2469	Nenoshiroishi
Minami-Nakayama Children's Center	72	4-18-1 Minami-Nakayama, Izumi-ku	022-379-3695	Minami-Nakayama
Yaotome Children's Center	61	148 Fudo, Matsumori, Izumi-ku	022-272-1230	Yaotome
Yakata Children's Center	75	7-1-11 Yakata, Izumi-ku	022-376-5149	Yakata

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8. Frequently Asked Questions

No.	Question	Answer
Registration and the use of Children’s Clubs		
1	I am currently on childcare leave, am I eligible to use a Children’s Club?	If you will be returning to work within 2 months of when you started to use the Children’s Club, you will be able to use the service upon submitting an application (P10). However, you are not eligible to use the extended hours service until you return to work.
2	Is it possible to register at a Children’s Club if my work hours are irregular?	You are eligible if you work during after school hours. However, your child will not be able to use the service on days and during times when you are not working.
3	Do I need to have my “Certificate of Employment” issued at the main branch of my employer?	There is no specification as to which branch the certificate must be issued by. Any Certificate of Employment is acceptable as long as it was issued at the branch or other office of which you are employed at.
4	It has not been decided whether I will continue to work my current job after April. Is it still possible to apply to register at a Children’s Club?	You can apply by attaching your “Certificate of Employment” (Form No. 1 – Appendix Table 1) of your current employment. If your employment contract was renewed after April, you are required to re-submit the aforementioned form. (P8) If your employment contract was not renewed and you will be seeking employment, you are required to submit the “Report of Employment Seeking Situation” (Form No. 1 – Appendix Table 2). (P10)
5	I am searching for a job but have not received a job offer yet, can I apply to register to use a Children’s Club?	If you have not received a job offer, you are not eligible to apply for registration at a Children’s Club. If you have received a job offer, please attach proof of the job offer “Certificate of Employment” (Form No. 1 – Appendix Table 1) when applying. Please re-submit the certificate as it can be used as a certificate of employment once you begin working.
6	I am planning on moving soon and my child’s new school has not been determined yet, can I still apply to register at a Children’s Club?	Once your place of residence (designated school) has been decided, you can apply to register at a Children’s Club. You are required to show a document which proves your new address. (P9)
7	If I were to move in the middle of the fiscal year and would like to use another Children’s Center, what should I do?	Please submit an application to the Children’s Center that you would like to use after moving to your new residence. As for questions such as the timing of submitting the application, please refer to P5. Once you submitted an application to the Children’s Center that you would like to register at, please promptly submit a Notification of Termination of Registration to the Children’s Center that you are currently registered at.
8	When will I be able to receive the application result?	The Children’s Center will inform you of the application result in writing around mid-February 2025 in order for the simultaneous application, or within two weeks from the last day of the application period for the year-round application. (P5 Announcement of the Application Result)

Fees of Children's clubs to be borne by guardians/Bank transfer (☞ P13 / 7)		
9	Should I pay for the Children's Club fees to be borne by guardian even if I did not use the services in a month?	During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (fees for both basic service and extended hour service) should be paid even if your child did not use the service during the month. (Fees cannot be calculated on a per day basis.)
10	Is there any other fees in addition to the monthly fees to be borne by guardians?	You may be required to pay actual expenses for various events and guardians' meetings held by a Children's Club.
11	Will I be able to pay a few months' worth of Children's Club fees to be borne by guardian all at once if the fees were not deducted from my bank account due to insufficient funds?	No, fees cannot be paid in a single cumulative lump-sum payment. In the case that fees were not deducted from your bank account, you will receive a payment slip from the City of Sendai. Please pay at a financial institute designated by the City of Sendai or in person at the counter of the Children's Club Project Promotion Section using the payment slip. (Refer to p. 8)
12	In regards to bank transfer, what should I do if I would like to change the bank account?	Please complete the procedure for bank transfer again. (Online procedure is available for 77 Bank, Sendai Bank, Morinomiyako Shinkin Bank, and Japan Post Bank.)
13	I completed the procedure for the bank transfer for the payment, but fees were not deducted from my bank account. What should I do?	If you did not receive a Notice of Initiation of Bank Transfer from the Children's Club Project Promotion Section, or the fees to be borne by guardians were not automatically deducted from your account even three months after completing the procedures for setting up bank transfer, please contact the Children's Club Project Promotion Section.
Reduction of Fees to be Borne by Guardians (☞ P14)		
14	When should I apply for reduction of Children's Club fees?	In principle, within about two weeks after receiving confirmation of registration. (Refer to p.14) <u>*The application for fee reduction needs to be submitted annually by the guardian of the child who is registered at the Children's Club.</u>
15	Can application for reduction of Children's Club fees be sent in by post?	Yes. Please have all of the necessary documents attached to the application and send by post to a Children's Club Project Promotion Section after the registration of your child is determined. (See p. 14-16)
16	When will I receive the results of the fee reduction?	In the case of applications for uses beginning from April 1, the results will be sent via mail in late March to around early April. For applications for uses beginning in the middle of the year, results will be sent out approximately one month after the application is submitted.
17	I received the notification of determination for fee reduction, but fees were deducted from my bank account. Why is it so?	There might be cases in which fees are deducted due to the timing of related procedures; however, we will refund the deducted fees at a later date. (*1000 yen as the extended hours service use fee is not applicable to the fee reduction.)

18	I applied for fee reduction but was denied. As my income has decreased when compared to the previous fiscal year, am I eligible to re-apply for the reduction?	In May and June of each year, the latest Inhabitant Tax (Exemption) Certificate or Inhabitant Tax Payment Certificate can be obtained. If you have a new Inhabitant Tax Exemption Certificate or Inhabitant Tax Payment Certificate, you will be able to re-apply.
19	I am planning to continue using a Children's Club next year. Do I need to complete the fee reduction procedure again?	An application for fee reduction is required in every fiscal year.
20	I forgot to submit an application for fee reduction. Will it be possible for me to apply for it now?	Yes, it is possible. Please gather the necessary documents and apply. However, fee reduction cannot be applied retrospectively.
Others		
21	My child is in need of medical treatment, is he/she eligible to use a Children's Club?	It might be possible depending on the specifics of their medical treatment. For more details, please direct your inquiries to the Children's Center that you would like to register at.
22	What is the smartphone application for correspondence with guardians "Anshin Denshobato?"	This application has functions such as enabling users to receive notifications from children's centers regarding the status of children and allows communication between guardians and the children's centers.