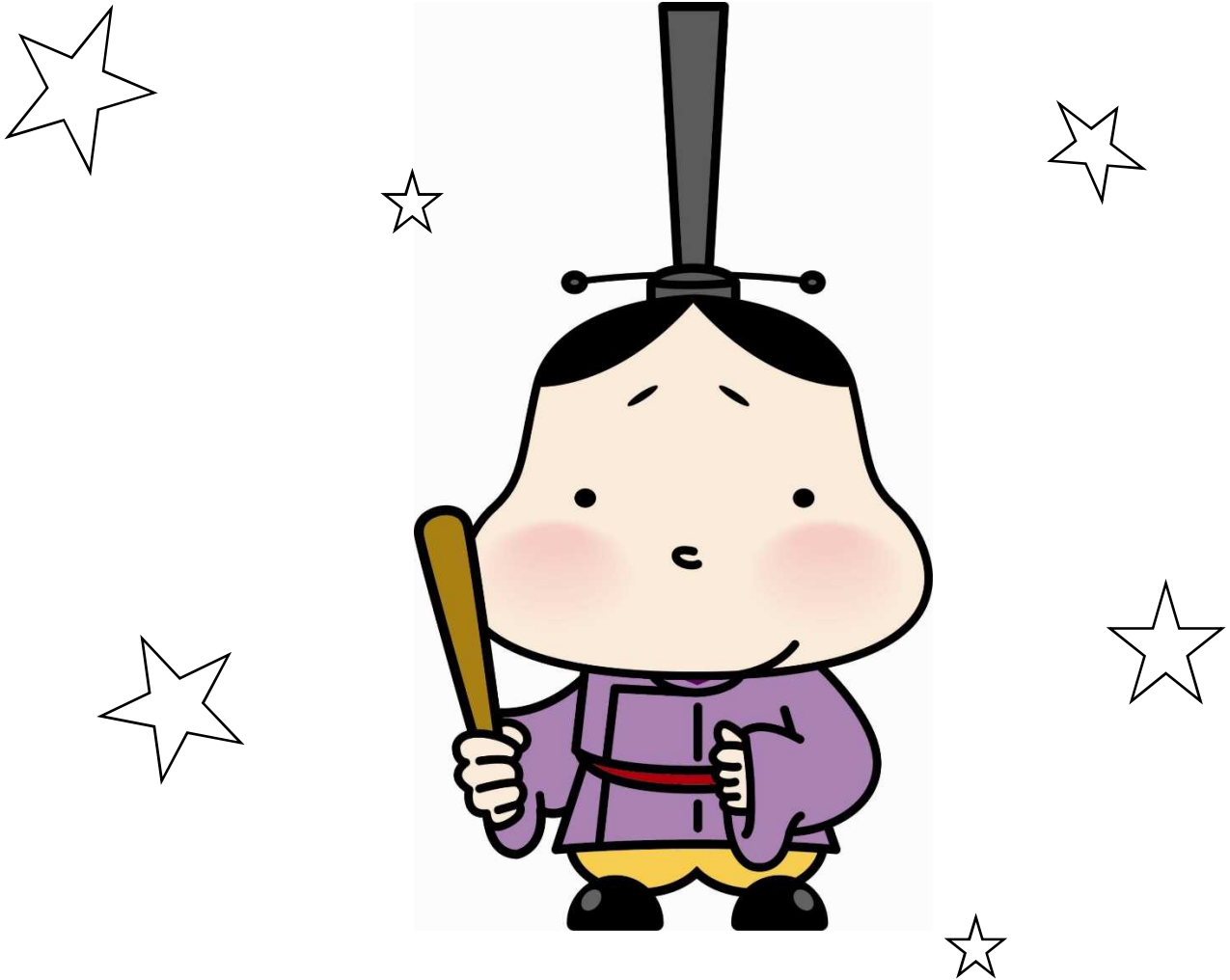


# Otsu City Children's Club Guide

## Overview and Registration Guide



Otsu City Children's Club Division

〒520-8575 3-1 Goryo-cho, Otsu City

☎ 077-528-2776

You can find all the latest information on the  
Otsu City official homepage (Children's Club Division page) ⇒



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### Children's Club Kids

Children say "tadaima!" (I'm back) when they arrive at the club, and instructors will greet them by saying "okaeri!" (welcome back).

A children's club is a place where children can relax by playing with friends, eating snacks, and doing homework until evening.

There are also many fun activities and events throughout the year, so there is always something to look forward to.

## ◇ Children's Club Overview ◇

### 【1】 What is a Children's Club?

A children's club is a facility meant for children, whose parents are unable to look after them at home after school due to work or other obligations, where children can engage in appropriate after school activities essential for their healthy development. The city has both municipal children's clubs and private children's clubs.

(The information below is an explanation of municipal facilities only. Please inquire with each private club directly for more information on private children's clubs.)

### 【2】 Entry Requirements

A child must be enrolled in elementary school or similar institution, have an Otsu address, and their parents/guardians must be unable to look after the child at home due to one of the below reasons in order to attend a children's club.

- (1) Have regular work in the afternoon (15 days or more per month and work 5 hours or more per day).
- (2) Currently are pregnant and are within 8 weeks of giving birth or have given birth within the last 8 weeks.
- (3) Have contracted an illness/disease, have an injury, or physical disability.
- (4) Caring full-time for a relative who is living in the same household.
- (5) Have suffered from a disaster and be in the process of recovering from it.
- (6) Are attending school for the number of days and hours equivalent to the criteria specified in (1)

(In addition to the above items (1) through (5), being in a situation deemed equivalent by the mayor.)

\* If there are any changes to your situation during the application process or after entering the club, please promptly notify the Children's Club Division or club and submit updated verification documents. If eligibility for attendance cannot be confirmed, you may be asked to withdraw your child from the club.

### 【3】 Open Days and Hours

Open Days	Open Hours
Regular days (school days)	11:00 – 18:00
Saturdays	8:30 – 18:00
Elementary school compensatory holidays	8:00 – 18:00
During summer/winter/spring break (excluding Saturdays)	8:00 – 18:00

\*Hours may occasionally vary by club due to special events, natural disasters, and etc.

### 【4】 Closed Days

Clubs will be closed on Sundays, national holidays, and New Year's holidays (12/29 - 1/3).

Additionally, Children's Clubs may close temporarily on occasion.

\* In the event of temporary closure, we will notify you via the "Anshin Densho Bato (Contact Message)" system.

### 【5】 Extended Childcare

Extended childcare is available for children who need care after 6 P.M. Monday through Friday. Prior reservation is required. Please see "Procedures for Utilizing Extended Childcare" on pg. 10 for more details.

## 【6】 Eligible Clubs to Attend

In principle, children attend the children's club located in their elementary school or residence district. You cannot change clubs after you have registered with the exception of a residence change or other special situations.

## 【7】 A Day at the Children's Club (Example)

Regular Day		School Holiday's	
Time	Details	Time	Details
After School	Go to Children's Club Homework Play time	8:00 a.m. (8:30 a.m. on Saturdays)	Arrive
		9:00 a.m.	Morning meeting Study time (homework, etc.) Play time
		12:00 p.m.	Lunch (Bring your own lunch) Rest
		2:00 p.m.	Play time
Around 3:30 p.m.	Snack time		
	Play time, Clean-up		
Around 5:00 p.m.	End-of-day meeting Time to go home <u>※At 5:30 p.m. (5:00 p.m. from 10/15~2/15) the children will leave together in groups based on the direction they live.</u> ※Child pick-up is required by 6:00 p.m. if your child does not participate in going home with the group.		
6:00 p.m.	Extended Childcare Starts ※Child pick-up is required for Extended Childcare. Extended Childcare is not offered on Saturdays.		
6:30 p.m. or 7:00 p.m.	End of Extended Childcare		

## ◇ Registration Application Period ◇

Please fill out the Enrollment Registration Application during the application period indicated below, and turn in all required documents in order to register for the Otsu City Children's Club. Your application will not be accepted if it is missing necessary documents or submitted outside of the application period. Please check the Kouhou Otsu publication or the Otsu City official homepage for any changes to the application period or reception location.

### 【1】 Year-Round Enrollment Registration Application Periods

	Application Period	Reception Location and Time
<p>April 1<sup>st</sup> start date (For new registration and renewals)</p>	<p>From <b>Jan. 5<sup>th</sup>, 2026 (Mon.)</b> to <b>Jan. 31<sup>st</sup>, 2026 (Sat.)</b></p> <p><b>*A Children's Club Information Session will be held on March 7<sup>th</sup>, 2026 (Sat.)</b></p> <p>*Decision notices will be sent in late February, 2026.</p> <p>*The next enrollment registration period will begin from <u>May 1<sup>st</sup></u>.</p>	<ul style="list-style-type: none"> <li>• Otsu City Hall Children's Club Division (City Hall Bekkan Building 1F) 9:00 – 17:00 (Excluding weekends &amp; holidays)</li> <li>• Otsu City Children's Clubs 11:00 – 13:00 (Weekdays excluding holidays) 9:00 – 13:00 (Saturdays only)</li> </ul>
<p>Registration during the active year (May - March)</p> <p>*The start date for attending the Children's Club day is always the 1<sup>st</sup> of each month</p>	<p><b><u>Please apply by the 15<sup>th</sup> of the month prior to your desired month of admission</u></b></p> <p>(If the 15<sup>th</sup> falls on a weekend or holiday however, please apply by the business day prior to that weekend/holiday)</p> <p>*Decision notices will be sent by the 20<sup>th</sup> of the month prior to your desired month of admission</p>	<p>Otsu City Hall Children's Club Division (City Hall Bekkan Building 1<sup>st</sup> Floor) 9:00 -17:00 (Excluding weekends and holidays)</p>

- If you are currently behind on childcare fee payments for the Children's Club (including for your child's siblings), you are required to pay off the full amounts you owe before applying.
- Discussions, hearings, etc. about your child will be held when applying, so applications cannot be turned in at a branch office or by mail. For those moving to but not yet living in Otsu however, if submitting your application to the reception locations by the deadlines stated above proves to be difficult, please contact the Children's Club Division.
- If you wish to enter a Children's Club at the same time as you start working (or return from childcare leave, sick leave, etc.), you can apply by the 15<sup>th</sup> of the month prior to the month in which you start working (if the 15<sup>th</sup> falls on a weekend or holiday, please apply by the first business day prior to that weekend/holiday), and your child will then be able to enter on the 1<sup>st</sup> of the month you start working.

### 【2】 Enrollment Extension Application

You must request an extension if you wish to extend the enrollment of your currently enrolled children in the children's club for the following school year. Your desire to extend will be reviewed at the same time as enrollment qualifications are re-evaluated in **November**. You will no longer be able to attend the club starting from April 1<sup>st</sup> if you do not request an extension. As well, those who cannot be confirmed to meet the eligibility requirements of attending the club will be required to withdraw.

### 【3】 Registration for Childcare During Long School Holidays

If enrolled in a Children's Club year-round, childcare services are available during the long school holidays of elementary schools. If you wish to enroll your child in shortened childcare during summer, winter, or spring breaks, please submit your application within the designated application period below. Strict adherence to the deadline is required as sufficient preparation time is necessary for enrollment registration.

Attendance Period	Application Period	Reception Location
<b>Summer Vacation</b> Reference: Otsu City Elementary School July 21 – August 31 Childcare Fee: ¥18,000 <u>Childcare hours will be until 15:00.</u> <u>Snacks will not be provided, and there will be no Saturday childcare or extended childcare.</u>	From <b>May 11<sup>th</sup>, 2026 (Mon.)</b> to <b>May 30<sup>th</sup>, 2026 (Sat.)</b>	<ul style="list-style-type: none"> <li>• <b><u>Otsu City Hall Children's Club Division</u></b>  (City Hall Bekkan Building 1F)  9:00 – 17:00  (Excluding weekends &amp; holidays)</li> <li>• <b><u>Otsu City Children's Clubs</u></b>  11:00 – 13:00 (Weekdays excluding holidays)  9:00 – 13:00 (Saturdays only)</li> </ul>
<b>Winter Vacation</b> Reference: Otsu City Elementary School December 24 – January 6 Childcare Fee: ¥500 × Number of Days Open <u>Childcare hours will be until 15:00.</u> <u>Snacks will not be provided, and there will be no Saturday childcare or extended childcare.</u>	From <b>Oct. 26<sup>th</sup>, 2026 (Mon.)</b> to <b>Nov. 13<sup>th</sup>, 2026 (Fri.)</b>	<ul style="list-style-type: none"> <li>• <b><u>Otsu City Hall Children's Club Division</u></b>  (City Hall Bekkan Building 1<sup>st</sup> Floor)  9:00 -17:00  (Excluding weekends and holidays)</li> <li>• <b><u>Send application by mail</u></b></li> </ul>
<b>Spring Vacation</b> Reference: Otsu City Elementary School March 25 – April 8 Childcare Fee: ¥500 × Number of Days Open <u>Childcare hours will be until 15:00.</u> <u>Snacks will not be provided, and there will be no Saturday childcare or extended childcare.</u>	From <b>Jan. 22<sup>nd</sup>, 2027 (Mon.)</b> to <b>Feb. 5<sup>th</sup>, 2027 (Fri.)</b>	<ul style="list-style-type: none"> <li>• <b><u>Otsu City Hall Children's Club Division</u></b>  (City Hall Bekkan Building 1<sup>st</sup> Floor)  9:00 -17:00  (Excluding weekends and holidays)</li> <li>• <b><u>Send application by mail</u></b></li> </ul>

- Please check the city website for the latest information.

### 【4】 About Sending Applications by Mail

Starting in fiscal year 2026, we will accept applications for winter and spring break childcare registration by mail. Please mail your application documents via **Letter Pack** or **registered mail** during the application period. (It must arrive by the deadline)

- Please download the document checklist from the city website or obtain it at your local children's club, and submit it with all required documents. Please note that incomplete submissions cannot be accepted.
- If there are errors or deficiencies in the documents you submit, acceptance will generally be delayed until they are resolved. Please be aware that this may result in your child's admission month not being as desired.
- We are unable to provide confirmation regarding the receipt of application documents.
- The branch office (Citizen Center) cannot accept applications.

Send Mail To:  
〒520-8575 3-1 Goryo-cho, Otsu City  
Otsu City Hall - Children's Club Division

## ◇ Required Documents for Applying ◇

The forms listed below are available at each children's club, as well as at the City Hall Children's Club Division. A portion of the necessary forms are also available on the Otsu City Hall website's Children's Club Division page. After carefully reviewing the attendance requirements, as well as assembling all necessary paperwork, please bring them to the reception location (if you are missing any required documentation your application can not be submitted).

### 【1】 Otsu City Children's Club Enrollment Registration/Continuation Application Form (Example on Page 13)

One application per child is required. The application will be used as is for the student's ledger.

### 【2】 Employment Status Certificate for Parents/Guardians & Other Necessary Forms

You are required to submit written proof for each parent/guardian if you are unable to care for your child at home during the afternoons due to work obligations (your submitted proof must be issued within the prior 3 months of the application). Required documents may differ as indicated below according to enrollment qualifications. Please allocate a sufficient amount of time before the deadline to prepare each document.

- It is possible to submit copies (created within the prior 3 months of the application, just like the originals) of the required documents listed below.
- We cannot accommodate requests for copies of documents after submission or reuse of documents for other applications.

### Documents for Proving Eligibility to Children's Club

Enrollment Qualifications	Required Documents
<p>(1) You regularly work in the afternoon</p> <p>※<b>Criteria for working</b></p> <p>Your work days and times must meet all of the following criteria</p> <ul style="list-style-type: none"> <li>• You work 15 days or more per month</li> <li>• You work over 5 hours per day around the time period of about 8:30 a.m. – 6:00 p.m.</li> </ul> <p>You work until at least 2:00 p.m. each day</p>	<p>Parents/guardians are required to submit a "Employment Status Certificate" (Those with multiple jobs must submit one for each job)</p> <p>If you are self-employed, forms that show the status of your business such as a "Opening Business Certificate" or a final income tax return are also required. However, if you are a representative or executive of a joint-stock company, you are only required to submit forms such as a work certificate (Shuro Shomeisho 就労証明書).</p> <p>*Shift/work schedules or employee attendance records may be required as deemed necessary</p> <p>**If you are planning to start (or be reinstated at) work during the time of application, you must submit proof of employment upon beginning work.</p>
<p>(2) Currently pregnant (within 8 weeks before delivery) or have given birth within the last 8 weeks</p>	<p>Copy of "Maternity and Child Health Handbook" (A page displaying both the name of the one giving birth, and the estimated date of birth)</p> <p>*If it is more than 8 weeks prior to birth, please provide a form showing you are unable to provide adequate childcare currently, or that states the period of time in which you will be unable to, such as a written diagnosis, etc.</p>
<p>(3) Have contracted an illness/disease, have an injury, or have a physical disability</p>	<p>A copy of a medical certificate which shows that you are currently unable to care for your child at home and the duration of your illness/injury/disability, as well as a copy of a physical disability certificate, rehabilitation certificate, or mental disability certificate.</p> <p>*For medical certificates, eligibility will not be granted if the certificate only states the symptoms of your illness/injury/disability or that it makes it difficult for you to work. It must clearly state that it makes childcare difficult for you.</p>
<p>(4) Caring for a relative living in the same household full time</p> <p>※Caretaking days and times should be equivalent to the criteria for working listed above in (1)</p>	<p>A copy of a medical certificate which shows that you are currently unable to care for your child at home due to caring for a relative living in your household, as well as a copy of a physical disability certificate, rehabilitation certificate, mental disability certificate, or a certificate for persons insured by nursing care insurance.</p>
<p>(5) Have suffered from a disaster, and be in the process of recovering</p>	<p>Proof of disaster or something that shows you are currently recovering from a disaster</p>
<p>(6) Have undergone a situation similar to but different from the situations 1 through 5 above that is recognized by the mayor</p>	<p>Something that shows you are unable to care for a child at home for reasons other than the above</p> <p>*For those attending school</p> <ul style="list-style-type: none"> <li>• Documentation that shows proof of enrollment (Ex. Certificate of Student Status, Student ID)</li> <li>• Documentation (ex. School Curriculum, schedule) that shows you are in school for an amount of days and times that is equivalent to the criteria for working listed above in (1)</li> </ul>

### 【3】 Bank Account Transfer Request Form (a copy of the account holder's spare copy)

All expenses such as childcare fees, snack fees, extended childcare fees, and accident insurance fees will be deducted from your registered account.

Please fill in the necessary information (one part may be filled in for up to two children) and submit the form to your financial institution for those who are new applicants or for those who are re-registering and wish to change their account information. Please hold on to your spare copy of the “Bank Account Transfer Request” once you have completed the set-up process with your financial institution, and bring a copy of your spare copy.

\*Financial Institutions we accept: Shiga Bank, Mizuho Bank, Kansai Mirai Bank, Bank of Kyoto, Kyoto Shinyo Kinko, Kyoto Chuo Shinyo Kinko, Shigaken Shinyo Kumiai, Keiji Shinyo Kumiai, Shigakenmin Shinyo Kumiai, Kinki Rodo Bank, Kinki Sangyo Shinyo Kumiai, Mitsubishi UFJ Bank, Lake Shiga Nogyo Kyodo Kumiai, Shiga Chuo Shinyo Kinko, Japan Post Bank (Kinki Region)

\*Bank Account Transfer Request Forms are also available at branch offices of Otsu City Hall and some financial institutions.

\*Please check page 7 for information on Bank Account Transfer days.

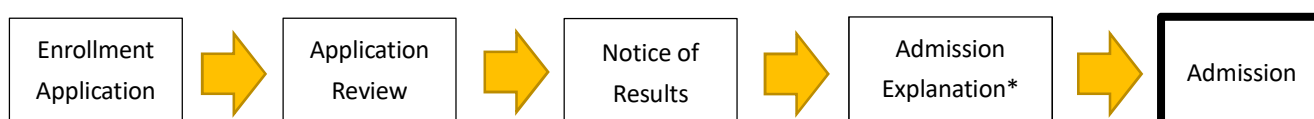
### 【4】 Application Form for Exemption from Childcare Fees (Example on Page 14)

After referencing pages 8-9 and confirming you qualify, please submit one form per child.

### 【5】 Approval for Extended Childcare Approval Application (Example on Page 15)

This form is for those who need childcare at the club from after 6 P.M. Monday through Friday. Please submit this form (one required for each child) with your application, or digitally by the deadline if you wish to use this service (a QR code on page 18). See page 10 for more details.

## ◇ Procedures Following Application ◇



\*Each children's club will have a “admission explanation” meeting for parents/guardians. Even if you are re-enrolling, please understand you must undergo this meeting as well.

#### 【Warnings】

- If details in your application are found to not be true, your acceptance status may be revoked.
- If you wish to withdraw your decision to enter the Children's Club, please contact the Children's Club Division at least one week before your child's date of admission. If you do not inform the Children's Club in advance of your withdrawal, you will still be charged regularly for usage of the club.
- If there are any changes to your eligibility status, household, address, or guardian's place of employment after enrollment has been determined, please promptly notify the Children's Club Division.



## ◇ Guardian Expenses and Payment Methods ◇

### 【1】 Fees to be Paid by Parents/Guardians

- (1) Childcare Fee: ¥10,000 per child per month  
(July and August will be ¥12,000 per child per month)
- (2) Snack Fee: ¥3,500 per child per month  
Households receiving public assistance or exempt from taxation: ¥1,750 per month  
(application required)
- (3) Extended Childcare Fee: Until 18:30 ¥1,000 per child per month  
Until 19:00 ¥2,000 per child per month
- (4) Accident Insurance Fee: Annual fee: ¥800 (tentative)  
New attendees starting April 2026 or later will be required to pay accident insurance fees each fiscal year.  
Children registered by the end of fiscal year 2025 will not be charged accident insurance fees.

\*Registration fees will be abolished starting fiscal year 2026.

\*\*For information on childcare fee reduction and exemption programs, please refer to pages 8-9.

### 【2】 Payment Method

All fees, including childcare fees, snack fees, extended care fees, and accident insurance fees, will be deducted via bank transfer. Please ensure funds are deposited in advance. The transfer date is the last day of each month (or the next business day if it falls on a bank holiday).

<Bank Transfer Schedule for April 2026- March 2027>

	Transfer Date		Transfer Date
April	Thursday, April 30 <sup>th</sup>	October	Monday, November 2 <sup>nd</sup>
May	Monday, June 1 <sup>st</sup>	November	Monday, November 30 <sup>th</sup>
June	Tuesday, June 30 <sup>th</sup>	December	Monday, January 4 <sup>th</sup>
July	Friday, July 31 <sup>st</sup>	January	Monday, February 1 <sup>st</sup>
August	Monday, August 31 <sup>st</sup>	February	Monday, March 1 <sup>st</sup>
September	Wednesday, September 30 <sup>th</sup>	March	Wednesday, March 31 <sup>st</sup>

\*If payment cannot be processed on the scheduled date due to insufficient funds or other reasons, an extra handling fee and late payment charges may apply. Please make payments promptly.

### 【3】 Changes to Bank Account Transfers

- 1 You will again need to complete a “Bank Account Transfer Request Form” if there are any changes to the name on the account, the bank, or the branch.
- 2 You do not need to do anything if there are no changes to your account and you wish to continue using it into the following year.

### 【4】 Caution

- 1 Overdue Childcare Fees  
Measures will be taken to terminate your child’s enrollment if childcare fees remain unpaid for three months or more.
- 2 Extra Handling Fee & Late Fees  
An extra handling fee and late fee will be added if your childcare or other payments are late.

## ◇ Childcare and Snack Fees Reductions/Exemptions ◇

### 【1】 Applying for Reductions and Exemptions

If you wish to apply for a fee reduction or exemption, please submit an application (available online on Otsu's official website) to the child's Children's Club, or the Children's Club Division. As eligibility for reductions and exemptions is subject to review, please apply as early as possible.

\* If no application is submitted, the reduction or exemption cannot be applied even if you are eligible. Furthermore, if the application is submitted late, the reduction or exemption cannot be applied retroactively.

(See example on page 14)

	Reduction and Exemption Targeted Groups	Reduced or Exempt	Details
1	Receiving public assistance as qualified by the <u>Public Assistance Act</u>	Exemption and Reduction	Childcare Fee 10,000 Yen → 0 Yen July/August Childcare Fee 12,000 Yen → 0 Yen Snack Fee 3,500 Yen → 1,750 Yen
2	<u>All parents/guardians</u> are recognized as <b>tax exempt</b> (no municipal taxes) <b>for the 2025 fiscal year</b> based off of their income from Jan. – Dec. 2024		
3	Child is absent for an entire month (1 <sup>st</sup> – 31 <sup>st</sup> ) due to injury or illness	Exemption	Applicable months only Childcare Fee 10,000 Yen → 0 Yen July/August Childcare Fee 12,000 Yen → 0 Yen Snack Fee 3,500 Yen → 0 Yen
4	Disasters or other exceptional circumstances	Exemption or Reduction	Reduction or exemption will be based on the amount deemed necessary
5	<u>Single parent</u> households excluding the situations in 1 & 2 *Households that have been recognized as single parent homes or who qualify under the standards of the Child Rearing Allowance Act	Reduction	Childcare Fee 10,000 Yen → 8,000 Yen July/August Childcare Fee 12,000 Yen → 9,600 Yen
6	Two or more <u>siblings</u> are registered with a children's club (For any siblings excluding the youngest)	Reduction	(For any siblings excluding the youngest) Childcare Fee 10,000 Yen → 8,000 Yen July/August Childcare Fee 12,000 Yen → 9,600 Yen
7	<u>Siblings</u> belonging to a <u>single parent family</u> who are registered with a children's club	Reduction	(For any siblings excluding the youngest) Childcare Fee 10,000 Yen → 6,000 Yen July/August Childcare Fee 12,000 Yen → 7,200 Yen

## 【2】 Points of Note

- 1) If you are applying under the categories 1, 2, 5 or 7 that are listed on page 8, please sign and stamp the statement of agreement on your application form to consent to a necessary review of your public records to confirm your situation.
- 2) You must submit a certificate that shows your current tax status if you are applying for a reduction or exemption due to having moved to Otsu on or after January 2<sup>nd</sup>, 2025 and were therefore not charged with municipal taxes for the previous year. Please obtain and submit a tax exemption certificate (certificate must be issued within three months of submission) for the 2025 fiscal year (for 2024) from your former city or town with your application.
- 3) If you are applying because your child has been absent for a full month due to injury or illness, please attach a medical certificate that confirms the name of the injury or illness.
- 4) Applications which do not contain all necessary documents will not be accepted.
- 5) Application for exemption must be turned in every year or with every enrollment registration. You are still required to re-apply for the next year even if you were approved for reduction or exemption for the previous year.
- 6) Reductions/exemptions on childcare and other fees are decided by a review process after your application is submitted. Reductions/exemptions will be applicable starting from the month the application was received if approved. Neither a reduction nor exemption will be granted even if you qualify if an application is not submitted.
- 7) One application per child must be submitted for reductions/exemptions.
- 8) Please inform the Children's Club Division or your children's club as soon as possible if your reason for requiring a reduction or exemption is no longer applicable or if your situation changes. Your qualification may be revoked or changed, and you may be required to retroactively pay for previous months' childcare fees if no notification is given and your changed situation is discovered.
- 9) There are no reductions/exemptions available for extended childcare.

## ◇ Procedures for Utilizing Extended Childcare ◇

### 【1】 Extended Childcare Times and Childcare Fees

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Monday through Friday: 18:00-18:30 | ¥1,000 per month |
| 2. Monday through Friday: 18:00-19:00 | ¥2,000 per month |

\*For extended childcare, pick-up is required. Extended childcare is not available on Saturdays.

\*\*You will be charged extended childcare fees for the approved period even if you do not use the extended hours.

### 【2】 Application for Starting/Changing Usage of Extended Childcare

To apply for extended childcare services, submit the application form to the Children's Club Division or your local Children's Club as described below, or apply electronically. (A QR code is provided on page 18.)

Application Type	Reception Period	Application	Reception Location/Time
For starting on the 1 <sup>st</sup> of the month	Until the 15 <sup>th</sup> of the month prior to your desired starting month	Extended Childcare Application Form	<ul style="list-style-type: none"> <li>City Hall Children's Club Division (Bekkan Building 1F) 9:00 – 17:00 (excluding weekends and holidays)</li> </ul>
For starting on or after the 15 <sup>th</sup> of the month	Until the end of the month prior to your desired starting month		
Changing Usage Hours or Period	Until the 15 <sup>th</sup> of the month prior to your desired starting day (the first of every month)	Extended Childcare Usage Adjustment (or Cancellation) Form	<ul style="list-style-type: none"> <li>Children's Club 11:00 – 18:00 (excluding Sundays and holidays)</li> <li>Internet Application Service</li> </ul>
Cancellation	Until the 15 <sup>th</sup> of the month prior to your desired cancellation day (the first of every month)		

\*Applications are required when you wish to use extended childcare again after cancelling your usage of it.

## ◇ Procedures for Registration Cancellation (Leaving the Club) ◇

### 【1】 Application For Cancelling Enrollment

The club's cancellation day is the last day of the month. Please submit the "Enrollment Registration Cancellation Form" to the Children's Club Division or your assigned Children's Club at least 10 days prior to your planned withdrawal date, or apply electronically. (A QR code is provided on page 18.)

### 【2】 Warnings

- When moving to another municipality, your registration will be canceled at the end of the month.
- Childcare fees will be charged as if you are enrolled if you do not submit a written or digital enrollment cancellation form by the due date. (Digital enrollment cancellation forms can be submitted online via the electronic application service)

## ❓ Frequently Asked Questions ❓

### **Q1 Can my child enter the Children's Club while I am still searching for a job?**

Searching for employment does not grant eligibility to enter a children's club. You must submit documentation (such as a certificate of employment or a notice of employment) which shows you are currently employed or have received a job and will begin working soon when you apply for admission. If you are having difficulties submitting these documents, please contact the Children's Club Division in advance.

### **Q2 I am planning to return to work from parental leave, and am in the process of applying for a childcare facility for my youngest child. I will not know the results however until after the children's club deadline, and depending on the results, my return to work date may be extended. What should I do?**

Please obtain a certificate of employment with your (expected) date of return to work and submit it with your admission application to the Children's Club. Once you learn the results of your application to a childcare facility, and if your return to work date is extended, it is possible to move back the month in which you wish to apply for admission to the children's club. In this case, you may be asked to obtain and submit another certificate of employment.

### **Q3 Do Children's Clubs have a limit for the amount of children they can admit?**

Public children's clubs have capacity limits, but due to transitional measures, they can still be used if the requirements are met. In some areas however, the facilities are becoming more cramped.

There are also private children's clubs within the city,  
so please consider which club you would prefer:



Private Children's Clubs

### **Q4 Is it possible to receive a tour of a Children's Club?**

Public children's clubs are open for tours. Please call the children's club of your choice to schedule a visit. Visits may be difficult however during childcare hours. (You can only apply for admission to a children's club in the elementary school district your children attend or live in.) For private children's clubs, please contact the children's club you are interested in directly to see if a visit is possible.

### **Q5 Can my child take a temporary break from the children's club, and rejoin when necessary?**

Children's clubs do not have a system for taking temporary breaks. If you no longer need childcare, please withdraw from the club, and re-apply for admission again when childcare is necessary.

**Please contact the Children's Club Division immediately in any of the following cases:**

- Marriage      ● Divorce
- Change of address (Same city • Different city)  
※If you move cities, your child will no longer be able to participate in the Children's Club. Please contact the Children's Club Division immediately.
- Change of Household
- Change of Parent/Guardian's Work (Switching Jobs • Changing Job Position • etc.)
- Change in Parent/Guardian's Children's Club Eligibility Status  
(Example: Changes from employment to childbirth, or from illness to employment, etc.)  
※If your reason for utilizing the Children's Club will change (ex. from working -> caregiving, etc.), you will need to provide documentation which supports this change.  
※If you are unable to prove you are still eligible to use the Children's Club, you will be forced to leave
- If your status as a single parent is revoked.

## **Changes to Children's Clubs in Fiscal Year 2026**

### **(1) Registration Cancellation (Leaving the Club)**

- As a general rule, withdrawal (registration cancellation) occurs at the end of the month. If moving out of Otsu City, or if eligibility ceases mid-month due to reasons such as resignation from job or being eight weeks postpartum, attendance is permitted until the end of that month.

### **(2) Abolition of Absence Notification Forms**

- The requirement for an "Absence Notification Form" for absences of six or more consecutive days is no longer necessary.

### **(3) Childcare Hours During School Breaks**

- Childcare hours for short-term attendance during school vacations (childcare provided during long elementary school breaks) will be until 3:00 p.m. This change will begin from the spring break in March of 2026. (Snacks, Saturday childcare, and extended-hour childcare will not be provided.)

### **(4) Snack Fees**

- The monthly fee is 3,500 yen.

### **(5) Accident Insurance Fee**

- Children newly enrolling in the Children's Club starting from April 2026 will be required to pay an accident insurance fee of 800 yen per year (tentative) to cover unforeseen accidents occurring during club attendance. Those registered by the end of the 2025 fiscal year will not be charged the accident insurance fee for the 2026 fiscal year and beyond.

### **(6) Mailing Applications for Childcare During School Breaks**

- We will accept mail-in applications when registering for short-term childcare during school vacations for spring and winter breaks. We will accept applications starting from the winter break period in December 2026.

## Example Form

\_\_\_ Year \_\_\_ Mo. \_\_\_ Day

Otsu City Mayor

New Applicant

Re-registering

I hereby apply to register for enrollment and have included all of the necessary documents according to Article 6 section 1 of the Otsu City Children's Club regulations.

\* Please fill in the bolded box sections.

Registration No.

Applicant Child's Name	(Furigana)	Sex	Date of Birth	Applying for two or more siblings	Yes / <input checked="" type="radio"/> No	
	<b>Tim Smith</b>	<input checked="" type="radio"/> M / F	XX / XX / 2019	Name of Desired Children's Club		
	<b>Nagara</b> Elementary <b>1st</b> Grade	<b>Nagara</b> Children's Club				
Parent/Guardian	(Address) 〒 520-8575		(Name) Furigana ジョン スミス			
	Otsu City <b>Goryo-cho 3-1</b>		<b>John Smith</b>			
	TEL (077) 000-0000		(Name) Furigana ジェーン スミス			
				<b>Jane Smith</b>		
Desired Registry Period	From: <b>2026</b> Year <b>April</b> Month <b>1st</b> Day to <b>2027</b> Year <b>March</b> Month <b>31st</b> Day					
Reason for Registry	Specific Reason (Because both parents are working when child finishes school and cannot provide childcare at home)					

Family Situation (Info for cohabitating people must also be filled in)	Relation to Child	Full name	Age	Occupation	Emergency Contact Info	Details (Workplace, Etc.)
	<b>Father</b>	<b>John Smith</b>	<b>38</b>	<b>Company employee</b>	090-xxxx-0 000	____ Company Otsu Branch
	<b>Mother</b>	<b>Jane Smith</b>	<b>37</b>	<b>Nurse</b>	080-0000-x xxx	____ Hospital
	<b>Grandfather</b>	____ <b>Smith</b>	<b>68</b>	<b>Company employee</b>	090-xxxx-0 xx0	____ Co. Inc. Shiga Branch
	<b>Grandmother</b>	____ <b>Smith</b>	<b>66</b>	<b>Part-time job</b>	090-x00x-0 xx0	____ Company
	<b>Elder brother</b>	____ <b>Smith</b>	<b>9</b>	<b>4th grade</b>		<b>Nagara Elementary School</b>
	<b>Applicant child</b>	<b>Tim Smith</b>	<b>6</b>	<b>1st grade</b>		<b>Nagara Elementary School</b>
	<b>Younger sister</b>	____ <b>Smith</b>	<b>3</b>	<b>Preschool</b>		____ Preschool

Remarks 1 Please enter school year when beginning attendance.

2 Please contact Otsu City if any registration information changes.

*Do not fill in this section.				Reception Stamp
New Application Re- registration	Date of Registration	Date of Registration Cancellation	Remarks	
	___ Year ___ Mo. ___ Day	___ Year ___ Mo. ___ Day		

&lt;Save for 10 years&gt;

To Otsu City's Mayor:


Address: 3-1 Goryo-cho, Otsu City

Guardian Name: Otsu Tarou

TEL: (090)〇〇〇〇-〇〇〇〇

Sample

I wish to receive a reduction regarding Otsu City children's club childcare and other fees as stipulated in Article 7, Paragraph 1 of the rules regarding Otsu City Children's Club maintenance and management. Therefore, I am applying this reduction in accordance with my application below.

Child's Name	Otsu Hikaru		Date of Birth	2019 Year 〇〇 Month 〇〇 Day	
Children's Club Name	Nagara Children's Club			Grade 1	
Reduction Matter	<input checked="" type="checkbox"/> Exemption from Childcare Fees <input type="checkbox"/> Reduction in Childcare Fees <input checked="" type="checkbox"/> Exemption from Snack Fees <input type="checkbox"/> Reduction in Snack Fees				
Application Period	2026 Year 4 Month 1 Day - 2027 Year 3 Month 31 Day				
Application Reason	Childcare Fees	Exemption	<input type="checkbox"/> (1) Due to receiving protection under the Public Assistance Act <input checked="" type="checkbox"/> (2) Due to being exempt from the resident tax for fiscal year 2025 (based on income earned in fiscal year 2024) <input type="checkbox"/> (3) Due to an injury/illness causing non-attendance for a <u>whole month</u> (Period of Absence: ____ Y ____ M ____ D - ____ Y ____ M ____ D) <input type="checkbox"/> (4) Due to disasters or other special circumstances <input type="checkbox"/> Due to having had experienced serious financial loss that impacts one's lifestyle as a result of an unforeseen disaster <input type="checkbox"/> Due to child not attending school for whole month (Excluding the extended August closure period)		
		Reduction	<input type="checkbox"/> (5) Due to being a single-parent household <input type="checkbox"/> (6) Due to siblings going to the same children's club		
	Snack Fees	Exemption	<input type="checkbox"/> (7) Due to an injury/illness causing non-attendance for a <u>whole month</u> (Period of Absence: ____ Y ____ M ____ D - ____ Y ____ M ____ D) <input type="checkbox"/> (8) Due to disasters or other special circumstances <input type="checkbox"/> Due to having had experienced serious financial loss that impacts one's lifestyle as a result of an unforeseen disaster <input type="checkbox"/> Due to child not attending school for whole month (Excluding the extended August closure period)		
		Reduction	<input type="checkbox"/> (9) Due to receiving protection under the Public Assistance Act <input checked="" type="checkbox"/> (10) Due to being exempt from the resident tax for fiscal year 2025 (based on income earned in fiscal year 2024)		
Consent Form	I consent to Otsu City's Mayor acting through a public employee to inspect my public documents in relation to the identity, livelihood protection payment status, and municipal tax status of those in my household including myself when it is deemed necessary for a decision to be made regarding childcare fee or other fee reductions. 2026 Year 〇〇 Month 〇〇 Day Address: 3-1 Goryo-cho, Otsu City Guardian's Name Otsu Tarou 				

Notes: 1 Check the boxes that apply to you as to why you are filling out this application.  
2 If you fall under reasons (1), (2), (5), (9), or (10) for the application and consent to the inspection of public records, please sign and stamp your seal in the consent form.



## Otsu City Children's Club Extended Childcare Approval Application

**SAMPLE**

Please use this form if you are applying for  
extended childcare for the first time.

\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Address: Goryo-cho 3-1, Otsu City

Guardian Name: John SMITH

TEL: (090) 000-0000

I hereby submit the information below for approval in order to utilize extended childcare according to Article 8  
Section 1 of the Otsu City Children's Club regulations.

Furigana Child's Name	ティム スミス <b>Tim Smith</b>	Date of Birth	____ Y ____ M ____ D
Children's Club Name	<u>Nagara</u> Children's Club	____ <b>1</b> Grade	
Usage Hours	From 18:00 until: <input type="checkbox"/> 18:30 <input checked="" type="checkbox"/> 19:00 <i>*Please check one.</i>		
Desired Period of Usage	____ Y ____ M ____ D - ____ Y ____ M ____ D		
Reason for Application	<b>It takes time to return home and both parents work overtime.</b>		
Guardian Name	<b>John SMITH</b> Relation to Child: <b>(Father)</b>	<b>Jane SMITH</b> Relation to Child: <b>(Mother)</b>	
Workplace/School Name	<b>XXX Company – Otsu Branch</b>	<b>XXX Hospital</b>	
Workplace/School Address	<b>Otsu-shi, Sato, 1 Chome XXX</b>	<b>Otsu-shi, Minamikomatsu, XXX</b>	
TEL	<b>077-XXXX-YYYY</b>	<b>077-YYYY-XXXX</b>	
Work/School Hours	<b>9:00 – 18:00</b>	<b>8:30 – 17:30</b>	
Overtime/Irregular Hours Status	<b>2-3 hours of overtime every day</b>	<b>1 hour of overtime every day and night watch/night shift 2 times a month</b>	
Transportation from Workplace to Children's Club & Required Commute Time	Transportation: <b>Car</b> Commute Time: <b>1 hr. 10 min.</b>	Transportation: <b>Walking, Train</b> Commute Time: <b>30 min.</b>	

\*Extended childcare will be charged whether you use the extended time or not once approved.

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## Extended Childcare Usage Cancellation or Modification Approval Application

**Sample**

If you are already using  
extended childcare and wish to  
cancel or modify the hours you  
use, please use this form.

\_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Address: **3-1 Goryo-cho, Otsu City**

Parent/Guardian Name: **John Smith**

Phone Number: **(090) 0000 - 0000**

I wish to **Cancel**  
**Modify** my extended childcare usage in  
accordance with:

- ◇ Article 8, Paragraph 3 of the Otsu Municipal Children's Club Ordinance
- ◇ Article 4, Paragraph 2 of the Regulations Concerning Management and  
Operation of Otsu Municipal Children's Clubs

Furigana Child's Name	ティム スミス <b>Tim Smith</b>		Date of Birth	_____ Year ____ Month ____ Day
Children's Club Name	Otsu Municipal <u>Nagara</u> Children's Club		1st Grade	
Cancellation or Modification Details	<input type="checkbox"/> Usage Period	I would like to change (cancel) my usage period as follows: From 「 Until _____ Year ____ Month 」 To 「 Until _____ Year ____ Month 」		
	<input checked="" type="checkbox"/> Usage Hours	I would like to change my usage hours from: 「 Until P.M. <b>7</b> : <b>00</b> 」 To 「 Until P.M. <b>6</b> : <b>30</b> 」 (Starting from: _____ Year ____ Month <u>1</u> Day )		
Reason for Cancellation or Modification	<b>My workload has gone down and I am now able to pick up my child by 6:30 p.m.</b>			

- ※ As a general rule, the end of the month is the date used  
for cancelling extended childcare usage.
- ※ The deadline for changing usage hours is the 15th of  
the previous month, and changes will be applied starting  
on the 1st of the following month.

※Do not fill in this section		
入力	確認	受付印

◇ Otsu Municipal Children's Club List ◇

Club Name	Address	Phone
Komatsu Children's Club	Minami Komatsu 1156-2	5 9 6 – 2 5 0 1
Kido Children's Club	Kido 267	5 9 2 – 0 1 6 6
Wani Children's Club	Wani Takashiro 50-3	5 9 4 – 3 9 1 9
Ono Children's Club	Suimei 1-37-1	5 9 4 – 4 6 5 7
Ikadachi Children's Club	Ikadachi-shimozaijicho 1222-1	5 9 8 – 2 2 6 6
	(Scheduled to Relocate in May 2026)	(Scheduled to Relocate in May 2026)
Mano Children's Club	Mano 4-6-17	5 7 2 – 0 2 3 0
Manokita Children's Club	Midoricho 15-17	5 7 2 – 4 2 5 5
Katata Children's Club	Honkatata 3-8-3	5 7 2 – 2 5 2 2
Ogi Children's Club	Ogi 4-15-8	5 7 2 – 1 1 2 1
Oginosato Children's Club	Oginosato 4-4-1	5 7 4 – 1 8 7 0
Oginosato Higashi Children's Club	Oginosatohigashi 6-1-2	5 7 2 – 3 1 1 0
Ogoto Children's Club	Ogoto 2-16-1	5 7 8 – 5 8 6 0
Hiyoshidai Children's Club	Hiyoshidai 3-33-4	5 7 9 – 5 1 6 8
Sakamoto Children's Club	Sakamoto 3-12-57	5 7 8 – 6 4 6 8
Shimosakamoto Children's Club	Shimosakamoto 4-10-1	5 7 8 – 4 2 4 6
Karasaki Children's Club	Saigawa 3-38-2	5 2 2 – 6 6 0 0
Shiga Children's Club	Nishikiori 2-9-29	5 2 5 – 3 1 4 0
Yamanaka-Hiedaira Children's Club	Hiedaira 1-45-4	5 2 9 – 2 4 7 1
Fujio Children's Club	Chadocho 10-1	5 2 5 – 1 4 2 8
Nagara Children's Club	Daimondori 11-27	5 2 6 – 0 9 9 8
Osaka Children's Club	Otowadai 6-26	5 2 6 – 2 4 4 0
Chuo Children's Club	Shimanoseki 1-60	5 2 6 – 0 0 7 1
Hirano Children's Club	Bamba 2-13-15	5 2 5 – 0 7 3 7
Zeze Children's Club	Nakasho 2-8-17	5 2 4 – 2 9 7 2
Fujimi Children's Club	Fujimidai 42-16	5 3 3 – 0 9 5 5
Seiran Children's Club	Hikarigaokacho 4-70	5 3 4 – 7 6 0 2
Ishiyama Children's Club	Ishiyamadera 3-11-20	5 3 3 – 0 7 0 9
Nango Children's Club	Nango 1-15-9	5 3 4 – 1 4 1 9
Oishi Children's Club	Oishihigashi 7-7-34	5 4 6 – 7 7 3 4
Tanakami Children's Club	Sekinotsu 6-19-1	5 4 6 – 3 0 4 8
Kamitanakami Children's Club	Hirano 1-18-5	5 4 9 – 2 1 8 1
Aoyama Children's Club	Aoyama 3-16-3	5 4 9 – 2 4 6 8
Seta Children's Club	Oe 4-2-60	5 4 3 – 0 0 5 8
2nd Seta Children's Club	Oe 5-33-50	5 4 3 – 2 8 3 0
Setaminami Children's Club	Sandaiji 1-11	5 4 5 – 6 4 0 2
Setahigashi Children's Club	Ichiriyama 3-4-1	5 4 3 – 1 8 1 3
Setakita Children's Club	Taishogun 1-14-2	5 4 3 – 6 6 0 6

## Electronic Applications via the Internet

The applications marked below can be accessed via a computer or smartphone. You can access these digital applications by either visiting the Children's Club page located on the Otsu City official website and clicking the electronic application links, or by scanning the QR codes below.

These QR codes can only be used for applications submitted in fiscal year 2026.

Extended Childcare Usage  
Approval Application  
(For First Time Applicants)



This QR code is linked with the page containing the application for extended childcare use. Refer to pg. 10 of the Otsu City Children's Club Guide for information about extended childcare hours.

Extended Childcare Usage  
Cancellation or Modification  
Approval Application  
(For Previous Applicants)



This QR code is linked with the page containing the application to stop or alter extended childcare use. Refer to pg. 10 of the Otsu City Children's Club Guide for information about extended childcare hours.



Registration Cancellation  
(Quitting the Club)



This QR code is linked with the page containing the application to remove registration with a club and leave it. Refer to pg. 10 of the Otsu City Children's Club Guide for information about leaving a club.

Please contact the Children's Club Division (077-528-2776) for any inquiries about electronic applications.