

Application for After-School Program [Hokago Jido Kurabu]

Starting with the 2027 school year, all applications must be submitted online. Please follow the steps below to apply.

※ Before applying, please review the guidelines on the following pages.

2027年度利用分の申込から、電子申請での受付とします。以下の流れでご申請ください。

※申請前に1ページ目以降のご案内の内容をご確認ください。

【Online application process 電子申請の流れ】

① Scan the QR code on page 7.

7ページ目の二次元コード（QRコード）を読み取り。

② Enter the required information, such as the child's name, in the online application form.

必要情報（児童名等）をフォームに入力する。

Take photos of the required documents, such as the Certificate of Employment, and upload the photos to the online application form.

就労証明書等は写真で撮って添付フォームに添付。

※ Follow the step-by-step instructions on page 7 as you complete the application.

7ページ目の入力手順をご確認いただきながら進めてください。

※ Have the Certificate of Employment on the last page completed by your employer. For other required documents, download the appropriate forms from the city's website and prepare them in advance.

就労証明書は最終ページの就労証明書を会社に記入してもらってください（就労証明書以外の場合は市のHPよりダウンロードしてご準備ください）。

③ Submit your application online.

申請。

Guide to Toyota City After-School Program

[Hokago Jido Kurabu]

2027 school year

◆ About the After-School Program [Hokago Jido Kurabu]

The After-School Program provides a safe and supervised place for children to spend time after school, supporting their healthy development. It is intended for children whose parents or guardians are unable to care for them at home during the day due to work or other commitments.

◆ Eligible children: Elementary school children in Grades 1–6

To give priority to children in Grades 1–4 and children in Grades 5–6 who require additional support, applications will be handled as follows:

Category	Application submitted during the application period	Application submitted after the application period
- Grades 1–4 - Grades 5–6 requiring support*	Participation available	May be placed on a waitlist for extended school breaks
- Grades 5–6	May be placed on a waitlist for extended school breaks	May be placed on a waitlist for extended school breaks

* A copy of the Intellectual Disability Certificate [Ryoiku Techo], Grade A or B, or a physician's statement is required. The physician's statement may be in any format, but it must state that participation in the After-School Program is necessary and specify the period for which participation is required.

◆ Participation requirements (For details, please refer to “3 Required documents and eligibility requirements”, in the section “About the After-School Club” on page 2.)

- A parent or guardian under the age of 65 who resides at the same address as the participating child must be unable to provide daytime care for the child due to work or other qualifying circumstances. This includes the child's father, mother, partner*, or grandparent.

* In this context, a “partner” is a person who has received a Declaration Certificate under Toyota City's Family Partnership Declaration System and is currently caring for the child.

◆ Application process

1 Applications accepted online only

- Starting this year, paper applications are no longer accepted. All applications must be submitted online.

(1) Application period

Thursday, October 1, 2026–Saturday, October 31, 2026

- Please make sure to submit your application by the deadline.
- Applications submitted after the regular application period will still be accepted, but may be placed on a waitlist, as described under “Eligible children” above.
- An application is considered officially accepted only after the City Hall has reviewed it and confirmed that all required documents are complete and contain no errors. If any corrections or additional documents are required, they must be submitted by the application deadline. **If the necessary corrections or documents are not submitted by Saturday, October 31, the application will be treated as a late submission.**

(2) How to apply

Scan the QR code in the application instructions on page 7 to access the online application form. For details, please refer to page 7.

(3) Inquiries

Application period	Contact	Hours for inquiries
Thursday, October 1–Saturday, October 31, 2026	Each After-School Club*	During operating hours, from the end of the school day until 6:00 p.m.
Please be sure to submit your application by the deadline. <u>Applications submitted after this period will still be accepted, but your child may be placed on a waitlist, as described under “Eligible Children” above.</u>	Toyota City Hall Child and Youth Policy Division [Kodomo Wakamono Seisaku-ka] (East Building, 2nd Floor) Tel.: 0565-34-6630	9:00 a.m.–4:00 p.m.

* For specific operating hours, please contact the respective After-School Club directly.

◆ About the After-School Club

1 Operating days and hours

- (1) Days when school is in session (Monday–Friday):
After the school day ends until 6:30 p.m.
- (2) Public holidays, substitute holidays, school holidays, and spring, summer, and winter vacations:
7:30 a.m.–6:30 p.m.

2 Closed days

Saturdays and Sundays; May 3–5; and December 29–January 3.

3 Required documents and eligibility requirements

- Please note: Applications will only be accepted when all required documents have been submitted and are complete.
Applications with missing documents cannot be accepted.

For each parent or guardian under the age of 65 who resides at the same address^{*1} as the child—including the child's father, mother, partner, or grandparent^{*2}—please attach one of the applicable documents listed below in the designated format.

Eligibility requirement	Required document (Designated format)
The parent or guardian works during the After-School Club's operating hours ※This includes periods of childcare leave	Certificate of Employment ① Statement of Agricultural Work ②
The parent or guardian is ill or injured, or has a physical or mental disability	Medical Certificate ③ ^{*3}
The parent or guardian provides full-time care or nursing support to a family member	Statement of Caregiving or Nursing Support ④ ^{*3}
The parent or guardian is enrolled in a vocational school or other educational institution to obtain qualifications or skills for employment	Statement of School Enrollment ⑤
The parent or guardian is expecting a child. Eligible for five months: the expected month of delivery and the two months before and after it. In the case of multiple births, the eligible period is seven months: the expected month of delivery, the two months before it, and the four months after it.	Statement of Pregnancy and Childbirth ⑥

^{*1} If the address on the resident record is the same, the individuals will be considered to be “residing together,” even if they are registered as separate households.

^{*2} Documentation for grandparents residing in the same address, such as a Certificate of Employment, may be waived if either of the following applies and the required supporting documents are submitted:

- Grandparents live in a separate building on the same property, with no shared roof structure: Submit copies of utility bills for the same month showing separate names for the parent's household and the grandparent's household. Electricity and gas bills are required; for all-electric homes, an electricity bill is sufficient.
- Grandparents live in a two-family home with completely separate living spaces at the same address: The living spaces must have separate entrances, bathrooms, kitchens, and living rooms. In addition to the utility bills described above, submit a copy of the building's floor plan.

^{*3} If a parent/guardian or person receiving care holds any of the following certificates, please submit a copy along with the required documents specified by the city. If none of these certificates is available, a physician's certificate is required.

- ◎ Physical Disability Certificate [*Shintai Shogaisha Techo*], Level 1, 2, or 3
- ◎ Intellectual Disability Certificate [*Ryoiku Techo*], Grade A or B
- ◎ Mental Disability Welfare Certificate [*Seishin Shogaisha Hoken Fukushima Techo*]
- ◎ Long-Term Care Insurance Certificate [*Kaigo Hoken Hihokenshasho*] showing a Care Level [*Yokaigo*] of 3, 4, or 5
- Additional documents, such as a copy of an income tax return [*Kakutei Shinkoku*], may be required depending on the applicant's employment or other circumstances.
- Forms ②–⑥ are available from the Child and Youth Policy Division [*Kodomo Wakamono Seisaku-ka*] and all After-School Clubs. They can also be downloaded from the Child and Youth Policy Division page on Toyota City's official website.
- If a Certificate of Employment or equivalent documentation cannot be submitted at the time of application, it must be submitted no later than one week before the child's scheduled start date. If the required documentation is not submitted by this deadline, the child will not be permitted to participate in the After-School Program.

4 Notice of participation approval

Parents/guardians will be notified of the admission decision by the end of January 2027.

- The notification will be sent to the email address provided in the application.
- Depending on the availability of support staff, notifications for parents of children in Grades 5 and 6 may be sent as late as the end of February 2027.

5 If an individual interview is required due to developmental concerns or other needs, the interview will be conducted before the child begins attending the After-School Program, and the admission decision will be sent afterward.

After-School Program participation fee

The monthly participation fee is ¥5,500. However, if applying only for August or for any of the periods listed below, the following fees apply:

Vaccation	Period (schedule)	Fee
April	From Thursday, April 1, 2027 to the day before the entrance ceremony day	3,000 yen
July	From Wednesday, July 21, 2027 to Friday, July 30, 2027	4,000 yen
August	From Monday, August 2, 2027 to Tuesday, August 31, 2027	8,000 yen
December	From Friday, December 24, 2027 to Tuesday, December 28, 2027	1,000 yen
January	From Tuesday, January 4, 2028 to Thursday, January 6, 2028	1,000 yen
March	From Monday, March 27, 2028 to Friday, March 31, 2028	3,000 yen

- As a general rule, participation fees are not prorated based on the number of days attended. The same applies if the After-School Club is temporarily closed due to a disaster, infectious disease, or other similar circumstances.
- If you wish to discontinue or temporarily suspend your child's participation, submitting an absence request through the CoDMON app alone is not sufficient. You must also submit the Request Form to Change the Participation Month [*Sankazuki Henko Todoke*] online by the last day of the month before the month in which you wish to discontinue or suspend participation. If the form is not submitted by the deadline, the full participation fee for that month will be charged even if the child does not attend.**
- For households approved for Financial Assistance for School Expenses [*Shugaku Enjo*], participation fees will be waived from the month in which the assistance is approved. For details about Financial Assistance for School Expenses, please contact the elementary school your child attends.
- Participation fees must be paid by bank transfer. Please complete the required procedures promptly after receiving the bank account registration form. If a bank account was already registered before the application year, no further procedures are required, and a registration form will not be issued. To change your registered bank account information, please contact the Child and Youth Policy Division.

6 Additional information

- To ensure proper administration of the program, the city may verify the actual employment status and other circumstances of parents/guardians. Please retain relevant documents, such as income statements, for this purpose. If any false information is found in the application or other submitted documents, the admission decision may be revoked at any time during the program year.**
- A child may not participate in the After-School Program if there are any outstanding participation fees, including fees owed for the child's siblings. Please pay any outstanding fees promptly.**
- Any outstanding participation fees will be collected from the Child Allowance in accordance with the consent form for collection of After-School Program participation fees from the Child Allowance [*Jido Teate*].
- For applications submitted during the program year, **the child may begin participating one week after the application date. If an interview is required due to developmental concerns or other circumstances and additional support staff must be arranged, participation may begin later.** We appreciate your understanding. **If no children are currently participating in an After-School Club at the time of application, it may also take some time to begin participation while the necessary support staff are arranged.** We appreciate your understanding.
- If your child has a medical condition, allergy, developmental concern, or other special need, please provide as much detail as possible in the designated section of the application form. You may also consult the After-School Club staff or the Child and Youth Policy Division in advance. To ensure appropriate support for your child, an interview will be conducted, and necessary arrangements, such as securing additional support staff, will be made before the child begins attending. Depending on the circumstances, we may also provide guidance on appropriate support options for your child.
- Applications will continue to be accepted on a rolling basis after the initial application period. However, if you wish to enroll your child in a club that has reached capacity, such as during an extended school break, **your child will be placed on a waitlist.** Availability will be checked around the **middle of the month preceding the start of the extended school break.** If a place is available, a Notice of Participation Approval **will be sent by e-mail to eligible applicants.**
- If there are any changes to your household circumstances or eligibility requirements while your child is attending the After-School Program, please promptly submit an electronic Request to Change Information on the After-School Program Application [*Hokago Jido Kurabu Sanka Moshikomi Naiyo Henko Moshidesho*].
 - ◇ Changes to your address, phone number, parent/guardian, or emergency contact; changes in employment status, such as changing jobs, leaving a job, or taking a leave of absence; and changes in household composition, such as beginning or ending cohabitation with grandparents, may affect the eligibility requirements for participation in the After-School Program.
 - ◇ If a change in employment status or other circumstances means that your child no longer meets the program's eligibility requirements, the child will no longer be permitted to participate. Please understand the purpose of the After-School Program and make arrangements for childcare at home in such cases.

7 Rules for using educational tablets at the After-School Club

As part of the GIGA School Program (Global and Innovation Gateway for All), Toyota City provides each student at a public elementary school with an Educational Tablet for use in classes and other learning activities. Many After-School Clubs have traditionally set aside time for children to work on school assignments during club hours. Because Educational Tablets are also used for learning at home, After-School Clubs provide an environment where children can use these devices for learning while attending the club.

The following rules (1)–(3) set out the specific requirements for using Educational Tablets at After-School Clubs under the rules established by the Toyota City Board of Education. Please make sure to follow them.

(1) General rules

- (1-1) Follow the usage guidelines and rules in the “Toyota City Educational Tablet Operation Quick Guide” and “Educational Tablet User Manual,” issued by the Toyota City Board of Education.
- (1-2) The tablet must be brought to the club **at the parent/guardian's own responsibility**. So please review the proper use of the Educational Tablet with your child and make sure they understand the rules before bringing the device to the After-School Club. (For details, see (2) and (3) below.)

(2) Important rules for using educational tablets at the After-School Club

(2-1) Handling and Storage Rules

- (2-1-1) Follow the instructions of the After-School Club staff and use the tablet only at the designated times and in the designated areas. This includes the entire process of taking the tablet out of its case, starting and ending use, and putting it back in its case and storing it. Children may not take out or use the tablet on their own.
- (2-1-2) The After-School Club cannot manage personal information such as passcodes and passwords. Children are responsible for keeping this information secure.
- (2-1-3) Children must handle their own tablets, including taking them out of and putting them back in their cases and operating the devices themselves.
- (2-1-4) A bag containing an Educational Tablet must never be placed on the floor. When not in use, the tablet should be stored in the child's school bag (randoseru), locker, or another designated place.

(2-2) B) Usage Rules

- (2-2-1) After-School Club staff cannot answer questions about how to operate Educational Tablets or about the educational content, nor can they operate the tablets on behalf of children.
- (2-2-2) Educational Tablets cannot be charged at the After-School Club. Please make sure the tablet is fully charged before bringing it to the club.

(3) Rules regarding damage to educational tablets at After-School Clubs

If an Educational Tablet is damaged at an After-School Club, **the club is not responsible for the damage**. If the damage results from failure to follow the usage rules set out in the “Toyota City Educational Tablet Operation Quick Guide,” “Educational Tablet User Manual,” or “7. Rules for using educational tablets at the After-School Club” in this guide, the parent/guardian will be responsible for any repair or replacement costs. **If a child damages another child's Educational Tablet, the parent/guardian of the child who caused the damage** may also be responsible for the repair or replacement costs. We therefore recommend obtaining insurance that covers damage to Educational Tablets before allowing your child to use the device.

If the tablet is damaged outside After-School Club hours, the damage is unrelated to the After-School Club, or it is unclear whether the damage occurred at the club, please contact your child's school directly.

Please ensure that your child uses the Educational Tablet appropriately and in accordance with these rules while at the After-School Club.

Terms of Commitment and Consent

Please review the following terms carefully. You may apply only if you agree to and accept all of the terms.

(1) Terms of Commitment

I commit to:

- ① Pay the After-School Program participation fee by the designated deadline.
- ② Submit the Request to Change the Participation Month online by the last day of the month preceding the month in which participation will be discontinued if I wish to discontinue my child's participation. If I fail to submit the request by the deadline, I agree to pay the participation fee for that month even if my child does not attend the program.
- ③ Pick up my child no later than the After-School Program's closing time of 6:30 p.m.
- ④ Notify the After-School Club staff of my child's attendance or absence and any other necessary information, and not allow my child to be absent without notice.
- ⑤ Pick up my child immediately after I finish work.
- ⑥ Pick up my child during the school term, and drop off and pick up my child during school vacations, within the designated hours. Understand that siblings who are junior high school students or younger may not drop off or pick up the child. Notify the After-School Club in advance if someone other than a parent/guardian will drop off or pick up the child. During the school term, with the school's permission and under my responsibility, allow my child to return home with an older elementary school-age sibling attending the same school as part of the school's group dismissal.
- ⑦ Pick up my child immediately in the event of an emergency, such as a natural disaster, infectious disease outbreak, serious injury, or illness. I will provide the After-School Club with an emergency contact number where I can be reached at all times.
- ⑧ Submit a Certificate of Employment or other required documentation no later than one week before my child's scheduled start date if I am unable to submit it at the time of application. Submit the required documents by the same deadline if my family no longer meets the eligibility requirements after submitting the application. Ensure that my child does not participate in the program if the required documents are not submitted by the deadline. If my child's scheduled start date changes after the application has been submitted, I will submit the Request to Change the Participation Month online by the last day of the month preceding the new month of participation.

(2) Terms of Consent

- ① **Permit** the After-School Program to access information related to Financial Assistance for School Expenses [Shugaku Enjo] held by the Toyota City Board of Education for the purpose of calculating the participation fee.
- ② **Consent** to the provision, before the child enters elementary school, of a copy of the child's Individual Support Plan [Kobetsu Shien Keikaku] held by the childcare facility, certified childcare center, or other facility the child currently attends or previously attended, in order to ensure the necessary support. After the child enters elementary school, consent to the sharing of information with relevant organizations, including the school and medical and welfare institutions, to the minimum extent necessary, so that they can work together to provide the necessary support with the parent/guardian's consent.
- ③ **Regarding** the use of educational tablets at the After-School Club:
 - Follow the rules set out in Section 7, "Rules for using educational tablets at the After-School Club," on page 4 of this guide.
 - Follow the usage guidelines and rules set out in the "Toyota City Educational Tablet Operation Quick Guide (豊田市学習用タブレット 運用ガイドブック)" and the "Educational Tablet User Manual (学習用タブレット 使い方ハンドブック)," issued by the Toyota City Board of Education.
 - If the Educational Tablet is damaged during After-School Club activities because the child fails to follow the usage rules set out in the materials listed above, pay the repair and other related costs.
- ④ **Ensure** that the child follows the instructions of the After-School Club staff and the club's rules to help prevent injuries and accidents.

2027年度 放課後児童クラブ一覧 (2026.10)

After School Clubs / Clubes Infantis / Clubes de Cuidado Infantil

No.	小 学 校	School/Escola/Escuela	Cod.	クラブ名	Club/Clube	TEL (0565)
1	青 木	AOKI	101	青木子どもクラブ	AOKI KODOMO CLUB	4 4 - 0 6 7 4
2	朝 日	ASAHI	102	いちご	ICHIGO	3 1 - 2 8 8 0
3	足 助	ASUKE	160	あす子クラブ	ASUKKO CLUB	6 2 - 0 3 0 6
4	童 子 山	DOJIYAMA	131	わらべっ子	WARABEKKO	3 1 - 0 5 7 5
5	萩 野	HAGINO	166	あす子クラブ	ASUKKO CLUB	6 2 - 0 3 0 6
6	花 山	HANAYAMA	174	花山クラブ	HANAYAMA CLUB	9 0 - 4 6 0 0
7	平 和	HEIWA	144	コスモス	KOSUMOSU	2 8 - 0 2 8 8
8	冷 田	HIEDA	167	うりぼたる	URIBOTARU	6 3 - 2 6 2 0
9	東 広 瀬	HIGASHIHIROSE	138	おひさまクラブ	OHISAMA CLUB	4 2 - 1 2 2 0
10	東 保 見	HIGASHIHOMI	139	パレットハウス	PARETTO HOUSE	4 8 - 0 1 2 0
11	東 山	HIGASHIYAMA	140	いずみ学級	IZUMI GAKKYU	8 0 - 1 0 1 5
12	平 井	HIRAI	141	山びこクラブ	YAMABIKO CLUB	8 0 - 0 2 3 4
13	広 川 台	HIROKAWADAI	142	すずらん	SUZURAN	8 0 - 2 0 3 1
14	本 城	HONJO	159	おぼろっこクラブ	OBARAKKO CLUB	6 5 - 1 5 1 1
15	伊 保	IBO	107	せんだん	SENDAN	4 8 - 1 0 1 6
16	市 木	ICHIGI	103	わかば教室	WAKABA KYOSHITSU	8 0 - 0 2 0 1
17	飯 野	IINO	153	藤岡中央児童クラブ	FUJIOKA CHUO JIDO CLUB	7 6 - 2 7 4 4
18	井 上	INOUE	106	スマイル	SUMAIRU	4 5 - 8 6 7 6
19	石 畳	ISHIDATAMI	154	藤岡北部児童クラブ	FUJIOKA HOKUBU JIDO CLUB	7 6 - 0 6 7 3
20	五 ヶ 丘	ITSUTSUGAOKA	104	すくすくルーム	SUKUSUKU ROOM	8 0 - 1 0 2 5
21	五 ヶ 丘	ITSUTSUGAOKAHIGASHI	105	にこにこ	NIKONIKO	8 0 - 0 2 1 7
22	岩 倉	IWAKURA	108	たけの子クラブ	TAKENOKO CLUB	5 8 - 0 1 8 5
23	浄 水	JOSUI	123	ふぁみりいクラブ	FAMIRI? CLUB	4 5 - 4 5 9 7
24	浄 水 北	JOSUIKITA	181	紙ひこうき	KAMIHIIKOKI	4 5 - 0 0 3 3
25	上 鷹 見	KAMITAKIMI	114	ささゆりクラブ	SASAYURI CLUB	4 1 - 2 0 1 1
26	加 納	KANO	113	なかま学級	NAKAMA GAKKYU	4 5 - 2 5 6 8
27	幸 海	KOKAI	116	こだまクラブ	KODAMA CLUB	5 8 - 1 1 5 3
28	駒 場	KOMABA	119	ちえのわ	CHIENOWA	5 7 - 0 0 3 1
29	拳 母	KOROMO	120	どんぐり	DONGURI	3 1 - 1 3 3 5
30	衣 丘	KOROMOGAOKA	121	さくらんぼ	SAKURAMBO	3 1 - 0 1 7 3
31	古 瀬 間	KOSEMA	118	なかよし教室	NAKAYOSHI KYOSHITSU	8 0 - 0 6 2 3
32	九 久 平	KUGYUDAIRA	115	みどりっ子	MIDORIKKO	5 8 - 5 0 2 2
33	前 山	MAEYAMA	145	前山キッズ	MAEYAMA KIDS	2 4 - 0 0 3 4
34	明 和	MEIWA	169	あかだわクラブ	AKADAWA CLUB	6 7 - 2 3 5 0
35	御 蔵	MIKURA	168	まるっこクラブ	MARUKKO CLUB	6 4 - 2 3 5 0
36	御 作	MITSUOKURI	156	ふじこクラブ	FUJIKKO CLUB	7 6 - 0 0 7 6
37	美 山	MIYAMA	146	みやまっこ	MIYAMAKKO	2 4 - 1 0 0 9
38	元 城	MOTOSHIRO	147	ひまわり学級	HIMAWARI GAKKYU	3 1 - 0 3 5 4
39	中 金	NAKAGANE	133	なんざんクラブ	NANZAN CLUB	4 2 - 1 2 3 0
40	中 山	NAKAYAMA	155	藤岡南部児童クラブ	FUJIOKA NAMBU JIDO CLUB	7 6 - 1 1 4 1
41	根 川	NEGAWA	136	根川っ子クラブ	NEGAWAKKO CLUB	3 1 - 2 0 2 7
42	西 広 瀬	NISHIHIROSE	134	あゆっこ	AYUKKO	4 2 - 1 3 3 2
43	西 保 見	NISHIHOMI	135	ハーモニー	HARMONY	4 8 - 2 0 3 2
44	野 見	NOMI	137	のみっこ	NOMIKKO	8 0 - 1 1 2 7
45	則 定	NORISADA	165	よつばクラブ	YOTSUBA CLUB	6 3 - 2 0 3 0
46	大 畑	OBATA	111	おおばたっ子	OBATAKKO	4 8 - 7 4 5 5
47	大 林	OBAYASHI	112	なかよし	NAKAYOSHI	2 4 - 3 0 1 7
48	小 渡	ODO	176	コッキーズ	KOKKIHZU	6 8 - 3 5 2 0
49	追 分	OIWAKE	161	なかよしクラブ	NAKAYOSHI CLUB	6 2 - 4 6 4 6
50	大 蔵	OKURA	162	にじいろクラブ	NIJIIRO CLUB	6 4 - 2 2 7 7
51	大 沼	ONUMA	171	大沼クラブ	ONUMA CLUB	9 0 - 2 1 2 1
52	四 郷	SHIGO	122	たんぽぽ	TAMPOPO	4 5 - 0 7 9 8
53	敷 島	SHIKISHIMA	177	キラキラ	KIRAKIRA	6 8 - 2 0 1 1
54	新 盛	SHIN'MORI	164	げんきっこ	GENKIKKO	6 7 - 2 3 6 6
55	小 清 水	SHOSHIMIZU	117	どんぐり学級	DONGURI GAKKYU	3 1 - 1 2 9 9
56	寿 恵 野	SUENO	124	のびのび	NOBINOBINO	2 4 - 5 1 9 0
57	高 嶺	TAKANE	125	わいわいくらぶ	WAIWAI CLUB	2 1 - 1 0 1 5
58	竹 村	TAKEMURA	127	くれよんハウス	KUREYON HOUSE	5 2 - 1 5 3 3
59	滝 脇	TAKIYAKI	126	しじゅうからっこ	SHIJUKARAKKO	5 8 - 4 0 6 6
60	寺 部	TERABE	130	あいあい	ATAI	8 0 - 2 0 2 9
61	巴 ヶ 丘	TOMOEGAOKA	180	ともえクラブ	TOMOE CLUB	9 0 - 2 5 2 5
62	豊 松	TOYOMATSU	132	豊松っ子クラブ	TOYOMATSUKKO CLUB	5 8 - 5 8 0 5
63	土 橋	TSUCHIHASHI	128	グリーンランド	GREEN LAND	2 4 - 2 0 0 8
64	堤	TSUTSUMI	129	ふれあい	FUREAI	5 2 - 1 1 8 4
65	梅 坪	UMETSUBO	110	プラムハウス	PURAMU HOUSE	3 1 - 6 2 3 0
66	畝 部	UNEBU	109	あすなろ学級	ASUNARO GAKKYU	2 1 - 0 8 9 9
67	若 林 東	WAKABAYASHIHIGASHI	152	つばめクラブ	TSUBAME CLUB	5 2 - 1 2 2 6
68	若 林 西	WAKABAYASHINISHI	151	ほたる	HOTARU	5 2 - 0 6 6 1
69	若 園	WAKAZONO	150	ゆうゆうクラブ	YUYU CLUB	5 2 - 3 3 6 0
70	山 之 手	YAMANOTE	149	とらぐみ	TORAGUMI	2 4 - 0 0 6 8
71	矢 並	YANAMI	148	あおぞら	AOZORA	8 0 - 1 1 8 0

Toyota City After-School Club - 2027 School Year

Online application instructions

- Please read the "Toyota City After-School Club [*Hokago Jido Kurabu*] Application Guide (2027 School Year)" carefully before applying.
- A separate application is required for each child.
If you are applying for siblings, please submit a separate application for each child.
- A new application is required each school year.
- Please note that applications cannot be saved as a draft. You must complete the application in one session.

2027年度豊田市放課後児童クラブ電子申請 入力手順（英語版）

1

Step 1-①: Log in

1. Scan the QR code below:



<https://409be838.form.kintoneapp.com/public/2027english>

2. Log in using your email address.
Enter the parent/guardian's email address.

2

Step 1-②: Log in

kowaka@city.toyota.aichi.jp 様

トヨコモ kintone連携サービスへのログインのリクエストを受け付けました。
以下のボタンからログインしてください。

トヨコモ kintone連携サービス にログイン

1. Please log in using the link in the email sent to your email address with the subject line:

【トヨコモkintone連携サービス】
ログイン用メール
([Toyokumo Kintone Integration Service]
Login email).

ご不明点がございましたら下記までお問い合わせください。

[お問い合わせフォーム](#)

今後とも、トヨコモ kintone連携サービスをよろしくお願い申し上げます。

※本メールにお心当たりのない場合は、破棄していただきますようお願いいたします。
※本メールは送信専用アドレスよりお送りしており、ご返信いただいてもご回答できませんので、
あらかじめご了承ください。

3

Step 2-①: Confirm important information

After-School Club Application - 2027 School Year

If the selection options are displayed in Japanese, please change your browser's language setting* to **English**.

*Safari: Go to the Home Screen and open "Settings". Tap "Apps," then select "Safari." Change the "Preferred Language" to "English."

*Chrome (Android): Tap the menu icon (☰ or ≡) in the upper-right corner, then select "Settings." Under "Languages," move "English" to the top of the "Preferred Languages" list.

Please confirm that you are applying for the 2027 (Reiwa 9) school year. *

Select

Please confirm that no more than one application has been submitted for the same child. IMPORTANT: Even if you made an error in your application, do not submit another application for the same child under any circumstances. Instead, please contact the Child and Youth Policy Division at (0565-34-6630) to correct the error.

Select

Have you read and agreed to all of the terms and conditions outlined under "Terms and Conditions" on page 5 of * the 2027 Toyota City After-School Club Application Guide?

Select

- This form is ONLY for applicants wishing to participate during the 2027 school year (April 1, 2027–March 31, 2028).
- For applications for the 2026 school year, please complete the paper "2026 SY After-School Club Application Form" and submit it to your club or to City Hall (Child and Youth Policy Division [Kodomo Wakamono Seisaku-ka]).

4

Step 2-②: Parent/Guardian information

1 Parent/Guardian

Application date *

Year - Month - Day

Postal code *

Entering your postal code will automatically fill in your address up to the town/district name.

District *

The address through the district is automatically filled in. (e.g., Miwa-cho, Homigaoka, Wakabayashi Higashi-machi).

Address (house/building name and number) *

Please enter the rest of your address manually (e.g., 1-1-1 Toida, Room 123; Prefecture, city, town, village, or public housing, be sure to include room number [e.g., 1-1-1 Toida, Room 123; Prefecture, city, town, village, or public housing, be sure to include room number]).

Parent/Guardian name in katakana *

Example: トヨダ タロウ

Parent/Guardian name (Kanji or English) *

Example: Toyoda Taro

Date of birth *

Year - Month - Day

Home phone number *

Example: 0565-11-1111

Mobile phone number *

Example: 090-11-1111

If you are planning to move and already know your new address and school district, please enter your new address in the application form. Once you have completed the official address change procedures (updating your Resident Register/*Juminhyo*) at the city office, please contact the Child and Youth Policy Division to notify us of the change.

Please also enter your planned moving date.

Example:

1. Postal code: Enter the 7-digit postal code.
2. Town/District: Enter the name in Japanese only.
3. The rest of your address: 1-23 (Planned Move: Year: ●●●●/Month: ●)

5

Step 2-③: Child information

2 Participating child

Child's name in katakana *

Example: トヨダ イチロウ

Child's name (Kanji or English) *

Example: Toyoda Ichiro

Gender *

Date of birth *

Year - Month - Day

Elementary school name *

Elementary school where the After-School Club is located *

School grade for the 2027 School Year *

• Select the elementary school your child currently attends or is scheduled to attend.
 • Note: If the school is located outside Toyota City (e.g., Miyoshi Special Needs School), select "None of the above."

Select the elementary school associated with the After-School Club your child will attend.

6

2 Participating child

If you are applying for a Grade 5 or 6 child who requires additional support, please attach either a copy of the child's Intellectual Disability Certificate [*Ryoiku Techo*] (Category A or B) or a written opinion from a physician. The physician's statement may be in any format, but it must clearly state that participation in the After-School Club is necessary and specify the required period of participation.

3 Desired month(s) of participation

April - Spring break Select	April - Regular school term Select	May - Regular school term Select	June - Regular school term Select	July - Regular school term Select
August - Summer break Select	September - Regular school term Select	October - Regular school term Select	November - Regular school term Select	December - Regular school term Select
January - Winter break Select	January - Regular school term Select	February - Regular school term Select	March - Regular school term Select	March - Spring break Select

Click ▼ and select "○" for each month you would like your child to participate and "x" for each month they will not participate. Select one option for all months.

10

Step 2-⑤: Emergency contacts

4 Emergency contacts (If you have only one person who can be listed as an emergency contact, enter the same person's information twice.)

Name*	Relationship to the child*	Work phone number Example: 0565-11-1111	Home or mobile phone number Example: 080-1111-1111*
	Select		
	Select		

Please provide a phone number where you can be reached during working hours.

9

Step 2-⑥: Child's health and development information

5 Child's health and development information

Is the child currently being treated for any medical condition or illness? *

Select

Does the child have any allergies? *

Select

Does the child have any diagnosed medical conditions or disabilities? *

Select

Does the child have a disability certificate? *

Select

To ensure that your child receives appropriate support, the club may contact you to arrange an interview before your child begins attending the club. This applies to first-time participants who answered "Yes" to any of the following items or who have requested any special accommodations or considerations for their child's care at the club. Applicable items:

- Medical conditions or illnesses
- Allergies
- Diagnosed medical conditions or disabilities
- Holding a disability certificate [*Techo*]
- Enrollment in a special needs class [*Tokubetsu Shien Gakkyu*]
- Use of welfare or other support services

10

Step 2-⑦: Consent to deduct unpaid after-school club participation fees from child allowance payments

6 Consent to Deduct Unpaid After-School Club Participation Fees from Child Allowance Payments

"In accordance with Article 21, Paragraph 1 of the Child Allowance Act, I hereby authorize Toyota City to deduct any unpaid After-School Club participation fees from my Child Allowance payments, in an amount deemed necessary by the City, on the scheduled payment date for the Child Allowance.

This authorization will remain in effect unless I formally withdraw or modify it."

Important: If you have more than one child, Child Allowance payments received for any of your children may be used to cover unpaid After-School Club participation fees.

Please read carefully. If you agree to the terms, enter the names of the father and mother.

Father's name *

Enter "Not applicable" if the father does not live with the child.

Mother's name *

Enter "Not applicable" if the mother does not live with the child.

11

Step 2-⑧: Family information

7 Family information

Is there a father under the age of 65 living on the same lot/address? *	Father's name *	Father's age (as of the expected participation start date) *	Father's supporting documents *
Yes			Select • Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.) • Certificate of Employment (self-employed person, sole proprietor, representative, etc.)
Is there a mother under the age of 65 living on the same lot/address? *			
Select			
Is there a grandfather under the age of 65 living on the same lot/address? *			
Select			

Definition of "Living on the same lot/address": This means that the person's address on the Resident Register [*Juminhyo*] is the same as the child's address, even if they are registered as separate households.

※ Your household information will be verified using Toyota City's Basic Resident Register.

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Step 2-⑧: Family information

1. If submitting a Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.)

Father's supporting documents *

• Certificate of Employment (compa...

• Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.)

• Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.)

• Document other than a Certificate of Employment

• To be submitted later (e.g., currently seeking employment)

Please attach the Certificate of Employment and any other required supporting documents. Before uploading the file, please confirm the following:

Has all required information been completed on the Certificate of Employment?

- Has the ① Parent/Guardian section been completed?
- Has the ② Employer section been completed?

Has the 【Certifying Party 証明者】 section been completed by the person authorized to certify the document?

※ Important: If any required field in the applicable sections is left blank, the application will be considered incomplete and cannot be accepted. Please check the document carefully before uploading it.

13

Step 2-⑧: Family information

2. If submitting a Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.)

Father's supporting documents *

• Certificate of Employment (self-em...

• Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.)

• Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.)

• Document other than a Certificate of Employment

• To be submitted later (e.g., currently seeking employment)

This category applies when the person whose employment is being certified (the applicant) is also the person listed as the representative/certifying party in the "Certifying Party" section of the Certificate of Employment. In this case, in addition to the Certificate of Employment, please attach supporting documentation, such as:

- A copy of the most recent income tax return [Kakutei Shinkoku]
- A copy of the Withholding Tax Certificate [Gensen Choshuhyo]
- A copy of the Notification of Business Commencement [Kaigyō Todoke]

Certificate of Employment for After-School Program Enrollment 就労証明書 (申請後2週間以内)
Please refer to the example on the reverse side when completing this form.

Employed person / guardian 就業者・保護者		Name 氏名	
Child 児童	Name 氏名	Elementary school 小学校	Grade 学年
	Shop/office 店/事務所	Relationship to the child 児童との関係	Father/Mother 父/母
	Agency worker 派遣社員		Other その他
1 Actual or planned start date 就労開始(予定)の日	Employment since / Scheduled to start working from 就労開始(予定)の日	Year 年 Month 月 Day 日	
2 Employer 雇用者	Employment type 就労形態	Regular Employee 正社員 Temporary/Part-time worker 契約社員・パートタイマー Self-employed 自営 Agency worker 派遣社員	
3 No. of days worked 就労日数	Average number of workdays per month 月平均就労日数	Days 日	
4 Working hours 就労時間	Days of work 就労日	Plan 予定 Actual 実際	
5 Address 住所	Phone number 電話番号	Business 事業用 Home 家庭用	
6 Actual/expected date of leave 休暇開始(予定)の日	Reason for leave 休暇理由	Childcare leave 育児休暇 Sick leave 病欠 Others その他	
7 Actual/expected date of return to work 就労再開(予定)の日	Reason for return 就労再開理由	Maternity leave 産後休暇 Others その他	
This is to certify that the above information regarding the applicant's employment is true and accurate. 【Certifying party 証明者】 Date of certification 証明日 Year 年 Month 月 Day 日 Signature 署名 Address 住所 Phone number 電話番号			

Same person

14

Step 2-⑧: Family information

3. If submitting documents other than a Certificate of Employment

Father's supporting documents *

- Document other than a Certificate ...
- Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.)
- Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.)
- Document other than a Certificate of Employment
- To be submitted later (e.g., currently seeking employment)

Forms other than the Certificate of Employment—such as a Medical Certificate [*Shindansho*], Statement of Caregiving or Nursing Support [*Kaigo Moshitatesho*], School Attendance Statement [*Shugaku Moshitatesho*], or Statement of Pregnancy and Childbirth [*Shussan Moshitatesho*—are available at each After-School Club and from the Child and Youth Policy Division. These forms can also be downloaded from the Child and Youth Policy Division page of the official Toyota City website.

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Step 2-⑧: Family information

4. Submission of documents at a later date (e.g., currently seeking employment)

Father's supporting documents *

- To be submitted later (e.g., currently...
- Certificate of Employment (company employee, part-time worker, agency worker [haken], etc.)
- Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.)
- Document other than a Certificate of Employment
- To be submitted later (e.g., currently seeking employment)

- If you are unable to submit a Certificate of Employment or other required documents at the time of application—including if you no longer meet the eligibility requirements after submitting your application—you must submit the required documents no later than one week before your child's scheduled start date. If the documents are not submitted by this deadline, your child will not be permitted to participate in the club.
- If your child's scheduled participation months change after you submit your application, please submit a Request Form to Change the Participation Month by the last day of the month before the affected month.

Request to Change Information on the After-School Club Application
(Submission of Certificate of Employment or other required documents) ↓



Request Form to Change the
Participation Month ↓



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Step 2-⑧: Family information

5. Regarding grandparents

Is there a grandfather under the age of 65 living on the same lot/address?	Grandfather's * name	Grandfather's * age (as of the expected participation start date)	Grandfather's supporting documents
Yes			Select • Certificate of Employment (employee, part-time worker, [haken], etc.) • Certificate of Employment (self-employed person, sole proprietor, corporate representative, etc.) • Document other than a Certificate of Employment • To be submitted later (e.g., currently seeking employment)
Is there a grandmother under the age of 65 living on the same lot/address?	Grandmother's * name	Grandmother's * age (as of the expected participation start date)	
Yes			

If a grandparent under age 65 lives at the same address as the child as of the scheduled participation start date, the grandparent must submit a Certificate of Employment or equivalent document.

[If the grandparents live in a separate building on the same property (with separate, non-connected roof structures)] A Certificate of Employment is not required if you submit same-month utility bills showing electricity and gas, or electricity only for all-electric homes, under two different account holders—one for each household.

[If the grandparents live in a two-family home with completely separate living spaces (separate entrances, bathrooms, kitchens, and living areas)] In addition to the utility bills above, submit a copy of the floor plan. A Certificate of Employment is not required.

In either case, select "Document Other Than a Certificate of Employment" and attach the required documents.

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Step 2-⑧: Family information

6. Regarding household members other than the child and parents/grandparents under 65

Please enter information for anyone else living on the same lot/address, other than the child and any parents or grandparents under age 65.

Name	Relationship to the child	Age
	Select	

If anyone else (such as an uncle or aunt) resides at the same address, please enter their information as well.

No supporting documents are required for these individuals.

✓ Confirm

Once all fields are complete, click "Confirm."

18

Step 3: Review your application



Please carefully review all the information you have entered. If everything is correct, click "Submit."

19

Step 3: Application received screen — End of process

After-School Club Application - 2027 School Year



ご回答ありがとうございます！

Once the confirmation screen appears, your application has been successfully submitted.

Please check the inbox of the email address you used to log in and make sure you have received an automated email with the subject line below. Be sure to read the email carefully.

Email subject:

【2027年度 放課後児童クラブ参加申込申請受け付けのお知らせ（完了ではありません）】

[Notification of Receipt of 2027 After-School Club Application (This does not mean your application is complete)]

20

Certificate of Employment for After-School Program Enrollment 就労証明書（放課後児童クラブ用）

Please refer to the example on the reverse side when completing this form.

① Field to be completed by parent/guardian 保護者記入欄	Employed parent/guardian 就労者	Name 氏名				
	Child 児童	Name 氏名	Elementary school	Grade 学年	Relationship to the child	
			Shogakko 小学校	年生	児童と労働者との続柄 Father 父・Mother 母・ GFa 祖父・GMo 祖母・ Other その他（ ）	
				年生		
			年生			

② Field to be completed by employer 事業所記入欄	1 Actual or planned employment start date 就労開始（予定）日		Employment since / Scheduled to start working from: year: 年 month: 月 day: 日から就労している（就労予定である）					
	2 Employment Status 雇用形態	☐ Regular Employee 正規 ☐ Agency worker 派遣 ☐ Temporary/Part-time worker 臨時・パート ☐ Other その他（ ） ☐ Self-employed applicants 自営: If the applicant is also the person certifying their own employment, supporting documentation is required, such as a copy of an Income Tax Return [Kakutei Shinkoku], Notification of Business Commencement [Kaigyō Todoke], or Withholding Tax Certificate [Gensen Choshuhyō]. ※自営（就労者と【証明者】の代表者が同一の場合） → 添付書類が必要です（確定申告書の写し、開業届、源泉徴収票等）						
	3 Work schedule 勤務状況	No. of days worked 日数		1ヶ月平均 Average number of workdays per month:		days 日		
		Working hours 就労時間		From (時): (分)	to (時): (分)			
				AM 午前 / PM 午後	～	AM 午前 / PM 午後		
		Days of week worked 就労曜日 ☐ Mon 月 ☐ Tue 火 ☐ Wed 水 ☐ Thu 木 ☐ Fri 金 ☐ Sat 土 ☐ Sun 日						
	4 Main workplace 主な就労場所	Employer/company 勤務先の名称						
		Address 所在地						
		Phone number 電話番号						
5 Work record for the past three months (including Paid Leave [yukyu]) 過去3か月の勤務実績 ※有給も実績に含む	month 月	No. of days worked 日間勤務	month 月	No. of days worked 日間勤務	month 月	No. of days worked 日間勤務		
6 Actual/expected date of leave period 育休、産休・病休等の取得（予定）年月日	☐ Childcare leave 育休 ☐ Maternity leave 産休 ☐ Sick leave 病休 ☐ Others その他（ ） From year: 年 month: 月 day: 日 ~ until year: 年 month: 月 day: 日							
7 Actual/expected date of return to work 復職（予定）年月日	year: 年 month: 月 day: 日							
This is to certify that the above information regarding the applicant's employment is true and accurate. 上記の者の就労について相違ないことを証明します。 【Certifying party 証明者】 証明日 Date of certification 西暦 Date (yyyy/mm/dd) 年 月 日 所在地 Address 事業所名 Company/organization name 代表者氏名 Representative's name 担当者氏名 Contact person's name 電話 Phone number								

To Parents/Guardians

- ※ If the employee and the certifying party are the same person, such as in the case of self-employment, please complete all sections above yourself and attach the following supporting document, as applicable:
- **For sole proprietors:** A copy of the most recent Income Tax Return [Kakutei Shinkoku], or, if the business was recently established, a copy of the Notification of Commencement of Business [Kaigyō Todoke].
 - **For corporations:** A copy of the Withholding Tax Certificate [Gensen Choshuhyō], or, if the corporation was recently established, a copy of the Notification of Corporation Establishment [Hojin Setsuritsu Todokedesho].
- ※ If you submit a Certificate of Employment using the format provided by a childcare facility or other company, please complete Section ① of this After-School Program Certificate of Employment and submit it together with the Certificate of Employment in the alternative format, which must include all the information specified in Section ②.
- ※ Certificates of Employment must generally have been issued within the past six months to be considered valid.
- ※ To ensure proper program administration, the After-School Club may contact the employer to verify the employee's actual employment status. We appreciate your understanding and cooperation.
You may also be asked to provide supporting documents, such as income statements, as necessary. Please retain relevant documents accordingly.
- No seal is required on the Certificate of Employment. Please note that, if the certificate has been completed by the employer or other certifying party, the parent/guardian may not make any corrections to its contents.
- ※ This certificate will be used solely to verify eligibility for participation in the After-School Program.
- ※ If there are any changes to the information certified on this form, please notify the After-School Club promptly.

Sample completed form

記入例

Certificate of Employment for After-School Program Enrollment 就労証明書 (放課後児童クラブ用)

Please refer to the example on the reverse side when completing this form.

① Field to be completed by parent/guardian 保護者記入欄	Employed parent/guardian 就労者	Name 氏名 TOYODA TARO	
	Child 児童	Name 氏名 TOYODA ICHIRO	Grade 学年 1 年生
		TOYODA JIRO	ABCD Shogakko
		小学校	中学校
		Other その他 ()	
② Field to be completed by employer 事業所記入欄			
1 Actual or planned employment start date 就労開始 (予定) 日		Employment since / Scheduled to start working from: year: 2000 年 month: 4 月 day: 1 日から就労している (就労予定である) ☐ Regular Employee 正規 ☐ Agency worker 派遣 ☐ Temporary/Part-time worker 臨時・パート ☐ Other その他 ()	
2 Employment Status 雇用形態		Self-employed applicants 自営: If the applicant is also the person certifying their own employment, supporting documentation is required, such as a copy of an Income Tax Return [kakutei Shinkoku], Notification of Business Commencement [Kaigyō Todoke], or Withholding Tax Certificate [Gensen Choshuhyō]. ※自営 (就労者と証明者の代表者が同一の場合) → 添付書類が必要です (確定申告書の写し、開業届、源泉徴収票等)	
3 Work schedule 勤務状況	No. of days worked 日数	1ヶ月平均 Average number of workdays per month: 20 days 日	
	Working hours 勤務時間	From 9 (時) 00 (分) to 5 (時) 00 (分)	
	Days of week worked 勤務日	☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun AM 午前 PM 午後	
4 Main workplace 主なお勤場所		Employer/company 勤務先の名称 KK OOO SHOJI Address 所在地 TOYOTA-SHI NISHIMACHI 3-XX Phone number 電話番号 (0565) 12-34XX	
5 Work record for the past three months (including Paid Leave [yukyu]) 過去3か月の勤務実績 ※有給も実績に含む		No. of days worked month 7 月 21 日間勤務	No. of days worked month 8 月 22 日間勤務
6 Actual/expected date of leave period 育休・産休・病休等の取得 (予定) 年月日		No. of days worked month 9 月 17 日間勤務	
7 Actual/expected date of return to work 復職 (予定) 年月日		No. of days worked month 10 月 1 日	
This is to certify that the above information regarding the applicant's employment is true and accurate. 上記の者の就労について相違ないことを証明します。 [Certifying party 証明者] 証明日 Date of certification 所在地 Address 事業所名 Company/organization name 代表者氏名 Representative's name 担当者氏名 Contact person's name 電話 Phone number			

※ Section to be completed by the guardian
※ 保護者の方が記入ください。

• This section must be completed by the certifying party (employer or other organization).
• If you need to correct any information, cross out the incorrect information with two lines. Do not use correction tape or correction fluid.
No correction seal is required.
※ 証明者 (事業所等) の方が記入してください。
※ 内容を訂正する場合は修正テープ等利用せず二重線で消してください。
訂正印は不要です。

To the Employer/Business Representative
The After-School Program provides a safe and supervised environment for children whose parents or guardians are unable to care for them at home during the day due to work or other circumstances, supporting their healthy development after school. For this reason, this certificate is required to verify the child's household circumstances and determine eligibility for the program. We appreciate your cooperation in completing this form.
Toyota City Hall – Child and Youth Policy Division
Tel.: 0565-34-6630
事業所代表者様

放課後児童クラブは、就労などにより保護者が昼間家庭にいない児童を対象に、授業が終了した放課後に生活の場を確保し、児童の健全育成を行う事業です。このため児童の家庭状況を把握する必要があります。当証明書はそのためものです。ご記入のほどよろしくお願い致します。
豊田市役所 こども・若者政策課 (0565) 34-6630

• If working hours vary, please indicate the hours most commonly worked.
• Please include regular overtime and break periods, if applicable.
※ 勤務時間が一定でない場合、主たる時間帯をご記入ください。
※ 常時残業を行う場合や休息時間なども含めご記入ください。

• For agency workers [haken shain] or others whose actual work location differs from the business or organization issuing this certificate, please provide the name and details of the actual work location in this section.
※ 派遣社員等で、勤務場所が証明する事業所と異なる場合は、この欄に派遣先の事業所をご記入ください。

• When reporting actual work hours/days, do not include periods of childcare leave, maternity leave, sick leave, or other similar leave.
If the individual has not yet been employed as of the date of certification, this section does not need to be completed.
If the individual has been employed for less than three months, please complete this section only for the months for which information is available.
※ 育休・産休・病休等は実績に含めずご記入ください。
証明日時点でまだ雇用されていない場合は記入不要です。
雇用後3か月経過していない場合記入可能な月まで記入ください。

• Please complete this section if you are currently on, or plan to take, childcare leave, maternity leave, sick leave, or other similar leave when submitting the application.
※ 申込書提出時に育休・産休・病休等の取得中、取得予定の方はご記入ください。

• If your actual or expected return-to-work date is known at the time of application, please enter it here.
※ 申込書提出時に育休・産休・病休等からの復職 (予定) 年月日が明らかな場合ご記入ください。

• No seal [inkan] is required. Please note that parents/guardians must not alter or correct any sections completed by the employer or organization.
• To verify the information provided, the City may contact the employer, school, or other relevant organization to confirm employment or enrollment status.
• Self-employed parents/guardians should complete the Certifying Party section themselves.
※ 押印の必要はありませんが、事業所が記入した部分を保護者自身が訂正することはできません。
※ 適正管理のために就労状況等について会社 (学校等) に確認させていただくことがあります。
※ 自営業の方は、保護者本人が証明者としてご記入ください。

Certificate of Employment for After-School Program Enrollment 就労証明書（放課後児童クラブ用）

Please refer to the example on the reverse side when completing this form.

① Field to be completed by parent/guardian 保護者記入欄	Employed parent/guardian 就労者	Name 氏名				
	Child 児童	Name 氏名	Elementary school	Grade 学年	Relationship to the child	
			Shogakko 小学校	年生	児童と労働者との続柄 Father 父・Mother 母・ GFa 祖父・GMo 祖母・ Other その他（ ）	
				年生		
			年生			

② Field to be completed by employer 事業所記入欄	1 Actual or planned employment start date 就労開始（予定）日		Employment since / Scheduled to start working from: year: 年 month: 月 day: 日から就労している（就労予定である）					
	2 Employment Status 雇用形態	☐ Regular Employee 正規 ☐ Agency worker 派遣 ☐ Temporary/Part-time worker 臨時・パート ☐ Other その他（ ） ☐ Self-employed applicants 自営: If the applicant is also the person certifying their own employment, supporting documentation is required, such as a copy of an Income Tax Return [Kakutei Shinkoku], Notification of Business Commencement [Kaigyō Todoke], or Withholding Tax Certificate [Gensen Choshuhyō]. ※自営（就労者と【証明者】の代表者が同一の場合） → 添付書類が必要です（確定申告書の写し、開業届、源泉徴収票等）						
	3 Work schedule 勤務状況	No. of days worked 日数		1ヶ月平均 Average number of workdays per month:		days 日		
		Working hours 就労時間		From (時): (分)	to (時): (分)			
				AM 午前 / PM 午後	～	AM 午前 / PM 午後		
		Days of week worked 就労曜日 ☐ Mon 月 ☐ Tue 火 ☐ Wed 水 ☐ Thu 木 ☐ Fri 金 ☐ Sat 土 ☐ Sun 日						
	4 Main workplace 主な就労場所	Employer/company 勤務先の名称						
		Address 所在地						
		Phone number 電話番号						
5 Work record for the past three months (including Paid Leave [yukyu]) 過去3か月の勤務実績 ※有給も実績に含む	month 月	No. of days worked 日間勤務	month 月	No. of days worked 日間勤務	month 月	No. of days worked 日間勤務		
6 Actual/expected date of leave period 育休、産休・病休等の取得（予定）年月日	☐ Childcare leave 育休 ☐ Maternity leave 産休 ☐ Sick leave 病休 ☐ Others その他（ ） From year: 年 month: 月 day: 日 ~ until year: 年 month: 月 day: 日							
7 Actual/expected date of return to work 復職（予定）年月日	year: 年 month: 月 day: 日							
This is to certify that the above information regarding the applicant's employment is true and accurate. 上記の者の就労について相違ないことを証明します。 【Certifying party 証明者】 証明日 Date of certification 西暦 Date (yyyy/mm/dd) 年 月 日 所在地 Address 事業所名 Company/organization name 代表者氏名 Representative's name 担当者氏名 Contact person's name 電話 Phone number								

To Parents/Guardians

- ※ If the employee and the certifying party are the same person, such as in the case of self-employment, please complete all sections above yourself and attach the following supporting document, as applicable:
- **For sole proprietors:** A copy of the most recent Income Tax Return [Kakutei Shinkoku], or, if the business was recently established, a copy of the Notification of Commencement of Business [Kaigyō Todoke].
 - **For corporations:** A copy of the Withholding Tax Certificate [Gensen Choshuhyō], or, if the corporation was recently established, a copy of the Notification of Corporation Establishment [Hojin Setsuritsu Todokedesho].
- ※ If you submit a Certificate of Employment using the format provided by a childcare facility or other company, please complete Section ① of this After-School Program Certificate of Employment and submit it together with the Certificate of Employment in the alternative format, which must include all the information specified in Section ②.
- ※ Certificates of Employment must generally have been issued within the past six months to be considered valid.
- ※ To ensure proper program administration, the After-School Club may contact the employer to verify the employee's actual employment status. We appreciate your understanding and cooperation.
You may also be asked to provide supporting documents, such as income statements, as necessary. Please retain relevant documents accordingly.
- No seal is required on the Certificate of Employment. Please note that, if the certificate has been completed by the employer or other certifying party, the parent/guardian may not make any corrections to its contents.
- ※ This certificate will be used solely to verify eligibility for participation in the After-School Program.
- ※ If there are any changes to the information certified on this form, please notify the After-School Club promptly.

Sample completed form

記入例

Certificate of Employment for After-School Program Enrollment 就労証明書 (放課後児童クラブ用)

Please refer to the example on the reverse side when completing this form.

① Field to be completed by parent/guardian 保護者記入欄	Employed parent/guardian 就労者	Name 氏名 TOYODA TARO	
	Child 児童	Name 氏名 TOYODA ICHIRO	Grade 学年 1 年生
		TOYODA JIRO	ABCD Shogakko
		小学校	Other その他 ()
② Field to be completed by employer 事業所記入欄			
1 Actual or planned employment start date 就労開始 (予定) 日		Employment since / Scheduled to start working from: year: 2000 年 month: 4 月 day: 1 日から就労している (就労予定である) ☐ Regular Employee 正規 ☐ Agency worker 派遣 ☐ Temporary/Part-time worker 臨時・パート ☐ Other その他 ()	
2 Employment Status 雇用形態		Self-employed applicants 自営: If the applicant is also the person certifying their own employment, supporting documentation is required, such as a copy of an Income Tax Return [Kakutei Shinkoku], Notification of Business Commencement [Kaigyō Todoke], or Withholding Tax Certificate [Gensen Choshuhyō]. ※ 自営 (就労者と証明者の代表者が同一の場合) → 添付書類が必要です (確定申告書の写し、開業届、源泉徴収票等)	
3 Work schedule 勤務状況	No. of days worked 日数	1ヶ月平均 Average number of workdays per month: 20 days 日	
	Working hours 勤務時間	From 9 (時) 00 (分) to 5 (時) 00 (分) AM 午前 PM 午後	
Days of week worked 勤務日		☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat ☐ Sun	
4 Main workplace 主なお仕事場所		Employer/company 勤務先の名称 KK OOO SHOJI Address 所在地 TOYOTA-SHI NISHIMACHI 3-XX Phone number 電話番号 (0565) 12-34XX	
5 Work record for the past three months (including Paid Leave [yukyu]) 過去3か月の勤務実績 ※有給も実績に含む		No. of days worked 月 7 月 21 日間勤務	No. of days worked 月 8 月 22 日間勤務
6 Actual/expected date of leave period 育休・産休・病休等の取得 (予定) 年月日		☐ Childcare leave 育休 ☐ Sick leave 病休 ☐ Others その他 ()	
7 Actual/expected date of return to work 復職 (予定) 年月日		年 month: 月 day: 日	
This is to certify that the above information regarding the applicant's employment is true and accurate. 上記の者の就労について相違ないことを証明します。 [Certifying party 証明者] 証明日 Date of certification 所在地 Address 事業所名 Company/organization name 代表者氏名 Representative's name 担当者氏名 Contact person's name 電話 Phone number			
西暦 Date (yyyy/mm/dd) XXXX 年 10 月 1 日 TOYOTA-SHI NISHIMACHI 3-XX KK OOO SHOJI AICHI TARO MIKAWA JIRO (0565) 12-34XX			

※ Section to be completed by the guardian
※ 保護者の方が記入ください。

• This section must be completed by the certifying party (employer or other organization).
• If you need to correct any information, cross out the incorrect information with two lines. Do not use correction tape or correction fluid.
No correction seal is required.

※ 証明者 (事業所等) の方が記入してください。
※ 内容を訂正する場合は修正テープ等利用せず二重線で消してください。
訂正印は不要です。

To the Employer/Business Representative
The After-School Program provides a safe and supervised environment for children whose parents or guardians are unable to care for them at home during the day due to work or other circumstances, supporting their healthy development after school. For this reason, this certificate is required to verify the child's household circumstances and determine eligibility for the program. We appreciate your cooperation in completing this form.
Toyota City Hall – Child and Youth Policy Division
Tel.: 0565-34-6630

事業所代表者様
放課後児童クラブは、就労などにより保護者が昼間家庭にいない児童を対象に、授業が終了した放課後に生活の場を確保し、児童の健全育成を行う事業です。このため児童の家庭状況を把握する必要があるためです。ご記入のほどよろしくお願い致します。
豊田市役所 こども・若者政策課 (0565) 34-6630

• If working hours vary, please indicate the hours most commonly worked.
• Please include regular overtime and break periods, if applicable.
※ 勤務時間が一定でない場合、主たる時間帯をご記入ください。
※ 常時残業を行う場合や休息時間なども含めご記入ください。

• For agency workers [haken shain] or others whose actual work location differs from the business or organization issuing this certificate, please provide the name and details of the actual work location in this section.
※ 派遣社員等で、勤務場所が証明する事業所と異なる場合は、この欄に派遣先の事業所をご記入ください。

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If the individual has not yet been employed as of the date of certification, this section does not need to be completed.
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※ 育休・産休・病休等は実績に含めずご記入ください。
証明日時点でまだ雇用されていない場合は記入不要です。
雇用後3か月経過していない場合記入可能な月まで記入ください。

• Please complete this section if you are currently on, or plan to take, childcare leave, maternity leave, sick leave, or other similar leave when submitting the application.
※ 申込書提出時に育休・産休・病休等の取得中、取得予定の方はご記入ください。

• If your actual or expected return-to-work date is known at the time of application, please enter it here.
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• No seal [inkan] is required. Please note that parents/guardians must not alter or correct any sections completed by the employer or organization.
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