

About the Before School Kids Club Model Project (Elementary School Students)

March 2025

1. FY2025 Project Summary (Planned)

Item	Overview, etc.
Objective	Provide a safe and secure place for children to spend time in the mornings in a room on school premises (this is not a childcare service)
Eligible children	Children enrolled in the participating elementary school in question (1st to 6th grade)
Project duration, etc.*	- From April 2025 to March 31, 2026 (Weekdays from 7:00 a.m. to 8:00 a.m. (including during school vacations)) - This service will not be available on non-school days (Saturdays, Sundays, public holidays, year-end and New Year holidays, etc.). - In addition, it may be cancelled due to school events and other circumstances.
Implementing organization	Yokohama Silver Human Resources Center
Service fee	Free (payment of a separate insurance fee of 800 yen/year is required)
Other	- To use this service, you need to register in advance. (Once registered, you can use it whenever you like for the duration of the project) <u>- When using this service, a parent or guardian must accompany the child to school.</u>

*The start time, room where children will spend time, and other details will vary depending on the school. For information specific to each school, please check the link to the video posted in the pink box on the front page of the Guide to Using the Before School Kids Club Model Project (Japanese version) distributed via Sughool.

2. How the service works

- ① The child goes to school with their parents.
- ② They check in at the room where children using this service will spend time until school starts.
- ③ The child spends time indoors. Two supervisors are there to watch over the children. The children spend their time reading books, doing origami, etc. * They cannot play ball games or run around.
- ④ When it is time for the school entrance to open, the supervisors call out to the children and they all make their way to the entrance together.

3. In the event an alert is issued

- If a storm warning, heavy snow warning, storm and snow warning, volcanic ash forecast, special warning, or evacuation order is still in place in Yokohama City at 6:00 a.m., the Before School Kids Club for that day will be canceled. It may also be canceled if severe weather such as typhoons or heavy snow is forecast.
- In the event it is canceled, the City of Yokohama Children and Youth Bureau will contact parents and guardians via the Sughool system by 6:30 am.

4. Handling of injuries, accidents, etc.

- In the event that a child is injured, such as if they scrape or cut themselves, a supervisor will provide first aid treatment.
- A supervisor will contact the child's parent or guardian in the event of an emergency.
- A supervisor will inform the school of any injuries or incidents involving the child.

5. How to register

For information on how to register, please see the separate Guide to Using the Before School Kids Club Model Project.

- If you wish to use the service from April, please register by Tuesday, March 25th.
- From May onwards, the registration period will be up to the 15th of the month before the month of use.
(Example) If you wish to use the service from May, please register by April 15th. You will be able to use the service from May 1st onwards.
- In principle, registration cards and other documents will be issued by the 25th of the month before the month of use.

■How to pay the insurance premium and register in advance for this service

Please pay the insurance premium by either Yucho Direct or a bank transfer form. If you would like a bank transfer form to be sent to you by post, please contact the Yokohama Silver Human Resources Center.

For details about how to register in advance for this service, etc., please see the Guide to Using the Before School Kids Club Model Project. Flyers are available at the following locations and can also be found on the City of Yokohama website.

Where to get a flyer	Address
Your school district's Children and Families Support Division	Depends on the ward
After-School Childcare and Development Division, Children and Youth Bureau, City of Yokohama	6-50-10 Honcho, Naka-ku, Yokohama City

Before School Kids Club Model Project website

<https://www.city.yokohama.lg.jp/kosodate-kyoiku/hokago/hokagokids/houkago-kids.html>



For details on insurance, how to register to use the service, precautions for use of the service, and other matters, please make sure to read the Guide to Using the Before School Kids Club Model Project before applying.

Inquiries:

After-School Childcare and Development
Division, Children and Youth Bureau
kd-houkago@city.yokohama.lg.jp

Guide to Using the Before School Kids Club Model Project



The Before School Kids Club Model Project, held on elementary school premises, will soon begin. We hope to create an environment where children can spend time in safety, while also helping parents to balance work and child-rearing.

- This service will be provided from 7:00 am until just before the school day begins on the premises of the elementary school that the child attends.
- It is open to all children enrolled in the participating elementary school in question.
- When using the service, students go to school with their parent or guardian, so there is no need to worry about them going to school early in the morning by themselves.

How to register for this service

If you wish to use this service, you need to register in advance. (Secretariat: Yokohama Silver Human Resources Center)

① Payment of the insurance premium by bank transfer

To use this service, you need to take out insurance. Please pay the annual fee of 800 yen (plus a handling fee) at your local Japan Post Bank counter or ATM, and make sure to get a certificate of insurance transfer (a document that confirms the transfer).

*Please see the reverse of this guide for an example of how to fill in the payment slip.

② How to register in advance

Please send an email to the email address below with the required information (fiscal year you intend to starting using the service, school name, child's name, date of birth, grade, sex, frequency of use, whether or not the child is registered with an after-school kids club, name of parent or guardian, emergency contact details, and email address) in the body of the email. Please attach the certificate of insurance transfer when applying.

Email: asanoibasyo@yokohamacity-silvercenter.or.jp

*By registering, you agree that the personal information you provide will be shared with the City of Yokohama and the service provider (including the supervisors).



QR code with required information

This QR code contains all the necessary information!

After you apply, you will be issued the following two items.

- Registration card *You will need to show your registration card at the school gate when you use the service.
- QR code for subscribing to the Before School Kids Club Model Project channel.

③ Subscribe to the Before School Kids Club Model Project channel

In the event that the service is canceled due to an emergency warning, etc., the City of Yokohama Children and Youth Bureau will contact all parents and guardians using the Sughool app, which is a communication tool for schools and families. Information on how to subscribe to the channel, including the QR code, will be provided after you have registered in advance as described in ②. Please be sure to register.

Terms and conditions of use

- This service is not the same as childcare or after-school care services such as an after-school kids club. Before using this service, please read the information about the system for assigning supervisors and the purpose of the service.
- In some cases, children who do not follow the instructions of the supervisors, do not follow the rules, or cause a nuisance may be banned from using this service.
- Children in classes that are closed due to an outbreak of infectious disease or other reasons cannot use this service.
- Parents or guardians must accompany children to school. Children will not be allowed to enter the school grounds without a parent or guardian. Please do not drop off your children by car.
- In the event of an emergency, such as an injury or sudden change in health, we will contact the emergency contact number provided by the parent or guardian.
- If a storm warning, heavy snow warning, storm and snow warning, volcanic ash forecast, special warning, or evacuation order is still in place in Yokohama City at 6:00 a.m., the Before School Kids Club for that day will be canceled. It may also be canceled if severe weather such as typhoons or heavy snow is forecast.
- If necessary, we will share information about how children are getting on at the Before School Kids Club with their elementary school or after-school kids club.

Steps from transferring payment of the insurance premium to submitting the necessary documents

Insurance: Sports Safety Insurance (Japan Sports Safety Association)
Coverage: Children; Category: A1 (accident insurance, liability insurance)

Sports Safety
Insurance QR code



STEP 1: Transfer the insurance premium (please transfer using either method ① or ②)

① Transfer via Yucho Direct (please transfer to the following account)

Account number: 00240-110835

Amount: 800 yen per year + bank transfer fee

The insurance premium is to be paid for each child.

If you are paying for multiple children, such as siblings, please transfer the amount equal to 800 yen × the number of children.

② Transfer using the payment slip

Please fill in the necessary information on the payment slip that you are given, and then transfer the money using one of the following methods or institutions. *You can fill in the payment slip by hand.

Banks where transfers can be made (Please note that transfers cannot be made at banks other than those listed below, or at convenience stores.)

- Japan Post Bank, Post Office ATM (see the transfer slip below)

Please enter the amount
(Insurance premium: 800 yen × No. of children)

Please enter your home address.
横浜市中区●●町 1-1-1
横浜 さくら 045

Please enter your child's name.
If you are making a payment for multiple children, please enter the names of all of them.
横浜 さくら

STEP2 Attach a copy when registering to use the service

Please scan or take a photo of the document showing that you have paid the insurance premium and attach it to the email.

- Transfer via Yucho Direct: A page (screenshot, etc.) showing that the transfer was made
- Transfer by payment slip: Transfer payment request and receipt or Transaction details slip

* Please note that insurance premiums paid cannot be refunded.

* Please note that transferring the insurance premium does not mean that the application process is complete.

* If we have no record that you have transferred payment of the insurance premium, you may be asked to pay it again.

Please be sure to keep the original at home and take care not to lose it.

Inquiries

Inquiries about registering to use this service: Yokohama Silver Human Resources Center
☎080-6867-3188

Inquiries about this project: After-School Childcare and Development Division, Children and Youth Bureau, City of Yokohama
☎045-671-4068