

FY 2026

User Guide for Sendai City Children's Clubs

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

This brochure and other necessary documents can be found on the Official Website of the City of Sendai.

(If the QR code cannot be scanned, please search on the City website by inputting the title above. <https://www.city.sendai.jp/index.html>)



Official Website of the City of Sendai
FY2026 Application for Children's clubs

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

Children's Hall or Children's Center (hereinafter referred to as Children's Center)
at which you would like to register (Please refer to the List of Children's Centers
on pages 24 to 27.)

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

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

City of Sendai
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1. Overview of Children's Clubs

(1) What is a Children's Club?

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

(2) Days / Hours of Operation

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

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

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

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

In order to use a Children's Club, you need to apply for registration within the designated period (☞P4 to 5 Registration procedures). In addition, there might be days on which one cannot use the service depends on the guardian's circumstance. (Refer to the following precautions.)

If you are registered at a Children's Club, you will be required to pay the fees of Children's clubs to be borne by guardians. (☞P16 Fees to be Borne by Guardians)

◆ Precautions When Using a Children's Club ◆

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

2. Requirements for registration application, etc.

(1) About requirements for registration application

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

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

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

② **All guardians and relatives living at the same address (limited to those who are ages 18 or older and under the age of 65 as of April 1, 2026) should qualify for any of the following conditions.**

- ◆ Guardians who are not at home during afterschool hours due to work
【Requirement of work hours】 They will need to work past 1:00 p.m. on weekdays.
Only hours worked are accounted for, commute time is not included.
*This 【Requirement of work hours】 does not apply to those registering for extended school breaks only.
* Additional requirements for children in upper grades (4–6) of elementary school are as follows.
* There are exceptions for those who are on their childcare leave. (☞P12 Guardians who are scheduled to return to work after childcare leave)
- ◆ Guardians suffering from disease, injury, or have a disability
- ◆ Guardians providing long-term care to relative, etc. suffering from disease, injury, or has a disability
- ◆ Guardians within the period of 8 weeks (14 weeks in the case of multiple pregnancies) before and 8 weeks after childbirth (hereinafter referred to as “maternity period”)
- ◆ Guardians attending university, technical school, vocational-training school, or any other kinds of school

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

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

Work requirements for guardians whose child is in the upper grades of elementary school

Guardians will need to work at least four days a week (including Sundays) and work past 3:00 p.m. on weekdays.
(Only hours worked are accounted for, commute time is not included).

However, the above additional requirements do not apply if any of the following conditions is met. (The condition will be determined based on ◆ in ② as mentioned above.)

- ✓ If a child is registered with a Children's Club only during extended school breaks. (☞P6 Registration (Use) of a Children's Club only during extended school breaks)
- ✓ The child qualifies for any of the conditions listed below:
 - Children who are issued a physical disability certificate, an intellectual disability certificate, or any other disability-related certificate
 - Children who are enrolled in or are scheduled to enroll in special needs schools or special needs classes
 - Children who are certified as having a disability through a diagnosis made by a physician or a public institution, including a childcare guidance center and a development counseling and assistance center (Archil)

③ It is expected that a child will be using a Children's Club throughout the registered period

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

As an exception, it may be possible to register (use) a Children's Club only during extended school breaks such as summer break. (P6 Registration (Use) of a Children's Club only during extended school breaks)

④ Guardians must have had paid the Children's Club fees to be borne by them (P16) (including fees for the sibling(s) of the child who are also using the service).

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

(2) Registration Period

As a basic rule, the registration period for a Children's Club is from the first day of using the service until March 31, 2027. (When using a Children's Club only during extended school break, the selected period will be registered. (P6 Registration (Use) of a Children's Club only during extended school breaks)

However, if the registered information at the time of application changed and one no longer meets the requirement for guardians during the registration period, the registration must be terminated on the day as specified below. In this case, please submit the Notification of Withdrawal/Termination of Registration From a Children's Club (P14 Change of registered information / Termination of Registration).

In addition, those who wish to change or update their registered information and remain registered, please submit any document to prove the guardian's status fulfills the requirement. (P10 to 11 Necessary documents for registration application)

Requirements for guardians	Termination day of the registration for the Children's Club
◆ When the guardian is working	The last day of employment
◆ When the guardian is seeking employment after leaving a job	The last day of admitted period for seeking employment (P13 If You were Employed at the Time of Application, but then Left Your Job)
◆ When the guardian is ill or injured	The last day of the recovery period as stated on the medical certificate
◆ When the guardian is providing long-term care to their relative(s)	The last day of the recovery period as stated on a medical certificate
◆ When the guardian is in maternity period	The day that is exactly 8 weeks after giving birth
◆ When the guardian is enrolled in educational institutions such as a university	The final day of enrollment in any other educational institutions such as a university

3. Registration Procedures

(1) Application period for Registration to use the Children's Clubs

Regarding application for registration to use a Children's Club, please submit the application within one of the application periods: simultaneous application, additional application, or year-round application. Please prepare the necessary documents well in advance.

Schedule for Children's Club Application

Legend : ★ Additional application △ Year-round application

November	December	January	February	March	April	May
	Simultaneous application		Registration notice ●		Starting use →	
	★ (Second)		Registration notice ●		Starting use →	
		★ (Third)	Registration notice ●		Starting use →	
			△ (during March)		Starting use →	
					△ (1st half of Apr.)	Starting use →
						△ (2nd half of Apr.) Starting use →
						... same as above

《Application period》

In order to accept enrollment of all children who wish to start using children's clubs from April 1 or only during extended school breaks, the City of Sendai will be piloting to improve the application environment with considerations on the schedule shown below.

Although additional applications will be conducted for those who could not make the simultaneous application, **please complete the simultaneous application within the designated period as possible.** This operational transition takes time to some extent.

(Simultaneous application) November 17 (Mon) - December 6 (Sat), 2025

(Additional applications)

(Second application) From December 8, 2025 (Mon) to January 31, 2026 (Sat)

(Third application) From February 2 (Mon) to February 28, 2026 (Sat)

<Eligibility for the simultaneous application or additional application>

- Those who wish to register their use of a children's club from April 1, 2026
- Those who wish to register their use of a children's club during only extended school breaks (※P6)

《Where to apply》

Children's Center that operates the Children's Club that you wish to use (※ 24 to 27 List of Children's Centers.)

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

* It will take some time to confirm the information on the application form at the application reception procedure.

Please be sure to contact the Children's Center prior to submission of your application.

(Year-round application) Applications from those who are stated below can be accepted as the year-round application. Please apply within the period in the following chart. In addition, please be aware that you might have to wait until your application is accepted depending on a situation.

<Eligible persons for year-round application>

- Those who wish to register year-round use from the middle of fiscal year 2026
- Those who wish to register during only extended school breaks and will submit the application in March 2026 or onwards

Year-round application	
Preferred starting date from:	Application period (*1)
The latter half of April (16th to the last day of the month)	During March
From the first half of the month (the 1st to 15th)	From the 1st to 15th of the month <u>prior to the month</u> when you wish to begin using a Children's Club
From the latter half of the month (16th to the last day of the month)	From the 16th to the last day of the month <u>prior to the month</u> when you wish to begin using a Children's Club

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

Example) If you wish to use a Children's Club from December 1, 2026:

⇒ Application should be made from November 2 (Mon.) to November 14 (Sat.), 2026.

If you wish to use a Children's Club during extended school breaks only			
Extended School Breaks	Application Period		
Summer Break	June 16, 2026	~	June 30, 2026 (*2)
Fall Break	September 1, 2026	~	September 15, 2026
Winter Break	November 16, 2026	~	November 30, 2026 (*2)
Spring Break (March)	February 15, 2027	~	February 27, 2027

(*2) Application can be accepted even after the due date, the date of starting use will follow the year-round use.

Example) Applied on July 10, 2026 to use during the summer break⇒You can start using a center from August 1, 2026

《Announcement of the application result》

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

Simultaneous application	Additional application		Year-round application
	2 nd application	3 rd application	
Around mid-February 2026	Around early March 2026	Around the middle of March 2026	Approx. 1 week prior to the date of starting use

«If a child is registered in the application period of simultaneous or additional application to use a Children's Club only during extended school breaks:»

You will receive the application result about 2 weeks prior to a start day of each extended school break.

In order to clarify the contents applied, an acceptance notice of the "Application Form for Registering at a Children's Club" will be also issued. Please keep it in a safe place until you receive the result.

* There are Children's Centers at each school district in the City. As a general rule, please apply for a Children's Center in the school district where your residence is in, although it is possible to apply to those which located outside of the district.

~Registration (Use) of a Children's Club only during extended school breaks~

<<Revised points for FY2026>>

Regarding the use of a Children's Club only during extended school break, applications have been accepted just before each break starts thus far. However, towards a solution to less the number of children on the wait list, the City will conduct a pilot procedure to accept applications at the both time of the simultaneous application and the additional application during FY2026.

As mentioned below, requirements were eased compared to those which of the year-round application. This application method will be easier than the year-round application in March and onwards besides that the fees of only the using term will be borne by guardians. We would like to ask for your cooperation to submit the application at the time of simultaneous or additional application when you wish to use a Children's Club only during extended school breaks.

(Extended School Break Term)

The extended elementary school break terms are as follows.

Extended School Breaks	Application Period (*)		
Spring Break (April)	April 1, 2026	~	April 7, 2026
Summer Break	July 21, 2026	~	August 24, 2026
Fall Break	October 13, 2026	~	October 14, 2026
Winter Break	December 24, 2026	~	January 7, 2027
Spring Break (March)	March 25, 2027	~	March 31, 2027

(*) An extended school break term set by an elementally school will be applicable when the term differs from the above.

(*) In addition to the above, application includes both the prior day and following day to the break term.

(Comparison of year-round use and the use of only during extended-school-breaks)

Items	Year-round use	Application only during extended school breaks	
		Simultaneous application or Additional application	Year-round application
An extended school break that can be selected at the time of application		Application is one time for all extended school breaks (*)	Each extended school break requires application.
Application requirement	No relaxation measures	Eased work/additional requirements for guardians whose child is in the upper grades in elementary school (1=P2) e.g) Guardians whose child is in the 5th grade in elementary school Working 3 times a week from 9:00 a.m. to 1:00 p.m. ⇒ Year-round application cannot be accepted but the use only during extended school breaks	
Fees of Children's clubs to be borne by guardians (1=P16)	Every month	<u>Only registered month</u> e.g) Registration for: Summer break ⇒ Fees of July and August Fall, and winter break ⇒ Fees of October, December and January	

(*) If a child wishes to continue using a children's club on a day or term that were not selected on the application, you need to reapply.

Example) If a child applied for the summer break and wishes to continue using after the summer break.

If a child applied for only the spring break (April) but wishes to use as well as a summer break. etc.

Moreover, when you withdraw the use of the extended school breaks selected on the application, submission of the Notification of Declination/Termination of Registration with a Children's Club is required by the school break starts.

Example) If a child applied for the summer and winter breaks, but wishes to cancel the use of the winter break.

(In the case that you wish to change the year-round use to the use of only extended school breaks)

1. If you change your registration from the use of only an extended school break to the yearly-round use

Submit anew the “Application Form for Registering at a Children’s Club”

As the following example in this case, application must be submitted within the application period mentioned on page 4 to 5 corresponding to the start time of use which will be changed. Please complete the application well in advance.

Example) If a child applied for the spring break only but wishes to continue using after the spring break (from April 8 and onwards)

⇒ Submit the “Application Form for Registering at a Children’s Club” by February 28 (Sat), 2026

Example) If a child applied for the summer and winter breaks but wishes to continue using after the summer break (from August 25 and onwards)

⇒ Submit the “Application Form for Registering at a Children’s Club” within the period from July 16 (Thu) to July 31 (Fri), 2026

2. If you change your registration from the year-round use to only an extended-school-break use

Submit anew the “Application Form for Registering at a Children’s Club” after submitting the Notification of the “Withdrawal/Termination of Registration”

In this case, as an application is required within the designated period stated on page 4 to 5 as the following example shows, so please submit it well in advance.

Example) If you terminated your year-round use by the end of May and wish to change to using during extended school breaks only:

⇒ Please submit the Notification of Declination/Termination of Registration with a Children’s Club by Saturday, May 30, 2026, then submit the “Application for Registration at a Children's Club” by Tuesday, June 30, 2026.

(2)Flow of Procedure

Although the following schedule is for the **simultaneous application**, the flow of the additional application and the **year-round application** are basically the same.

1. Receive Application Form (Distribution begins on October 29, 2025 (Wed.))

Documents necessary for application can be downloaded from the official website of the City of Sendai.

* If you use download documents, please print those on double-sided A4 paper

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



*City of Sendai Homepage
Application for Children's Club FY2026

Applications for bank transfer

2. Complete the procedure for bank transfer (☞P9 Procedures for Bank Transfer Application)

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

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

*Please prepare necessary documents while completing this procedure. (☞P10 Necessary documents for registration application)

Applications for registration

3. Make an application to a Children's Center which you wish to use (November 17, 2025 (Mon) – December 6, 2025 (Sat))

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

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

4. Notice of Registration to the Children's Club (around mid-February 2026 ~)

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

(A registration acceptance slip will be sent for those who registered for a Children's Club to use only during extended school break)

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

Submit the application to a Children's Club Project Promotion Section only if applicable (☞P18-23 Reduction of Fees to be Borne by Guardians)

6. Orientation Session for Guardians

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

Begin of use of Children's Club

(3)How to complete procedures

① Procedures for Bank Transfer Application

We ask those who use the Children's Clubs to pay for the Children club fees to be borne by guardians by bank transfer. (☞P16 Fees of Children's clubs to be borne by guardians)

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

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

《How to complete bank transfer procedures》

Application procedures	Online	Written application form
Possible Financial institutions	・77 Bank ・Sendai Bank ・Morinomiya Shinkin Bank ・Japan Post Bank	For designated financial institutions other than the ones on the left (refer to the list below)
Procedure method	Complete the procedures via the official website of the City through PCs or smartphones (*1)  *Official Website of the City of Sendai Online service for bank transfer application	Fill out a Sendai City Bank Transfer Request/Automatic Payment Application Form distributed at Children's Centers and submit it to your bank (*2)
Presentation confirmation documents to a Children's Center	Show the completion message from the bank transfer application (either a <u>printed copy</u> or <u>screenshot</u>) to the Children's Center when applying.	Show the <u>copy for the customer</u> that was returned to you by the financial institution to a Children's Center when applying.

(*1) The children's center number is required when filling out the bank transfer application. Please refer to List of Children's Centers (☞P24 to 27)

(*2) A Sendai City Bank Transfer Request/Automatic Payment Application Form consists of three parts: a copy for the financial institution, a copy for the City of Sendai (Children's Club Project Promotion Section), and a copy for the customer.

(Note) Only a copy for the customer will be returned to you by the financial institution.

【Financial institutions designated by the City of Sendai】 (Japanese-alphabetical order, *As of April 1, 2025)

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

* Underlined bank accepts only bank transfer service. (Transfer by payment slip cannot be accepted (☞P17).)

《When bank transfer begins》

As a basic rule, bank transfer begins from one month after the day on which bank transfer application procedures were completed, with the first transfer being the amount of fees for the first month of registration at a Children's Club. Please confirm if your account has been debited. (☞P16 Bank transfer date)

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

Period of completion for bank transfer application	Timing of bank transfer starting
November 2025 to March 2026	April 2026
April 2026 to February 2027	The month following the month in which bank transfer application procedures were completed

② Necessary documents for registration application

- Please **submit** or **show** the following documents to a Children's Center
- Acceptable documents are not limited to hand-written copies; forms downloaded from the official website of the City that are filled out electronically can also be accepted. In the case of the latter, please print them out in A4 size. (Duplex prints are acceptable.) When you fill out the application form and any other forms by hand, please use a black ballpoint pen. (excluding erasable ballpoint pens)
- Some documents may not be needed when multiple applications are submitted in the same fiscal year. (☞P13)

<Documents to be submitted or shown by all applicants>

No.	Document to be submitted or shown	Remarks
1	Application Form for Registering at a Children's Club (Form No. 1)	Be sure to submit these documents when applying to register at a Children's Club. (Even those who have used a Children's Club before are required to submit them again.) • Completion message screen (both printed material and screen shot are accepted) for Procedures for Bank Transfer Application(☞P9) or • Show the customer copy that you received from a financial institution at the time of procedure
2	Consent Form regarding the Use of a Children's Club (Form No. 1 Appendix 4)	
3	Correspondence form to a Child for the Children's Center (Form No. 1 Appendix 5)	
4	Completion message screen for bank transfer application or Sendai City Bank Transfer Request/Automatic Payment Application Form (customer copy) <u>*This form cannot be downloaded from the official website of the City of Sendai but is distributed at Children's Centers.</u>	

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

- * These documents should be submitted or shown by all relevant individuals.
- * A copy is acceptable.
- * Guardians defined here includes relatives living in the same household. (☞P2 Requirements for registration application, etc.)

No.	Case	Document to be submitted or shown	Remarks
5	When the guardian is employed (or are informally employed) by a company or organization	Certificate of Employment (*1) (Form No. 1 – Appendix 1)	Have it issued by your company or workplace and submit. <u>(Please renew your certificate of employment before the end of an employment contract should it end during the period of registered use of a Children's Club.)</u>
6	When the guardian is self-employed	Certificate of Employment (*1) (Form No. 1 – Appendix 1)	Have it issued by a representative and submit .
7	When the guardian has disabilities	Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate	Submit the page(s) on which the name of the relevant individual, the issuance date, and the name of the disability are shown.
8	When the guardian suffers from disease or injury	Copy of a medical certificate issued by a medical institution (*2)	Submit the certificate that verifies the name of the individual and period of recovery.
9	When the guardian is providing long-term care to a relative who is suffering from disease or injury	In regards to the person receiving long-term care: ① Copy of any of the following: physical disability certificate, intellectual disability certificate, and mental disability certificate ② Copy of a medical certificate issued (*2) ③ Copy of a certificate of long-term care insurance (*3)	Submit the page(s) of any of ① to ③ that verifies the identity of the person receiving care on any of the documents.
10	When the guardian is in maternity period	Copy of the Maternal and Child Health Handbook	Submit the page(s) that verifies the identity of the relevant guardian and the expected delivery date. *Additionally submit the page(s) that verifies the delivery date after giving birth
11	When the guardian is enrolled in a university, or any educational institution such as a technical school	Copy of enrollment letter or copy of letter of acceptance	Submit the pages that verifies the identity of the relevant guardian and shows the period of enrollment.
12	When the guardian has other special reasoning as to why they cannot care for their child	Document that proves the relevant reason	Submit a document that explains why the guardian cannot care for their child.
13	When a relative 65 years old or older lives in the same household	Document that proves that the individual is 65 years old or older (driver's license, health insurance card, etc.)	Submit the page that proves the identity and date of birth of the individual.

- (*1) A copy of the Application for Use of Childcare Facilities and Services can be used in place of the Certificate of Employment.
 Additionally, please submit a certificate of employment that was issued within the past 6 months or in the same fiscal year which the date of submission falls on.
- (*2) Please submit a medical certificate that was issued within the past 3 months.
- (*3) Limited to instances when long-term care is deemed necessary for an individual.

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

No.	Case	Document to be submitted	Remark
14	When a child has a disability or other special need	Copy of any of the following: physical disability certificate, intellectual disability certificate, mental disability certificate, consultation record issued by Archil (development counseling and assistance center), or other relevant documents	Submit the page(s) on which the name of the relevant child, the issuance date, and the name of the disability are shown.
15	When the applicant is planning to move to Sendai from another municipality	Document that verifies the new address (lease agreement, sales contract, etc.)	Submit the page(s) that verifies the name and address of the applicant.

~ Precautions when registering at a Children's Club ~

◇ General items ◇

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

◇ If you plan to move after the application period ◇

① If you are moving into Sendai from another municipality.

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

② If you moved within Sendai.

Please apply for registration with a Children's Club located in the school district where your new address is in.

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

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

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

e.g.1 : Return to work by June 1, 2026 ⇒ may start using the service from April 1

e.g.2 : Return to work by July 16, 2026 ⇒ may start using the service from May 16

*In regard to the application period, refer to P4 to 5 Application period for Registration to use the Children's Clubs.

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

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

- You are required to submit a notification using the designated form. (☞P14 Change of registered information / Termination of Registration)

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

- You may use the Children's Club for up to three months during the period of seeking employment. However, this reasoning for using the service is **only allowed once per each fiscal year per household.**
 - e.g. 1) If you left your job on or before March 31, 2026 (In the case that you applied for the simultaneous application or the additional application)
 - ⇒ Registration from April 1 to June 30, 2026 will be permitted
 - e.g. 2) If you left your job on or after April 1, 2026
 - ⇒ Registration starting from the day following the date when you left your job, and until the last day of the month when three months have passed will be permitted
- If you wish to use a Children's Club during the period of seeking employment, submit a Request regarding Employment Seeking (Form No. 1 – Appendix Table 2) to your Children's Center. After registration at a Children's Club, please submit a Report of Employment Seeking Situation (Form No. 1 – Appendix Table 3) every month.
- During the period of seeking employment, the use of a Children's Club is allowed only during the hours when one is taking part in employment seeking activities. In principle, the use of the extended hours service is not permitted.
- If the guardian is seeking employment at the time of application for registration, they cannot apply to use the service of a Children's Club.

◇ Extended hours use ◇

- Applications for only the extended hours service of Children's Club are not accepted.
- If there is a possibility that you will have to use a Children's Club after 6:00 p.m. as you might not be able to pick up your child on time due to work commitments, please apply for the extended hours service in advance. (The extended hours service is NOT available on Saturdays.)
- If we confirmed that you have used the extended hours service after 6:00 p.m. even only once (excluding unforeseeable reasoning, such as natural disasters), you will be asked to apply for the extended hours service and pay 1,000 yen as the fee for the extended hours service use.
- If you were to apply for the extended hours service, you will be expected to pay the fee regardless of whether you actually used the service or not. (P 16 Fees of Children's clubs to be borne by guardians)
- If you begin or terminate the use of the extended hours service in the middle of the fiscal year, you are required to follow procedures for making changes using a Notification of Change in Registration Information for a Children's Club (Form No. 6) (P 14 Change of registered information / Termination of Registration)

Eligibility to use the extend hours service

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

◇ Streamling necessary document submission ◇

To reduce guardians' burden on procedures related to applications, some documents can be waived when cases ① or

② are applicable as mentioned below: (No. * corresponds to the number stated on page P 10 to 11)

① You apply multiple times in the same fiscal year (application from the second time and onwards)

(e.g.) If a child applied for spring break (April) only but would like to continue during the summer break

When canceling the year-round use and applying anew.

⇒ No.3 ~ No.15 can be omitted.

② When applying to the same Children's Center in the same fiscal year for siblings (from the second user) ⇒

No.5 ~ No.15 can be omitted.

(*) These are limited to a case that the contents of those documents are the same as the initial submission.

(*) **Certificate of employment or medical certificate are required to be re-submitted if those are expired.**

(Certificate of employment...one issued in the fiscal year that you submit the application
or within the past 6 months.

Medical certificate...one issued within the past 3 months.

(*) Regardless of the above, Children's centers might require you to submit or present documents as needed.

4. Change of registered information / Termination of Registration

If there are any changes in registration information, or if you would like to decline or terminate your registration at a Children's Club, you are required to submit the necessary documents to your Children's Center by the relevant deadline as described below. (Even if you had not begun to use the service, you will still be required to submit the documents).

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

<When changing registered information>

No.	Case	Necessary documents	Timing of Submission
①	When beginning the use of extended hours service	Notification of Change in Registration Information for a Children's Club (Form No. 6)	Submit the form by the end of the month prior to the month when one will begin using the service (If one will begin using the extended hours service in the middle of a month, submit the form immediately.)
②	When terminating the use of extended hours service (*)		Submit the form by the end of the month when one will stop using the service.
③	When there is a change in the place of employment or work hours	● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Certificate of Employment (Form No. 1 Appendix Table 1)	Submit the forms immediately after the change
④	When there is a change in family composition	● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Any of the necessary documents from No. 5 to 13 listed on pages 10 to 11 if there is an increase in the number of relatives aged 18 or older living in the same household	
⑤	When there is a change in address or emergency contact number	Notification of Change in Registration Information for a Children's Club (Form No. 6)	
⑥	When there is a change of registered guardian		
⑦	When there is a change in registration requirements	● Notification of Change in Registration Information for a Children's Club (Form No. 6) ● Any documents that verify the information after changing fulfills registration requirements (☞P10 to 11)	

<When declining or terminating ^{*1*}^{*2} registration>

No.	Case	Necessary documents	Timing of Submission
⑧	When declining or terminating your registration ^{*1*} ^{*2*} ^{*3} (Not necessary when termination is due to an expiration of the term)	Notification of Declination/Termination of Registration with a Children's Club (Form No. 5)	In the case of declination, submit the form <u>before the application period begins</u>. In the case of termination, submit the form by <u>the end of the month when one will stop using the service</u>.

(*)1 You are required to pay the fees to be borne by guardians (both basic services and extended hours service) for the months when your child is a registered member at the Children's Club, regardless of whether you used the service or not. (☞P 16 Fees of Children's Clubs to be borne by guardians)

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

(*)3 If you switch Centers in the middle of the fiscal year, documents will need to be submitted to the Center you were using before the change. (☞P 28)

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

(1) Fees to be borne by guardians

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

(P9 How to complete bank transfer procedures)

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

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

(2) Bank transfer date

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

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

Registered month	Date of bank transfer	Registered month	Date of bank transfer
April	April 30, 2026	October	November 2, 2026
May	June 1, 2026	November	November 30, 2026
June	June 30, 2026	December	January 4, 2027
July	July 31, 2026	January	February 1, 2027
August	August 31, 2026	February	March 1, 2027
September	September 30, 2026	March	March 31, 2027

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

- During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (including fees for both basic service and extended hour service) should be paid **even when your child did not used the service during the month.** (Fees cannot be calculated on a per day basis.)
- In the case you reapply to use extended hours service mid-month, the extended hours service fees will be withdrawn from your bank account with the following month's fees.
- In the case you applied for registration, or changed your bank account information during the fiscal year, you may be asked to make payments using payment slips for one or two months after the change even if the procedure of the bank transfer has been completed,
- Depending on the income status of a household or other circumstances, the Children's Club fee reduction system might cover the basic service fee of 3,000 yen. (P18-22 Reduction of Fees to be Borne by Guardians)
- In addition to fees to be borne by guardians, you may be required to pay an equivalent amount to the actual expenses for various events and guardians' meetings held by a Children's Club.

(3) Payment slip (Notification of Payment)

The City of Sendai will send a payment slip if you are applicable to the following cases. In that case, please make the payment at a financial institution designated by the City of Sendai (☞P9), or at the counter of a Children's Club Project Promotion Section (☞front cover) using the slip.

Receipts that you receive after making a payment should be kept for five years.

When:

- the procedures for bank transfer have yet to be completed,
- your account balance is insufficient,
- you submitted the Declaration for Fees to be Borne by Guardians (Form No.7) to the Children Center,
- payments by bank transfer are not possible for any reason.

◇ Precautions related to the Payment Slip ◇

The 2-D code is printed on upper right of a payment slip, which was issued in August 2025 or onwards, and the code will be used by the City.

Please be aware that payment at convenience stores, credit cards or electronic money payment methods cannot be accepted.

6. Reduction of Fees to be Borne by Guardians

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

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

(1) Application Procedures

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

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

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

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

① Application period

1. Those who are scheduled to begin using a Children's Club starting from April 1, 2026 and wish to receive fee reduction from the April and onwards are required to apply for the fee reduction within approximately two weeks after their registration at a Children's Club was finalized.
2. For a fee reduction starting in the middle of the fiscal year other than above, the application will be accepted year-round after the registration has been determined; however, the reduction will come into effect starting from the month in which your fee reduction application was accepted by the Children's Club Project Promotion Section.

◇ Precautions Regarding the Application Period for Fee Reduction ◇

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

② Necessary documents

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

◇ Precautions in Regards to Necessary Documents ◇

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

③ Announcement of the Application Result

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

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

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

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

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

Necessary if a document issued by a court that proves a divorce settlement is being negotiated is attached.

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

(Note 1) **Inhabitant Tax (Exemption) certificate is limited to the one of the fiscal year shown below, and the resident record and the welfare recipient certificate must have been issued within the past 3 months.**

When applying by May 2026.....FY2025 Certificate (tax levy calculated based on income of 2024)

When applying by June 2026 or onwards.....FY2026 Certificate (tax levy calculated based on income of 2025)

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

Unnecessary documents on Application for the Reduction of Fees

On the application for category 2 and 3, if you consent to the access of your residence and tax information by the City, submission of the inhabitant tax (exemption) certificate and resident record are not necessary, same with resident record and certificate of disaster victim on the application for category 4 and 5.

*This condition is limited to those whose resident is registered as of the date shown below.

- Inhabitant Tax (Exemption) certificate of FY 2025 (income of 2024).....January 1, 2025
- Inhabitant Tax (Exemption) certificate of FY 2026 (income of 2025).....January 1, 2026
- Resident Record.....the date which application for the reduction is submitted

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

No.	Documents	Where to obtain the documents (in the case of the City of Sendai)
1	Inhabitant Tax Exemption Certificate	- Taxation and Accounting Section of ward offices, or Taxation and Resident Registration Section of Miyagi General Branch, and General Affairs Section of Akiu General Branch - Sendai Station Service Center and certificate issuance centers
	Inhabitant Tax Payment Certificate	
2	Resident Record	- Family and Resident Registration Section of ward offices, or Taxation and Resident Registration Section of Miyagi General Branch, and General Affairs Section of Akiu General Branch - Sendai Station Service Center and certificate issuance centers

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

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

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

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



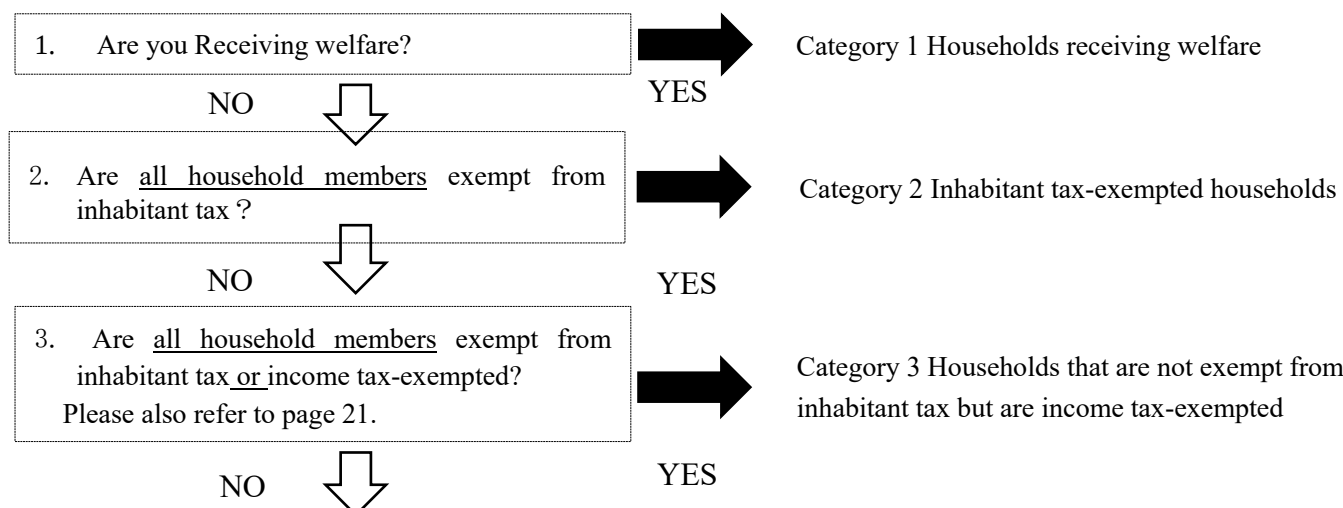
*The official website of the City of Sendai
Automatic certificate issuance at
convenience stores

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

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

* Inhabitant Tax (Exemption) Certificate for a new fiscal year is issued around May or June every year.

<Flowchart of category confirmation> *Please refer to the chart when checking your category.



There might be cases that the fees to be borne by guardians are reduced if you are applicable to No. 4 and 5 mentioned below. Please inquire at the Children's Club Project Promotion Section for further details.

4. Households whose income is expected to decrease by more than half when compared to the previous year due to bankruptcy of business, unemployment (excluding voluntary retirement), disease, or other reasons

5. Households that suffered severe damage to their homes due to fire, storm and flooding, earthquakes, or other disasters

Concept of Category 3,” income tax-exempted”

① Basic concept

- Income tax levy is calculated based on the Inhabitant Tax Certificate submitted.
- A partial exemption such as housing loan tax exemption or exemption for contribution are not applicable.
⇒ Therefore, there may be cases that the income amount written in the tax withholding slip or the income tax report differ.

② Application of former exemption for dependents before the 2010 taxation system revision

- The following deduction for dependents, that was abolished by the 2010 taxation system revision, is deemed to be continued.
 - Exemption for dependents under 16 years old (380,000 per person)
 - Additional amount for dependents who are 16 years old to 18 years old (250,000 per person)
- Please note that on the “Declaration of Dependent”, if the reverse side of Form 8, is blank, these deductions for dependents are not applicable.

③ Other

- There may be cases that your current conditions may be reconsidered if the dependent status of your child differs from that of a past determination date of tax amount other than ① or ② (as of December 31 of the previous year).

Example: You were married as of December 31, 2024 (*) and your child was a dependent of your spouse; however, you divorced as of the time of exemption application (e.g. March 2026) and the child is currently your dependent.

(*) FY2025 (Tax levy for 2024) The determination date of exemption on inhabitant tax

⇒ Deemed deduction for single parents may be applicable.

④ Flat-amount Tax Cut (The Fees to be borne by Guardians of the amount only in April and May 2026)

- Regarding the income tax for 2024, following the implementation of the flat-amount special income tax deduction, the equivalent amount to the special reduction is deducted (30,000 yen per person). (Flat-amount Tax Cut)
- Please note that the following:
 - Eligibility: Those whose total tax levy amount for 2024 is 18,050,000 yen or less.
 - The Inhabitant Tax certificate of FY2025 (tax levy amount for 2024) must be attached on the application.

Households that are not exempt from inhabitant tax might be qualified for the income tax-exempted households by the application of the flat-amount tax cut.

You can estimate whether your household is applicable or not through the official website of the City to the right.

*The estimation result is not secure the deduction possibility

*When you estimate through the website, please prepare your inhabitant tax certificate of FY2025 (tax levy amount for 2024) in hand.



The official website of the City of Sendai
児童クラブ保護者負担金の減免
について（定額減税の適用）

Application for Category 4 and 5

Those who are scheduling to apply for category 4 or 5, please consult with the Children’s Club Project Promotion Section in advance to make the procedures go as smoothly as possible.

For required documents, please also refer to the “Application for the Reduction of Children’s Club Fees to be borne by Guardians – Form 8-2 and 8-3).

(3) In the case when Reduction is not applicable

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

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

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

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

* Moreover, as mentioned above, if households that were "inhabitant tax-exempt households (category 2)" loss their eligibility for reduction in the middle of a fiscal year, they might qualify for "households subject to inhabitant tax but exempt from income tax (category 3)", and it is possible for them to reapply for reduction, as long as they prepare the necessary documents (☞P19).

Example 1) In the case that you were applicable to category 2 as of the time of deduction application in April 2026*; however, your inhabitant tax is levied for FY2026 (tax levy amount for 2025):

(*) Attach the inhabitant tax certificate of FY2025 (tax levy amount for 2024)

- Please confirm your tax status as Inhabitant Tax (Exemption) Certificate of a new fiscal year is issued around May to June annually.
- In this event, no attached document is required. (Please submit only application forms.)
- The Children's Club fees from June cannot be returned, even if you submit the application for deduction in July or onwards.

Even if households are not exempt from inhabitant tax, they might qualify for Category 3 "income tax-exempted households," and it is possible for them to reapply for the deduction if they prepare the necessary documents.

Example 2) In the case that you were originally classified as a category 2, single-parent household, that is exempt from inhabitant tax, but became a taxable household due to marriage (if the spouse was a taxable household for inhabitant tax).

- In this case, please attach any document proving the date of marriage.
(A copy of the marriage certificate or family register etc. can be accepted.)

Even if the spouse is not exempt from inhabitant tax, you might qualify for category 3 "income tax-exempted households," and it is possible for you to reapply for the deduction if you prepare the necessary documents.

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7. List of Children's Center

< Aoba Ward >

Name	Children's Center No. *	Address	Tel.	Major school district
Asahigaoka Children's Center	100	3-27-1 Asahigaoka, Aoba-ku	022-718-6628	Asahigaoka
Ayashi Children's Center	99	1 Shin-Miyamae, Kami-Ayashi, Aoba-ku	022-391-9801	Ayashi
Aramaki My School Children's Center	95	21-1 Aramaki-Shinmeimachi, Aoba-ku	022-728-5921	Aramaki
Osawa Children's Center	18	65 Yogai, Imozawa, Aoba-ku	022-394-6891	Osawa
Oritate Children's Center	6	3-20-1 Oritate, Aoba-ku	022-226-1226	Oritate
Kaigamori Children's Center	4	1-4-6 Kaigamori, Aoba-ku <Temporary relocation at the following address> Inside of block 1-34 Kaigamori, Aoba-ku (Inside of Kaigamori Central Park) *Scheduled to be at this address until the end of March 2025	022-279-6320	Kunimi
Katahira Children's Center	1	1-7-1 Katahira, Aoba-ku	022-302-6670	Katahiracho
Kamisugi Children's Center	8	4-1-45 Kamisugi, Aoba-ku	022-268-3840	Kamisugiyama-dori
Kawadaira My School Children's Center	9	3-36-1 Kawadaira, Aoba-ku	022-279-1884	Kawadaira
Kawamae Children's Center	16	32-19 Akasaka, Imozawa, Aoba-ku	022-394-7386	Kawamae
Kita-Rokubancho Community Children's Center	98	4-4-12 Miyamachi, Aoba-ku	022-714-1021	Kita-Rokubancho
Kimachi-dori Children's Center	12	1-7-36 Kimachi-dori, Aoba-ku	022-711-2561	Kimachi-dori
Kunimi Children's Center	104	2-16-48 Kunimi, Aoba-ku	022-272-1822	Kunimi
Kuryu Children's Center	13	6-5-19 Kuryu, Aoba-ku	022-392-3475	Kuryu
Komatsushima Children's Center	81	2-1-8 Komatsushima, Aoba-ku	022-728-5682	Komatsushima
Sakuragaoka My School Children's Center	7	8-1-1 Sakuragaoka, Aoba-ku	022-278-3055	Sakuragaoka
Dainohara Children's Center	11	5-2-5 Dainohara, Aoba-ku	022-233-5420	Dainohara
Tachimachi My School Children's Center	96	8-1 Tachimachi, Aoba-ku	022-266-1851	Tachimachi
Toricho Children's Center	88	1-1-1 Toricho, Aoba-ku	022-728-3520	Toricho
Nakayama Children's Center	5	3-13-1 Nakayama, Aoba-ku	022-279-9216	Nakayama
Nishikigaoka Children's Center	111	7-2-3 Nishikigaoka, Aoba-ku	022-391-5058	Nishikigaoka
Hachiman Children's Center	3	2-9-1 Hachiman, Aoba-ku	022-272-6806	Hachiman
Higashi-Nibancho My School Children's Center	113	2-1-4 Ichibancho, Aoba-ku	022-738-8836	Higashi-Nibancho
Higashi-Rokubancho Children's Center	10	1-2-2 Miyamachi, Aoba-ku <Temporary Relocation Address> 1-2-1 Miyamachi, Aoba-ku (Inside of Higashi-Rokubancho elementary school)	022-266-0135	Higashi-Rokubancho
Hirose My School Children's Center	17	40 Nihonmatsu, Shimo-Ayashi, Aoba-ku	022-392-5711	Hirose
Mizunomori Children's Center	2	4-1-1 Mizunomori, Aoba-ku	022-277-2711	Kita-Sendai
Minami-Yoshinari Children's Center	14	5-18-1 Minami-Yoshinari, Aoba-ku	022-278-5160	Minami-Yoshinari
Yoshinari Children's Center	19	2-2-1 Kunimigaoka, Aoba-ku	022-279-2033	Yoshinari

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< Miyagino Ward >

Name	Children's Center No. *	Address	Tel.	Major school district
Iwakiri Children's Center	85	91-1 Imaichi-higashi, Iwakiri, Miyagino-ku	022-396-8701	Iwakiri
Okada Children's Center	30	65-1 Kita-Zaike, Okada, Miyagino-ku	022-254-2568	Okada
Saiwaicho Children's Center	22	3-13-13 Saiwaicho, Miyagino-ku	022-291-8651	Saiwaicho
Saiwaicho-minami Children's Center	89	10-27 Okaji, Miyagino-ku	022-296-8125	Saiwaicho-minami
Shinden Children's Center	101	2-22-38 Shinden, Miyagino-ku	022-783-7848	Shinden
Takasago Children's Center	23	1-24-9 Takasago, Miyagino-ku <Temporary relocation to> 1-11-1 Fukudamachi, Miyagino-ku (Inside of Takasago Elementary)	022-258-1010	Takasago

		School) *Temporary relocation scheduled until March 2026		
Tago Children's Center	25	2-4-25 Tago, Miyagino-ku	022-254-2721	Tago
Tsutsujigaoka Children's Center	90	103-2 Tsutsujigaoka, Miyagino-ku	022-299-0604	Tsutsujigaoka
Tsubamesawa Children's Center	86	3-6-1 Tsubamesawa-higashi, Miyagino-ku	022-253-2701	Tsubamesawa
Tsurugaya-nishi Children's Center	24	3-17 Tsurugaya, Miyagino-ku	022-252-4595	Tsurugaya
Tsurugaya-higashi My School Children's Center	110	6-2 Tsurugaya, Miyagino-ku	022-251-0675	Tsurugaya-higashi
Tsurumaki Children's Center	91	1-15-32 Tsurumaki, Miyagino-ku	022-259-8920	Tsurumaki
Tobu Children's Center	21	1-3-27 Heisei, Miyagino-ku	022-237-0093	Higashi-Sendai
Nakanosakae Children's Center	28	3-11-11 Sakae, Miyagino-ku	022-786-7257	Nakanosakae
Nishiyama Children's Center	20	3-15-10 Anyoji, Miyagino-ku	022-251-0556	Nishiyama
Haranomachi Children's Center	109	2-12-70 Gorin, Miyagino-ku	022-352-9811	Haranomachi
Higashi-Miyagino My School Children's Center	112	5-1 Higashi-Miyagino, Miyagino-ku	022-239-5484	Higashi-Miyagino
Fukumuro Children's Center	29	5-9-36 Fukumuro, Miyagino-ku	022-786-3540	Fukumuro
Masue Children's Center	27	2-2-1 Anyoji, Miyagino-ku	022-292-5223	Masue
Miyagino Children's Center	92	2-40 Higashi-Miyagino, Miyagino-ku	022-236-0804	Miyagino

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< Wakabayashi Ward >

Name	Children's Center No. *	Address	Tel.	Major school district
Arai Children's Center	114	3-2-1 Izai, Wakabayashi-ku	022-290-6955	Arai
Aramachi Children's Center	102	86-2 Aramachi, Wakabayashi-ku	022-266-6023	Aramachi
Okino Children's Center	33	7-34-43 Okino, Wakabayashi-ku	022-290-0139	Okino-higashi
Okino My School Children's Center	35	3-20-1 Okino, Wakabayashi-ku	022-282-6394	Okino
Kabanomachi Children's Center	41	41-3 Kabanomachi, Wakabayashi-ku	022-294-6353	Kabanomachi
Shichigo Children's Center	39	3-7-2 Arai, Wakabayashi-ku	022-288-8700	Shichigo
Tomizuka Children's Center	36	1-14-20 Tomizuka, Wakabayashi-ku <Temporary relocation to> 1-22-1 Tomizuka, Wakabayashi-ku (Inside of Tomizuka Elementary School) *Temporary relocation scheduled until March 2026	022-286-2066	Tomizuka
Furujiro Children's Center	37	1-1-15 Furujiro, Wakabayashi-ku	022-282-8020	Furujiro
Minami-Koizumi Children's Center	31	3-1 Hoshuninmaecho, Wakabayashi-ku	022-285-2154	Minami-Koizumi
Minami-Zaimokucho Children's Center	40	5-1 Hachikenkoji, Minami-Koizumi Wakabayashi-ku	022-215-5025	Minami-Zaimokucho
Yamato Children's Center	38	2-19-25 Nakakura, Wakabayashi-ku	022-283-3350	Yamato
Rembokoji My School Children's Center	97	1-7-27 Rembo, Wakabayashi-ku	022-792-3251	Rembokoji
Rokugo Children's Center	32	1-3-19 Imaizumi, Wakabayashi-ku	022-289-5138	Rokugo
Wakabayashi Children's Center	34	3-15-20 Wakabayashi, Wakabayashi-ku	022-282-4541	Wakabayashi

*** The Children's Center Number will be used for online procedures (P9) for bank transfer.**

< Taihaku Ward >

Name	Children's Center No. *	Address	Tel.	Major school district
Ashinokuchi Children's Center	106	2-36-10 Nishinodaira, Taihaku-ku	022-243-4505	Ashinokuchi
Oide Children's Club	115	5-2 Nakanose-nishi, Moniwa, Taihaku-ku	022-395-9307	Oide
Onoda Children's Center	105	5-23-5 Onoda, Taihaku-ku	022-247-2112	Onoda
Kano Children's Center	82	2-9-2 Kano, Taihaku-ku	022-249-0526	Kano
Kaminoyama Children's Center	87	1-11-1 Kaminoyama, Taihaku-ku	022-243-5401	Kaminoyama
Koriyama Children's Center	50	9-5 Gyoshinden, Koriyama, Taihaku-ku	022-308-5620	Koriyama
Kongosawa Children's Center	107	1-27-1 Kongosawa, Taihaku-ku	022-243-2558	Kongosawa
Taihaku My School Children's Center	51	1-5-1 Taihaku, Taihaku-ku	022-245-8956	Taihaku
Tomizawa Children's Center	103	4-12-1 Tomizawa-nishi, Taihaku-ku	022-743-8085	Tomizawa
Nakada Children's Center	54	4-1-2 Nakada, Taihaku-ku	022-306-8967	Nakada
Nagamachi Children's Center	42	5-3-2 Nagamachi, Taihaku-ku	022-304-2743	Nagamachi
Nagamachi-minami Children's Center	47	1-6-15 Nagamachi-minami, Taihaku-ku	022-308-3153	Nagamachi-minami
Nishitaga Children's Center	45	3-6-8 Nishitaga, Taihaku-ku	022-244-6753	Nishitaga
Nishi-Nakada Children's Center	55	7-23-25 Nishi-Nakada, Taihaku-ku	022-242-2901	Nishi-Nakada
Hachihonmatsu Children's Center	94	2-4-20 Hachihonmatsu, Taihaku-ku	022-249-1821	Hachihonmatsu
Higashi-Shiromaru Children's Center	84	26-10 Omiya, Shiromaru, Taihaku-ku	022-242-2845	Higashi-Shiromaru
Higashi-Nakada Children's Center	43	51 Fukiage, Shiromaru, Taihaku-ku	022-395-5001	Shiromaru
Higashi-Nagamachi Children's Center	108	6-5-2 Koriyama, Taihaku-ku	022-246-6560	Higashi-Nagamachi
Hitokita My School Children's Center	49	1-1-1 Hitokita, Taihaku-ku	022-743-3782	Hitokita
Fukurobara Community Children's Center	93	4-2 Hochi-minami, Nakadamachi, Taihaku-ku	022-241-8701	Fukurobara
Mukaiyama Children's Center	48	3-19-5 Mukaiyama, Taihaku-ku	022-715-0565	Mukaiyama
Moniwadai Children's Center	44	4-1-10 Moniwadai, Taihaku-ku	022-281-3293	Moniwadai
Yagiyama Children's Center	53	1-40-1 Yagiyama-Honcho, Taihaku-ku	022-229-0833	Yagiyama
Yagiyama-minami Children's Center	52	3-13-1 Kagitori, Taihaku-ku	022-743-0258	Yagiyama-minami
Yanagiu Children's Center	46	7-20-7 Yanagiu, Taihaku-ku	022-306-6751	Yanagiu
Yumoto Children's Center	56	24-21 Akiumachi Yumukai, Taihaku-ku	022-397-1255	Yumoto

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< Izumi Ward >

Name	Children's Center No. *	Address	Tel.	Major school district
Izumigaoka Children's Center	64	4-11-29 Izumigaoka, Izumi-ku	022-372-1002	Izumigaoka
Ichinazaka Children's Center	83	31-2 Myojin, Ichinazaka, Izumi-ku	022-375-8836	Ichinazaka
Katsura Children's Center	80	3-19-1 Katsura, Izumi-ku	022-375-0550	Katsura
Kamo Children's Center	70	3-5-1 Kamo, Izumi-ku	022-378-1980	Kamo
Kita-Nakayama Children's Center	79	2-16-1 Kita-Nakayama, Izumi-ku <Temporary relocation to> 2-27-5 Kita-Nakayama, Izumi-ku (Inside of Kita-Nakayama Elementary School) *Temporary relocation scheduled until March 2026	022-379-5568	Kita-Nakayama
Kuromatsu Children's Center	57	1-15-4 Kuromatsu, Izumi-ku	022-233-6059	Kuromatsu
Koyodai Children's Center	62	5-19-14 Koyodai, Izumi-ku	022-373-8003	Koyodai
Shogen Children's Center	60	8-9-1 Shogen, Izumi-ku	022-373-2002	Shogen-chuo
Shogen Jido Children's Center	68	8-1-18 Shogen, Izumi-ku	022-373-6611	Shogen
Shogen-nishi Children's Center	63	10-19-1 Shogen, Izumi-ku	022-372-0836	Shogen-nishi
Shoryo Children's Center	76	3-28-2 Shoryo, Izumi-ku	022-372-7907	Izumi-Shoryo
Sumiyoshidai Children's Center	77	4-2-3 Sumiyoshidai-nishi, Izumi-ku	022-376-5969	Sumiyoshidai
Takamori Children's Center	69	3-4-346 Takamori, Izumi-ku	022-378-6778	Takamori
Takamori-higashi Children's Center	78	7-1-3 Takamori, Izumi-ku *Temporary relocation for FY 2025 <Temporary relocation to> 7-1-1 Takamori-higashi, Izumi-ku (Inside of Takamori-higashi Elementary School)	022-377-4480	Takamori-higashi
Chomeigaoka Children's Center	67	6-10-12 Chomeigaoka, Izumi-	022-378-5444	Chomeigaoka

		*Temporary relocation for FY 2025 <Temporary relocation to> 5-14-1 Chomeigaoka, Izumi-ku (Inside of Chomeigaoka Elementary School)		
Tsurugaoka Children's Center	66	3-17-20 Tsurugaoka, Izumi-ku	022-373-3832	Matsumori
Teraoka Children's Center	71	3-1-3 Teraoka, Izumi-ku	022-378-3288	Teraoka
Nanakita Children's Center	74	3-33-5 Izumi-chuo, Izumi-ku	022-372-3051	Nanakita
Nankodai Children's Center	58	7-10-40 Nankodai, Izumi-ku	022-253-3410	Nankodai
Nankodai-higashi Children's Center	65	1-49-22 Nankodai-higashi, Izumi-ku	022-252-2993	Nankodai-higashi
Nijino-oka Children's Center	73	1-9-5 Nijino-oka, Izumi-ku	022-373-3510	Nijino-oka
Nenoshiroishi Children's Center	59	40-1 Aza Haryu, Nenoshiroishi, Izumi-ku	022-379-2469	Nenoshiroishi
Minami-Nakayama Children's Center	72	4-18-1 Minami-Nakayama, Izumi-ku	022-379-3695	Minami-Nakayama
Yaotome Children's Center	61	148 Fudo, Matsumori, Izumi-ku	022-272-1230	Yaotome
Yakata Children's Center	75	7-1-11 Yakata, Izumi-ku <Temporary relocation to> 7-1-17 Yakata, Izumi-ku (Inside of Yakata Elementary School) *Temporary relocation scheduled until March 2026	022-376-5149	Yakata

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8. Frequently Asked Questions

No.	Question	Answer
Registration and the use of Children's Clubs		
1	I am currently on childcare leave, am I eligible to use a Children's Club?	If you will be returning to work within 2 months of when you started to use the Children's Club, you will be able to use the service upon submitting an application (☞ P12). However, you are not eligible to use the extended hours service until you return to work.
2	Is it possible to register at a Children's Club if my work hours are irregular?	You are eligible if you work during after school hours. However, your child will not be able to use the service on days and during times when you are not working.
3	Do I need to have my "Certificate of Employment" issued at the main branch of my employer?	There is no specification as to which branch the certificate must be issued by. Any Certificate of Employment is acceptable as long as it was issued at the branch or other office of which you are employed at.
4	It has not been decided whether I will continue to work my current job after April. Is it still possible to apply to register at a Children's Club?	You can apply by attaching your "Certificate of Employment" (Form No. 1 – Appendix Table 1) of your current employment if it proves your employment lasts for a certain extent after the date of starting use. In this case, to confirm your employment contract after April, you are required to submit the aforementioned form again. (☞ P10) If your employment contract was not continued and you will be seeking employment, you are required to submit the "Report of Employment Seeking Situation" (Form No. 1 – Appendix Table 2). (☞ P13)
5	I am searching for a job but have not received a job offer yet, can I apply to register to use a Children's Club?	If you have not received a job offer, you are not eligible to apply for registration at a Children's Club. If you have received a job offer, please attach proof of the job offer "Certificate of Employment" (Form No. 1 – Appendix Table 1) when applying. Please submit the certificate as it can be used as a certificate of employment once you begin working.
6	I am planning on moving from outside of Sendai and my child's new school has not been determined yet, can I still apply to register at a Children's Club?	Once your place of residence in Sendai city (designated school) has been decided, you can apply to register at a Children's Club. You are required to show a document which proves your new address. (☞ P11)
7	If I were to move in the middle of the fiscal year and would like to use another Children's Center, what should I do?	Please submit an application to the Children's Center that you would like to use after moving to your new residence. As for questions such as the timing of submitting the application, please refer to P4 to 5. Once you submitted an application to the Children's Center that you would like to register at, please promptly submit a Notification of Termination of Registration to the Children's Center that you are currently registered at.
8	When will I receive the notice of application result?	For simultaneous application, the Children's Center will inform you of the application result in writing around mid-February, or one week advance, from the first day of the use for the year-round application. (☞ P5 Announcement term of the Application Result)

No.	Question	Answer
Fees of Children's clubs to be borne by guardians/Bank transfer (☞ P9, 16)		
9	Should I pay for the Children's Club fees to be borne by guardian even if I did not use the services in a month?	During the period when your child is registered at a Children's Club, monthly fees to be borne by guardians (fees for both basic service and extended hour service) should be paid even if your child did not use the service during the month. (Fees cannot be calculated on a per day basis.)
10	Is there any other fees in addition to the monthly fees to be borne by guardians?	You may be required to pay actual expenses for various events and guardians' meetings held by a Children's Club.
11	Will I be able to pay a few months' worth of Children's Club fees to be borne by guardian all at once if the fees were not deducted from my bank account due to insufficient funds?	No, fees cannot be paid in a single cumulative lump-sum payment. In the case that fees were not deducted from your bank account, you will receive a payment slip from the City of Sendai. Please pay at a financial institute designated by the City of Sendai or in person at the counter of the Children's Club Project Promotion Section using the payment slip.
12	In regards to bank transfer, what should I do if I would like to change the bank account?	Please complete the procedure for bank transfer again. (Online procedure is available for 77 Bank, Sendai Bank, Morinomiya Shinkin Bank, and Japan Post Bank.)
13	I completed the procedure for the bank transfer for the payment, but fees were not deducted from my bank account. What should I do?	If the fees to be borne by guardians were not automatically deducted from your account even three months after completing the procedures for setting up bank transfer, please contact the Children's Club Project Promotion Section.
Reduction of Fees to be Borne by Guardians (☞ P18 to 22)		
14	When should I apply for reduction of Children's Club fees?	As a general rule, please complete the application within about two weeks after the registration of your child is determined . <u>*The application for fee reduction needs to be submitted annually by the guardian of the child who is registered at the Children's Club.</u>
15	Can application for reduction of Children's Club fees be sent in by post?	Yes. Please have all of the necessary documents attached to the application and send by post to a Children's Club Project Promotion Section after the registration of your child is determined.
16	When will I receive the results of the fee reduction?	When starting the use from April 1, the results will be sent via mail in late March to around early April. When starting the use in the middle of the year, results will be sent out approximately one month after the application is submitted.
17	I received the notification of determination for fee reduction, but fees were deducted from my bank account. Why is it so?	There might be cases in which fees are deducted due to the timing of related procedures; however, we will refund the deducted fees at a later date. (*1000 yen as the extended hours service use fee is not applicable to the fee reduction.)

No.	Question	Answer
18	I applied for fee reduction but was denied. As my income has decreased when compared to the previous fiscal year, am I eligible to re-apply for the reduction?	In May and June of each year, the latest Inhabitant Tax (Exemption) Certificate or Inhabitant Tax Payment Certificate can be obtained. If you have a new Inhabitant Tax Exemption Certificate or Inhabitant Tax Payment Certificate, you will be able to re-apply from June or onwards.
19	I am planning to continue using a Children's Club next year. Do I need to complete the fee reduction procedure again?	An application for fee reduction is required in every fiscal year.
20	I forgot to submit an application for fee reduction. Will it be possible for me to apply for it now?	Yes, it is possible. Please gather the necessary documents and apply. However, fee reduction cannot be applied retrospectively.
Others		
21	My child is in need of medical treatment, is he/she eligible to use a Children's Club?	It might be possible depending on the specifics of their medical treatment. For more details, please direct your inquiries to the Children's Center that you would like to register at.
22	What is the smartphone application for correspondence with guardians "Anshin Denshobato?"	This application has functions such as enabling users to receive notifications from children's centers regarding the status of children and allows communication between guardians and the children's centers.