

Gakudo Club Guidebook

The Gakudo Club is run by the Department of Continuing Education in the Okaya City Office.
Contact us at 0266-23-4811

1 What is Gakudo Club?

Gakudo Club is an afterschool childcare program for children whose parents work in the afternoons. **You must pay tuition to attend Gakudo Club.**

2 Who can join?

(1) Elementary school students (1st through 6th grade) at any Okaya City Elementary School.

3 Time and dates of operation

	Dates of Operation	Time of Operation
School Days	Open every day school is in session	End of school ~ 18 : 45
School Vacations	Summer vacation, end of year vacation period (excluding the dates indicated below), spring break	7 : 45 ~ 18 : 45

During longer school breaks like the summer holidays, there may be some scheduled vacation days. Please consult with the teacher in charge of the club.

4 Gakudo Vacation Days

- (1) Sundays, national holidays, Obon (8/13~8/16), New Year's holiday (12/29~1/3)
- (2) The day of the school's opening and closing ceremonies

5 Tuition

The tuition for the program is as written below. The funds are transferred from your bank account on the 27th of every month. If you do not have a bank account, we will send you a balance summary, which you may then take to the city office or the bank to pay the amount due. (For example, your April funds would be withdrawn from your bank account on the 27th of May.)

● Breakdown of Fees (Fees are broken into six categories based off of your tax bracket)

Bracket		School Day (per month)	Non-school days (per day)
1	Welfare households	¥ 0	¥ 0
2	Municipal tax-exempt households	¥ 900	¥ 600
3	Municipal tax-exempt single mother households	¥ 0	¥ 0
4	Partially tax-exempt households	¥ 2,300	¥ 600
5	Partially tax-exempt single mother households	¥ 2,000	¥ 600
6	Non tax-exempt households	¥ 3,500	¥ 600

Most household will fall under category 6. In the case of siblings, the second sibling will get half off the usual price of tuition. If you do not pay your tuition on time, we will not be

able to take your children into the afterschool program.

6 Notifying us of changes

Please notify us in any of the three following circumstances:

- (1) If you wish to stop using afterschool care permanently or for a short period of time
- (2) If you address changes
- (3) If your job or employment status changes

7 Contact us

- (1) If your child is absent from school or leaves school early, please fill out the "Absent from Gakudo Club (*gakudokurabukessekitodoke*)" form or the "Notice Form (*rennrakuchō*)" and hand it in to your child's homeroom teacher or to the Gakudo Club. Notification via phone is also acceptable.

※Parents or guardians must inform Gakudo Club if their child is going to be absent.

8 What to bring

- (1) Things to leave at Gakudo Club

- Indoor shoes (for playing in the gym, etc.)
- A change of clothes (in case the clothes your child is wearing become dirty)

- (2) On days with no school lunch, please bring a boxed lunch, a water bottle, and snacks.

※Please write your child's name on all of his or her belongings.

- (3) If your child has any allergies, please inform us.

9 Snacks

- (1) The monthly snack fee is the responsibility of each child's parent or guardian. For sanitary and safety reasons, the snacks at Gakudo Club are limited to prepackaged foods.

The snack fee is 400 yen per month.

10 Insurance

- (1) The parents or guardians of all children in Gakudo Club are required to pay for accident and injury insurance.

The fee for insurance is ¥500 per child, per year.

11 Administrative Fee

There is a one-time administrative fee of ¥300 per child

12 Pick up

- (1) Gakudo Club runs until 18:45 every day. Please pick your child up by 18:45. If you are consistently late, we may be unable to let your child continue with Gakudo Club.

- (2) On School Days, please pick your child up from Gakudo Club.

On Non-School Days, (Summer vacation, Saturdays, or school holidays) please drop your child off at Gakudo Club and then pick them up in the evening.

- 13 If you move or you leave the country, please fill out an exit form and pass it into your school's Gakudo Club.