

2026 School Year
Chuo City
Municipal Kindergarten
Extended Day Care
“Clover Room”
User Guide



Contents

1	What is “Extended Day Care”	1
2	Facility.....	1
3	Available Date ,Available time, and Capacity.....	1
4	Usage Charges.....	2
5	Extended Day Care Fee Subsidy System.....	2
6	How to use this service.....	3
7	about usage.....	4
8	Extended Day Care during the Summer, winter, and Spring Holiday	5
9	about adjusting the time for picking up children.....	6
10	Insurance.....	6
11	What to do when a child has a fever.....	6
12	Important Points.....	6
13	FRQ.....	7

1 What is “Extended Day Care” .

For those enrolled in Kindergarten, we provide childcare with daycare teachers for those who want use this service after kindergarten education time and/or during long breaks. Cherishing a lifestyle that takes into account the physical and mental burden of Children, we provide a place where each child can spend time at their own pace.

“Clover Room” , this nickname named based on children having fun together, happiness and freshness image.

2 Facility

2-5 daycare teachers care for the children at special daycare room, play room and playground according to the capacity.

3 Available Date, Available Time, and Capacity

(1) Available Date

Weekday…Monday -Friday

Long Breaks…Summer, Winter and Spring Breaks

※This service is not available on Saturday • Sunday • Calendar Holidays • Tokyo Citizens Day • 12/29~1/3 and Kindergarten’ s closing date.

※3-year-old class children can use this service from May.

(2) Available Time

Weekday…from after kindergarten education time to 6:00 p.m.

During Long Breaks…from 9:00 a.m. to 6:00 p.m.

*Please pick up your children and say good-by to daycare teacher by 6:00 p.m. (keep strictly the rule)

(3) Capacity

Kindergarten	Capacity for children/day
Taimei, Chuo, Kyobashi-Chokai, Meisho, Nihonbashi	20 children/one kindergarten (3 years old children max 6~7)
Akashi, Arima, Tsukishima, Tsukishima-Daiichi, Tsukishima-Daini, Harumi	30 children/one kindergarten (3 years old children max 8~10)
Hisamatsu,	40 children (3 years old children max11~13)
Toyomi	50 children (3 years old children max14~16)

※The capacity for 3 year-olds varies depending on the situation of each kindergarten.

※If the number of applicants exceed the capacity, a lottery will be held.

※This does not prioritize children who have a need for childcare (due to employment, illness, disability, caregiving, nursing, etc.)

※Capacity is subject to change.

4 Usage charges

Daycare and snacks fees are charged. Snacks will be provided by daycare teacher.

Daycare Fee... weekday 400 yen/day

During long breaks 800 yen/day

Snacks Fee... 100 yen/day (weekday and during breaks)

Note

※Childcare fees and snack charges will be billed based on monthly usage records. The direct debit date will be the 20th (If the date is bank holiday, it will be next bank open date.)

Please refer to page 19 for instructions on registering your bank account for transfers. The direct debit payment method changed in 2026, so everyone must register. Payment is only accepted via bank transfer through CODMON app.

※ If child has allergies and can't eat snacks, please bring the snacks from home that your child can eat. Please consult with daycare teacher how to hand over snacks. In that case Snacks fee will not be collected.

5 Extended Day Care Fee Subsidy System

In principle, "Extended Day care fee" is not eligible for free childcare fees, but those who need childcare(such as employment, illness, disability, nursing care etc.) and get 'Facilities for childcare Usage Benefits Certification' can receive a benefit up to a maximum of 11,300 yen per month, depending on actual usage results.

In addition, from April 2025, use of unlicensed childcare facilities will no longer be eligible for the subsidy, and only daycare at city municipal kindergartens will be eligible.

To get the benefits, you need to apply for 'Facility Usage Benefit' before using "Extended Day Care"

Please refer to "The guide of Daycare and Facility Usage Benefits" on page 21 and 22.

6 How to use this service

(1) First time registration

Please submit

- "Daycare Children Questionnaire Form"

To the Clover Room.

※ If your child has food allergies, you will have a consultation with a childcare teacher. Please submit "Daycare Children Questionnaire Form" one week before your start date.

(2) Monthly Application (by internet)

● reservation system 「RESERVA」

Application for Use→Please apply between 20th and 25th of the month 2 months before the date of use through the special application page using special QR code.

Application Result→You can check your usage date from 26th to the last day of the month 2 months before the date of use .

Application for Vacancy→Application for Vacancy is available from 10:00 a.m. of 1st of the month before your use to 8:00 a.m. of the date of your use.

Cancellation→ Cancel will be accepted until 2 days before your use.

※Please complete the cancellation procedures as soon as you decide to cancel so that others can use this service.

※ Cancellations made the day before the usage date through RESERVA” are not accepted. Please contact us by 8:00 AM on the day using “CODOMON” .

Cancellations made from the day before the scheduled date of use, other than those listed below, will be charged.

※Case where no child care fees are incurred

【weekday】

Kindergarten absence, leaving early, bereavement, class closures or mass dismissals due to weather-related disasters (typhoons, heavy snow, etc.).

【during long breaks】

Poor health, bereavement, closures of the Clover Room due to weather-related disasters (typhoons, heavy snow, etc.).

※Reservations can be made until 8:00AM on the day of use. After that time, you will not be able to use the service even if there are available reservation slots.

※For “reservation system RESERVA”, please refer to the 20 page for operating instructions.



Attention

(3) Contact of Everyday (by internet)

●Parent app 「CODMON」

Please use this application to contact your daycare teacher.

- Pic-up time , person who pick up the child, etc.(including changes)
- Cancellation from the day before use, due to children's illness, etc.

※ If your child has food allergies, you will have a consultation with a childcare teacher.

Please submit “Daycare Children Questionnaire Form” one week before your start date.

7 about usage

(1) Reservation confirmation (When going to kindergarten)

- when going to kindergarten, Please be sure to check My Page of reservation system, RESERVA, and make sure the day is your using date of extended daycare, and your reservation has been made.
- Reservation made using a name other than the your child's will be invalid.(e.g., parent/guardian)
- You can't give your reservation to a friend or other person.
- When applying using "RESERVA" there are separate application slots (using different QR code) for "3-year-olds" and "4-5-year-olds" .
Reservations made in the wrong slot will be invalid. In that case, Please cancel your reservation and make a new one from the available slots again.
- if your application for use through RESERVA has not been finalized, you will not be able to use the service even if you contact us via CODMON pick-up time, etc.
- When making a reservation for the next school year, please select the reservation slot that corresponds to your child's grade level for the next school year.
Ex) If your child is 3-year-old, please apply for "3-year-olds slots" from May to march of next year, and please apply for "4-5-year-olds slots" from April of next school year.
- If there are overlapping reservations on or after the day before use, childcare fees will be charged for the overlapping reservation as well, so please check.
- If you cancel the extended-daycare due to your child's absence or leaving kindergarten early, please not only contact the kindergarten but also the childcare teacher using CODMON.
- Please let us know the followings by 8:00 a.m. on the day of use: with "CODMON"

①pick-up time

→You can choose your pick-up time up to 6:00 pm., but some kindergartens ask that you pick up your child on an hourly basis.(4:00 pm.,5:00 pm.)

Check with your kindergarten's daycare teacher.

②The person who will come to pick up your child

→If someone different from the person you contacted comes to pick up your child, we may not be able to hand over your child to that person.

③Cancellations made on or after the day before use.

※If you are making a reservation on the day of use, please make the reservation using "RESERVA" and also inform us of items ①and② at the same time.

- Regarding the changes to ①and② after the end of kindergarten education hours, (since entering the Clover Room), please contact Clover Room by phone.
- If you have any other message to the daycare teacher, please use “CODMON”

(2) What to bring

<Normal Childcare Period>

There is nothing you need to prepare for extended day care.

But, in case of morning day care date of kindergarten(the day you can't order the school lunch box), please bring lunch box from home,

<Long Breaks Period>

- Kindergarten hat
- Sneakers
(Sandals and boots are not allowed)
- Kindergarten Bag
- Room Shoes (Uwabaki)
- Color cap
- Lunch Box (not the children using the school Lunch box)
- Handkerchief, pocket tissue
- Cup, Towels
- One set of Clothes
- plastic bag



- ※ Please bring a lunchbox that your child can open and close themselves.
- ※ For foods that pose a high risk of accidental ingestion or aspiration (such as cherry tomatoes and fruit) cut them into quarters or similar pieces.

(3)Flow of the day

<Normal Childcare Period>

After Kindergarten Education time Acceptance, Preparation, Free Play

2:45 p.m. Clean up Time

3:00 p.m. Snack Time, Free Play

5:00 p.m. Tea Time, Getting ready to go home

6:00 p.m. “Clover Room” close

<Long Breaks Period>

9:00 a.m. Coming to kindergarten, preparation, free play

11:30 a.m. Lunch Time

0:15 p.m. Relaxing time (like reading picture book)

1:00p.m. Free Play

3:00p.m. Snack Time, Free Play

5:00p.m. Tea Time

6:00 p.m. "Clover Room" close

※Nap Time will be set according to the child's condition.

※Some Kindergartens have outdoor play.

(4) When children go home

- When you pick up your children, please push the special interphone button for "Extended Daycare, "Clover Room", and hold your visitor card up to the camera and say you come to pick up your children, your children's name and class.
- Please pick up your child and say good-bye to daycare teacher by 6:00 p.m. (keep strictly the rule).
- After leaving the kindergarten, please return home promptly for your child's safety and consideration for the neighbors.
- In the event that your child is injured or become unwell while in childcare, we may ask you to pick them up.

8 Extended Day Care during the Summer, Winter, Spring Breaks.

(1)Daycare time

Acceptance starts from 9:00 a.m. Please Pick up your children by 6:00 p.m.

※By 8:00 a.m. on the day of use, please input Drop-off Time and Pick-up time with "CODOMON".

(2)Clothing

Clothes that are comfortable to move around in (skirt and sleeveless are not allowed)

Kindergarten Hat, Sneakers, kindergarten bag

※Kindergarten uniform is not needed.

(3) What to bring

Color cap, Room shoes, Lunch Box (if you don't use school lunch box)

Handkerchief, Pocket Tissue, Cup, Towel, one set of clothes, plastic bag,

※Please take your room shoes home with you on weekend and wash them.

For instant) you use child care service on Mon, Wed, and Thu, you take shoes home on Thursday

(4) others

- Go to the "Clover Room" you and your child together, and leave your child directly with the daycare teachers.

- We cannot take care of children before the opening time. (before 9:00 a.m.)

If you arrive at kindergarten before 9:00 a.m., please wait outside until opening time.

- By 8:00 a.m. on the day of use, Please inform us child's condition and body temperature with "CODMON"

- Outdoor activities may not be possible depending on the weather.

9 Regarding adjusting the time for picking up children

- 3-year-olds can use this service from May.

From May, it is possible to use this service until 6:00p.m., but please set pick-up times according to your child's development.

Please note the we may arrange pick-up times for your child individually.

- Based on your child's behavior in the Clover Room, we may contact you individually to discuss reservation and usage times.

10 Insurance

We are enrolled in "comprehensive insurance plan of Japan Upbringing Conference"

11 What to do when a child has a fever

- We will contact you if your child's temperature is 38°C or higher.

- Even if your child's temperature is below 38°C, we will contact you if they seem different than usual, or if they have symptoms such as coughing, vomiting, or diarrhea.

※If your child has a history of febrile seizures, we will contact you if their temperature rises to 37.5°C or higher.

12 Important Points

- If your child is absent from kindergarten, she/he can't use extended daycare service only.

- If a child leaves daycare room to go to a medical appointment or take part in an extracurricular activity, they will be considered to have left the kindergarten and will not be able to re-enter.

- A childcare teacher may contact you during childcare hours. Please make sure that the phone numbers listed on “ Day care Children Questionnaire Form ” are all reachable.
- If your child have cold symptoms (such as cough, runny nose, or slight fever), please refrain from using our services to help prevent the spread of infection.
- If you would like to be contacted at a different number than the one listed on “Daycare Children Questionnaire Form”, Please inform us the phone number using “CODOMON”.
- In the “Additional Contact” section of questionnaire, please list anyone who may be able to pick up your child. (such as baby/ kids sitter and extracurricular activity’s staff)
- Parents who have difficulty speaking Japanese should provide the contact information of someone who speaks Japanese on the ‘Daycare Children Questionnaire Form”.
- If the contents of the questionnaire change or if you decide to withdraw from kindergarten, please be sure to contact “Clover Room”.
- This service is available until 6:00 p.m.
Please be sure to keep to the time to protect the working environment of childcare workers.
- If your child has not been picked up by 6 p.m., the parent/ guardian and other contacts will be contacted. (We will contact you multiple times until we get in touch.) When you come to collect your child, you will be given “Document explaining the reason for the extended-child hours” (attached form).
Please write a detailed reason on the document, get it signed by the principal and then submit it to the daycare teacher of your kindergarten within one week.
Contents of the documents will be reviewed by the Board of Education Secretariat.
- Please walk, just like you do when coming to and from kindergarten.
Please refrain from dropping off or picking up by bicycle or car.
- Please wash and return any clothes you borrowed from the “Clover Room”.
When your child use the diapers and underwear from the “Clover Room”, please return them with new ones.
- If you have unpaid childcare fees of extended-daycare for three months or more, we may restrict your child’s use of daycare service.
This is stipulated in “the ordinance regarding admission fees and childcare fees for Chuo City kindergartens”.
- The Child Welfare Act establishes a legal obligation to report abuse committed by staff at childcare facilities and similar instructions. We accept reports and consultations from parents, families and staff working at childcare facilities in Chuo City.
(Kindergarten and daycare center hybrids :Early Child food Education Support Subsection, School Affairs Section 03(6278)8089).
- Under the Child Abuse Prevention Act, Clover Room is required to promptly report any cases of abuse or possibility of abuse to “Family and Children Support Center” or “Child Consultation Center”.
- At Clover Room, we regretfully cannot accommodate personal requests (such as asking childcare teachers to prepare clothes for after-school activities, or repeated late pick-ups after 6:00 pm).

13 FAQ

(1) about usage

- **Can anyone use extended-daycare service?**
 - Anyone currently enrolled in the kindergarten can use the service.
In addition, because this is a program to support child-rearing, it can be used regardless of whether the parents are working or not.
- **Since the parents of the children are working, we would like to use this service every day.**
 - If the number of applicants exceeds the capacity, a lottery will be held, so it is not guaranteed that you can use it every day.
- **I would like to pick up my child early as he/she has lessons and will be going hospital.**
 - It is possible to pick up early. Please enter your child's pick-up time by the day before use with "CODOMON".
- **Extracurricular activities staff can pick up children or not**
 - Please fill in the "Daycare Children Questionnaire Form" with the staff's information (Name, Belonging to, phone number).
The staff will need to bring his/her visitor's card or employee ID when picking up your child. Pick-up by anyone other than registered employees is not permitted.
- **I want my child to use teaching materials that he/she brings from home.**
 - As a general rule, items not related to the daycare service are not permitted to be brought in. Daycare teachers prepare supplies according to the content of the childcare.
- **When children become sleepy during the daycare hours...**
 - There are cots for nap which are used when child get tired or sleepy in clover room. We use them as appropriate depending on your child's situation. We prepare the bath towel, you don't need prepare anything.
- **If the classes are closed...**
 - If measures are taken to close due to an outbreak of an infectious disease such as influenza, the children enrolled in that class won't be able to use the service.

(2) snacks

- **If the child want to go home before snack time....**
 - Take your snacks home, eat them at home.
- **I heard that the takeaway snacks were different from the ones served at the Clover Room that day.**
 - Snacks that are difficult to take home, such as ice cream, may be replaced with other snacks. It is adjusted to be roughly 100 yen.
- **I'm worried that my child will get hungry when extended-daycare ends at 6 p.m.**
 - We provide snacks at 3 p.m. and also we have teatime at 5 p.m.

(3) Daycare Fees

- **Automatic payment cannot be processed.**
 - The withdrawal will be made again the following month during the transfer operation. The transfer date is the 20th (In case of bank holiday, it will be the next business day) each month, so please make sure the transfer amount is ready in your account by the day before. Please note that if you have unpaid fees for three months or more, your child will be restricted from using daycare services in

accordance with the ordinance.

• **How are extended-daycare fees determined?**

→We calculated separately for the first(April-August) and second(September-March) half of the school year.

(First half of the year)

April 2025~August 2025→Municipal resident tax for fiscal year 2024

(Second half of the year)

September 2025~March 2026→Municipal resident tax for fiscal year 2025

The calculation is based on the tax status of all members of household (living together) and determines the tax brackets A to C.

<Daycare fee brackets>

brackets	Category for determining daycare fees	Daycare Fee
A	Welfare households and Support benefit recipient households(Japanese people left in China etc.)	exemption
B	Households exempt from resident tax per income rate(excluding A)	exemption
C	Households other than A and B	Payment required

Calculation result (“Notice of Daycare fee calculation”) will be sent your home every year. (for First half in May, for Second half in October).

For the second half, we will only notify you if there is a change in your tax brackets from the first half.

If you are exempt from tax, and have moved into the city midway through the school year, are registered as a resident out the city, live overseas, or have not filed a resident tax return, you may need to go through additional procedure.

Please contact Early Childhood Education Support Sub Section,
School Affairs Section, Secretariat to Board of Education
(03)6278-8089

(4)others

• **Can I use the extended-daycare service on days when there are kindergarten events?**

→ 【Semester starts ceremony, Entrance Ceremony, End of Semester ceremony】

You can use the service...After attending the ceremony and kindergarten education hours, you can use extended-daycare service

→ 【Health check-up for 5-year-olds at the time of entering elementary school】

You may not use the service...They once came back from kindergarten and go to school they plan to go ,so they may not use extended daycare service.

Please contact for other events.

If there are any question, please ask the “Clover Room” (9:30am~6:00pm) or contact information below.

When making an inquiry, please say that you are asking about extended-daycare at kindergarten in Chuo City.

Please do not contact the kindergarten regarding “Extended Daycare”

【Inquiries contact information(Daycare Service Company)】

Tender Loving Care Services Co., LTD.

Chuo City Kindergarten Daycare Service Staff

Mail : clover@tenderlove.co.jp

Tel : 03-6267-7031 (Monday-Friday , 9:00 am.-6:00 pm.)

(Excluding Saturdays, Sundays, Calendar holidays, and New Year' s holidays)



Inquiries

- **Clover Room**

9:30am~6:00pm (Excluding Saturdays, Sundays, Calendar-holidays, and New Year' s holidays)

- **Tender Loving Care Service Co.,. LTD.**

Chuo City Kindergarten Daycare Service Staff (Daycare Service Company)

Mail : clover@tenderlove.co.jp

Phone No. 03 (6267) 7031

9:00am~6:00pm (Excluding Saturdays, Sundays, Calendar-holidays, and New Year' s holidays)

- When making an inquiry, please say that you are asking about extended daycare at kindergarten in Chuo City.

