

(FY2027) Final Confirmation

Regarding 'Application for Approval on the necessity of child education/ nursing service' and 'Application for Admission to a child care institution'

教育・保育給付認定申請及び施設等利用調整申込に関する確認票（令和9年度）

Please read the followings carefully and understand the contents, then mark the checkbox and sign your name.
*Even if you fail to check the boxes, your signature is considered to have confirmed all applicable matters.

以下の確認項目をよくお読みいただき、内容をご確認の上、各項目の「確認欄」へのチェック及び裏面にある「保護者署名欄」に署名してください。※確認欄にチェックがない場合でも、署名をもって該当する事項についてすべて確認したものとみなします。

Checklist 確認項目		Check チェック
Application 申請	Application for Admission to a child care institution (enrollment) is valid for the fiscal year. 施設等利用調整申込（保育申込）の有効期限は年度内です。	☐
	Please make a photocopy of all application documents before submission. 申込み書類一式はコピーをとってから提出してください。	☐
	If you make a false statement in the application (attached documents such as a certificate of employment etc., are included.), your child's admission will be cancelled. 虚偽の申請（就労証明書等の添付書類を含む）をした場合は、入所決定を取り消します。	☐
	If your family situation (e.g., your working conditions) is changed after filing the application, be sure to contact us immediately about the change. *If the change is known without any notice from you, your child's admission may be cancelled. 申請後、ご家庭の状況（就労状況等）に変更があった場合は、必ずご連絡ください。 ※ご連絡がなく変更が判明した場合、入所決定を取り消す場合があります。	☐
	If we have any inquiries in the described contents, we may call you or your employer to make them clear. 提出書類の不明な点について、職場や保護者に連絡させていただく場合があります。	☐
	If you wish to change your preferred institutions, visit to our division and submit an 'Application for Change in Admission to a child care institution' by each closing date of the month. 入所希望施設を変更する場合、変更希望月の申込締切日までに来庁し、『施設等利用調整変更申込書』を提出してください。	☐
	Submit a notification of 'Cancellation of Application for Admission to a child care institution' if you are no longer intend to have your child enrolled after filling the application. 申請後、入所の意思がなくなったときは、速やかに『保育所入所申込取消届』を提出してください。	☐
	Be sure to visit and confirm that you agree with the childcare policies of the institution(s) to which you are going to apply for admission. Especially child care institutions other than municipal ones may have special missions and policies about childcare and they may charge you an extra fee (e.g., at a private child care center: expense for an uniform, educational materials and/or parents' association and so on; at a Certified Centers for Early Childhood Education and Care (ECEC Center) [Nintei Kodomoen]: fee for entrance preparation <approx. 50,000 - 150,000 yen depending on an institution> for a child who is admitted in a 3-year-old or elder class, besides the expense for a uniform or the fee for educational materials) in addition to the child care fee specified by Misato City. Please directly inquire to each respective child care institution about your visit and others. 入所希望施設については必ず見学や保育方針の確認をしてください。特に公立保育所以外の保育施設は施設によって保育目標が異なり、保育料以外に実費・上乗せ徴収を行っている場合があります。（私立保育園...制服、教材費、保護者会費等。認定こども園...制服、教材費のほか3歳児以上の入所時に入園準備金等〈施設により5～15万円程度〉） 見学の予約等は、各保育施設に直接お問い合わせください。	☐
	If you are pregnant, submit photocopies of the cover page and the page stating your expected delivery date (of coming baby) in the section of "Relevant Personal Data (妊婦自身の記録)" of your Mother and Child Health Handbook . 出産の予定がある場合、『母子健康手帳の表紙と出産予定日を記録するページ（妊婦自身の記録（1））』の写しを提出してください。	☐
	Among the reasons of employment, if you fall under any of the following work categories: executive, self-employed, self-employed, family employee, family worker, home worker, or contract worker, and if the certificate of employment is provided by yourself or your family members, you will be required to provide a separate certificate (Business license, notification of opening of business, copy of contract/order documents, etc.). Without submission of the document, we cannot consider as "employment" so you will be excluded from examination/ allocation process (admission selection). 就労の事由のうち、役員、自営業主、自営業専従者、家族専従者、内職、業務委託のいずれかで申請し、就労証明書をご自身又はご家族などが記載する場合、別途証明書（営業許可証、開業届、契約・受注書類の写し等）の提出が必要です。書類の提出がない場合、保育必要性の認定基準表の「就労」とみなせず、利用調整（入所選考）の対象外となります。	☐

Checklist 確認項目		Check チェック
Examination/ Allocation 利用調整	Examination/Allocation will be provided every month based on all applications which are filed by the monthly closing date. If you file your application after the closing date, your document will be sent to the examination of following month. 利用調整は希望月の申込締切日までに提出された書類を基に行います。申込み締切日以降の提出については、次回の利用調整の審査対象となります。	☐
	Notice of result of admission in April will be sent out in February. The notice of Admission in May or after will be sent out around the 18th of the previous month of your preferred admission month. 結果の通知は4月申込分については、概ね2月中に郵送します。5月以降の申請の結果については、利用希望月の前月18日頃に郵送します。	☐
	Misato Shirayuri Hoikuen, Waseddako Chuo Hoikuen, other small child care institutions and child care institutions in the workplaces are available up to 2-year-old classes. Please note that children enrolling in a 3-year-old or elder class have to apply for transfer to another child care institutions you prefer, then Misato City examines/ allocates them again. みさとしらゆり保育園、わせたっこ中央保育園、小規模保育事業及び事業所内保育事業は、2歳児クラスまでの施設です。3歳児クラスからは他の施設に転園の希望を出していただき、再び利用調整を行います。	☐
	Result of your child's interview (re-interview) will be provided to the his/her child care institution. 面談（再面談）の結果について、施設に情報を提供します。	☐
	Following the notice of admission, your child is requested to attend the orientation meeting at his/her child care institution, so please be sure to attend it. 入所内定後、保育施設で説明会を行いますので、必ず参加してください。	☐
	I understand that the method to decide who is admitted/ waiting in case two or more applicants have the same index points under the criteria for approval on admission and how the decision is made. 入所選考の方法及び指数が同点となった場合の判断基準によって、入所の決定・保留の審査をしていることを理解しました。	☐
	If you decline admission after the decision has been made, the application itself will be cancelled; therefore, you cannot receive a notice of withhold admission, etc. If you want your child to be eligible for examination/ allocation process, you will need to apply again. Also, if you apply again within the same fiscal year, the selection will be made after deducting points. 入所決定後に入所を辞退した場合は、申請自体が取消となり、保留通知等はお出しできません。利用調整に係りたい場合は、再度申請が必要となります。また、年度内に再度申請をした場合は、減点した上での選考となります。	☐
If you decline admission after the decision has been made, your submitted certification (certificate of employment etc.) which proved your necessity for childcare service in the child care institution and information related to your child health (questionnaire etc.) will be provided to the childcare institution. 入所決定後、申込み時に提出された保育必要性の事由となる証明書(就労証明書等)及び児童の健康に関する内容(質問票等)については、保育施設における保育必要性の事由の確認等に必要のため、情報提供を行います。	☐	
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After admission 保育施設入所後	After entering to the child care institution, your child will have about a week of 'acclimation period' to adjust to group nursing. 入所後、保育施設での集団生活に慣れるために1週間程度の「慣れ保育」があります。	☐
	Your child cannot be enrolled in a child care institution if it beyond the period of your Approval on the necessity of childcare service. 支給認定の認定期間を超えて、保育施設を利用することはできません。	☐
	If your child is admitted under any of the reason mentioned below, the period of Approval on the necessity of childcare service is limited as mentioned below: 下記の認定事由ごとに、支給認定期間が限られています。	☐

Checklist 確認項目			Check チェック
Approval (guardian's status) 保護者の認定	Approved enrollment period 在園可能な期間	How to extend the enrollment period 在園継続の方法	
Pregnancy/ Childbirth 妊娠・出産	Approval is valid from the 1 st day of the month which is 2 months before your expected date of childbirth through the last day of the month in which the day of 8 weeks and one day after the childbirth falls. 出産予定日の属する月の2か月前の初日から出産日の8週間後の翌日の属する月の末日まで	After your child's approved enrollment period ends, he/she must leave the child care institution. the approval on the necessity of childcare service will not be changed and not be allowed continued use of the service. 在園可能な期間後は必ず退所となり、支給認定の変更及び継続利用はできません。	
Job seeking/ Prospective employment 求職活動・就労内定	3 months 3か月間	Submit a 'Change in Approval on the necessity of childcare service' and 'Certificate of employment' stating 64 actual work hours or more within 3 months from your child's admission. 入所から3か月以内に実働月 64 時間以上であることが確認できる『就労証明書』及び『支給認定変更申請書』を提出する。	
After admission 保育施設入所後	If you apply during your childcare leave, you are required to return to work at the 'workplace that issued the Certificate of Employment' with the same employment contract hours as when you apply (but the use of the reduced-hour work system is permitted) or at a work place where the index points based on the circumstances of your employment contract are not less than those at the time of admission process(use of reduced-hour work system is permitted.) (If you are a temporary employee and are scheduled to work at a different workplace after returning to work, please adjust your work days and hours so that the conditions are the same as at the time of your application. If the index points for 'Reason for the necessity of childcare service' fall shorter than those at the time of application, your child must leave the child care institution.) 育児休業取得中で申込み入所した方は、「就労証明書の発行を受けた職場」に申込み時と同じ雇用契約時間(時短勤務制度の利用は可)で復職、「または入所選考時の事由による指数より、低くならない雇用契約時間の職場(時短勤務制度の利用は可)」に就労していただくことが保育利用を継続する条件となります(派遣職員の方で、復職後の派遣先が異なる場合には、勤務日数及び勤務時間が申込み時と同等の条件になるよう調整してください。申込み時より事由による指数が低くなる場合には退所となります)。		☐
	If you are approved the necessity of child care due to a reason of 'Employment', you must meet the criteria to use a child care institution with actual monthly work of 64 hours or more per month (regularly). Therefore, if your actual monthly work continuously fall shorter than 64 hours, even if it is due to nursing care of your sick child etc., your child must leave the child care institution as your necessity of childcare service does not meet the criteria. 就労の事由により入所している方は、毎月(常時)実働64時間以上就労する必要があります。お子さんの体調不良等が理由であっても、実働64時間を下回る月が続く場合は退所となります。		☐
	If your child does not attend his/her child care institution one month from the beginning to the end of the month due to the reason other than his/her illness or his/her mother's childbirth at her hometown, your child must leave the child care institution. 児童の疾病もしくは里帰り出産以外の理由で月初から月末までの1か月間、保育施設の利用がない場合は退所となります。		☐
	The submitted certificate (e.g., Certificate of Employment) of the reason for necessity of childcare service will be provided to the child's care institution because it is needed to confirm your reason for the necessity of childcare service. 提出された保育必要性の事由となる証明書(就労証明書等)は、保育施設における保育必要性の事由の確認等に必要のため、情報提供を行います。		☐

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After admission 保育施設入所後	If your elder child is already attending a child care institution and you are taking a childcare leave for the younger one, the approval period of the elder one will be until the end of the fiscal year (March 31) that includes the day the younger one turns 2 years old. (Taking into consideration an acclimation period of your younger child to get accustomed to new environments at a licensed child care institution, etc., you need to end your childcare leave and return to work by May 1 of the following fiscal year. Otherwise, your elder child must leave his/her child care institution.) すでに上のお子さんが入所している方で、下のお子さんに係る育児休業を取得している場合、上のお子さんに対する育児休業での支給認定期間は、下のお子さんが2歳になった日の属する年度末までとなります（下のお子さんの認可保育施設等の慣らし保育を考慮し、翌年度5月1日までに育児休業を終え職場復帰しなかった場合は、上のお子さんは退所となります）	☐
	If your family moves out of Misato City after admission, the child care service for your child may be discontinued. 入所後、三郷市外に転出した場合、継続して通園できない場合があります。	☐
	When a child is transferred to another child care institution, we will coordinate with the institutions, and provide necessary information to the hospitals and other related institutions in the event of an emergency. 他の保育所等へ転園する場合において、他の施設との間で連絡調整を行うことや、緊急時において病院や他の関係機関に対し必要な情報提供を行います。	☐
Childcare fee 保育料	The child care fee is payable each month. Please be sure to pay by the due date. Even if your child withdraws from the institution in the middle of the month, you will be charged a half of the childcare fee until the 10th of the month and the full amount after the 11th of the month. 保育料は1か月単位でご納付いただきます。納期限までに必ず納付してください。月の途中で退園しても、月の10日までは半額、11日以降は全額の保育料がかかります。	☐
	If Misato City cannot confirm the municipal resident tax of the person under duty to support the child (because the person has not declared the Municipal Resident Tax, or if the resident tax certificate for a new resident has not been submitted), the highest childcare fee will be charged. But after filing a tax return or submitting a Certificate of Taxation/ Tax-exemption etc. the childcare fee will re-determined. 児童扶養義務者の市区町村民税が確認できない場合（住民税の申告をしていない場合、転入者で住民税課税証明書等が未提出の場合等）、保育料は最高額で決定します。申告後又は課税証明書等提出後、確認できた課税額を基に保育料を再決定します。	☐
	If you are in arrears, it will adversely affect the examination/ allocation for your use of the service. 滞納がある場合、利用調整の際に不利になります。	☐
	<Only those who moved in Misato City on and after January 2, 2026> Please fill in the name of the municipality where you resided as of January 1st, 2026. 【令和8年1月2日以降に転入されてきた方のみ】 令和8年1月1日時点でお住まいだった市区町村名をご記載ください。 Name of municipality: 市区町村名 _____	

保護者署名欄 Signature	I confirm the items above and agree to the conditions as stated. 本確認票の記載事項を理解し、同意しました。
	Date: (YYYY / MM/ DD) _____ / _____ / _____ 年 月 日
	Name of guardian: _____ 保護者氏名