

FY2025 Procedures for Request for Extra Childcare Fees etc. 'Free of Charge'

(Eligible for those who received an Approval on the necessity of using childcare service: Category 2 and 3)

令和7年度預かり保育等無償化に係る請求手続き(施設等利用給付2号・3号認定者のみ対象)

Outline

If you use an extra childcare service at kindergarten or Center for Early Childhood Education and Care (ECEC center), or childcare services at non-licensed child care institution, please pay the fees to the respective institution. Please then submit the 'receipt' and 『特定子ども・子育て支援提供証明書』 (Receipt and proof of receiving childcare service) ' issued by the institution after payment and attached them to the request form to the institution that your child is attending.

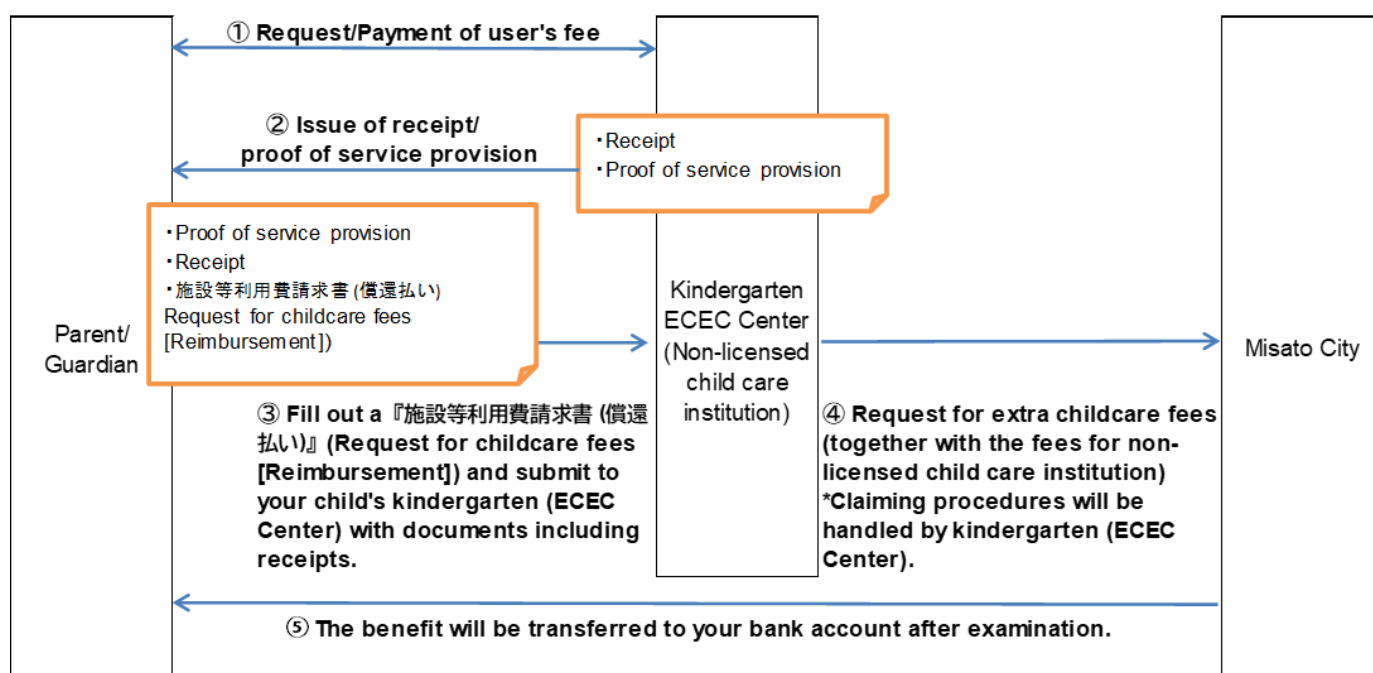
(*If your child is using non-licensed child care institution while attending a kindergarten or ECEC center, or using only a non-licensed child care institution, please submit all relevant documents to the institution where your child is enrolled.)

(*If your child is not enrolled in a kindergarten or ECEC center, but uses only non-licensed child care institution, please submit the application to the Child Care Division.)

Misato City will review your request based on the submitted documents and transfer the eligible fees to the guardian's bank account; this process is called 'Reimbursement'.

Flow of Request and its timing

●Flow of request for Extra childcare fees



1. Eligibility

- One who received an approval on the necessity of using childcare service: 'Category 2' or 'Category 3' during the eligible period.

*Please note that if you are using a kindergarten or ECEC center with 'Category 1' approval, you are not eligible and will not receive the benefits even if you apply for reimbursement

2. Request and Payment Schedule

Request deadline and payment schedule are as the table below:

Months of use	Period of Request (Process through the institution where your child is enrolled)	Payment schedule
April to June	Around mid-July	Approximately by the end of September
July to September	Around mid-October	Approximately by the end of December
October to December	Around mid-January	Approximately by the end of March
January to March	Around mid-April	Approximately by the end of May

*Please note that if you submit your application after each deadline date, in principle, it will be processed in the following time.

(e.g., If you submit your request for the fees for April to June in mid-August; ➡ the payment will be made in the end of December instead of the end of September.

3. Application documents and where to submit

Necessary documents:

- 1) 'Request for Childcare Fees [Reimbursement]'

Obtain the application form from your child's institution or download from Misato City official website.

- 2) 'Receipt of extra childcare fees' (issued from the institution which you used. Be sure to submit the originals.)
- 3) 『特定子ども・子育て支援提供証明書』 (Receipt and proof of receiving childcare service)' (issued from the institution which you used. Be sure to submit the originals.)

Where to submit:

Submit the above set of documents to your child's institution. (Please staple them together to prevent loss.)

*Please follow the instructions of your child's institution for the submission deadline.

4. About payment

After examining the submitted documents, Misato City will transfer the benefits directly to the guardian's account indicated on the request form.

5. About benefit amount

- Monthly maximum amount is 11,300 yen (in the case of 'Category 3', the monthly maximum amount is 16,300).

*If you use Extra childcare service at a kindergarten or ECEC center, the daily unit rate of 450 yen per day will be applied.

<Calculation method>

A: Actual monthly amount paid to the institution for Extra childcare fees of a given month: **A** yen

B: Maximum benefit amount: Number of days used × daily rate (450 yen) = **B** yen (maximum of 11,300 yen)

⇒ Either A or B, the lesser amount will be granted. (・・・C)

*If you use a non-licensed child care institution in addition to the above, the maximum benefit amount is 11,300 yen minus the benefit amount for the Extra childcare fees (C).

(Ex. 1): Used 18 days of Extra childcare service (monthly fee of 10,000 yen) at kindergarten.

A: 10,000 yen B: 450 yen × 18 days = 8,100 yen

➡ A > B Therefore, the benefits for the month will be 8,100 yen.

(Ex. 2): Used 16 days of Extra childcare service (daily fee of 500 yen) at kindergarten.

A: 8,000 yen B: 450 yen × 16 days = 7,200 yen

➡ A > B Therefore, the benefits for the month will be 7,200 yen.

(Ex. 3): Used 15 days of Extra childcare service (daily fee of 400 yen) at kindergarten.

In addition to the above, I used 5 days at a non-licensed child care institution (daily fee for 3,000 yen)

A: 6,000 yen B: 450 yen \times 15 days = 6,750 yen

⇒ A < B Therefore, the benefits for the month will be 6,000yen.

⇒ 11,300 yen (at maximum amount) - 6,000 yen (for Extra childcare fee) = 5,300 yen (for the maximum amount for non-licensed childcare institution fees)

Benefit amount for non-licensed child care fees of the month will be 5,300 yen (since 3,000 yen \times 5 days = 15,000 yen).

The benefits for the month will be 11,300 yen.

Other notes

- Users' fees will be subsidized for one who is registered in Misato City and for the period of Approval on the necessity of using childcare service: Category 2 and 3.

*If you moved in or moved out of Misato City during the period for which the benefits are requested, please check about the subsidy with the municipalities from which you moved out or to which you move in.

◎Inquiries:

<Should you have any query, please contact us. However, please understand that we are unable to answer inquiries about personal taxation amount or resident registration, etc. >

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Phone: 048-930-7784 (direct)

★Check with ☒ before submission to make sure you have all necessary documents.

☐1) '施設等利用費請求書（償還払い）(Request for Childcare Fees [Reimbursement])'

☐2) [Original] receipts from the institutions for the period you used.

☐3) [Original] '特定子ども・子育て支援提供証明書 (Receipt and proof of receiving childcare service)' from the institutions for the period you used.

*All documents are required to receive the benefits.

(Amount of the fees from April to June, 2025):

Submit by ____ / ____ to the kindergarten where the child is enrolled.

(Amount of the fees from July to September, 2025):

Submit by ____ / ____ to the kindergarten where the child is enrolled.

(Amount of the fees from October to December, 2025):

Submit by ____ / ____ to the kindergarten where the child is enrolled.

(Amount of the fees from January to March, 2026):

Submit by ____ / ____ to the kindergarten where the child is enrolled.