

FY 2026: Application Guidebook for Receiving Childcare Service

令和 8 年度 保育利用希望申込みのてびき

(Read this guidebook carefully before filing your application for receiving childcare service)

[FY 2026: Application Procedure]

Child Care Institutions are places which provide care to children whose parents or guardians are unable to care adequately at home due to reasons such as employment or illness.

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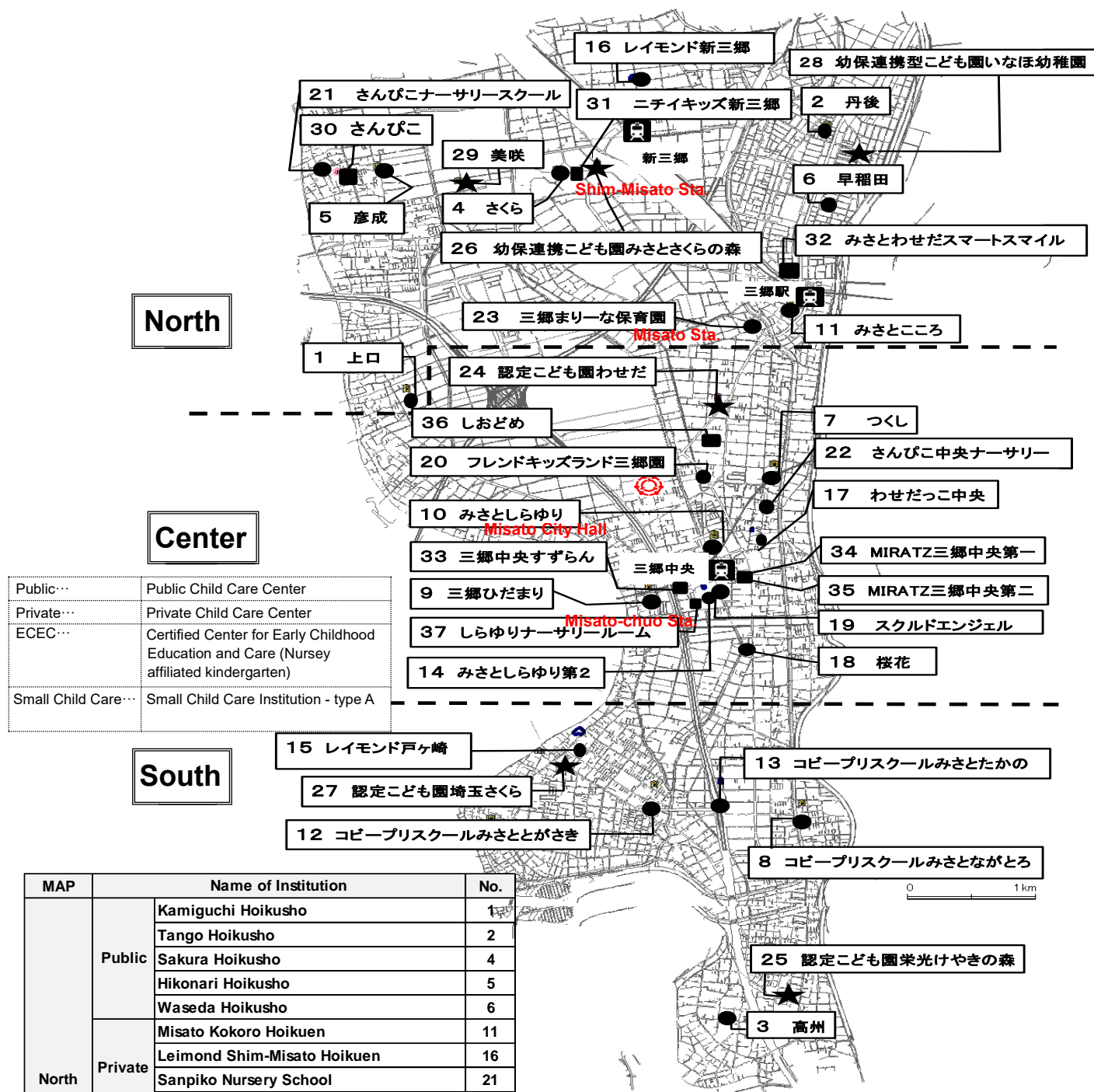
INQUIRIES

Child Care Section, Child Care Division
Department of Children's Future, Misato City Hall
Address: 648-1 Hanawada, Misato City, 341-8501
Phone: 048-930-7784 (direct line)

*This guidebook is also available on Misato City official website:

<https://www.city.misato.lg.jp/soshiki/kodomomirai/sukoyaka/>

Map of child care institutions in Misato City 市内保育施設等位置図



MAP	Name of Institution	No.
North	Public	Kamiguchi Hoikusho 1
		Tango Hoikusho 2
		Sakura Hoikusho 4
		Hikonari Hoikusho 5
		Waseda Hoikusho 6
	Private	Misato Kokoro Hoikuen 11
		Leimond Shim-Misato Hoikuen 16
		Sanpiko Nursery School 21
		Misato Marina Hoikuen 23
	ECEC	Misato Sakura no Mori 26
		Inaho Yochien 28
		Misaki Kodomoen 29
	Small Child Care	Sanpiko Hoikuen 30
		Nichii Kids Shim-Misato Hoikuen 31
		Misato Waseda Smart Smile Hoikuen 32

MAP	Name of Institution	No.
South	Public	Takasu Hoikusho 3
	Private	Coby Preschool Misato Togasaki 12
		Coby Preschool Misato Nagatoro 8
		Leimond Togasaki Hoikuen 15
		Coby Preschool Misato Takano 13
	ECEC	Eiko Keyaki no Mori 25
		Saitama Sakura Kindergarten 27

MAP	Name of Institution	No.
Center	Private	Tsukushi Hoikuen 7
		Misato Hidamari Hoikuen 9
		Misato Shirayuri Hoikuen 10
		Misato Shirayuri Dai 2 Hoikuen 14
		Wasedakko Chuo Hoikuen 17
		Ouka Hoikuen Misatoen 18
		SKULD Angel Hoikuen Misato Chuo 19
		Friend Kid's Land Misatoen 20
		Sanpiko Chuo Nursey School 22
	ECEC	Waseda 24
	Small Child Care	Misato Chuo Suzuran Hoikuen 33
		MIRATZ Misato Chuo Dai-1 Hoikuen 34
		MIRATZ Misato Chuo Dai-2 Hoikuen 35
		Shiodome Hoikuen Misato Chuo 36
		Shirayuri Nursery Room 37

Please be sure to check before application 申込み前にご確認ください

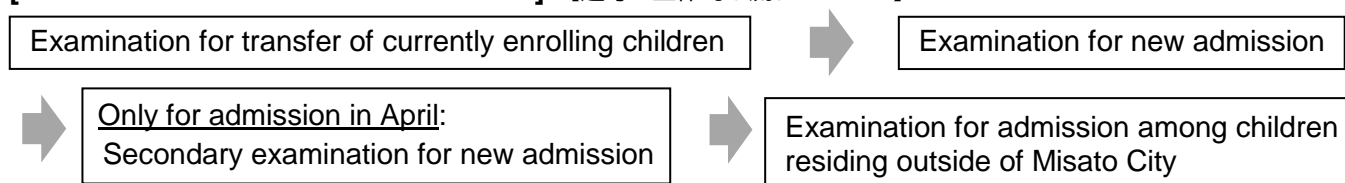
[For Your Application] 【申込みにあたって】

- Please read this Application Guidebook carefully. If you have any questions, please inquire with Child Care Division before applying.
- The information about childcare institutions listed in this Guidebook is limited. Please directly confirm with each childcare institution in advance if you have any concerns. (e.g., daily childcare flow, events, collection of actual expenses and so on.)

[About Application Documents] 【申込み書類について】

- When you request for an issuance of copy of submitted documents, the only document given by Misato City will be 'Application for Admission to a child care institution'. (Copies of) other application forms and attached documents will not be provided. Therefore, please check carefully for any insufficient/ incomplete document(s) or missing information in the application and be sure to make photocopies of all them before submitting (or mailing) the original documents (and certificates).
- Be sure to check though the necessary documents for application on pages 8-9 and prepare them completely and submit (mail). **If you do not submit documents (e.g., Certificate of Employment) to confirm the reason for the necessity of childcare, your application will be excluded from examination/ allocation process. It means you cannot only use the childcare service (not admitted) but also cannot be issued a Notice on result of withhold admission to a child care institution resulting from the examination.** Please be aware of it.
- 'Certificate of Employment' must be made by your company. Except for self-employed, you should not fill it in by yourself. If you make it by yourself without consent of your company or false information is found, your application will be rejected. (If you are using childcare service, your child must withdraw from the institution.) Or please note that you also may be charged with a criminal offence.

[Flow of Overall Examination Process] 【選考の全体的な流れについて】



- **Vacancies may arise during selection in April due to children leaving or withdrawing. If your child's admission is confirmed through transferring examination or during primary examination, your child cannot change his/her institution to one of your higher preference, even if there is a vacancy.**
- The Secondary examination of the newly application for admission in April will be conducted only for institutions with vacancies remaining after the first selection. There will be no dedicated vacancy for the Secondary examination; therefore, please be sure to apply for the Primary application, if you seek a higher probability of admission.
- Examination for transferring institution will be proceeded by December and examination for new applications will be proceeded by February.
- No one can be admitted in March because there is no examination proceeded in March, while new applications are accepted. All applications accepted in March will be 'withheld admission'.

1. Approval on the necessity of childcare service [Approval certificate provision]

1. 保育の必要性の認定（支給認定）

If you wish to receive the childcare service from a child care institution, such as a child care center [*Hoikusho/ Hoikuen*], a Certified Center for Early Childhood Education and Care (hereinafter referred to as ECEC Center) [*Nintei Kodomoen*], a small child care institution, or a place offered to the public child care institution in the workplace, you need to file an 'Application for Approval on the necessity of education/ nursing service' 『教育・保育給付認定申請書』 to Misato City and receive **"Approval on the necessity of childcare service [Approval certificate provision]"** 「保育の必要性の認定（支給認定）」. Please note that you can use the childcare service provided by the institution during the approved period.

Age of your child:

3- to 5-year-old



Which service would you like to receive: Education or Childcare?

Education

Childcare

Do you fall under any of the "Reason for the necessity of childcare service" ◆1?

Yes

Certificate Categories:

Category I

Category II

Category III

Available institutions:

Kindergarten

ECEC Center

Child Care Center

ECEC Center

Small Child Care (Workplace) Institution

0- to 2-year-old



Do you fall under any of the "Reason for the necessity of childcare service" ◆1?

Yes

No

You are NOT eligible to receive the childcare services ◆2.

◆1. You will find notes about the 'Reasons for the necessity of childcare service' (保育を必要とする事由) on page 2.

◆2. Temporary childcare service is available (when your child turns 1 year old) as needed.

2. Available childcare hours (Necessary amount of time for childcare)

2. 保育施設を利用できる時間（保育必要量）

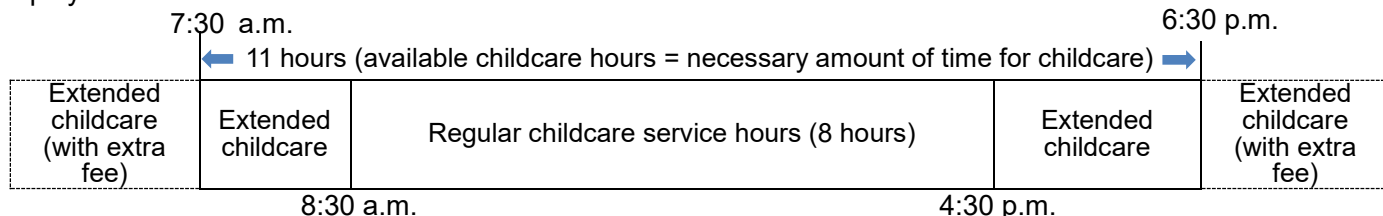
*Licensed child care institutions outside of Misato City may have different operation hours.

Those who have been approved for payment are classified into "Standard-hour childcare" and "Short-hour childcare" depending on the reasons for the necessity of childcare or work hours if they are employed.

You are allowed to use childcare service only during **the hours when childcare is actually needed** such as working and commuting within the time period approved in your Approval on the necessity of childcare service. Opening hours and fees for extended childcare vary depending on the child care institution. (Please see the "List of child care institutions" on pages 27-30.)

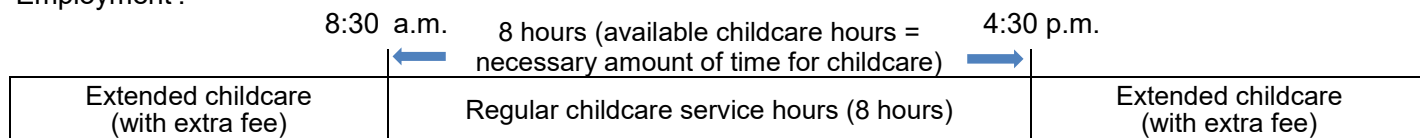
[Standard-hour childcare] (During opening hours of each institution)

This usage time assumes that both parents are working full-time etc. ((**approximately 120 hours of actual work per month** (approximately 30 hours of actual work per week)) if the reason for the necessity of childcare service is 'Employment'.



[Short-hour childcare] (During opening hours of each institution)

This usage time assumes that both or either of the parents is working part-time (short-hour work) etc. (**from 64 hours to under 120 hours of actual work per month** (as a guideline, 4 hours or more of actual work excluding break time per day and 4 days or more of work per week) if the reason for the necessity of childcare service is 'Employment'.



3. Reasons for the necessity of childcare service and necessary amount of time for childcare 2. 保育を必要とする事由、保育必要量

To use childcare service at a child care institution, you need to fall under any one the “Reasons for the necessity of childcare service” 「保育を必要とする事由」 in the following table.

The Approval on the necessity of childcare service will be given or revised according to your necessity of childcare as of every first day in each month, which is the base date.

Reasons for the necessity of childcare service	Necessary amount of time for childcare
Employment (with 64 hours or more of actual work hours per month) ◆1	<ul style="list-style-type: none"> • “Short-hour childcare” (64 hours or more and less than 120 hours of actual work per month) • “Standard-hour childcare” (120 hours of actual work per month)
Pregnancy/ childbirth	‘Standard-hour childcare’ in principle
Guardian’s health condition such as illness/ disability	‘Short-hour childcare’ in principle
Nursing care of a cohabiting or long-term hospitalized relative	‘Short-hour childcare’ in principle
Job seeking (including preparation for starting a business/ need to start working within 3 months after application)	‘Short-hour childcare’ in principle
School attendance (including job training at vocational school)	Either ‘Standard-hour childcare’ or ‘Short-hour childcare’ depending on your actual attendance
Possible mistreat of child or domestic violence	‘Standard-hour childcare’ in principle
Childcare leave ◆2	‘Short-hour childcare’ in principle
Other reasons that Misato City recognizes as similar circumstances as above	Either ‘Standard-hour childcare’ or ‘Short-hour childcare’ depending on your documents

◆1. Besides full-time work, part-time work, work during night time and self-employed are included. (Excluding the work hours when a temporary childcare service is offered.)

If you are on childcare leave of the applicant child, you can apply for a child care institution due to “Employment”. Please note that if your child is admitted to a child care institution during your childcare leave, **you have to return to ‘your workplace from which you received a Certificate of Employment’ under the criterion “by the 1st of the following month” of your child’s enrollment month.** (We will confirm your employment condition with a Certificate of Return to Work. **If we cannot confirm that your returning to work under the same conditions as at the time of your application, your child must leave the child care institution.**)

***If your necessity of child care is due to ‘Employment’, you must meet the criteria with actual work (excluding break time) of at least 64 hours per month even if you need to take a day-off due to nursing of your sick child. If your actual work becomes less than 64 hours per month, your child must leave the child care institution as your necessity of childcare service does not meet the criteria.**

◆2. When taking childcare leave of your younger child, the elder child can use child care institution until the end of the fiscal year (March 31) in which the younger child turns two years old.

If you do not return to work by the 1st of the month in which your younger child’s enrollment starts after completing childcare leave, taking into account an acclimation period for him/her to get accustomed to a group nursing at a licensed (or non-licensed) child care institution, the elder child must leave the institution.

4. Approved enrollment period depending on the Reason for Approval on the necessity of childcare service 4. 支給認定の事由における在園可能な期間

Your child can be admitted to a child care institution within a valid approved enrollment period depending on the Reason for Approval on the necessity of childcare service. If you wish to extend the approval period to use the service continuously after the expiry, please take the procedures as below:

Approval (status)	Approved enrollment period	Required criterion to extend the approved period
Pregnancy/ Childbirth	From the 1 st of the month which is 2 months before your expecting date of childbirth to the last day of the month in which the day of 8 weeks and one day after the childbirth falls.	<u>Your child's enrollment will be terminated when the approval expires and you will not be able to change the reason of Approval on the necessity of childcare service and continue to use the service.</u> If you have another reason for necessity of childcare service, you can apply again under the new reason.
Job seeking	3 months	Start working and submit the "Certificate of Employment (with actual work hours of 64 hours or more per month)" 『就労証明書』 and application form for 'Change in Approval on the use of education/ nursing service' 『教育・保育給付認定変更申請書』 within 3 month from the admission. Please refer to "Employment (Just after the start)" below column about the approved period and work conditions for continued use after the start of employment.
Others (Job offer)	3 months	You need to submit documents confirming 2 months of employment (Certificate of Employment or pay slips, etc.) for continued approval.
Others (Short-time work)	3 months	
Employment (Just after the start)	3 month	

*When you make two or more applications for multiple children at the same time and only one child is admitted and the other is withhold admission, one who is admitted must leave the institution if you do not meet the conditions for continued use. If you cannot return to work because of the conditions of your newborn baby, please consult us.

*Regarding the change in Approval on the necessity of childcare service, it will be effective from the month following the submission of the documents required for the change, not from the day when the reason for the change occurred. (In principle, retroactive approval provision is not possible.)

*Validity periods of Approval on the necessity of childcare service other than the above will be approved after examining the content.

5. Notes on the application 5. 利用申込みにあたっての確認事項

[Class age]

- Child will be assigned to each 'class age' based on the age as of April 1, 2026.

Your child's "class age" will not be advanced during the fiscal year even if he/she gets one year older.

<Class age chart>

Class age	Date of birth
0-year-old	April 2, 2025 - April 1, 2026
1-year-old	April 2, 2024 - April 1, 2025
2-year-old	April 2, 2023 - April 1, 2024
3-year-old	April 2, 2022 - April 1, 2023
4-year-old	April 2, 2021 - April 1, 2022
5-year-old	April 2, 2010 - April 1, 2021

[How to visit and choose child care institutions]

- Each child care institution has its own childcare policies. Therefore, we strongly recommend that you visit your preferable child care institution with prior contact and check their childcare policies in person.

- Parents should consider daily pick-up and drop-off times, available childcare hours (opening hours), and childcare policies of each child care institution, and choose where parents can realistically pick up and drop off their children on their own.

['Acclimation period' for new enrollees]

- The new enrollees will receive short-time childcare for about one week (acclimation period) to get accustomed to a group nursing. If your child transfers from one institution to another, he/she also will receive this period as he/she gets accustomed to new environment.

[Notes on childcare use of your child]

- Along with the admission examination, we will ask about your child's development status at medical interview. Based on the medical interview, Misato City will introduce the childcare services to children who are suitable for a group nursing and capable to attend child care institution on a daily basis. **Please note that, depending on your child's medical condition and the results of the medical interview, your child may be arranged to placement in other institution than that you preferred, if it cannot provide qualified staff and safe childcare environment to meet your child's needs, or the admission may be declined.** If the city judges that your child needs more assistance after enrollment, we may consult with you about using other institution or 'Ohisama-gumi' (see below information).
- Kamiguchi C.C.C. and Tango C.C.C. have a class called 'Ohisama-gumi' providing childcare with regular consultation tours and more. (About "Ohisama-gumi", the childcare service is available during the approved hours from Monday through Friday (standard hours /short hours).) You cannot use on Saturdays and extended childcare. Additionally, please note that we may not accept your request for specific childcare hours even if your child is able to join in a group nursing.)

[About children who need medical care]

- In addition to the required documents on pages 8-9, please submit the following documents in the separate volume "Guidelines for Acceptance and Implementation of Medical Care Children at Nursery Schools" within the application period.
- 「医療的ケア実施申込書(様式第1号)」 “Application form for implementation of medical care”
- 「医療的ケアの実施に係る意見書(様式第2号)」 “Opinion on the implementation of medical care”

[About electronic application]

- Regarding applications submitted in April 2026, you can apply electronically via the "Misato City Electronic Application/ Notification Service". (For applications in and after May, please apply at the service counter of Child Care Division).
Please refer to Misato City official website about application details from the 2D barcode shown in the right.



*As the reception system "Pittari Service" on the Mynportal site is not ready for yet, **it is not available** at the time of application for FY 2026.

6. FY2026: Application procedure for admission in April

6. 令和 8 年度 4 月申込み手続き

*You can submit request for admission in December 2025 or later at the same time. Please prepare and submit each of FY 2025 and FY 2026 all application documents.

Primary application 1次申込み	A child born between April 2, 2020 and September 1, 2025	
	Application period 書類受付	Monday, September 22 - Thursday, October 16 [with the postmark]
	Medical interview period 問診期間	Sunday, October 26, 2025 - Saturday, November 1, 2025 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m. *Medical interview is available on Saturday and Sunday (Sunday, November 1 is available only in the morning.)
	A child born between September 2, 2025 and January 1, 2026	
	Application period 書類受付	Tuesday, November 4, 2025 - Tuesday, January 6, 2026 [with the postmark]
	Medical interview period 問診期間	Friday, December 26, 2025 - Tuesday, January 6, 2026 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m. *For those who submit documents on Tuesday, January 6, the date of your child's medical interview will be arranged individually. Child Care Division will contact you after receiving your documents.
Secondary application 2次申込み	Application period 書類受付	Tuesday, November 4, 2025 - Friday, December 26, 2025 [with the postmark] <u>*Examination will be proceeded only at institutions with vacancies (including those due to leaving or withdrawal by the secondary application) after the primary examination.</u>
	Medical interview period 問診期間	Friday, December 26, 2025 - Tuesday, January 6, 2026 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m.

[Submission method]

- ① Application by registered mail [with the postmark] (Please mail the documents without folding.)
- ② Directly submit to the counter of Child Care Division. (Documents will be examined at a later date.)
- ③ "Misato City Electronic Application/ Notification Service" (*Please see the website for details.) Also, please note that there will be no extension for the application period due to postal accidents.

*We do not check your arrival status of your application documents by phone.

[Addressee]

Child Care Section, Child Care Division, Department of Children's Future, Misato City Hall
648-1 Hanawada, Misato City, 341-8501

***Applications by city residents are accepted at Misato City Hall only. Please be sure to submit application documents to Child Care Division.**

*If you live outside of Misato city, please read pages 23-24 and contract the childcare division of your municipality.

[About medical interview]

What to bring: Your child's Mother and Child Health Handbook

Place: 5F of Health and Welfare Center (Kenko Fukushima Kaikan)

Please come with the applicant child to the venue, by one guardian per child to avoid overcrowding

Be sure to bring your child's Mother and Child Health Handbook as you may not be able to receive medical interview if you forget it.

***As you will be excluded from examination/ allocation process if you do not receive the medical (re)interview, please be sure to have it. Once you are excluded from the examination/ allocation process, your application itself will be withdrawn. Thus you cannot use childcare service (not admitted to a child care institution) but also cannot obtain a Notice on result of withhold admission to a child care institution. If you want to apply again, please prepare all necessary documents again. Your application will be accepted as a new application corresponding to the admission month during the application period.**

[Examination process for admission in April] 【4月選考のながれ】

1	Submission of required document:	<ul style="list-style-type: none">- Prepare all required documents for “Application for Approval on the necessity of education/ nursing service and Application for Admission to a child care institution” (see pages 8-9) along with the ‘Application Checklist’ by the due date noted on page 5 and bring to Child Care Division or send them by a <u>registered mail (acceptable with the postmark of the due date)</u> to the address below. - <u>Please be sure to take photocopies of all documents before you submit and keep them at home.</u>	
2	Examination of document	<ul style="list-style-type: none">- The submitted documents will be checked. (If necessary, we will visit your home or make an inquiry to your place of employment.)	
3	Notice of Acceptance	<ul style="list-style-type: none">- After your document are examined, we will return your selection index and Application Checklist. It will be returned in about 3 days (excluding Saturday, Sunday and national holiday) after receiving your application documents. Please inquire to Child Care Division if you don’t get notice 5 days after submission (3 days of processing period + 2 days of mailing).- We will inform you of any insufficient/ incomplete document(s) enclosed with ‘Application Checklist’.	
4	Submission of incomplete document	<ul style="list-style-type: none">- If you receive the notice of insufficient/ incomplete document(s), please bring the required documents to Child Care Division or send by <u>registered mail [with the post mark] during acceptance period</u> (see page 5). You cannot submit them by electronic application system.- During the document acceptance period, we will accept your additional or resubmission documents even if you haven’t received the notice on insufficient/ incomplete documents.- <u>If you apply at latter half of the document acceptance period, you may not make it in time for the submission date for insufficient/ incomplete document(s). Allow yourself plenty of time to prepare for the documents to apply.</u>- <u>If you fail to submit those required incomplete/ insufficiency document(s) by the due date, your child may excluded from the examination process or change your index points.</u>- If you submit after the documents acceptance period, it will be reflected in the Secondary examination or later.	
5	Medical interview	<ul style="list-style-type: none">- We will check such as the child’s growth condition through the “medical interview”. (You may be asked to receive another interview on another day depending on the result of the interview.)- Come along with your child bringing his/her <u>Mother and Child Health Handbook</u> to the designated venue during the period of Medical interview (see page 5) <u>If you fail to bring his/her Mother and Child Health Handbook, you cannot receive the medical interview.</u>	
That’s all for your application procedure. (Your application is sent to the examination/ allocation phase.) <u>*Please note that if your child has not received medical interview (re-interview), your child will not be eligible for the examination/ allocation.</u>			
6	Issuance of certificate	The city will issue an "Approval certificate" as needed.	
7	Examination/ Allocation and Notice of result	Primary examination	Eligible child: A child who applied during the primary application period Mailing schedule: In early February (The date will be announced on Misato City official website.)
		Secondary examination	Eligibility: A child who is not admitted during the primary examination and who applied during the secondary application period. Mailing schedule: In early March (The date will be announced on Misato City official website.)

*The examination result will be notified by post. Please note that we will not answer your inquiry about the result by telephone before sending the notice.

***Notice of Withhold admission (保留通知) will be sent out in early March.**

*In case your use of childcare service (admission) is not decided, your Application for Admission to a child care institution will be an eligible until next March of the same fiscal year.

7. Application procedure for admission in each month 7. 例月の申込み手続き

[Monthly examination schedule in and after May, 2026] 【令和8年5月以降の選考日程】

*Application will be accepted at the service counter of Child Care Division in or after May.

Desired admission month	Acceptance period	Last day of medial interview	Notice of result
May	1/9~4/3	4/3	Around 4/18
Jun	4/1~5/1	5/1	Around 5/18
Jul	5/1~6/5	6/5	Around 6/18
Aug	6/1~7/3	7/3	Around 7/18
Sep	7/1~8/5	8/5	Around 8/18
Oct	8/3~9/4	9/4	Around 9/18

Desired admission month	Acceptance period	Last day of medial interview	Notice of result
Nov	9/1~10/5	10/5	Around 10/18
Dec	10/1~11/5	11/5	Around 11/18
Jan 2027	9/22~12/4	12/4	Around 12/18
Feb 2027	9/22~1/5	1/5	Around 1/18
Mar 2027	9/22~2/5		Around 2/18

*Application is accepted on working days except Saturdays, Sundays, national holidays and the year-end and New Year holidays.

*Application for admission in March, 2027 is acceptable, however, no examination for admission will be made.

[Admission in or after May] 【5月以降の選考の流れ】

1	Submission of required document: (Monthly closing date: the 5 th of each month)	<ul style="list-style-type: none"> - Admission starts on the 1st of each month. - Apply during the above acceptance period at the service counter of Child Care Division (on working days from 8:30 a.m. to 5:00 p.m. except Saturdays, Sundays, national holidays and the year-end and New Year holidays) with all required documents of 'Application for Approval on the necessity of 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みに必要な書類」 (See pages 8-9). (Please note that if you have incomplete/insufficient document(s), you cannot send them by post.) <e.g.> If you apply for an admission in September 1st: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> July/1 August/5 August/18 September/1 </div> ← Application acceptance/ medical interview period → Examination/ Determination Notification Start childcare service - We will check your child's growth condition etc. through the "medical interview". (You may be asked to receive another interview on another day depending on the result of the interview.) - A medical interview will be performed at public child care centers in Misato City or Child Care Division. As nursery teachers are regularly stay in the division, you may have a chance to receive a medical interview when submitting your application documents. (Please come along with your child bringing his/her Mother and Child Health Handbook.)
2	Examination of document	<ul style="list-style-type: none"> - Based on the documents you submit, we examine whether or not you meet the criteria of "necessity of childcare service" and check your certificate category of 'Approval certificate'. - We may visit your home or call your workplace to inquire about your working conditions to confirm the necessity of childcare service.
<p>That's all for your application procedure. (Your application is sent to the examination/ allocation phase.)</p> <p>*Please note that <u>if your child has not received medical interview (re-interview), your child will not be eligible for the examination/ allocation.</u></p>		
3	Examination/ Allocation	<ul style="list-style-type: none"> - Your working conditions and family status will be indexed; then, Misato City will allocate children with higher order for the necessity of childcare service to each child care institution considering the availability and your desire.
4	Notice of result to be sent (around the 18 th of each month)	<p>[If your child's Admission to a child care institution is determined]</p> <ul style="list-style-type: none"> - "Notice of Admission to a Child Care Institution" 「施設等利用調整結果通知書」 will be sent by the City. <p>[If your child's Admission to a child care institution is withheld]</p> <ul style="list-style-type: none"> - "Notice on result of withhold admission to a child care institution" 「施設等利用調整結果保留通知書」 will be sent by the City. <p>The city will issue an "Approval certificate" along with the result of examination.</p> <p>*The notice will be sent only once after your first application no matter what result you received.</p> <p>*Even if your child is place on a withheld admission, your application is still valid during the fiscal year so that your child will be an examined for allocation in each month (excluding for admission in March) until the end of fiscal year.</p>

8. Checklist for required document 8. 必要な書類チェックリスト

Please note that your child will NOT be eligible for the examination and allocation for the use of childcare service unless your application documents are submitted and the procedure for Approval on the necessity of child education/ nursing service and Admission to a child care institution (教育・保育給付認定申請及び利用施設調整申込み) are not being completed. (★-marked documents are available for download from Misato City official website.)

Please refer to pages 19-22 for the details to confirm about No. 3 'Reason for the necessity of the childcare service' and No. 11 and latter.

No.	Name of document 書類名	Check														
1	★Application for Approval on the necessity of child education/ nursing service (*one per applicant child) ★教育・保育給付認定申請書 (※児童一人につき1部)	<input type="checkbox"/>														
2	★Application for Admission to a child care institution (doubling as Family background information) (*one per applicant child) ★施設等利用調整申込書 [兼児童台帳] (※児童一人につき1部)	<input type="checkbox"/>														
3	<p>Documents proving your 'Reason for the necessity of childcare service' (of father's, mother's, and other cohabitant(s)) 「保育を必要とする事由」を確認する書類 (父・母・その他同居者分) ◆1</p> <table border="1"> <thead> <tr> <th>Guardian's status</th> <th>Required certificate / document 必要となる証明書類等</th> </tr> </thead> <tbody> <tr> <td> Employment *1 就労*1 </td> <td> ★Certificate of Employment (issued within 2 months) ★就労証明書 (発行後2か月以内) [Executive (company director/ auditor, corporate director, etc.)] 【役員 (会社の取締役・監査役、法人の理事等)】 “Certificate of all historical matters (certified copy of corporate register)” or a copy of the final tax return form 「履歴事項全部証明書 (登記簿謄本)」又は「確定申告書」の写し [Self-employed (sole proprietor)] 【自営業主 (個人事業主)】 Business License, Report of starting business, copy of Contract or order, or any other document that confirms the applicant is operating a business. 「営業許可証」、「開業届」、契約・受注書類の写し等事業を営んでいることが確認できる書類のいずれか [Self-employed cooperator, family-employee (cooperator)] 【自営業専従者、家族従業者 (協力者)】 A copy of the final tax return form or salary statement 「確定申告書」の写し又は給与明細書 [Homeworker, Contract worker] 【内職者、業務委託】 Copy of contract agreement/ Purchase order, etc. 契約・受注書類の写し等 [Shift worker] 【変則就労】 shift roster (for the same month as the employment record) シフト表 (就労実績と同じ月のもの) </td> </tr> <tr> <td> Pregnancy/ Childbirth 妊娠・出産 </td> <td> A copy of Mother and Child Health Handbook (for your coming baby's one. Submit a copy of the cover and page showing your delivery date.) ★Statement on pregnancy and childbirth 母子健康手帳 (生まれるお子さんのもの) の表紙及び出産 (分娩) 予定日記載のページの写し及び ★妊娠・出産に係る申立書 </td> </tr> <tr> <td> Illness/ Disability 疾病・障がい </td> <td> Medical certificate / a copy of Physical Disability certificate etc. *2 診断書または身体障害者手帳などの写し *2 </td> </tr> <tr> <td> Long-term caregiving/ Nursing 介護・看護 </td> <td> ★Statement on long-term care for a relative and a Medical certificate / Disability certificate, etc. (of who is being cared) 介護の申立書、及び看護 (介護) が必要な方の診断書・障害者手帳等 </td> </tr> <tr> <td> Job seeking 求職活動中 </td> <td> ★Statement on Job seeking activity 求職活動申立書 ★Statement on starting a business (and any contract, etc. or other documents that show it) 起業に係る申立書 (及びそれが分かる契約書等) </td> </tr> <tr> <td> School attendance 就学 </td> <td> A copy of Certificate of Enrollment or student ID (*issued by a school in conformity with the School Education Act) 在学証明書または学生証の写し (※学校教育法の規定する学校等) If a parent/ guardian of the applicant is a student, submit school curriculum or class schedule showing his/ her school hours. 保護者が学生の場合は、時間割表など授業時間の分かるもの </td> </tr> </tbody> </table>	Guardian's status	Required certificate / document 必要となる証明書類等	Employment *1 就労*1	★Certificate of Employment (issued within 2 months) ★就労証明書 (発行後2か月以内) [Executive (company director/ auditor, corporate director, etc.)] 【役員 (会社の取締役・監査役、法人の理事等)】 “Certificate of all historical matters (certified copy of corporate register)” or a copy of the final tax return form 「履歴事項全部証明書 (登記簿謄本)」又は「確定申告書」の写し [Self-employed (sole proprietor)] 【自営業主 (個人事業主)】 Business License, Report of starting business, copy of Contract or order, or any other document that confirms the applicant is operating a business. 「営業許可証」、「開業届」、契約・受注書類の写し等事業を営んでいることが確認できる書類のいずれか [Self-employed cooperator, family-employee (cooperator)] 【自営業専従者、家族従業者 (協力者)】 A copy of the final tax return form or salary statement 「確定申告書」の写し又は給与明細書 [Homeworker, Contract worker] 【内職者、業務委託】 Copy of contract agreement/ Purchase order, etc. 契約・受注書類の写し等 [Shift worker] 【変則就労】 shift roster (for the same month as the employment record) シフト表 (就労実績と同じ月のもの)	Pregnancy/ Childbirth 妊娠・出産	A copy of Mother and Child Health Handbook (for your coming baby's one. Submit a copy of the cover and page showing your delivery date.) ★Statement on pregnancy and childbirth 母子健康手帳 (生まれるお子さんのもの) の表紙及び出産 (分娩) 予定日記載のページの写し及び ★妊娠・出産に係る申立書	Illness/ Disability 疾病・障がい	Medical certificate / a copy of Physical Disability certificate etc. *2 診断書または身体障害者手帳などの写し *2	Long-term caregiving/ Nursing 介護・看護	★Statement on long-term care for a relative and a Medical certificate / Disability certificate, etc. (of who is being cared) 介護の申立書、及び看護 (介護) が必要な方の診断書・障害者手帳等	Job seeking 求職活動中	★Statement on Job seeking activity 求職活動申立書 ★Statement on starting a business (and any contract, etc. or other documents that show it) 起業に係る申立書 (及びそれが分かる契約書等)	School attendance 就学	A copy of Certificate of Enrollment or student ID (*issued by a school in conformity with the School Education Act) 在学証明書または学生証の写し (※学校教育法の規定する学校等) If a parent/ guardian of the applicant is a student, submit school curriculum or class schedule showing his/ her school hours. 保護者が学生の場合は、時間割表など授業時間の分かるもの	<input type="checkbox"/>
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4	★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・保育給付認定申請書及び施設等利用調整申込に関する確認票	<input type="checkbox"/>														
5	★Questionnaire (*one per applicant child) ★質問票 (※児童一人につき1部)	<input type="checkbox"/>														
6	[Only application for admission in April] ★Application Checklist (*one per applicant child) [4月申込時のみ] ★申請確認票 (※児童一人につき1部)	<input type="checkbox"/>														
7	Copies of documents proving your 'My Number' (Individual Number) of all cohabiters' 同居者全員のマイナンバーが分かる書類の写し ◆2	<input type="checkbox"/>														
8	A copy of Applicant's (your) ID (e.g., Individual Number Card, driver's license, passport) ◆3 of whom come to Misato City Hall to make application, name seal 申請者ご本人確認書類の写し ◆3	<input type="checkbox"/>														

No.	Name of document [only for those who meet the followings] 書類名（該当者のみ）	Check
9	<p>[If you moved in Misato City on or after January 2, 2025] ◆4 Documents which necessary for examination and assessment of your childcare fee◆4 【令和 7 年 1 月 2 日以降に三郷市へ転入した方】 ・保育料算定のための書類 ◆4</p> <p>Application for admission in April to August, 2024, and if you moved in Misato City on or after January 2, 2025 ⇒ Submit your “FY2025 Municipal/ Prefectural Resident Tax Notice or a Certificate of Taxation/ Non-taxation (levied on your income in the Calendar Year 2025)” issued by the municipal office of your residence as of January 1, 2023. 令和 7 年度（令和 6 年中所得）住民税納税通知書又は課税証明書・非課税証明書</p> <p>Application for admission from September, 2025 to March 2026, and if you moved in Misato City on or after January 2, 2025 ⇒ Submit your “FY2026 Municipal/ Prefectural Resident Tax Notice or a Certificate of Taxation / Non-taxation (levied on your income in the Calendar Year 2025)” which is issued by the municipal office of your residence as of January 2, 2026. （令和 8 年度年度（令和 7 年中所得）住民税納税通知書又は課税証明書・非課税証明書）</p>	<input type="checkbox"/>
10	[If you are a foreign national] A copy of your Residence Card◆5 【外国人の方】「在留カード」の写し	<input type="checkbox"/>
11	<p>[If you are a single parent] A document proving that family situation◆5 【ひとり親の方】家族の状況が分かる書類 ◆5</p> <p>Either one of a Certificate of Medical Expense Subsidy for Single Parent Family, Transcript of Family Register <all family members> (<i>koseki-zembu-jiko-shomeisho</i>) or Certificate of Acceptance of Divorce Report ひとり親家庭医療受給者証、戸籍全部事項証明書、離婚受理証明書のいずれか。</p>	<input type="checkbox"/>
12	<p>[If you are under solo assignment] A transcript of Resident Record (<i>Juminhyo</i>) of the one who lives apart from the family due to his/her job assignment, an announcement of job assignment, or a copy of the Rental contract of a house where you live ◆5 【単身赴任の方】住民票（単身赴任の方の分）辞令又は物件の賃貸借契約書の写し◆5</p>	<input type="checkbox"/>
13	[If anyone of your household member obtains Disability certificate] A copy of Disability certificate◆5 【世帯に障害がいのある世帯員がいる方】「障害者手帳」の写し◆5	<input type="checkbox"/>
14	[If your household is receiving public assistance] A document proving your qualification for public assistance◆5 【生活保護を受給されているかた】生活保護の受給資格がわかる書類 ◆5	<input type="checkbox"/>
15	[If you work and your child is cared in a place such as a non-licensed child care institution] ★Certificate of Enrollment◆5 【認可外保育施設等に預け働いている方】★在園証明書◆5	<input type="checkbox"/>
16	<p>[If you are a nursery teacher or nurse and work at a licensed child care institution] (including the one who received a job assignment or is on a child care leave) A copy of Nursery teacher or nurse certificate◆5 ★A Written oath of employment as a nursery teacher etc. (only those who work in Misato City) ★【認可保育施設で就労(内定・育休に限る)している保育士の方】保育士証・看護師免許証の写し◆5 ★保育士・等就労に関する誓約（就労先が市内のかたのみ◆5</p>	<input type="checkbox"/>
17	<p>[One who can accept extended childcare leave] ★Statement on Acceptance of extended childcare leave 【育児休業の延長を許容できる方】★育児休業延長の許容に関する申出書</p>	<input type="checkbox"/>

◆1. If there is any cohabitant aged between 18 and under 65 (including those in a separate household), please submit the documents applicable to the 'Reason for the necessity of childcare service'.
It is no problem to submit one original and photocopies for the sibling(s) if you apply for the multiple children.
Your index points will be deducted if the reason for the necessity of childcare service of the cohabitant(s) cannot be confirmed.

◆2. A photocopy of your Individual Number Cards/ Notification cards of your Individual Number or a copy of Resident Record with Individual Numbers

◆3. A photocopy of Individual Number Card, driver's license, or passport. Bring one document of your photo ID with either 'Name and Date of birth' or 'Name and Address', or bring two documents if it is not photo IDs such as a certificate of eligibility (*shikaku kakuninsho*), a certificate of childrearing allowance and others.

◆4. Please be sure to submit it as it will affect the selection order (you can still receive allocation even if you have not submitted it).

If your child is not admitted 'by August', please additionally submit a tax certificate for the current year by application deadline of September.

◆5. By submitting the document, you will gain additional points for the prioritized use of childcare service.

Please check the notes on 'Table of Criteria for Approval on the necessity of childcare service' (認定基準表) on pages 19-22.

9. Changing the content after application 9. 利用申込み後に内容を変更する場合

Please submit the documents directly to the counter of Child Care Division. (Request of change is not accepted by phone.) **The selection process is based on a reference date (please see "FAQ 13", or page 34 for details). If the reference date has passed, the change will be made from the following month.**

[If your family status has changed] 家庭状況に変更があった場合

Changed reasons that required to notify us	Required documents (besides <u>Notice on Change in Family status</u>)
Be pregnant 妊娠がわかった	- A copy of Mother and Child Health Handbook (of a page showing your name and due date) ・母子健康手帳の写し(お名前、出産予定日がわかるページ) - Certificate of maternity leave ・産前産後休暇取得証明書
Gave birth お子さんが生まれた	- Notice on Change in Family status only 家庭状況変更届のみ
Resigned and start seeking for a job 退職し、求職活動を行う	- Statement on Seeking for a job ・求職活動申立書 - Notice on Change in Approval on the necessity of child education/ nursing service ・教育・保育給付認定変更申請書
Starting work after seeking for a job 求職活動から就労を開始した	- Certificate of Employment ・就労証明書 - Notice on Change in Approval on the necessity of child education/ nursing service ・教育・保育給付認定変更申請書
Changing job 転職	- Certificate of Employment ・就労証明書 - (One who need to change necessary amount of time for childcare) Notice on Change in Approval on the necessity of child education/ nursing service ・(保育必要量が変更になる方)教育・保育給付認定変更申請書
Absence of/ resignation from job due to illness, etc. 病気等により休職・退職となった	- Medical certificate (stating the opinion of the necessity of childcare service ・診断書(保育が必要な旨の所見、療養期間が記載されているもの) - Notice on Change in Approval on the necessity of child education/ nursing service ・教育・保育給付認定変更申請書
Get married 結婚した	- Document (e.g., Certificate of employment which can be confirmed the necessity for the childcare service for the new parent/ guardian ・新たな保護者の保育の必要性の事由が確認できる書類(就労証明書等) - Document showing taxation status of the new parent/ guardian ・新たな保護者の課税内容のわかる書類
Get divorced 離婚した	- Certificate of Family Register [All records] (<i>Koseki zembu-jikou shoumeisho</i>) stating the fact of divorce (or Certificate of Acceptance of divorce report) ・離婚の事実が記載された戸籍全部事項証明書(又は、離婚受理証明書)
Long-term care/ nursing 介護・看護を行う	- Statement on long-term care/ nursing ・介護・看護の申立書 - Medical certificate or disability certificate, etc. ・介護が必要な方の診断書または手帳等 - Notice on Change in Approval on the necessity of child education/ nursing service ・教育・保育給付認定変更申請書
Moved-in 転入してきた	Notice on Change in Family status only 家庭状況変更届のみ
Using non-licensed child care institution and return to work or start working 認可外保育施設等を利用し、職場復帰または就労開始した	- Certificate of Enrollment ・在園証明書 - Certificate of return to work (of one who returned to work from childcare leave) ・(育休等から復職する方)復職証明書 - Certificate of Employment (of one who starts working) ・(新しく就労開始する方)就労証明書

Please submit required documents if your family status has changed. If any discrepancies are found between the application and the status at the time of admission, the admission may be cancelled.

[Other Changes]

Contents of the change	Required document
Change of desired institution(s), preferred admission condition of siblings 希望する保育施設 兄弟の入所条件	Application for change of admission to a child care institution 施設等利用調整変更申込書
Wish to withdraw the application 申込みを取り下げたい	Notification on withdrawal of admission to a child care institution (Notification of declining from admission) 保育所等入所(転所)申込取下げ届 (入所決定辞退届)

10. User's fee on the child care institution (Childcare fee)

10. 保育施設等の利用者負担額（保育料）

User's fee for the child care institution (childcare fee) will be determined by the sum of the "per income levy on the Municipal Resident Tax" that corresponds to the annual income of the guardian's (e.g., father and/or mother, grandparent(s) or a relative(s) who lives in the same household and supports the living of the relevant child).

[About Childcare Fee]

The childcare fees below are per month.

The fee of the second child who is eligible for the reduction of childcare fee for raising multiple children is indicated in the (). The third child is free of charge.

Category 階層	User's fee (childcare fee) 利用者負担額				
	Tax bracket 区分	0- to 2-year old classes		3-year-old or older age classes	
		Standard-hour	Short-hour	Standard-hour	Short-hour
A	Household receiving Public Assistance	0	0	[Childcare/ Free of Charge (3-year-old or older age classes)] Childcare fee: 0yen Fees for school meal: Fees for staple food (rice, bread, etc.) and Fees for side dishes /snack are set by each institution. There is <u>a reduction/ exemption system</u> of fees for side dishes. Households whose 'per income levy on the Municipal Resident Tax' is less than 57,700 yen, households requiring public assistance whose 'per income levy on the Municipal Resident Tax' is less than 77,101 yen and the portion of the cost for the side dishes of school lunch will not be charged for the 3 rd child of the same household	
B	Household exempted from Municipal Resident Tax	0 (0)	0 (0)		
	Aid-requiring household (*)	0	0		
C	Household exempted from per income levy on the Municipal Resident Tax	12,000 (6,000)	11,700 (5,850)		
	Aid-requiring household (*)	5,500 (0)	5,350 (0)		
D 1	Per income levy on the Municipal Resident Tax is less than 24,300 yen	13,600 (6,800)	13,300 (6,650)		
	Aid-requiring household (*)	6,300 (0)	6,150 (0)		
D 2	Per income levy on the Municipal Resident Tax is from 24,300 yen to less than 48,600 yen	15,600 (7,800)	15,300 (7,650)		
	Aid-requiring household (*)	7,300 (0)	7,150 (0)		
D 3	Per income levy on the Municipal Resident Tax is from 48,600 yen to less than 72,800 yen	23,000 (11,500)	22,600 (11,300)		
	Aid-requiring household (*)	9,000 (0)	9,000 (0)		
D 4	Per income levy on the Municipal Resident Tax is from 72,800 yen to less than 77,101 yen	24,000 (12,000)	23,500 (11,750)		
	Aid-requiring household (*)	9,000 (0)	9,000 (0)		
	Per income levy on the Municipal Resident Tax is from 77,101 yen to less than 97,000 yen	24,000 (12,000)	23,500 (11,750)		
D 5	Per income levy on the Municipal Resident Tax is from 97,000 yen to less than 110,000 yen	30,000 (15,000)	29,400 (14,700)		
D 6	Per income levy on the Municipal Resident Tax is from 110,000 yen to less than 130,000 yen	38,000 (19,000)	37,300 (18,650)		
D 7	Per income levy on the Municipal Resident Tax is from 130,000 yen to less than 150,000 yen	40,000 (20,000)	39,300 (19,650)		
D 8	Per income levy on the Municipal Resident Tax is from 150,000 yen to less than 169,000 yen	43,000 (21,500)	42,200 (21,100)		
D 9	Per income levy on the Municipal Resident Tax is from 169,000 to less than 190,000 yen	54,000 (27,000)	53,000 (26,500)		
D 10	Per income levy on the Municipal Resident Tax is from 190,000 yen to less than 210,000 yen	55,000 (27,500)	54,000 (27,000)		
D 11	Per income levy on the Municipal Resident Tax is from 210,000yen to less than 230,000 yen	56,000 (28,000)	55,000 (27,500)		
D 12	Per income levy on the Municipal Resident Tax is from 230,000 yen to less than 250,000 yen	57,000 (28,500)	56,000 (28,000)		
D 13	Per income levy on the Municipal Resident Tax is from 250,000 to less than 270,000 yen	58,000 (29,000)	57,000 (28,500)		
D 14	Per income levy on the Municipal Resident Tax is from 270,000 to less than 301,000 yen	59,000 (29,500)	57,900 (28,950)		
D 15	Per income levy on the Municipal Resident Tax is 301,000 or more	68,000 (34,000)	66,800 (33,400)		

(Example: Taxation certificate issued by Misato City)

上記のとおり相違ないことを証明します。

証第 号

年 月 日

埼玉県三郷市長 木津 雅晨

<Example>

$$\textcircled{1} 132,240 - \textcircled{2} 1,500 - \textcircled{3} 0 = 130,740$$

Amount less than 100 yen was rounded down, then, it will be 130,700 yen.

Assessed by sum of both parents' tax amounts calculated based on the above method

Licensed child care institution (Children enrolled in a child care center (*hoikusho/hoikuen*), an ECEC Center, a small child care institution, a child care service in the workplace), a kindergarten Special Needs School; preschool children using the services at a facility for child development support or child psychotherapy.

- If a preschool age child is enrolled in the above institution and he/she is counted as the 1st child and if the 2nd oldest one is in the licensed child care institution, his/her childcare fee will be the half.
- If a household with 'Per income levy on the Municipal Resident Tax' is less than 57,700 yen, or an aid-requiring household (see below note) with its 'Per income levy on the Municipal Resident Tax' is less than 77,101 yen, the number of children is applied regardless of children's age who live in the same livelihood.
(e.g., Even if a household has the 1st child in the 1st or older grade of elementary school and it is applied to the above condition, the childcare fee for the 2nd child will be the half.)
- The childcare fee for the 3rd child or more will be 0 yen regardless of the age of his/her older children.

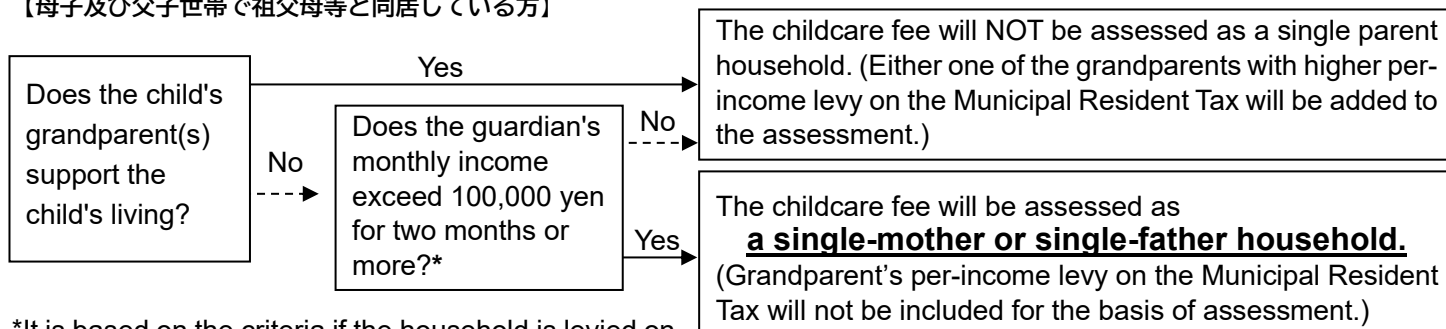
1	A household of a single parent
2	A household residing with a person with Physical Disability Certificate, Rehabilitation Certificate or Mental Disability Certificate
3	A household of a child receiving Special Childrearing Allowance or beneficiary of Disability Basic Pension or other allowances

You will be considered as a single-mother or single-father household when you meet all criteria based on the facts that the divorce has been finalized, the resident record has been changed and there is no actual cohabitation. (If you only separate the household, you are considered to be in the same household.) **Regarding childcare fees**, the criteria for single-parent households differ from that of for **Admission to a child care institution** due to single households.

You are not considered as a single-mother or single-father household when there is a cohabitant (de facto wife or husband) who is deemed to be living in the same livelihood in the same address (irrespective of separate household).

[Single-mother and Single-father households living with grandparent(s), etc.]

【母子及び父子世帯で祖父母等と同居している方】



*It is based on the criteria if the household is levied on the Resident Tax or not, and 100,000 yen (basic deduction amount of 580,000 yen + salary income deduction amount of 650,000 yen ÷ 12 = 100,000 yen) is a rough estimation. It may vary depending on the fiscal year.

[Notes on childcare fees assessment] 【保育料の算定における留意事項】

- The assessment are made twice a year, from April to August and from September to March. Due to changing of the tax year of Municipal Resident Tax, which is used as the basis of assessment for childcare fees, in every September, it may significantly affect on your childcare fee. In addition, when necessary amount of time for childcare is changed, the childcare fee will be changed from the following month.

Childcare fees from April to August in FY 2026 -- Assessed based on the amount of resident tax for FY 2025

Childcare fees from September to March of FY 2026 - Assessed based on the amount of resident tax for FY 2026

- Since we cannot calculate the childcare fee for those who have not filed the tax return, we will determine the fee at the highest (D15 level). Residents with no income are also required to file a resident tax return. (Those who have taken childcare leave may also be required to file a tax return. Please check in advance.)
- If you have moved from outside the city and do not have tax information in Misato City, please refer to pages 8-9 and submit your tax certificate during the applicable period.
- Depending on the municipality, the tax deduction amount may not be stated on the tax certificate or the notification of the tax amount.

[How to pay your childcare fees] 【保育料の支払い方法】

Payee varies depending on the child care institution.

Child care institution decided to use	Payee	Payment methods
Public Child Care Center Private Child Care Center	Misato City	Payment slip or Bank transfer
ECEC Center Small Child Care Institution	each child care institution	Method determined by each child care institution

*Please pay the fees (other than childcare fees) directly to your child care institution.

In principle, the fee is collected for one month regardless of the number of days of your child's attendance.

If child leaves his/her child care institution in the middle of the month, half of the childcare fee will be charged if the child is enrolled until the 10th of the month, and the full childcare fee will be charged if the child is enrolled on or after the 11th of the month.

○Payment slip (Notice of childcare fee payment)

A payment slip will be sent to your home (address of your resident record) in the middle of each month.

Please pay by the payment deadline (the last day of each month, or the next business day if the last day falls on Saturday, Sunday or holiday) at the payment location listed on the back of the payment slip. In addition, smartphone payment is now possible from FY2023.

*Please note that Mizuho Bank, MUFG Bank, Joyo Bank, and Sumitomo Mitsui Banking Corporation do not accept payment with a payment slip "Notification of childcare fee payment" at the service counter.

○Bank Transfer

Please submit the bank transfer request form for 'Municipal Tax payment, etc./ Application form for Start of automatic transfer (Notification of Abolition)' to the financial institution where you wish to make bank transfer.

The transfer date (withdrawal date) is the last day of each month, or the next business day if the last day falls on Saturday, Sunday or holiday.

It takes about 50 days from your submission of the application form until the account transfer becomes available. Until then, please pay by the payment slip.

11. Allocation process (Selection examination) 11. 利用調整（選考）

Household circumstances of the applicant child will be confirmed such as the guardians', the parents' or family members' employment, illness, and degree of mental/ physical disability and determined by the order children who are highly needed the childcare service based on their index points shown in the "Table of Criteria for Approval on the necessity of childcare service" and allocate them to institutions.

[Index points of 'Points for Reasons for the necessity of childcare service' (The left sections of Table of Criteria for Approval on the necessity of childcare service)] 【事由による指数（認定基準表の左部分）】

According to each parent's Reason for the necessity of childcare service, each of their highest points of applicable items in the **Table of Criteria for Approval on the necessity of childcare service** will be chosen and summed up both points as the 'Points for "Reason" for the necessity of childcare service'. Please refer to pages 19-20 for details on how to score your index points.

[Index points of 'Points for Priority use' (The right sections of Table of Criteria for Approval on the necessity of childcare service)] 【優先利用による指数（認定基準表の右部分）】

You will receive the points from all applicable items to your household circumstances. Bring with you all document(s) concerned that may enable us to assess point(s) depend on your household circumstances other than the points of siblings. (You cannot receive point without confirmation by the document(s), even if you are applicable to the reason.)

The examination will be conducted by the sum of 'Points for Reasons for the necessity of childcare service' + 'Points for Priority use'

[Selection examination method] 【選考方法】

The selection will be proceeded in order from 5-year-old class and younger classes per class ages. Children with higher index points have priority and vacancy in their 1st to the last choice of all institutions will be checked. If there is a vacancy, he/she will be admitted but if there is no vacancy, he/she will be withheld.

No.	Child's name	Total index points	The 1 st choice	The 2 nd choice	The 3 rd choice	The 4 th choice	The 5 th choice
1	CHUO, Taro	42	A Institution	B Institution	C Institution	D Institution	E Institution
2	KAMIGUCHI, Jiro	40	A Institution	B Institution			

No.	Child's name	Total index points	The 1 st choice	The 2 nd choice	The 3 rd choice	The 4 th choice	The 5 th choice
1	HIKONARI, Taro	38	E Institution	G Institution	F Institution		
2	TAKASU, Hanako	38	G Institution	F Institution			
3	WASE, Satsuki	38	F Institution				

*If two or more siblings apply at the same time for the same institution, your requirement related to the siblings will be considered separately. (**See pages 16-18**)

*The examination will be conducted in order of the applicants with higher index points; if two children are competing for one vacancy, a child with a higher index point will be given priority than a child with lower index point.

[How the case 'if two or more applicants have the same index points' assessed?] 【同点の場合の判断基準】

If two or more applicants have the same index, the admission is decided in order of following criteria of family status.

1)	One who has higher index points for the "Reason"
2)	One who has an advanced choice for the institution (Even if you fill in only one choice, it will not affect the assessment.)
3)	One who is on the childcare leave
4)	One who has lower per income levy of Municipal Resident Tax (which serves as the base of childcare fee assessment)
5)	One who has lower income

If you can accept extended childcare leave, the decision will be made merely by the comparison of the family status 4) and 5).

[FY2026: Table of Criteria for Approval on the necessity of childcare service] 令和8年度の保育の必要性の認定基準表

Selection criteria for admission from April 1, 2026

Table of Criteria for Approval on the necessity of childcare service 保育必要性の認定基準表

Applicant Child's Name			Date of Entry		YYYY/MM/DD	
Points for "Reason for the necessity of childcare service" ("If you meet two or more reasons, one which has higher points will be applied to you.)						
Reason	Items		points			
			Father	Mother		
Employment (who mainly works outside or self-employed etc.) 就労 自営協力者・専従者)	Monthly actual work hours: 140 hours or more		20	20		
	Monthly actual work hours: 120 hours or more but less than 140 hours		18	18		
	Monthly actual work hours: 100 hours or more but less than 120 hours		16	16		
	Monthly actual work hours: 80 hours or more but less than 100 hours		14	14		
	Monthly actual work hours: 64 hours or more but less than 80 hours		12	12		
	Other than the above (Monthly actual work hours: less than 64 hours)		2	2		
Home job 内職	Monthly income: 68,000 yen or more	1,078 yen (minimum hourly wage in Saitama Prefecture as of October 1, 2024) x 64 hours (standard of October 1, 2024:1,078 yen) *The amount is rounded down to 1,000 yen.	3	3		
	Monthly income: less than 68,000 yen		2	2		
Employment (cooperator or family employee of self-employed person) 就労 自営協力者・専従者)	Monthly actual work hours: 140 hours or more		18	18		
	Monthly actual work hours: 120 hours or more but less than 140 hours		16	16		
	Monthly actual work hours: 100 hours or more but less than 120 hours		14	14		
	Monthly actual work hours: 80 hours or more but less than 100 hours		12	12		
	Monthly actual work hours: 64 hours or more but less than 80 hours		10	10		
	Other than the above (Monthly actual work hours: less than 64 hours)		2	2		
Job offer 就労内定	Monthly actual work hours: 140 hours or more		17	17		
	Monthly actual work hours: 120 hours or more but less than 140 hours		15	15		
	Monthly actual work hours: 100 hours or more but less than 120 hours		13	13		
	Other than the above		2	2		
Pregnancy/ childbirth 妊娠・出産	From the 1st day of the month in 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.				18	
Illness, etc. 疾病等	Hospitalization (1 month or more, in principal)		20	20		
	Bedridden or mental disease (with a Mental Disability Certificate of the 1st or 2nd degree)		20	20		
	Mental disease (other than above mentioned)		10	10		
	Under medical treatment in general		8	8		
Disability 障がい	Physical Disability Certificate of the 1st to 2nd degree, Rehabilitation Certificate of ㊤, A or B		20	20		
	Physical Disability Certificate of the 1st to 2nd degree, Rehabilitation Certificate of C		16	16		
	Physical Disability Certificate of the 1st to 2nd degree, Rehabilitation Certificate of the 4th degree		10	10		
Long-term/ nursing care 介護・看護	In-home 自宅内	Physical Disability Certificate of the 1st or 2nd degree, Mental Disability Certificate of the 1st degree, Rehabilitation Certificate of ㊤ or A, Approval on the Necessity of Long-Term Care support level 3, 4 or 5	20	20		
		Physical Disability Certificate of the 3rd degree, Mental Disability Certificate of the 2nd or 3rd degree, Rehabilitation Certificate B	15	15		
		Approval on the Necessity of Long-Term Care support level 1 or 2	10	10		
	Out-of-home 自宅外	Physical Disability Certificate of the 1st or 2nd degree, Mental Disability Certificate of the 1st degree, Rehabilitation Certificate of ㊤ or A, Approval on the Necessity of Long-Term Care support level 3, 4 or 5	18	18		
		Physical Disability Certificate of the 3rd degree, Mental Disability Certificate of the 2nd or 3rd degree, Rehabilitation Certificate B	13	13		
		Approval on the Necessity of Long-Term Care support level 1 or 2	8	8		
Job seeking 求職活動	Launching a business		5	5		
	Out of home during daytime because of job seeking		2	2		
School attendance 就学	Attending a school designated by School Education Act including job training at job training center (4 hours per day or more and 16 days per month or more)		8	8		
	Other than the above		5	5		
Protection 要支援	A household which needs special support to protect the child (ren)from mistreatment		20	20		
Absence 不存在	Due to divorce, divorce settlement, bereavement, disappearance, detention or any other reason		20	20		
Not necessary to be cared 保育の必要性なし	The document to confirm the necessity of child care is not submitted.		Not available (Excluded from examination)			

Points for "Priority use"		
Household Circumstances 世帯の状況	Absence of both of the parents	5
	Single parent household (without cohabiter(s))	3
	Single parent household (with cohabiter(s))	2
	Solo assignment (living alone without cohabitant(s)) "If you are NOT living in the adjacent cities" (e.g. Matsudo City, Nagareyama City, Yoshikawa City, Yashio City and Katsushika City)	2
	Solo assignment (living with cohabitant) "If you are NOT living in the adjacent cities" (e.g. Matsudo City, Nagareyama City, Yoshikawa City, Yashio City and Katsushika City)	1
	Public Assistance recipient's household - if the childcare service helps the guardian's employment that leads the family to be financially independent.	2
	A household which needs special support to protect the child (ren) from mistreatment	5
	The child is in foster care.	5
Rehabilitation/ Disability certificate 療育・障がい者手帳	The applicant child has a mental/physical disability.	1
	A family member other than the applicant child has mental/physical disability	1
Sibling situation 兄弟姉妹の状況 Either one (いづれか一つ)	If a sibling of the applicant child has already been enrolling in a licensed child care institution (except for the admission in April, when his/her sibling is graduating or leaving from a child care institution)	2
	If multiple children are applying at the same time	2
Additional points for School enrollment 在園加算 Either one (いづれか一つ)	If the family has a preschool child other than the applicant child and the sibling mentioned above (except for the admission in April, if you have a child who turns 6 years old as of April 1)	1
	The applicant child is cared 4 days per week or more at an institution such as temporary childcare, licensed childcare institution outside of Misato City, non-licensed child care institution (including childcare in the workplaces) or family support center while you are at work.	3
	The applicant child is cared 3 days per week at an institution such as temporary childcare, non-licensed child care institution (including childcare in the workplace), or family support center while you are at work.	2
Additional points for Nursery teacher 保育士加算 Either One (いづれか一つ)	If either the applicant father or mother has a "Nursery teacher certificate" and has obtained a job offer under the condition that he/she works 6 hours or more and 20 days or more per month at an licensed child care institutions in Misato City by the 1st day of the month following the child attendance to child care institution, or he/she is employed at a licensed child care institution in Misato City and will return from the childcare leave by the first day of the following month to work 6 hours or more per day and 20 days and more per month	30
	If either the applicant father or mother has a "Nursery teacher certificate" and has obtained a job offer under the condition that he/she works for less than 6 hours per a day or 20 days or less per month at an licensed child care institutions in Misato City by the 1st day of the month following the child attendance to child care institution, or he/she is employed at a licensed childcare institution in Misato City and will return from the childcare leave by the first day of the following month to work less than 6 hours per day and 20 days or less per month	20
	If either the applicant father or mother has a "Nursery teacher certificate" and has obtained a job offer under the condition that he/she works 6 hours or more and 20 days or more per month at an licensed childcare institutions outside of Misato City by the 1st day of the month following the child attendance to child care institution, or he/she is employed at a licensed childcare institution outside of Misato City and will return from the childcare leave by the first day of the following month to work 6 hours or more per day and 20 days and more per month	2
Additional points for Nurse 看護加算 Either one (いづれか一つ)	If either the applicant father or mother is a licensed nurse and "has obtained a job offer under the condition that he/she works 6 hours or more and 20 days or more per month at an licensed childcare institutions in Misato City" by the 1st day of the month following the child attendance to child care institution, or he/she is employed at a licensed childcare institution in Misato City and will return from the childcare leave by the first day of the following month to work 6 hours or more per day and 20 days and more per month".	30
	If either the applicant father or mother is a licensed nurse and " has obtained a job offer under the condition that he/she works for less than 6 hours per a day or 20 days or less per month at an licensed childcare institutions in Misato City" by the 1st day of the month following the child attendance to child care institution, or "he/she is employed at a licensed childcare institution in Misato City and will return from the childcare leave by the first day of the following month to work less than 6 hours per day or 20 days or less per month".	20
Deduct points 減算指数	The points will be deducted when the applicant's child is once admitted during the current fiscal year, but declines his/her admission; or the child has entered a childcare institution, but has left within one month. (Transferring from one institution to another is not considered as "leaving".)	△10
	If the necessity of childcare cannot be confirmed (including failure to submit required documents) due to the circumstance living with the applicant between the ages of 18 and 65 (including those in a separate household).	△2x number of people
	If the family has overdue payment of childcare fee as of the day of application.	△30
*The point for "Solo assignment" will be granted to one who is living apart from his/her child and family, outside of Misato City or in a municipality other than that the adjacent cities (such as Matsudo City, Nagareyama City, Yoshikawa City, Yashio City or Katsushika City) due to his/her company's job, due to assignment.		
*Be sure to submit a relevant document(s), if you meet any of the criteria for "Point for priority use". Without those supporting document(s) you will not gain the additional point(s).		

[How to examine if siblings of two or more children apply at the same time]

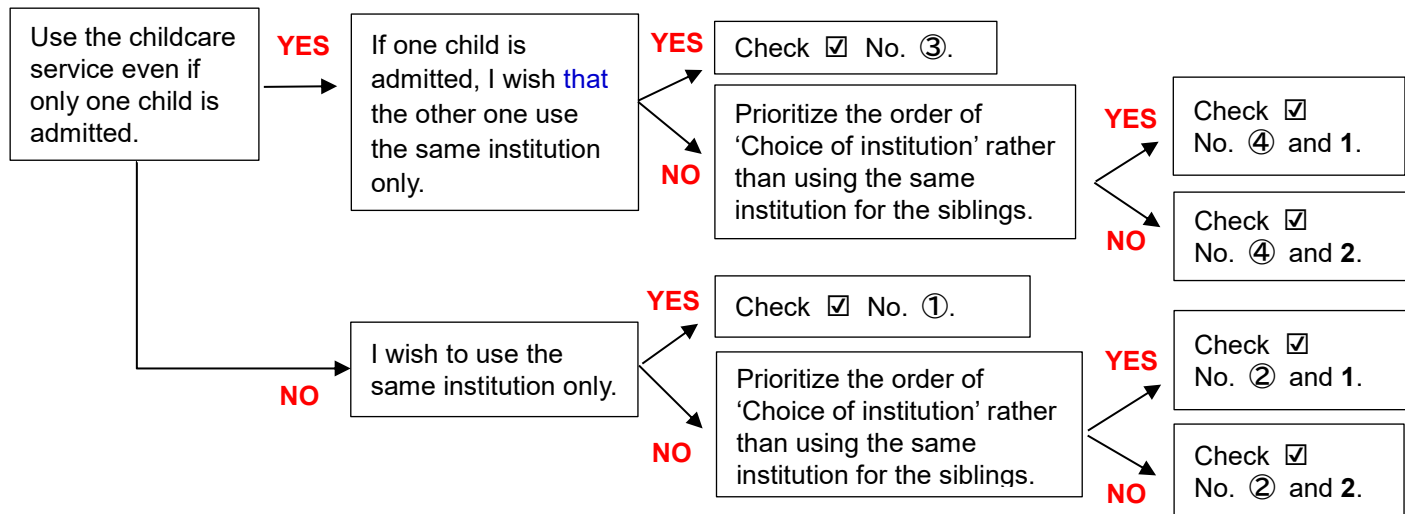
【兄弟同時申込の方の選考方法について】

You can request your preferred admission conditions in “Application for Admission to a child care institution” when you apply for your multiple children at the same time.

If either one of your children is under processing for transferring application, your preference has to be the institution in which the child is admitted resulting from his/her transferring examination.

<p>If two or more children apply for the childcare service at the same time, (check the applicable box with <input checked="" type="checkbox"/>) 同時に2人以上申込みの場合 (該当事項に<input checked="" type="checkbox"/>)</p>	<p>[Preferred condition: *Mark any one of following conditions with <input checked="" type="checkbox"/>]: 【希望条件 ※いずれかに<input checked="" type="checkbox"/>】</p> <p>① <input type="checkbox"/> Use the childcare service only if all children are admitted to the same institution from the same month. ①同時期に同施設でのみ利用希望。</p> <p>② <input type="checkbox"/> Use the childcare service at different institutions if they are admitted from the same month. ②同時期であれば別々の施設でも利用希望。</p> <p>③ <input type="checkbox"/> Use the childcare service if only one child is admitted and wait for the admission to the same institution until it becomes available. (Examinations for other ‘Choices of institutions’ not desired.) ③1人のみ利用決定した場合、その後は同施設のみ利用希望。(その他希望施設は選考しない。)</p> <p>④ <input type="checkbox"/> Use the childcare service even if only one child is admitted. (Use the different institution for the other child(ren) if available.) ④1人でも利用希望。(別々の施設でも利用希望。)</p>
	<p>[If two or more of your children are admitted to a child care institution in the same month: *Check any one of the following conditions with <input checked="" type="checkbox"/>]: 【同時期に利用決定した場合 ※いずれかに<input checked="" type="checkbox"/>】</p> <p>1 <input type="checkbox"/> Stick to the order of ‘Choice of institution’ filled in the application form. 1. 希望順位どおりの利用希望。</p> <p>2 <input type="checkbox"/> Use the same institution as the other child(ren) even though your preference is lower in the order of ‘Choice of institution’. (Use a different institution available for the other child(ren).) 2. 希望順位を落としても同施設を利用希望。(別々の施設でも利用希望。)</p>

	Selectable condition	Explanation of condition
①	Use the childcare service only if all children are admitted to the same institution from the same month.	Your children will be admitted only when all of them are allocated to the same institution from the same month.
②	Use the childcare service at different institutions if they are admitted from the same month.	Your children will be admitted in different institutions where there are vacancies from the same month. They may not be admitted in the same institution, therefore, select one more options below (either condition 1 or 2) in case the allocation conditions meet your needs.
③	Use the childcare service if only one child is admitted and wait for the admission to the same institution until it becomes available. (Examinations for other choices of institutions not desired.)	When one of your child is admitted and the other child(ren) is not admitted to the same institution, the other child(ren) will be allocated to the same institution when there is a vacancy. If the other child(ren) could not be allocated to the institution, the same institution will be the ‘Choice of institution’ for examination for the future months.
④	Use the childcare service even if only one child is admitted. (Use the different institution for the other child(ren) if available.)	This is the easiest option for admission since ‘the condition of sibling’ is not taken into account. (However, it is also possible that any of your child could not be admitted.) All of your children may not be allocated to the same institution. In the case that the conditions meet your preference, select an additional option below (either 1 or 2).
1	Stick to the order of ‘Choice of institution’ filled in the application form.	Allocate your children to the institution in order of the smaller numbered choices which you made even if there are vacancies for the siblings in one institution less preferred in your choice.
2	Use the same institution as the other child(ren) even though your preference is lower in the order of ‘Choice of institution’. (Use a different institution available for the other child(ren).)	Select this option if you wish that all of children be enrolled in the same institution as much as possible. This allocation will be applicable only when it is possible to meet your conditions.



	Child's name	The 1 st choice	The 2 nd choice	The 3 rd choice	The 4 th choice	The 5 th choice
Elder brother	CHUO, Taro	A Institution 【◎】	B Institution 【×】	C Institution 【◎】	D Institution 【◎】	E Institution 【×】
Younger sister	CHUO, Hanako	A Institution 【×】	B Institution 【×】	C Institution 【×】	D Institution 【×】	E Institution 【◎】

Note: 【◎】→ Vacancy/ 【×】→ No vacancy

Example 1:

Currently I am under childcare leave for the younger child. I wish the elder child must be admitted to any one of the institutions and want to avoid that the younger be admitted earlier than the elder one. I accept to withhold admission of the younger one if he/she is not admitted to the same institution as the elder's.

[Option] Taro ④ Use the childcare service even if the only one child is admitted. (Use childcare service even if they are in separate institutions.)

2. Use the same institution, even if your preference is lower. (Use childcare service even if they are in separate institutions.)

Hanako ① Use the childcare service only at the same month and the same institution.

[Examination result]

Taro → Admitted to A Child Care Center of the 1st choice.

Hanako → Withhold admission (from now, Hanako will be examined for A Child Care Center only.)

Example 2:

Currently I am under childcare leave for the younger child, but I wish return to work; therefore, I want both of children are admitted to a child care institution at same month. Hopefully, they would be admitted to the same institution, but if it is not possible, it does not mind if they go to separate institutions.

[Option] Both Taro and Hanako

② Use separate child care institution as long as they are admitted in the same month.

2. Use the same institution, even if your preference is lower. (Use childcare service even if they are in separate institutions.)

[Examination result]

Taro → Admitted to A Child Care Center of the 1st choice.

Hanako → Admitted to E Child Care Center of the 5th choice.

Example 3:

I wish either one of my children be definitely admitted to an institution. I prioritize to send my children to institution in order of my higher priorities where there are vacancies even if they are not in a same institution.

[Option] Both Taro and Hanako

④ Use the childcare service even if the only one child is admitted. (Use childcare service even if they are in separate institutions.)

1. Use the childcare service in order of my choice.

[Examination result]

Taro → Admitted to **A** Child Care Center of the 1st choice.

Hanako → Admitted to **E** Child Care Center of the 5th choice.)

Example 4:

I wish either one of my children be definitely admitted to an institution and also wish them in a same institution. However, it does not matter even if they are not admitted in a same month.

[Option] Both Taro and Hanako

③ Use the childcare service at the same child care institution when one child is admitted to a child care institution.

[Examination result]

Taro → Admitted to **A** Child Care Center of the 1st choice.

Hanako → Withhold admission

***For your reference:** As the selection is processed in order of elder class ages, the older brother is only admitted to an institution of his 1st choice and the sister is put on hold. Admission of the sister will be thereafter examined only for **A** Child Care Center of her 1st choice.

[About your desired child care institution] 【入所希望施設について】

- You will be examined for the admission to the child care institutions filled in the application form. Therefore, your child will not be admitted in a child care institution that you do not wish to use even if it is available. Conversely, he/she may be admitted there even if your choice of order is low.
- Please be sure to check the “List of child care institutions” on pages 27-30 for the available class ages of your desired child care institutions. (About 0-year-old class, some child care institutions accept children aged from 3 months, while, others accept children aged from 6 months). Also, some institutions accept children aged up to 2-years.) **If you have filled in the name of institution which does not accept your child’s age, we will proceed your examination as it is without advancing your preference order.**
- If you filled in your desired child care institutions several times, the higher order will be adopted for the examination and the lower ones will be skipped.
- **If you only desire child care institutions which do not accept the children of your child’s age, your examination will be excluded from selection and the Notification on result of admission to a child care institution will not be sent to you.**

12. Notes on the 'Table of Criteria for Approval on the necessity of childcare service' 12. 認定基準表に係る注意事項

① Index point due to the reason for the necessity of childcare service 事由による指数

●Regarding 'Employment' and how to score your index points 就労の取り扱い及び指数のつけ方

[Required document] Certificate of Employment, Shift roster (of who works in shifts)

Followings are the additional documents (if you or your family member needs to be filled in).

[One who is executive (company director/ auditor, corporate director, etc.)]

【役員（会社の取締役・監査役、法人の理事等）の方】

A copy of "Certificate of all historical matters (certified copy of corporate register)" or a copy of the final tax return form
「履歴事項全部証明書（登記簿謄本）」又は「確定申告書」の写し

[One who is Self-employed (sole proprietor)]

【自営業主（個人事業主）の方】

Business License, Report of starting business, copy of Contract or order, or any other document that confirms the applicant is operating a business.

「営業許可証」、「開業届」、契約・受注書類の写し等、事業を営んでいることが確認できる書類のいずれか

[One who is Self-employed cooperator, family-employee (cooperator)]

【自営業専従者、家族従業者（協力者）の方】

A copy of the final tax return form or salary statement

確定申告書」の写し又は給与明細書

[One who is Homeworker, Contract worker]

【内職者、業務委託の方】

A copy of contract agreement/ Purchase order, etc.

契約・受注書類の写し等

- **If your Certificate of Employment needs to be filled in by yourself or your family member and have not submitted the above additional document(s), we cannot give you the score as your application deemed to be incomplete.** Please note that you should prepare it.

- **Please be sure to check the checklist on page 39 as the details of the contents are noted. If there is incomplete entry in the document, your index point falls on 2 points for the category of 'Other than the above' in the 'Table of Criteria for approval on the necessity of childcare service'.**

- Work hours shall be calculated based on actual working time excluding breaks.

- In principle, the points are scored based on the 'work hours (contracted work hours)' stated on the Certificate of employment. However, if there is a large discrepancy (enough to change the score) between the contracted hours and your 'actual work hours', a lower index will be assigned based on your actual work hours. And, if the actual work hours is more than the contracted work hours, the index point will be determined based on the contracted work hours.

6	就労時間 (固定就労の場合)	月	火	水	木	金	土	日	祝日	合計 時間	月間	160	時間	0	分 (うち休憩時間 1200 分)			
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		一月当たりの就労日数	月間	20	日	一週当たりの就労日数	週間	5	日
		平日	9	時	0	分	~	17	時	0	分 (うち休憩時間 60 分)	土曜	時	分	~	時	分 (うち休憩時間 分) ①	
		日祝	時	分	~	時	分 (うち休憩時間 分)	合計時間	<input type="checkbox"/> 月間	<input type="checkbox"/> 週間	時間	分 (うち休憩時間 分)						
		就労時間 (変則就労の場合)	就労日数	<input type="checkbox"/> 月間	<input type="checkbox"/> 週間	日	主な就労時間帯 ・シフト時間帯	時	分 ②	~	時	分 (うち休憩時間 分)						
	7	就労実績 ③	年月	2025	年	7	月	年月	2025	年	8	月	年月	2025	年	9	月	
	20	日	月	160	時間	月	15	日	月	142	時間	月	18	日	月	164	時間	月

[How to calculate] 【計算方法】

1. In the section '7. Work record', find out each actual work hours in three months. (Subtract ① × ③ from ②)
(In July) 160 hours/ month - (20 days × 1 hour brake) = 140 hours/ month
(In August) 142 hours/ month - (15 days × 1 hour brake) = 127 hours/ month
(In September) 164 hours/ month - (18 days × 1 hour brake) = 146 hours/ month
2. Select 2 months with longer work hours out of the calculation values in 1. (If you have only one month record, score with value of the month.)
3. Calculate the average of the two months.
(140 hours/month (in July) + 146 hours/month (in September)) ÷ 2 = 143 hours/month → **20 points**

●Regarding the reason of “Job offer” 就労内定事由による取り扱い

[Required document] Certificate of Employment

If your employment start date has not passed the reference date for admission in each month (see FAQ No. 13 on page 34 for details), your application reason for the necessity of childcare service will be considered as a 'Job offer'. In order to be scored with the index point for the reason of 'Employment' from the next month, you need to submit a Certificate of Employment filled after starting your employment.

e.g.) The reference date for admission in July is June 5, 2026: Therefore, you will be considered as having a 'Job offer' when your employment start date falls between June 6 and June 30.

3	(Prospective) Employment period etc.	<input type="checkbox"/> Unlimited <input checked="" type="checkbox"/> Limited	Period: (if your employment period is unlimited, fill in only employment start date)	From: <u>2026/ 6/ 8</u> To: <u>yyyy/ mm/ dd</u>
---	---	---	---	--

If your employment start date falls on after the 1st day of your desired admission month, June 1, your reason for the necessity of childcare service will be 'Job seeking'; it won't be 'Job offer'.

3	(Prospective) Employment period etc.	<input type="checkbox"/> Unlimited <input checked="" type="checkbox"/> Limited	Period: (if your employment period is unlimited, fill in only employment start date)	From: <u>2026/ 7/ 26</u> To: <u>yyyy/ mm/ dd</u>
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●Regarding the reason for the admission to a child care institution due to 'Pregnancy/ Childbirth'

妊娠・出産による入所の取り扱い

[Required document] A copy the cover and the page showing your expected (delivery) date of childbirth of Mother and Child Health Handbook (of your coming baby's), Statement on pregnancy and childbirth

You cannot continuously use the child care institution, etc. beyond the 1st 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. (Your child must leave there by the approved enrollment period ends); therefore, please do not apply for the reason of this category (Pregnancy/ Childbirth) if you are under the childcare leave with the planning of return to work or if you are seeking for job to be employed.

●Regarding the reason for admission to a child care institution due to 'Illness' 疾病による入所の取り扱い

[Required document] Medical certificate or a copy of Physical Disability certificate etc.

When you submit a medical certificate, please submit one that includes the diagnosis, the required period of treatment, and a statement indicating the necessity for the childcare services.

●If you can accept extended childcare leave 育児休業の延長を許容できる場合

[Required document] A statement on Acceptance of extended childcare leave

Index points for admission will be 0 point (no adjustment point will be applied). **Even if your point is 0, your child will be admitted to your desired institution if there is a vacancy there and he/ she is eligible to be cared. (We will not promise to issue a 'Notification on result of withhold admission to a child care institution'.)**

You need to submit all necessary documents and receive a medical interview even if you submit this statement. **If there is insufficient document(s) of not having a medical (re)interview, you will be excluded from selection process. Not only you are unable to use the childcare service (not be admitted) but also you will not be issued a 'Notice on result of withhold admission to a child care institution'.**

●In case of failure to submit the document to verify the necessity of childcare

You cannot use a child care institution as we cannot confirm your necessity of childcare service. **You are excluded from the admission selection (Your child cannot be admitted to a child care institution.)** Please be sure to submit documents that verify your necessity of the childcare service. (See pages 8-9)

②Points for 'Priority use' 優先利用による指数

●'Single Parent Family' ひとり親家庭

[Required document] Either one of a Certificate of Medical Expense Subsidy for Single Parent Family, Certificate of Childrearing Allowance, Transcript of Family Register [All records] (*koseki-zembu-jiko-shomeisho*) or Certificate of Acceptance of Divorce Report within the validity period or issued within 2 months if it has no validity period

●Additional Point for 'Solo assignment' 単身赴任による加算

[Required document] Certificate of Employment with Period of solo assignment (including scheduled assignment), document confirming residence outside cities except adjacent to Misato City (e.g., a transcript of Resident Record, residential rental agreement, or utility bills)

●In the case of a household receiving Public Assistance when employment leads to self-reliance

[Required document] Document showing a household receiving Public Assistance (e.g., Certificate of beneficiary within the validity period)

●Additional point for 'Sibling(s) of the applicant child' 兄弟姉妹による加算

[Required document] None

If a sibling of the applicant child is attending ECEC (with a Certificate Category I) or kindergarten, you will be given additional 1 point.

●Additional point for “Using a non-licensed child care institution(s)” 認可外保育施設等による加算

[Required document] Certificate of Enrollment, Certificate of Employment

Regardless whether it is licensed child care institution or not, all of you need to submit this certificate if you want to gain the additional points because your child is attending such institute as kindergarten, ECEC center, or non-licensed child care center.

The Certificate of Enrollment must state your child's enrollment as of the closing date; the Certificate of Employment must **include the information that you already returned to work or started working.**

11	(Scheduled) Date of Returning to Work year/ month/ day	<input type="checkbox"/> I will to return to work <input type="checkbox"/> I have returned to work From: ____ / ____ / ____
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*If a parent is given the points for the reason of “Job offer”, “Employment (other than above)”, or “Homeworker”, or if you are on Childcare leave or Maternity leave before and after childbirth, you are NOT eligible for the additional points.

*To gain an additional 3 points, you need both conditions of work and use the non-licensed child care institution 4 days or more per week. (If either of the conditions is 3 days per week, you will get an additional 2 points; if the condition is less than 3 days per week, you will NOT be given any additional point.)

●Additional points for one with “Nursery teacher certificate”/ “Nurse license” 保育士資格、看護師免許による加算

[Required document] Certificate of Nursery teacher, Nurse license

A written oath regarding employment as a nursery teacher, etc. (Only one who works as a nursery teacher at a licensed child care institution in Misato City)

Additional points are eligible for one who has “Nursery teacher certificate” or “Nurse license” under the condition that you return to work from your child's admission month until the 1st day of the following month and who has a job offer. You will be excluded from gaining additional points if you are under Maternity leave or (scheduled to take) childcare leave for a younger child of the elder one who is admitted to a child care institution, or if you already returned to work.

●Point deduction for declining admission 入所を辞退したこと等による減点

Points will be deducted for those who are admitted to child care institutions but withdraw, or who left after less than 1 month, and who apply again within the same fiscal year.

●Points deduction for cohabitant(s) who cannot verify for the necessity of childcare service

同居者について保育の必要性が確認できないことによる減点

If your cohabitant aged from 18 to under 65 years (including one who has a separate household) fails to submit a document (e.g., Certificate of Employment) proving the necessity of childcare service, your points will be deducted according to the number of persons who do not submit.

*[Important]

If, after admission, facts are discovered through “Certificate of Employment” or “Certificate of return to work” that differ from the points assigned at the time of admission application (e.g., you decreased the number of work days/ work hours after the application; you resigned from work; or your work condition on return to work differing from those at the time of application) your child admission may be revoked and **your child may be required to withdraw from the child care institution.**

Be sure to check thoroughly before submission.

13. Regional admission 13. 広域入所について

Those residing outside of Misato City who wish to be admitted to a child care institution in the City
[Moving-in / Entrustment]

[Moving-in] 転入

Here are application procedures for a child care institution in Misato City for those residing outside of Misato City who apply for child care institution in Misato City after moving in.

Please send your application by registered mail (recommended), not through the municipality you live now, but directly to Child Care Division in Misato City without folding the documents.

[Application Procedures]

1	Submission of required documents*	*Please submit them in order to arrive at Misato City Hall by approximately 7 days (except weekends and holidays) prior to the closing date during the application period of your desired admission month (See page 5 and page 7). (About application for admission in April, the postmark is valid. Application after May must be received by the deadline. If it failed to reach in time, it will be examined from the following month.)
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2	Examination of documents and contacting to set up a medical interview	After Misato City examined your documents, Child Care Division will call you to arrange the date of medical interview. (If you apply for admission in April, you need to come to Misato City Hall and take a medical interview during the medical interview period shown on page 5.)
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3	Medical interview	We will check your child's growth conditions etc. at a public child care institution or Child Care Division. (Please note that your child may need an additional medical interview on a different day depending on the result of the first interview.)
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That's all for your application procedure for regional admission. (Your application is sent to the examination/allocation phase.)



4	Notice of result	We will send you the result after confirming your move-in to the city. If you have not completed procedure of moving into Misato City by 18 th of your desired admission month, please inquire with Child Care Division for the result.
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5	Moving-in procedure	Come over to Child Care Division, when you come to take a moving-in procedures at Misato City Hall. *Please be careful for the moving-in procedure date as your child's admission will be canceled if we cannot confirm your record of moving-in by the end of one month prior to your desired admission month.
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***Note:** In addition to the required documents listed on pages 8-9, you also prepare the documents listed below.

(Documents marked with '★' can be downloaded from Misato City official website.)

1	If you are moving in Misato City	★A written oath of move in Misato City
2		A copy of 'real estate purchase agreement' or 'rental agreement'
3		★'Final Confirmation' [for those who are moving in Misato City]



[Entrustment] 受託

Here are application procedures for a child care institution in Misato City for those residing outside of Misato City who apply for child care institution in Misato City after moving in.

You will be eligible if you meet any one of the following criteria below. Please be sure to check in advance with the childcare division of the municipality which you are living as it may also have its own conditions for using the childcare service.

- 1) Your child is in a 3-year-old class or older age class, and his/her guardians' reason of the necessity to receive the child care service is 'Employment' and one of their workplace is located in Misato City or if your municipal office of new address judged that your case corresponds to your municipal office's criteria.
- 2) Your child is enrolled in a child care institution in Misato City before you move out of the City and if the municipal office of your new address judged that your child needs to be cared in Misato City.

***For [Entrustment], your child's use of the childcare service (enrollment) is valid until the end of the fiscal year in principle.**

*As residents of Misato City have priority of selection, the applicants who do not plan to move in Misato City will be selected after all of the selection of Misato residents has been completed.

[Application Procedures]

1	Submission of required documents*	Please submit the required documents to the childcare section of municipal office where you live. *Please submit them to Misato City in order to arrive by approximately 7 days (except weekends and holidays) prior to the closing date during the application period of your desired admission month (See page 5 and page 7). (About application for admission in April, the postmark is valid. Application after May must be received by the deadline. If it failed to reach in time, it will be it will be examined from the following month.) processed in the following month.)
2	Examination of documents and contacting to set up a medical interview	After Misato City examined your documents, Child Care Division will call you to arrange the date of medical interview. (If you apply for admission in April, you need to come to Misato City Hall and take a medical interview during the medical interview period shown on page 5.)
3	Medical interview	We will check your child's growth conditions etc. at a public child care institution or Child Care Division located on the 3 rd floor of <i>Kenko Fukushi Kaikan</i> [Health and Welfare Center]. (Please note that your child may need an additional medical interview on a different day depending on the result of the first interview.)
That's all for your application procedure for regional admission. (Your application is sent to the examination/ allocation phase.)		
4	Notice of result	The result will be sent by the municipal office where you live.

***Note: In addition to the required documents listed on pages 8-9, you also prepare the documents listed below.**

(Documents marked with '★' can be downloaded from Misato City official website.)

1	If you wish to entrust	★Final Confirmation [For entrustment]
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**Those residing in Misato City who wish to be admitted to a child care institution outside of the City:
[Moving-out/ Entrustment]**

[Moving-out] 転出

When those who live in Misato City apply for the child care institution where you are moving in, please be sure to check in advance with the childcare division of the municipal office to which you are moving in. Please submit your application documents directly to the municipality you are moving in.

***If you are currently using a child care institution in Misato City, you need to submit “Notification of cancellation of childcare service”. Be sure to submit before you move out.** (If you wish to use child care institution in Misato City after you move out, you need to submit your application, and you need to take the procedure again in your new municipality.)

【Application procedures】

1	Submission of required documents	*Please submit the required documents in order to arrive at the municipal office of your moving in/ entrusted office by approximately 7 days (except weekends and holidays) prior to the closing date during the application period.
↓		
2	Examination of documents	The municipal office to which you apply will examine your documents.
↓		
3	Notice of result	The result will be sent by a municipal office of your new address.
↓		
4	Procedure of changing your Resident Record	In general, you need to take a procedure at a childcare division in charge after completing moving in procedure at the municipal office of your new address. Please inquire with the division in charge beforehand and take the necessary procedures.



[Entrustment] 委託

For those living in Misato City and willing to apply for a child care institution outside of Misato City, you will be eligible if you meet any one of the following criteria. Please be sure to check in advance with the childcare division of the municipality to which you entrust your child's care as it may also have its own criteria for using the childcare service.

(Child Care Division will not perform checking.)

- 1) Those whose parents are both employed and wish to use a child care institution in the municipality where they work
- 2) Those who are not admitted in the child care institutions in Misato City and who meet the requirements for use in other municipalities
- 3) Those who used a child care institution before moving in, but admission in the institutions in Misato City was not approved
- 4) Those who intend to give a birth at your parents' home (or in your hometown)

*For a child admitted by the criterion 1) to 3), his/ her use of the childcare service (enrollment) is valid until the end of the fiscal year in principle.

***If you are in arrears of childcare fee at the date of application at Misato City, you are not eligible to apply.**

[Application Procedures]

1	Submission of required documents and setting up for a medical interview	Please submit required documents to Child Care Division in Misato City. *Please submit them to Misato City in order to arrive at the municipal office where you wish to entrust your child's care by approximately 7 days (except weekends and holidays) prior to the closing date during the application period of your desired admission month. If you need a medical interview, we will set up for it then.
2	Examination of documents	Your document will be examined by the municipal office where you are applying for. If any document is insufficient, Misato City will contact you.
3	Medical interview (as needed)	We will check your child's growth conditions etc. at a public child care institution or Child Care Division. (Please note that your child may need an additional medical interview on a different day depending on the result of the first interview.)
4	Notice of result	The result will be sent by Misato City.
5	Procedure to entrusted office	Please take the necessary procedures following the notice from entrusted office.



Make sure to confirm before submission



Regarding application for Moving-out/ Entrustment, we ask you to make sure to confirm about required documents and submission date with the municipal office where you are applying for and submit them to the municipal office of your new address (if you move out), or to Child Care Division (if you entrust to Misato City) by approximately 7 days (except weekends and holidays) prior to the closing date.

*If you submit the application documents close to the closing date, your application documents may not be arrived in time. (In such cases, Misato City will not be responsible for it.) Please submit them promptly. In such cases, we cannot take responsibility for it.

14. List of child care institutions 14. 保育施設等一覧

Misato City has 37 licensed child care institutions: 6 public Child Care Centers, 17 private Child Care Centers, 6 Certified Centers for Early Childhood Education and Care (ECEC centers), 8 Small Child Care institutions.

*The information is based on the sources as of August 1, 2025. **Please confirm at each institution as the list may not include all necessary information.**

*Each capacity on the list may be different from actual number of cared children.

公立保育所/ Public Child Care Center/ Public Child Care Centers							
	Name	Address Phone number	Class age: Capacity		Childcare hours	Yard	Parking (space)
1	Kamiguchi Hoikusho 上口保育所	1-208 Kamiguchi 048(952)1604	90	0-year-old (6 months or older):6, 1-year-old:14, 2-year-old:15 3-year-old:17, 4-year-old:19, 5-year-old:19	Monday to Friday 7:30-18:30 Saturday 7:30-16:30	○	4
2	Tango Hoikusho 丹後保育所	8-7-5 Waseda 048(957)2552	100	0-year-old (6 months or older):6, 1-year-old:15, 2-year-old:16 3-year-old:21, 4-year-old:21, 5-year-old:21	Monday to Friday 7:30-18:30 Saturday 7:30-16:30	○	5
3	Takasu Hoikusho 高州保育所	2-259-2 Takasu 048(955)0325	110	0-year-old (6 months or older):6, 1-year-old: 14, 2-year-old:21 3-year-old:23, 4-year-old:23, 5-year-old:23	Monday to Friday 7:30-18:30 Saturday 7:30-18:30	○	3
4	Sakura Hoikusho さくら保育所	4-4-16 Hikonari 048(958)0390	120	0-year-old (6 months or older):6, 1-year-old: 15, 2-year-old:24 3-year-old:25, 4-year-old:25, 5-year-old:25	Monday to Friday 7:30-19:00 Saturday 7:30-18:30	○	3
5	Hikonari Hoikusho 彦成保育所	2-278 Hikonari 048(957)3377	85	0-year-old (6 months or older):10, 1-year-old:11, 2-year-old:16 3-year-old:16, 4-year-old:16, 5-year-old:16	Monday to Friday 7:30-18:30 Saturday 7:30-16:30	○	8
6	Waseda Hoikusho 早稲田保育所	3-18-13 Waseda 048(959)0911	90	0-year-old (6 months or older):6, 1-year-old:10, 2-year-old:17 3-year-old:19, 4-year-old:19, 5-year-old:19	Monday to Friday 7:30-19:00 Saturday 7:30-18:30	○	10
私立保育所/ Private Child Care Institutions							
	Name	Address Phone number	Class age: Capacity		Childcare hours	Yard	Parking (space)
7	Tsukushi Hoikuen つくし保育園	702 Kobo 048(952)2550	80	0-year-old (3 months or older):12, 1-year-old:12, 2-year-old:12 3-year-old:14, 4-year-old:15, 5-year-old:15	Monday to Friday 7:30-19:00 Saturday 7:30-17:00	○	10
8	Coby PreSchool Misato Nagatoro コビープリスクールみさとながとろ	1-415 Takano 048(951)0271	120	0-year-old (3 months or older):9, 1-year-old:15, 2-year-old:21 3-year-old:25, 4-year-old:25, 5-year-old:25	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	7
9	Misato Hidamari Hoikuen 三郷ひだまり保育園	1-252-1 Sakae 048(951)0881	80	0-year-old (6 months or older):8, 1-year-old:14, 2-year-old:16 3-year-old:16, 4-year-old:13, 5-year-old:13	Monday to Friday 7:00-19:00 Saturday 7:30-18:00	○	9
10	Misato Shirayuri Hoikuen みさとしらゆり保育園	216 The Lions, 1-2-1 Chuo 048(949)0072	50	0-year-old (6 months or older):9, 1-year-old:20, 2-year-old:21 *Available institution after graduation: Not specified	Monday to Friday 7:00-20:00 Saturday 7:00-19:00	○	4
11	Misato Kokoro Hoikuen みさとこころ保育園	2-7-7 Misato 048(949)3001	130	0-year-old (6 months or older):15, 1-year-old:20, 2-year-old:23 3-year-old:24, 4-year-old:24, 5-year-old:24	Monday to Friday 7:00-20:00 Saturday 7:30-18:30	○	5
12	Coby PreSchool Misato Togasaki コビープリスクールみさととがさき	3-227 Togasaki 048(955)2311	131	0-year-old (6 months or older):12, 1-year-old:20, 2-year-old:24 3-year-old:25, 4-year-old:25, 5-year-old:25	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	3
13	Coby PreSchool Misato Takano コビープリスクールみさとたかの	3-387 Takano 048(951)0855	130	0-year-old (3 months or older):12, 1-year-old:20, 2-year-old:24 3-year-old:24, 4-year-old:25, 5-year-old:25	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	3
14	Misato Shirayuri Dai-2 Hoikuen みさとしらゆり第2保育園	2-29-17 Chuo 048(949)6568	119	0-year-old (3 months or older):8, 1-year-old:10, 2-year-old:11 3-year-old:30, 4-year-old:30, 5-year-old:30	Monday to Friday 7:00-20:00 Saturday 7:00-19:00	○	4
15	Leimond Togasaki Hoikuen レイモンドトケ崎保育園	2399-1 Togasaki 048(949)6610	90	0-year-old (6 months or older):9, 1-year-old:12, 2-year-old:15 3-year-old:18, 4-year-old:18, 5-year-old:18	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	8
16	Leimond Shim-Misato Hoikuen レイモンド新三郷保育園	299-1 Hanta 048(951)0728	80	0-year-old (6 months or older):9, 1-year-old:12, 2-year-old:14 3-year-old:15, 4-year-old:15, 5-year-old:15	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	General:3 Disabled:1
17	Wasedakko Chuo Hoikuen わせだっこ中央保育園	33-2 Yanaka 048(951)2235	30	0-year-old (6 months or older):6, 1-year-old:12, 2-year-old:12 *Available institution after graduation: Nintei Kodomoen Waseda	Monday to Friday 7:00-19:00 Saturday 7:30-18:30 (scheduled)	○	2
18	Ouka Hoikuen Misatoen 桜花保育園三郷園	3-8 Shinwa 048(952)1222	150	0-year-old (3 months or older):12, 1-year-old: 20, 2-year-old:24 3-year-old:30, 4-year-old:32, 5-year-old:32	Monday to Friday 7:30-19:30 Saturday 7:30-18:30	○	39
19	SKULD Angel Hoikuen Misato Chuo スクルドエンジェル保育園三郷中央園	2-29-33 Chuo 048(954)5101	90	0-year-old (3 months or older):6, 1-year-old:15, 2-year-old:15 3-year-old:18, 4-year-old:18, 5-year-old:18	Monday to Friday 7:00-20:00 Saturday 7:00-20:00	×	2
20	Friend Kids Land Misatoen フレンドキッズランド三郷園	5-40-1 Chuo 048(933)9864	80	0-year-old (6 months or older):9, 1-year-old:10, 2-year-old:12 3-year-old:15, 4-year-old:17, 5-year-old:17	Monday to Friday 7:00-19:00 Saturday 7:30-18:30	○	14
21	Sanpiko Nursery School さんぴこナーサリースクール	1-99 Hikonari 048(953)9071	80	0-year-old (6 months or older):6, 1-year-old:10, 2-year-old:10 3-year-old:18, 4-year-old:18, 5-year-old:18	Monday to Friday 7:00-19:00 Saturday 7:30-18:30	○	5
22	Sanpiko Chuo Nursey School さんぴこ中央ナーサリースクール	105-1 Yanaka 048(954)5311	80	0-year-old (6 months or older):6, 1-year-old:12, 2-year-old:15 3-year-old:15, 4-year-old:16, 5-year-old:16	Monday to Friday 7:00-19:00 Saturday 7:30-18:30	○	7
23	Misato Marina Hoikuen 三郷まりな保育園	3-13-4 Misato 048(287)8686	90	1-year-old:16, 2-year-old:17 3-year-old:19, 4-year-old:19, 5-year-old:19 (*0-year-old: Not accepted)	Monday to Friday 7:00-19:00 Saturday 7:30-18:00	○	8

- *The fees for staple food and for side dishes/snacks will be charged to a child in a 3-year-old or older age classes. Those fees for a child in a 2-year-old class or younger age classes are included in the childcare fee.
- *Other monthly (or yearly) expenses are noted below. Additionally, insurance premiums, a school hat and other expenses may be charged when enrolling in the institution; please inquire with each institution for details.

公立保育所/ Public Child Care Center									
	Name	Fee for staple food (Monthly)	Fee for side dish/snack (Monthly)	Extended child care hours	Other expenses	Parents' association/ fee	Diaper disposal fee	Enrollment fee (yen)	Uniform (yen)
1	Kamiguchi Hoikusho 上口保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
2	Tango Hoikusho 丹後保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
3	Takasu Hoikusho 高州保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
4	Sakura Hoikusho さくら保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
5	Hikonari Hoikusho 彦成保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
6	Waseda Hoikusho 早稲田保育所	500 yen	4,000 yen	50 yen/30 min.	300 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	×
私立保育所/ Private Child Care Institution									
	Name	Fee for staple food (Monthly)	Fee for side dish/snack (Monthly)	Extended child care hours	Other expenses	Parents' association/ fee	Diaper disposal fee	Enrollment fee (yen)	Uniform (yen)
7	Tsukushi Hoikuen つくし保育園	2,000 yen	5,800 yen	200 yen/30 min.	980 yen/year (day care materials)	parents' association/ 1,500 yen	0 yen (disposed by institution)	×	×
8	Coby PreSchool Misato Nagatoro コビープリスクールみさとながとろ	1,500 yen	6,000 yen	50 yen/30 min.	270 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	about20,000 yen
9	Misato Hidamari Hoikuen 三郷ひだまり保育園	1,200 yen	4,800 yen	250 yen/30 min.	450 yen/month (monthly magazine) Other expenses for every 3 months/ 6 months	150 yen/month	19 yen × disposal (disposed by institution)	×	× (P.E. uniform required)
10	Misato Shirayuri Hoikuen みさとしらゆり保育園	0 yen	0 yen	150 yen/30 min.	×	×	0 yen (disposed by institution)	×	2-year-old: P.E. uniform (optional)
11	Misato Kokoro Hoikuen みさところ保育園	1,000 yen	5,000 yen	200 yen/30 min.	460 yen/month (picture books) About 1,000 yen (school hat) 3- to 5-year-old: 200 yen/month (educational materials)	×	0 yen (disposed by institution)	×	×
12	Coby PreSchool Misato Togasaki コビープリスクールみさととがさき	1,500 yen	6000 yen	50 yen/30 min.	270 yen/month (cleaning of mattress)	×	0 yen (disposed by institution)	×	about 20,000 yen
13	Coby PreSchool Misato Takano コビープリスクールみさとたかの	1,500 yen	6000 yen	50 yen/30 min.	×	×	0 yen (disposed by institution)	×	about 20,000 yen
14	Misato Shirayuri Dai-2 Hoikuen みさとしらゆり第2保育園	1,200 yen	5,000 yen	150 yen/30 min.	×	×	0 yen (disposed by institution)	×	optional
15	Leimond Togasaki Hoikuen レイモンド戸ヶ崎保育園	1,380 yen	5,200 yen	150 yen/30 min.	0~1-year-old: 270 yen/month (drying of mattress)	×	0 yen (disposed by institution)	×	×
16	Leimond Shim-Misato Hoikuen レイモンド新三郷保育園	1,380 yen	5,200 yen	150 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
17	Wasedakko Chuo Hoikuen わせたっこ中央保育園	0 yen	0 yen	150 yen/15 min.	×	500 yen/month	250 yen (disposed by institution)	×	×
18	Ouka Hoikuen Misatoen 桜花保育園三郷園	2,000 yen	4,500 yen	250 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
19	SKULD Angel Hoikuen Misato Chuo スクルドエンジェル保育園三郷中央園	500 yen	4,000yen	100 yen/30 min.	3-year-old:about 1,500 yen (educational materials), 840 yen (school hat); 5-year-old:400 yen (singing-mouth)	×	0 yen (disposed by institution)	×	×
20	Friend Kid's Land Misatoen フレンドキッズランド三郷園	550 yen	4,950 yen	morning: 55 yen/time evening: 110 yen/time	180 yen/month (sanitation) 550 yen/month (educational materials) *Lump-sum collection at the start of the fiscal year	×	0 yen disposed by institution)	×	×
21	Sanpiko Nursery School さんぴこナーサリースクール	1,000 yen	5,000 yen	standard: 100 yen/30 min. short: 200 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
22	Sanpiko Chuo Nursey School さんぴこ中央ナーサリースクール	1,000 yen	5,000 yen	standard: 100 yen/30 min. short: 200 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
23	Misato Marina Hoikuen 三郷まりーな保育園	2,000 yen	4,500 yen	Standard (morning: 150 yen/time; evening: 150 yen/time) Short (morning: 100 yen/time; evening : 200 yen/time)	500 yen/month (futon lease) separately 1,000 yen for exchange	×	0 yen (disposed by institution)	×	×

認定こども園/ Certified Centers for Early Childhood Education and Care (幼保連携型認定こども園/ Nursery affiliated with Kindergarten)							
	Name	Address Phone number	Class age: Capacity		Childcare hours	Yard	Parking (space)
24	Waseda わせた	1457-1 Kobo 048(952)2807 (3- to 5-year-old) 048(953)3313 (0- to 2-year-old)	88	0-year-old (6 months or older):3, 1-year-old:6, 2-year-old:11 3-year-old:20, 4-year-old:24, 5-year-old:24	Monday to Friday 7:30-18:30 Saturday 7:30-18:30	○	10
25	Eiko Keyaki no Mori 栄光けやきの森	1-174-1 Takasu 048(955)0630 (3- to 5-year-old) 048(950)8782 (0- to 2-year-old)	75	0-year-old (6 months or older):6, 1-year-old:12, 2-year-old:12 3-year-old:15, 4-year-old:15, 5-year-old:15	Monday to Friday 7:00-20:00 Saturday 7:00-20:00	○	40
26	Misato Sakura no Mori みさとさくらの森	4-321 Hikonari 048(950)0505	90	0-year-old (6 months or older):6, 1-year-old:12, 2-year-old:18 3-year-old:18, 4-year-old:18, 5-year-old:18	Monday to Friday 7:00-20:00 Saturday 7:30-19:00	○	6
27	Saitama Sakura Yochien 埼玉さくら幼稚園	2336 Togasaki 048(969)4115	104	1-year-old:12, 2-year-old:12 3-year-old:20, 4-year-old:30, 5-year-old:30 (*0-year-old/ Not accepted)	Monday to Friday 7:00-19:00 Saturday 7:00-19:00	○	28
28	Inaho Yochien いなほ幼稚園	7-13-12 Waseda 048(957)2028	135	0-year-old (6 months or older):3, 1-year-old:18, 2-year-old:24 3-year-old:30, 4-year-old:30, 5-year-old:30	Monday to Friday 7:30-19:00 Saturday 7:30-19:00	○	15
29	Misaki Kodomoen 美咲こども園	3-94 Hikonari 048(954)7222	140	0-year-old (from 3-month old):12, 1-year-old:22, 2-year-old:24 3-year-old:27, 4-year-old:27, 5-year-old:28	Monday to Friday 7:00-19:00 Saturday 7:00-18:30	○	25
小規模保育事業/ Small Child Care Institutions (0～2歳児クラスまでの保育施設)/ Child care institutions for a child of 0- to 2-year-old classes)							
	Name	Address Phone number	Class age: Capacity		Childcare hours	Yard	Parking (space)
30	Sanpiko Hoikuen さんぴこ保育園	1-100 Hikonari 048(960)0145	19	1-year-old: 9, 2-year-old:10 (*0-year-old/ Not accepted) *Available institution after graduation: Sanpiko Nursery School	Monday to Friday 7:00-19:00 Saturday 7:30-18:30	○	4
31	Nichii Kids Shin-Misato Hoikuen ニチキッズ新三郷保育園	4-4-17-108 Hikonari 048(950)6911	19	0-year-old (6 months or older):6, 1-year-old:6, 2-year-old:7 *Available institution after graduation: Sakura Hoikusho	Monday to Friday 7:00-19:00 Saturday 7:30-18:30	×	12 (shared parking space)
32	Misato Waseda Smart Smile Hoikuen みさとわせた スマートスマイル保育園	Waseda 2-6-6 048(949)6739	19	0-year-old (6 months or older):3, 1-year-old: 8, 2-year-old:8 *Available institution after graduation: Waseda Hoikusho	Monday to Friday 7:00-20:00 Saturday 7:00-20:00	×	×
33	Misato Chuo Suzuran Hoikuen 三郷中央すずらん保育園	1-21-9 Chuo 048(949)0115	19 (scheduled)	0-year-old (6 months or older):3, 1-year-old: 8, 2-year-old:8 *Available institution after graduation: Kamiguchi Hoikusho	Monday to Friday 7:00-19:00 Saturday 7:30-19:00	×	×
34	MIRATZ Misato Chuo Dai-1 Hoikuen MIRATZ三郷中央第一保育園	1F, 1-5-15 Chuo 048(954)5735	19	1-year-old:9, 2-year-old:10 *Available institution after graduation: Not specified	Monday to Friday 7:00-19:00 Saturday 7:00-19:00	×	×
35	MIRATZ Misato Chuo Dai-2 Hoikuen MIRATZ三郷中央第二保育園	2F, 1-5-15 Chuo 048(954)5743	19	1-year-old:9, 2-year-old:10 *Available institution after graduation: Not specified	Monday to Friday 7:00-19:00 Saturday 7:00-19:00	×	×
36	Shiodome Hoikuen Misato Chuo しおどめ保育園三郷中央	5-30-7 Chuo 048(953)3355	19	1-year-old:9, 2-year-old:10 *Available institution after graduation: Not specified	Monday to Friday 7:30-19:30 Saturday 7:30-18:30	○	2
37	Shirayuri Nursery Room しらゆりナーサリールーム	2-29-17 Chuo 048(949)6568	12	1-year-old:6, 2-year-old:6 (*0-year-old/ Not accepted) *Available institution after graduation: Misato Shirayuri Dai-2 Hoikuen	Monday to Friday 7:00-20:00 Saturday 7:00-19:00	○	4

For the children currently attending 2-year-old classes of Misato Shirayuri Hoikuen, MIRATZ Misato Chuo Dai-1 Hoikuen, MIRATZ Misato Chuo Dai-2 Hoikuen, Shiodome Hoikuen Misato Chuo, their affiliated child care institutions are not established. However, we are preparing the capacity of licensed childcare institutions to provide childcare services so that all children currently attending 2-year-old classes in the licensed child care institutions in Misato City are able to enroll in the 3-year-old classes. Also, we are screening children for transfer prior to new applicants. (As we will adjust the use of childcare services based on the selection index, there may be no place in any 3-year-old classes of child care institution s depending on your choice of institutions or sibling conditions.)

認定こども園/ Certified Centers for Early Childhood Education and Care (幼保連携型認定こども園/ Nursery affiliated with Kindergarten)									
	Name	Fee for staple food (Monthly)	Fee for side dish/snack (Monthly)	Extended child care hours	Other expenses	Parents' association/ fee	Diaper disposal fee	Enrollment fee (yen)	Uniform (yen)
24	Waseda わせた	80 yen/day	290 yen/day	300 yen/15 min.	3- to 5-year-old: about 50,000 yen/year (educational materials etc.)	1,570 yen/term (3-to 5- year-old class)	250 yen/month (disposed by institution)	70,000 yen	about 50,000 yen
25	Eiko Keyaki no Mori 米光けやきの森	1,325 yen (may change)	6,625 yen (may change)	250 yen/30 min.	350 yen/month (disinfection of mattress) 0- to 2-year-old:100 yen/month (educational materials) 3- to 5-year-old: about 3,000 yen/month (educational materials, deposit for graduation event, special educational fee etc.)	350 yen/month (3- to 5-year-old)	150 yen/month (disposed by institution)	70,000 yen	about 33,000 yen
26	Misato Sakura no Mori みさとさくらの森	170 yen/month	235 yen/month	250 yen/30 min. Short: 50 yen/30 min.	0~2-year-old:363 yen/month (rental mattress) 3- to 5-year-old:3,500 yen/month (fee for improvement of educational facility)	2,000 yen/year (scheduled) (3- to 5-year-old)	300 yen (disposed by institution)	70,000 yen estimated (reduction applicable)	about 32,000 yen
27	Saitama Sakura Kindergarten 埼玉さくら幼稚園	1,500 yen	5,500 yen	250 yen/30 min.	8,000 yen/month (fee for improvement of educational facility activities)	×	0 yen (disposed by institution)	140,000 yen	about 70,000 yen
28	Inaho Yochien いなほ幼稚園	2,000 yen	6,000 yen	250 yen/30 min.	4,000 yen/month (activities etc.) 0- to 2-year-old:4,000 yen/month (fees for diapers, meal apron and bed sheet)	×	200 yen (disposed by institution)	70,000 yen	about 40,000 yen
29	Misaki Kodomoen 美咲こども園	1,100 yen	5,500 yen	200 yen/30 min.	660 yen/month (fee for picture books)	300 yen/month	0 yen (disposed by institution)	×	about 16,500 yen
小規模保育事業/ Small Child Care Institutions (0~2-year-oldクラスまでの保育施設/ Child care institutions for a child of 0- to 2-year-old classes)									
	Name	Fee for staple food (Monthly)	Fee for side dish/snack (Monthly)	Extended child care hours	Other expenses	Parents' association/ fee	Diaper disposal fee	Enrollment fee (yen)	Uniform (yen)
30	Sanpiko Hoikuen さんぴこ保育園	0 yen	0 yen	standard: 100 yen/30 min. short: 200 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
31	Nichii Kids Shim-Misato Hoikuen ニチイキッズ新三郷保育園	0 yen	0 yen	30 min./250 yen (monthly fee available)	×	×	0 yen (disposed by institution)	×	×
32	Misato Waseda Smart Smile Hoikuen みさとわせた スマートスマイル保育園	0 yen	0 yen	50 yen/30min.	Fee for photos (only for one who wants to purchase)	×	0 yen (disposed by institution)	×	×
33	Misato Chuo Suzuran Hoikuen 三郷中央すずらん保育園	0 yen	0 yen	200 yen/30 min.	×	×	200 yen (disposed by institution)	×	×
34	MIRATZ Misato Chuo Dai-1 Hoikuen MIRATZ三郷中央第一保育園	0 yen	0 yen	500 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
35	MIRATZ Misato Chuo Dai-2 Hoikuen MIRATZ三郷中央第二保育園	0 yen	0 yen	500 yen/30 min.	×	×	0 yen (disposed by institution)	×	×
36	Shiodome Hoikuen Misato Chuo しおどめ保育園三郷中央	0 yen	0 yen	200 yen/30 min.	2,800 yen/month (fees for diapers, baby wipes, meal apron, hand wipes and gurgle cup)	×	0 yen (disposed by institution)	×	×
37	Shirayuri Nursery Room しらゆりナーサリールーム	0 yen	0 yen	150 yen/30 min.	×	×	0 yen (disposed by institution)	×	P.E. uniform (optional)

The fees for enrollment and uniform of Certified Centers for Early Childhood Education and Care (ECEC Centers) will be required for those who are enrolled in a 3-year-old or older class, or advance to a 3-year-old class.

15. List of other institutions 15. その他の施設

You cannot apply to these institutions listed below by the method noted in this guidebook. Should you have inquiries about application and reception method or other consultation, contact the relevant institution.

《Kindergartens》

	Name	Address	Phone	Authorized Capacity
Kindergarten / 幼稚園	Misato Yochien	1-183 Takano	048-955-1741	240
	Chikumi Yochien	1-19 Hikosawa	048-952-4512	320
	Yutaka Yochien	2-576 Togasaki	048-955-2550	210
	Miyaoka Yochien	3-236 Hikonari	048-957-7362	320
	Shinwa Yochien	2-186 Shinwa	048-953-2271	210
	Hikonari Yochien	255-1 Yaguchi	048-952-7008	245
	SAITAMA TOY MUSEUM KINDERGAARTEN	3-1-1 Hikoito	048-957-9532	280
	Tenshi Yochien	4-60-1 Hikonari	048-957-2350	320

《Certified Centers for Early Childhood Education and Care [ECEC Centers] Category I (kindergarten part)》

	Name	Address	Phone	Quotas (for Category I)
ECEC Center 認定こども園	Waseda	1457-1 Kobo	048-952-2807	90
	Eiko Keyaki no Mori	1-174-1 Takasu	048-955-0630	200
	Misato Sakura no Mori	4-321 Hikonari	048-958-3887	90
	Saitama Sakura Kindergarten	2339 Togasaki	048-969-4115	90
	Inaho Yochien	7-13-12 Waseda	048-957-2028	141
	Misaki Kodomoen	3-94 Hikonari	048-954-7222	10

《Non-licensed child care institutions》 (As of December 1, 2024)

	Name / Eligible age	Address / Phone	Child care hours
Non-licensed child care institution 認可外保育施設	Ikeda Yoji Kyoshitsu From 1-year and 6-month-old or older	1-137 Shinwa 090-2487-9186	Mon-Fri: 7:30 a.m. - 7:00 p.m. Sat: 8:00 a.m. - 6:00 p.m.
	NPO Aderi From 0-year-old to 12-year-old	2-6-9 Waseda 048-951-7375	Mon-Fri: 7:30 a.m. - 6:30 p.m. Sat/ Extra hours: On consultation
	Junseikai Co., Ltd. Himawari Hoikuen From 8-month to 2-year-old	2-16-12 Waseda 048-950-2770	Mon-Fri: 7:00 a.m. - 6:00 p.m. Sat: 7:00 a.m. - 6:00 p.m.
	Wakaumi Katei Hoikushitsu From 0-year-old to 2-year-old	2301-3 Togasaki 048-955-5696	Mon-Fri: 8:00 a.m. - 5:00 p.m. Sat: 8:00 a.m. - 5:00 p.m.
	Fairy Hoikuen Misato Chuo From 6-month to 2-year-old	5-2-2 Chuo 048-940-5930	Mon-Fri: 7:30 a.m. - 7:00 p.m. Sat: 7:30 a.m. - 7:00 p.m.
	Is Hoikuen From 0-year-old to 2-year-old	1-205-3 Uneme 048-957-0418	Mon-Sat: 8:00 a.m. - 7:00 p.m.
	Mama Square DPL Misato Hoikuen From 1-year-old to before entering elementary school	3-2-1 Inter-minami 090-1134-6388	Mon-Sat: 8:00 a.m. - 7:00 p.m.

- Regarding non-licensed child care institutions, you can apply to any one which locates in Misato City as well as which locates outside of Misato City.

For further information about any institutions outside of Misato City, please refer to websites of those prefectures or municipalities where your preferred one locates.

16. FAQ 16. よくある質問

About Application/ 申込みについて	No.	FAQ	Answer
	1	What is the approval certificate on the necessity of child education/nursing service?	It's a necessary certificate for the use of child care institutions. The certificate includes a certification number of the child, approval classification, approval period, etc. and allows the use of child care institutions during the approval period.
	2	Can my child surely enter a child care institution if I just apply for it? Will the admission be allotted in order of application?	If the number of applicants exceeds vacancies at a child care institution, Misato City needs to allocate those children and decide who can enter there. Thus, your child may not be admitted to the institution. The admission will be allotted based on the Table of Criteria for Approval on the necessity of childcare service (on page 15) and <u>NOT in order of application</u> . Please note that even if you submit petitions etc., it will never affect the allocation process.
	3	What is the score to enable admission? What is the admission ratio?	The lowest index of those admitted in April of last year is available on the Misato City official website. The admission ratio is not published regardless of the institution.
	4	Can I submit an application if some documents are not ready by the time of application period?	Application documents must be all prepared before you submit them. Please prepare promptly such documents as 'Certificate of Employment' or 'Certificate of Taxation [Income]' that may take time to obtain. In case you fail to submit documents confirming the necessity of childcare, you will be excluded from the allocation process.
	4	If I have plural "Reasons for the necessity of childcare service" (such as outside employment and sideline at home) for the necessity of childcare service, how do you count those points?	Even if you have plural "Reasons", the highest index point of the reason will be adopted among them; thus you will not gain the accumulated points for the plural reasons.
	6	Is it necessary to visit child care institutions?	We recommend that you visit child care institutions before application. Policy of childcare, childcare philosophy and characteristics are different in each institution, so it is better to confirm the institution of your choice by yourself. Please contact directly the institution for your visit. (It does not mean that your child cannot enter a child care institution without a visit.)
	7	Is it possible to apply for the admission even if I can extend a period of childcare leave?	You can apply for it but you will be examined with your index evenly 0 point in accordance with the notice from National Government by submitting a ' Statement on Acceptance of extended childcare leave ' if you can accept extended

	<p><Reference> 「育児休業・給付の適正な運用・支給及び公平な利用調整の実現等に向けた運用上の工夫等について」 (Administrative notice issued by Day Care Division, Child and Family Policy Bureau, Ministry of Health, Labour and Welfare as of February 7, 2019</p>	<p>childcare leave when there is no vacancy in child care institution. <u>Even if your index point is 0, your child will be admitted if there is a vacancy and your child is capable to be cared there. Please also note that you will be excluded from the selection if you have not prepared the complete documents, if you have not received a medical (re)interview, or if you desire only institutions which do not accept children of your child's age. Therefore, your application will be withdrawn and you will not obtain a 'Notification on result of withhold admission to a child care institution'.</u></p>
8	<p>We are going to divorce. Is it necessary to submit documentation to prove the necessity of childcare of the parents?</p>	<p>It is basically necessary to submit documentation confirming the reasons for each parent's needs for childcare even if one of them does not live with their child. But if the divorce is going through court and a copy of the notice from the family court is submitted, it would not be applicable. If the divorce has been already finalized, the submission is not necessary.</p> <p>Also, we set different criteria for calculation of childcare fee for single-parent households. Please refer to page 13 for details.</p>
9	<p>Though I'm not working now, I got an unofficial offer. Can I apply?</p>	<p>You can apply on the condition that you submit an employment certificate with the content of your employment plan. When the use of child care institution is decided, we will check the content of employment certificate with your pay slips of 2 months after you start working.</p>
10	<p>I'm seeking a job now. Can I apply?</p>	<p>You can apply by submitting a statement of job search. When the use of child care institution is decided, you need to start working for 64 hours or more of actual work within 3 months. If you cannot start working, your child must leave. And we will check the employment certificate with your pay slip of 2 months after starting work.</p> <p>Example) If your child enters on April 1, you should start working by July 1. We will check your work hours (results) by September 30.</p>
11	<p>Are there any advantages or disadvantages in the admission selection for a full-time employee and a part time employee?</p>	<p>No, there is no preference in the admission selection between a full-time employee and part time employee. Both are recognized as in "employment" and selected by the index of work hours and working days.</p>
12	<p>I'm currently working for 2 different companies. Which employment certificate do I need to submit?</p>	<p>Please submit both of the employment certificates from the two employers. The total hours worked for the two employers will be indexed as the hours worked per month.</p>

13	<p>As of which day our status will be examined? When will be the reference date?</p>	<p>For April admission, the reference dates for the examination are set as follows:</p> <p>Primary examination: <u>Thursday, October 16, 2025</u> (If a child born on or after September 2, 2025, the examination will be made on Tuesday, January 6, 2026.) Secondary examination: <u>Friday, December 12, 2025</u></p> <p>The reference date in May and thereafter will be the 5th of the previous month of examination. (if the 5th falls on Saturday, Sunday, and national holiday the date will be the day before.)</p>
14	<p>I received the “Application Checklist” about incomplete documentation (Application for admission in April). Until when do I need to respond?</p>	<p><u>The deadline for submitting insufficient/ incomplete documents notified in “Application Checklist” is the same dates as FAQ No.13.</u></p> <p>Failure to submit insufficient/ incomplete document(s) by the deadline, your application may be excluded from examination or your index point may change. If you submit the last half of the application period, your insufficient/ incomplete document(s) may not be in time for the submission date. We strongly recommend that you assure plenty of time for preparing documents and submission. If you submit the document(s) after the reference day, it/ they will be reflected in the secondary examination.</p>
15	<p>Do I need to apply again if I receive a Notice of waiting for Admission to a child care institution?</p>	<p>You don’t need to apply again since your application <u>valid until the end of fiscal year</u>. The admission examination will be processed every month onwards. You will be notified only when your child is admitted.</p> <p>If your child hasn’t admitted by October and still you wish to use the child care service in the following fiscal year, please apply for it again.</p> <p>If you change your family status or employment condition, please submit just a document proving it.</p>
16	<p>Are there any procedures if my child was not admitted and put on a waiting list as a result of selections?</p>	<p>There are no special procedures required. We make a selection of admission every month within the fiscal year. If there is any change in the content of application during the fiscal year, you need to submit documentation about the reason of change.</p>

Child Care Centers: Hoikusho and Hoikuen/ 保育所(園) について	17	What are the differences between <i>Hoikusho</i> and <i>Hoikuen</i> ? What are the differences between public and private institutions?	Misato City categorizes <i>Hoikusho</i> as public child care center and <i>Hoikuen</i> as private child care center. Public child care centers are operated by Misato City while private ones are operated by such organizations as social welfare corporation, an incorporated company or a company.
	18	What is a <i>Nintei Kodomoen</i> , Certified Center for Early Childhood Education and Care (ECEC Center)?	A <i>Nintei Kodomoen</i> (ECEC Center) is a complex facility having both kindergarten part and nursery part. Children receive education during daytime (approximately from 10:00 to 14:00) and receive childcare service for the rest of time. When you have your child enrolled in a 3-year-old or older age class you may have to pay some additional fees such as an entrance preparation fee and fees for a school uniform and other expenses besides childcare fee. Make sure to inquire at each institution before applying for the institution.
	19	Are there any differences in childcare fees among child care institutions (public child care institutions, private child care institutions, ECEC Centers, Small Child care institution)?	There is no difference in the childcare fee depending on the child care institution. Childcare fees are determined by the total income amount of the municipal resident tax of guardians. (Father, mother, grandparents and relatives living together who is supporting the child)
	20	Is the childcare fee calculated on a pro-rate basis, when the child is absent from the child care institution?	No, it will not be calculated on a pro-rate basis. Childcare fee will not be calculated on a pro-rate basis regardless of days of absence or reason for such absence.
	21	Has the childcare fee become free due to the free of charge program of child education/nursing?	Not all of them are free. Due to the free child education/nursing Free of charge program, the childcare fee of 3- to 5-year-old classes become free and 0- to 2-year-old classes are free depending on the households of the children. *Actual expenses (fees for staple food, side dishes, stationary, or extended childcare) are not free and the fees are different in each institution.

22	My child is currently attending a different institution (e.g., ECEC Center, kindergarten); is it possible to postpone his/her enrollment?	You cannot postpone his/her enrollment. If your child is enrolled in two institutions or more, all expenses such as childcare fees and other expenses will be fully on your own account. ('Child Education/ Nursing Free of Charge' program will not be applied to you.) In addition, if your child does not attend a single day in a month at the certified child care institution where he/she is enrolled, your child will be withdrawn from the child care institution.
23	I want to decline the admission decision; what procedures do I need to take?	<p>Please notify the Child Care Division and the child care institution that admitted your child that you wish to decline the admission.</p> <p>Please promptly submit '「保育所等入所（転所）申込み取下届（入所決定辞退届）」 'Withdrawal of Admission [Transfer] to a Child Care Center' (Cancellation of Admission decision in a Child Care Center) to Child Care Division. Also, please keep in mind the following points.</p> <ul style="list-style-type: none"> - A 'Notice on result of withhold admission to a child care institution' cannot be issued. - If you apply again for the admission during the same fiscal year, your index points will be deducted in the next and subsequent rounds of selection.
24	Will there always be an acclimation care (short-time childcare) for children to get accustomed to a group nursing?	There will be about one-week acclimation period. It must be hard for a child to spend time in a new environment and group nursing. We offer this program regardless of whether the child is new or transferred to get him/her accustomed to a group nursing.
25	How do I transfer my child to another institution?	<p>If you wish to transfer your child to another child care institution, you need to submit a "Change in Application for Admission to a child care institution". The closing date for submission is the 5th of previous month (if the 5th falls on Saturday, Sunday, and national holiday the date will be the day before.). (Your application for change(s) is valid until the end of the fiscal year. If you lose your intension to transfer, submit a Notification on withdrawal of admission (transfer) to a child care institution) 「保育所等入所（転所）申込み取下届（入所決定辞退届）」 (Cancellation of Admission decision to a Child Care Center)</p> <p>*We do not accept those documents by post.</p>
26	If it is decided that my child be transferred to another child care institution, is it possible to decline the transfer?	You cannot decline the admission decision of transfer. Since he/she cannot return to the previous childcare center (institution), he/she must leave the institution.

27	I am planning to change my job after my child's enrollment; can I continue to use the same childcare center?	If your index points for 'Reason for the necessity of childcare service' get lower than that of given at the time of admission examination due to decreasing work hours just after your child's enrollment or changing of reasons, etc. your child must to leave the institution. Please take enough consideration of your job change if you are planning to do so.
28	I am a dispatched worker (taking childcare leave); am I still eligible to use the service if my work hours become shorter than at the time of application when I return to work?	<p>If you apply for the admission due to the reason of 'Childcare leave', in principle, you need to return to <u>'workplace that issued the Certificate of Employment' with employment contracted hours (it is possible to use a short-hour working system) noted on the Certificate of Employment submitted when applying for the admission.'</u></p> <p>If you are employed as a dispatched worker to a different workplace due to assignment after returning to work, please adjust your work days and hours so that the conditions are the same as those at the time of your application. If your index points become lower than that of application criteria, your child must leave the institution. Please pay attention to the work conditions after returning to work.</p>
29	What happens if my child is absent from his/her child care institution for a long period?	<p><u>If your child is absent from a child care institution one month or longer (from the beginning to the end of the month), he/she has to withdraw from the institution.</u></p> <p><u>Only if the child has a special reason (e.g., hospitalized due to medical treatment), he/she will not be requested to withdraw by taking a prior procedure for suspension of childcare service</u> so please consult with Child Care Division.</p> <p>However if it is a personal reason (e.g., a long-term homecoming), it will not be in the criterion of suspension of childcare service so he/she has to withdraw from the institution.</p>
30	Is it not a problem if I cannot work more than 64 hours due to nursing care of my ill child (including a common cold)?	If you are approved the necessity of child care due to a reason of 'Employment', you must meet the criteria to use the Child Care Institution continuously with actual work of 64 hours or more per month. If your actual work become less than 64 hours a month, your child must leave the institution as your necessity of childcare service does not meet the criteria.

	31	When I am suddenly assigned a job on my regular day-off day (except Sundays); can my child receive childcare service on the day?	<p>In principle, the provision of childcare service is exclusively available when your child needs childcare, therefore basically, he/she cannot receive childcare service on a day his/her parents do not work if they received the approval due to 'Employment'.</p> <p>However, if you are assigned a job on your regular day-off day and your child falls in a situation where he/she needs childcare, he/she can receive childcare service. In that case, please promptly report and consult with your child's childcare Institution.</p>
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Checklist of Certificate of Employment (For applicant of Child Care Institution)

就労証明書チェックリスト（入所申込者用）

Please check the following when you get your Certificate of Employment from your employer.



Items to be checked	Check
Is the date written on “Date of Certification” within 2 months after the application date?	<input type="checkbox"/>
Regarding the 「3. 雇用(予定)期間等」 “3. (Prospective) Employment period, etc”, is either 「無期」 ‘Unlimited’ or 「有期」 ‘Limited’ marked with <input checked="" type="checkbox"/> and is the period of employment start (and end) date stated?	<input type="checkbox"/>
If <input checked="" type="checkbox"/> is marked on the 「5. 雇用の形態」 “5. Employment status” below, a separate certificate is required. Please submit it together with the Certificate of Employment.	<input type="checkbox"/>
[One who is executive] Either a Certificate of all historical matters (certified copy of corporate register) or a copy of final tax return form	
[One who is Self-employed] Either of Business License, Report of starting business, copy of Contract or order, or any other document that confirms the applicant is operating a business.	
[One who is Self-employed cooperator, family-employee (cooperator)] A copy of the final tax return form or salary statement	
[One who is Homeworker, Contract worker] A copy of contract agreement/ Purchase order, etc.	
Are there any description of fixed or irregular (shift worker) about 「6. 就労時間」 “6. Work hours”?	<input type="checkbox"/>
In case of shift worker, please attach 「7. 就労実績」 “7. Work record” and a shift schedule of the same month.	<input type="checkbox"/>
As a general rule, score will be calculated base on 「6. 就労時間」 “6. Work hours”. If there is a difference large enough that may affect the score between the “work hours (contracted hours)” and the “work record”, a lower index will be assigned based on the work record <ul style="list-style-type: none"> • if your work hours have been significantly reduced due to suspension of business or other reasons over the past Three months, please enter the actual worked hours based on your contracted hours as stated in 「6. 就労時間」 “6. Work Hours.” • If you do not fill in your work record in 「7. Work record」 even if you have worked more than 1 month, you will gain 2 points only • The work record should include the paid holidays. If not, your index points might be lower than you expected 	<input type="checkbox"/>
If the 「7. 就労実績」 “7. Work record” is not for the most recent 3 months, you must fill out the explications of taking the leaves of either one of 8 to 10	<input type="checkbox"/>
If you checked the other reason in 「10. 産休・育休以外の休業の取得」 “10. Other than Maternity leave or childcare leave” you will be required to submit evidence documents. If those documents are not available or if you had the absence without proper reason you will gain only 2 points. Example) I was absent from work due to poor physical condition prior to my maternity leave, so I attach a copy of contract card of maternity protection guidance.	<input type="checkbox"/>
If you have already used the short time work system for your elder child, please verify that 「12. 育児のための短時間勤務制度利用有無」 “12. short-time work system for childcare” is answered. If the work hours in this form match those in the 「6. 就労時間」 “7. Work record” the Index points will be assigned based on the 「6. 就労時間」 “6. Work hours”. If you do not fill in properly, the “7. Work record” will be used for the index points.	<input type="checkbox"/>
Did you fill out 「19. 保護者記入欄」 “19. Write-in column for guardians” at the bottom?	<input type="checkbox"/>



Please calculate the index point referring to pages 19-20 of the guidebook!

Checklist of Certificate of Employment (For the person in charge of filling in)

就労証明書チェックリスト（記載ご担当者様用）

[How to fill in Certificate of Employment] 【記載方法】

- Please use a standard form 「就労証明書（簡易版）」 prepared by the Children and Families Agency.
- Seal not required. Please use ballpoint pen for hand writing,
- When making corrections, strike through the text and affix a correction seal.

Items to be checked	Check
The certificate should be addressed to Mayor of Misato City	<input type="checkbox"/>
「6. 就労時間」 “6. Work hours” refers to the hours specified in the employment contract. (If utilizing the short-time work system for childcare, there is a separate section to fill out.) For irregular worker (shift worker), please attach the work shift schedule for the same month as the work hours stated in the 「7. 就労実績」 “7. Work record”.	<input type="checkbox"/>
「7. 就労実績」 “7. Work Hours”: <ul style="list-style-type: none"> • Please include paid holiday(s). (Example: Add 8 hours, if you work for 8 hours (including one hour break) per day.) • Please fill in the work record of your contracted hours stated in 「6. 就労時間」 “6. Work hours” if your work hours have been significantly reduced due to suspension of business over past three months. • If you just start to work and the work record is not available, no need to fill in. 	<input type="checkbox"/>
If the 「7. 就労実績」 “7. Work record” is not for the most recent 3 months, you must fill out the explications of taking the leaves of either one of 8 to 10.	<input type="checkbox"/>
If you have absence of work other than Maternity leave, childcare leave, nursing care leave or sick leave, please check the box “Other” under 10. 産休・育休以外の休業の取得 “10. Leave Taken Other Than Maternity/Childcare Leave” and provide details. (If the space is too small, please use the remarks section).	<input type="checkbox"/>
If the hours listed in the 「7. 就労実績」 “7. Work record” reflect the work hours using the short-time work system for childcare, you must also complete the section 「12. 育児のための短時間勤務制度利用有無」 “12. short-time work system for childcare”.	<input type="checkbox"/>
Please fill in the following date of ‘(Scheduled) Date of returning to work’ stated in the period of 「9. 育児休業の取得」 “Acquisition of Childcare leave” as of date of entry.	<input type="checkbox"/>
Regarding 「12. 育児のための短時間勤務制度利用有無」 “12. Use of short-time working system for childcare”, please indicate if you have already used the Short-time work system for Maternity leave or childcare, leave. (Example: In case of you have already used for elder child, etc.) Please fill in 「18. 備考欄」 “18. Remarks” if you cannot fill in here. Please note this indication will reflect index point for reason of necessity of childcare service (score for admission examination).	<input type="checkbox"/>
Please fill in surely if you are in solo assignment period (including future plan).	<input type="checkbox"/>



Certificate of Employment is available at
Misato City official website.

