

# FY2025 Application Guidebook for Receiving Childcare Service

令和 7 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)

## [FY2025 Application Procedure]

Child Care Institutions provide care to a child whose guardian cannot take care enough at home because of his/her work, health condition or other reasons.

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## INQUIRIES

**Child Care Section, Child Care Division**  
**Department of Children's Future, Misato City**  
**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/>

## Please check before application 申込み前にご確認ください

### 【For your application】

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

### 【Application Documents】

- **Please check carefully before submitting (mailing) the documents for any missing or incomplete information.**
- Submit (post) after confirming pages 9- 10 and be sure to prepare the documents necessary for application.  
**Please fully note that if you don't submit the documents (including employment certificate) to confirm the reason for the necessity of childcare, you will be excluded from allocation process and your use of the child care institution (admission) is not determined.**
- Employment certificate must be made by your employer. Except for self-employed, you should not make it by yourself. If you made it by yourself without consent of your company or falsehood is found in the content we will withdraw your application. (If you are using childcare facility, your child must be discharged from the institution.) Or please note that you also may be charged with a criminal offence.

### 【Desired facility】

- The facilities that you desired will be considered for admission. Even if childcare facilities have vacancies, your child will not be admitted in the childcare facilities which you have not desired to use.
- Please be sure to check the “List of child care institutions” on pages 30-33 to confirm that your desired institution accept children of the age of your child. (Some childcare facilities accept children from 3 months in the 0-year-old class and others accept children from 6 months in the 0-year-old class. Some daycare facilities accept children up to 2- years-old class.)

### 【Application by mail in April】

- \* **Please send your application by registered mail.** If you send your application by regular mail, Misato City will not be responsible for any postal accidents. Please note that we will not extend the application deadline due to postal accidents. No confirmation of arrival by telephone, etc. will be made.

# 1. Approval on the necessity of childcare service [Approval certificate provision] What is your necessity of childcare service?"

## 1. 保育の必要性の認定（支給認定）「あなたの保育の必要性は？」

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:



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

Education

Child-care

Do you fall under any of the "Reason for the necessity of childcare service" ◆2?

Yes

No

### 3- to 5-year-old



Do you fall under any of the "Reason for the necessity of childcare service" ◆2?

Yes

No

You are NOT eligible to receive the childcare services ◆1.

### 0- to 2-year-old

### Certificate categories

Category I

Category II

Category III

### Available institutions

Kindergarten

ECEC Center

Child Care Center

ECEC Center

Small Child Care (Workplace) Institution

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

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

## 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）

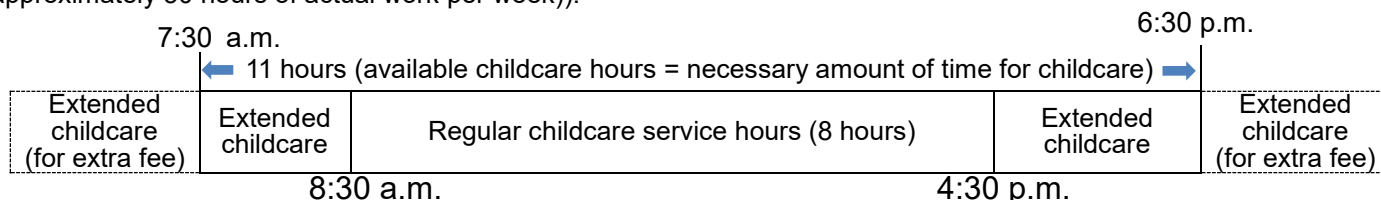
Those who have been approved for payment are classified into "standard childcare hours" and "short-time childcare hours" depending on the reasons for needing childcare or working hours if they are employed.

You are allowed to use childcare service 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 childcare facility.

Please see the "List of child care institution s" on pages 30 to 33.

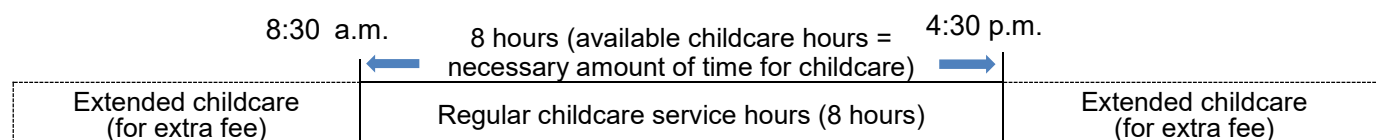
### 【Standard-hour childcare】 (During opening hours of each institution)

This usage time assumes that the parents are working full-time etc. ((**approximately 120 hours of actual work per month** (approximately 30 hours of actual work per week)).



### 【Short-hour childcare】 (During opening hours of each facility)

This usage time assumes that both or either of the parents is working part-time etc. (**64 hours or more 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 a week)).



### 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 of the criteria of the “**Reason for the necessity of childcare service**” 「保育を必要とする事由」. 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 working hours per month) ◆1	<ul style="list-style-type: none"> <li>• “Short-hour childcare” (64 hours or more and less than 120 hours of actual work per month)</li> <li>• “Standard-hour childcare” (120 hours of actual work per month)</li> </ul>
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, you can apply for a child care institution under the criterion 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 Acquisition for childcare leave’ “by the first day of the following month”** of the admission. (We will confirm your return to the workplace with a Certificate of Return to work. **If we cannot confirm that you will return to work under the same conditions as at the time of your application, your child must leave the child care institution.**)

**\*If you are approved the necessity of child care due to a reason of ‘Employment’, you must meet the criteria to use a child care institution with actual work of at least 64 hours per month. Therefore, if your actual work become less than 64 hours a month even if you have to take a day-off due to nursing your sick child, your child must leave the child care institution as your necessity of childcare service does not meet the criteria.**

◆2 If your elder child attends a child care institution during your childcare leave of your younger child, the elder one will be admitted in the institution till the end of the fiscal year (March 31) after the younger child turns two years old. If you do not return to work from April of the following fiscal year, your elder child must leave his/her child care 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 period	Required criterion to extend the approved period
Pregnancy/ Childbirth	From the 1 <sup>st</sup> 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.	<del>Your child's admission 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.</del> If you have another reason for necessity of childcare service, apply once again under the new reason.
Job seeking	3 months	Start working and submit the "Certificate of employment (with actual working hours of 64 hours or more per month)" 『就労証明書』 and '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. Refer to "Employment (Just after the start)" below about the certification period and the 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 certification.
Others (short-time employment)	3 months	
Employment (Just after the start)	3 month	

\*When you make two or more applications for siblings at the same time and only one is admitted and the other's admission is suspended, one who is admitted must leave the institution if you do not meet the conditions to extend the use of the service. Consult us, if you cannot return to work because of the conditions of your newborn baby.

\*Regarding the change of Approval on the necessity of childcare service, it will be from the month following the submission of the documents necessary for the change, not from the day when the reason for the change occurred. (As a general rule, retroactive approval provision is not possible)

\*Validity periods of Approval on the necessity of childcare service except for those listed above will be examined and approved depending on 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》

- Children will be assigned to each class by their ages as of April 1, 2025. Your child's "class age" will not be changed during the fiscal year even if he/she turns a year older.

#### <Class age chart>

Class age	Date of birth
0	April 2, 2024 - April 1, 2025
1	April 2, 2023 - April 1, 2024
2	April 2, 2022 - April 1, 2023
3	April 2, 2021 - April 1, 2022
4	April 2, 2020 - April 1, 2021
5	April 2, 2019- April 1, 2020

### 《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, childcare available hours (opening hours), and childcare policies for 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.

### 《Note about childcare use》

- Along with the entrance screening, we will ask about your child's developmental status. Judging by the medical interview, Misato City will introduce the childcare service to a child who is suitable to join the group nursing and capable of attending a child care institution on a daily basis. **Please note that your child may not be accepted to your preferred child care institution or arrange to another, if it cannot provide qualified staff and safe childcare environment to meet your child's needs of health condition or findings revealed by the interview.** Or we will consult about transferring of your child's institution to another or offered to attend 'Ohisama-gumi', even after he/she has admitted, when Misato City finds that your child should benefit more special childcare.
- Kamiguchi C.C.C. and Tango C.C.C. have a class called 'Ohisama-gumi', which is conducting regular consultation tours and provides finer childcare service. (About "Ohisama-gumi", the childcare service is available during the approved hours from Monday through Friday (standard hours /short hours).) You cannot use Saturday and extended childcare. And please note that we may not be able to meet your request for childcare hours.

### 《About children who need medical care》

- In addition to the required documents on page 9 to 11, 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)」 "Medical care application form"
- 「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 2025, we are making arrangements so that you can apply electronically via the "Misato City Electronic Application/ Notification Service" (for applications after May, please apply at the counter).

Please refer to Misato City official website about details such as application from the 2D Barcode shown in the right .



\*Since the reception system is not ready for "Pittari Service" by Mynaportal, **it is not available** at the time of application in 2025.

## 6. FY2025 Application procedure for admission in April 2025

6. 令和 7 年度 4 月申し込み手続き

\* You can submit request for admission in December 2024 or later at the same time.

### 【Submission method】

1. Application by registered mail (Please mail the documents without folding.)
2. Directly submit to the counter of Child Care Division. (We will exam documents at a later date.)
3. "Misato City Electronic Application/ Notification Service" (\*Please see the website for details.)

### 【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. Please be sure to submit them to Child Care Division.**

If you live outside of Misato city, please read pages 25 to 28 and contract the childcare division or your municipality.

<b>Primary application</b> 1次申込み	<b>A child born between April 2, 2019 and September 1, 2024</b>	
	<b>Application 書類受付</b>	<b>Tuesday, October 1, 2024- Thursday, October 17, 2024 [with the postmark]</b>
	<b>Medical interview 問診</b>	Period: Sunday, October 27, 2024 - Saturday, November 2, 2024 (the last day accepts by noon) *Including Sunday and National holiday, 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m. Venue: 5 <sup>th</sup> floor of <i>Kenko Fukushima Kaikan</i> (Health and Welfare Center) <b>Please come to the venue along with the applicant child(ren) with his/her/their <u>'Mother and Child Health Handbook'</u>. As it may be crowded depending on the date and time, please come with one guardian per child.</b> <b><u>*Without medical interview (reinterview) you will be excluded from allocation process.</u></b>
	<b>A child born between September 2, 2024 and January 1, 2025</b>	
	<b>Application 書類受付</b>	<b>Tuesday, November 5, 2024 - Tuesday, January 7, 2025 [with the postmark]</b>
	<b>Medical interview 問診</b>	Period: Thursday, December 26, 2024 , Tuesday, January 7, 2025 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m. Venue: 5 <sup>th</sup> floor of <i>Kenko Fukushima Kaikan</i> (Health and Welfare Center) <b>Please come to the venue along with the applicant child(ren) with his/her/their <u>'Mother and Child Health Handbook'</u>. As it may be crowded depending on the date and time, please come with one guardian per child.</b> <b><u>*Without medical interview (reinterview) you will be excluded from allocation process.</u></b> <b>*For those who submit documents Tuesday January 7, the interview date will be arranged individually. You will be contacted by Child Care Division after the documents are received.</b>
<b>Secondary application</b> <b>(If you miss the primary application period)</b>  2次申込み (1次申込みに間に合わなかったかた)	<b>Application 書類受付</b>	<b>Wednesday, October 23, 2024 - Friday, December 13, 2024 [with the postmark]</b>
	<b>Medical interview 問診</b>	Period: Thursday, December 26, 2024 - Tuesday, January 7, 2025 9:00 a.m. - 11:00 a.m. / 1:30 p.m. - 3:30 p.m. Venue: 5 <sup>th</sup> floor of <i>Kenko Fukushima Kaikan</i> (Health and Welfare Center) <b>Please <u>come to the venue along with the applicant child(ren)</u> with his/her/their <u>'Mother and Child Health Handbook'</u>. As it may be crowded depending on the date and time, please note that one guardian per family is allowed to accompany the child(ren) in principal.</b> <b><u>*Without medical interview (reinterview) you will be excluded from allocation process.</u></b>

## 《Examination process for admission in April》 《4月選考のながれ》

1	<b>Submission of required document:</b> 必要書類の提出	<ul style="list-style-type: none"> <li>- 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 9 to10) along with the ‘Application Checklist’ by the due date noted on page5 and send them by a <b>registered mail</b> to the address below. Application <b>with the post mark of the due date</b> will be accepted. You can also hand them over the counter of the Child Care Division.</li> <li>- Please be sure to take photocopies of all documents before you submit and keep them at home.</li> </ul>
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2	<b>Examination of document</b> 書類の審査	We confirm submitted documents. (If necessary we will visit your home or make an inquiry to your place of employment.)
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3	<b>Notice of Acceptance</b> 受理通知	<ul style="list-style-type: none"> <li>-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 ).</li> <li>-If any document(s) is incomplete or insufficient, you need to submit the document(s) noted on the Application Checklist.</li> </ul>
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4	<b>Submission of incomplete document</b> 不備書類の提出	<ul style="list-style-type: none"> <li>-If your application document(s) is incomplete or insufficient, we will send you “Application Checklist” by mail. Please submit the required document by the date below ((by registered mail (application with the post mark of the due date will be accepted )) Incomplete or insufficient document cannot be submit by electric application.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>*Those of primary application: (A child born between April 2, 2019 and September 1, 2024): Deadline for submission by noon Saturday, November 2, 2024</b></p> <p><b>*Those of primary application: (A child born between September 2, 2024 and January 1, 2025) / Those of Secondary application: Deadline for submission: Tuesday, January 7, 2025</b></p> </div> <ul style="list-style-type: none"> <li>- <b>Failure to submit those required documents may result in exclusion from the examination process or a change of your index points.</b></li> <li>- If you submit after the specified deadline, it will be reflected in the second examination or later.</li> </ul>
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5	<b>Medical interview</b> 問診	<ul style="list-style-type: none"> <li>- 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.)</li> <li>-Come along with your child bringing his/her <b>Mother and Child Health Handbook</b> to the designated venue during the period of Medical interview (see page 5)</li> <li><b>If you fail to bring his/her Mother and Child Health Handbook, you cannot receive the medical interview.</b></li> </ul>
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The application procedure is completed. (Your application is sent to the allocation phase.)

**\*Please note that if your child has not had the medical interview (including additional one, if necessary) before closing date, your child will not be listed as an applicant for relevant month's examination.**



6	<b>Issuance of certificate</b> 認定証の交付	The city will issue an "Approval certificate" as needed.
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7	<b>Examination/ Allocation and Notice of result</b> 結果の送付	<b>Primary examination</b>	Eligible child: A child who applied during the primary application period Notice of the result will be sent out in early February (Mailing date will be announced on Misato City official website.)
		<b>Secondary examination</b>	Eligibility: A child who is suspended from the primary examination and who applied during the secondary application period. Notice of the result will be sent out early March (Mailing 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 waiting will be sent out early March.

\*In case your use (admission) is suspended, you will be an eligible candidate for examination/ allocation 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, 2025》 《令和7年5月以降の選考日程》

\*(Application can be accepted over the counter of Child Care Division.)

	Application period (for submission of documents)	Last day for medical interview	Notice of result
May	from January 9 to April 7	April 10	around April 20
June	from April 1 to May 7	May 12	around May 20
July	from May 1 to June 5	June 10	around June 20
August	from June 2 to July 7	July 10	around July 20
September	from July 1 to August 5	August 12	around August 20
October	from August 1 to September 5	September 10	around September 20
November	from September 1 to October 6	October 10	around October 20
December	from October 1 to November 5	November 10	around November 20
January, 2026	from October 1 to December 5	December 10	around December 20
February, 2026	from October 1 to January 5	January 13	around January 20, 2026
March, 2026	from October 1 to February 5		around February 20, 2026

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

\*Application for admission in March, 2026 is acceptable, however, no examination for admission will be made.



1	<b>Submission of required document:</b> <b>(Monthly closing date: the 5<sup>th</sup> of each month)</b> 必要書類の提出 (毎月 5 日まで)	<ul style="list-style-type: none"><li>- Admission starts on the <b>1<sup>st</sup> of each month.</b></li><li>- Apply during the period <b>between the 1<sup>st</sup> of 2 months prior to and the 5<sup>th</sup> of the preceding month of your desired starting month for childcare service (if the day falls on Saturday, Sunday or National holiday, the closing date will be postponed to the following working day)</b> 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 <b><u>‘Application for Approval on the necessity of education/ nursing service’</u></b> and <b><u>Application for Admission to a child care institution</u></b>「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 9 to 10).</li></ul> <p>(Please note that application with the incomplete/ insufficient document(s) or application made by post is not acceptable.)</p> <p>&lt;e.g.&gt; If you apply for an admission in September 1<sup>st</sup>:</p> <table><tr><td>July/1</td><td>August/5</td><td>August/20</td><td>September/1</td></tr></table> <p>  ← Application period →   Examination/ Determination   Notification   Start childcare</p>	July/1	August/5	August/20	September/1
		July/1	August/5	August/20	September/1	



2	<p><b>Examination of document</b> 書類の審査</p>	<ul style="list-style-type: none"> <li>- 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'.</li> <li>- We may visit your home or call your workplace to ask about your working conditions to confirm the necessity of childcare service as needed.</li> </ul>
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3	<b>Medical interview</b> <b>(Monthly closing date: the 10<sup>th</sup> of each month)</b> 問診 (毎月 10 日まで)	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- A medical interview will be booked at Child Care Division when filing your application. The interview will be performed at a public child care center in Misato City or at Child Care Division (3F of <i>Kenko Fukushi Kaikan</i>). (Come along with your child bringing his/her Mother and Child Health Handbook and 'Questionnaire'.)</li> </ul>
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The application procedure is completed. (Your application is sent to the allocation phase.)

\*Please note that **if your child has not had the medical interview (including additional one, if necessary) before closing date, your child will not be listed as an applicant for relevant month's examination.**



4	<b>Examination/ Allocation</b> 利用調整	<ul style="list-style-type: none"> <li>- Your working conditions and family status stated by yourself will be indexed and Misato City will allocate a child care institution for your child based on your request and available capacity of your preferred institutions. The allocation will be made in order of index points.</li> </ul>
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5	<b>Notice of result (around the 20<sup>th</sup> of each month)</b> 結果の送付 (毎月 20 日頃)	<p><b>[If your child's Admission to a child care institution is determined]</b></p> <ul style="list-style-type: none"> <li>- "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.</li> </ul> <p><b>[If your child's Admission to a child care institution is suspended]</b></p> <ul style="list-style-type: none"> <li>- "Notice of waiting for 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. The city will issue an "Approval certificate" as a result of examination.</li> </ul> <p>*The notice will be sent <b>only once</b> after your first application. Even if your child is notified of suspension, your application is still <b>valid during the fiscal year</b> so that your child will be an examined for allocation in each month (excluding for admission in March) <b>until the end of fiscal year</b>.</p>
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## 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.)

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	<b>Documents proving your 'Reason for the necessity of childcare service' (father's, mother's and cohabitant(s) one)</b> 「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) *If any cohabiter other than guardians whose age is between 18 years and 64 years lives together (including a separate household) in the same house, you must submit any of his/ her documents mentioned below: If we cannot confirm your necessity of child care, your index point will be reduced.		<input type="checkbox"/>
	<b>Guardian's status</b>	<b>Required certificate / document 必要となる証明書類等</b>	
	<b>Employment *1</b>	<b>★Certificate of employment</b> (which is issued within 2 months) ★就労証明書 (発行後2か月以内)	
	就労*1	[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)	
	<b>Pregnancy/ Childbirth</b> 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.) ★Petition for 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	
	<b>Illness/ Disability</b> 疾病・障がい	<b>Medical certificate / a copy of Physical Disability certificate etc. *2</b> 診断書または身体障害者手帳などの写し *2	
	<b>Long-term caregiving/ Nursing</b> 介護・看護	★Petition for long-term care for a relative 介護の申立書 <b>Medical certificate / a copy of Disability certificate etc. (of who is being cared)</b> 看護 (介護) が必要な方の診断書・障害者手帳等	
	<b>Job seeking</b> 求職活動中	<b>★Petition for Job seeking activity ★求職活動申立書</b> ★Petition for 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)	
	<b>School attendance</b> 就学	A copy of <b>Certificate of enrollment</b> or <b>student ID</b> (*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 <b>school curriculum</b> or <b>class schedule</b> 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	

No.	Name of document 書類名	Check
4	★ <b>Final confirmation regarding Application for Approval on the necessity of child education/ nursing service and Application for Admission to a child care institution</b> ★教育・保育給付認定申請請及び施設等利用調整申込に関する確認票	<input type="checkbox"/>
5	★ <b>Questionnaire</b> (*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]★ <b>Application Checklist</b> (*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	<b>Documents proving your ‘My Number’ (Individual Number) of all cohabiters’</b> (Individual Number Card, Individual Number Notification Card, a transcript of Resident Record ( <i>Jyuminhyo</i> ) with Individual Number) 同居者全員のマイナンバーが分かる書類 (個人番号カード・通知カード・個人番号入り住民票)	<input type="checkbox"/>
8	<b>Applicant’s (your) ID</b> (e.g., Individual Number Card, driver’s license, passport) ♦3 <b>of whom come to Misato City Hall to make application, name seal</b> 申請者ご本人確認書類・印鑑 (個人番号カード・運転免許証・パスポート等) ♦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	<b>[If you moved in Misato City on or after January 2, 2024] ♦4 Documents which necessary for examination and assessment of your childcare fee♦4</b> 【令和5年1月2日以降に三郷市へ転入した方】 選考・保育料算定のための書類 ♦4 <b>Application for admission in April to August, 2024, and if you moved in Misato City on or after January 2, 2024</b> ⇒ Submit your “FY2024 Municipal/ Prefectural Resident Tax Notice or a Certificate of Taxation/ Non-taxation (levied on your income in the Calendar Year 2023)” issued by the municipal office of your residence as of <b>January 1, 2023.</b> 令和6年度 (令和5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 <b>Application for admission from September, 2024 to March 2025, and if you moved in Misato City on or after January 2, 2024</b> ⇒ Submit your “FY2024 Municipal/ Prefectural Resident Tax Notice or a Certificate of Taxation / Non-taxation (levied on your income in the Calendar Year 2023)” which is issued by the municipal office of your residence as of <b>January 2, 2025.</b> (令和7年度年度 (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)	<input type="checkbox"/>
10	<b>[If you are a foreign national] A copy of your Residence Card</b> 【外国人の方】「在留カード」の写し	<input type="checkbox"/>
11	<b>[If you are a single parent] A document proving that family situation♦5</b> 【ひとり親の方】家族の状況が分かる書類 ♦5 Either one of a Certificate of Medical Expense Subsidy for a Single Parent, Transcript of Family Register <of all family members> ( <i>koseki-zembu-jiko-shomeisho</i> ) or Certificate of Acceptance of Divorce Report ひとり親医療受給者証、戸籍全部事項証明書、離婚受理証明書のいずれか。	<input type="checkbox"/>
12	<b>[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</b> 【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契約書の写し♦5	<input type="checkbox"/>
13	<b>[If anyone of your household member obtains Disability certificate] A copy of Disability certificate♦5</b> 【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	<b>[If your household is receiving public assistance] A document proving your qualification for public assistance ♦5</b> 【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	<b>[If you work and your child is cared in a place such as a non-licensed child care institution ] ★Certificate of enrollment</b> 【認可外保育施設等に預け働いている方】★在園証明書,	<input type="checkbox"/>
16	<b>[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)</b> 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 a	<input type="checkbox"/>

- ◆1 Even if you are actually working at the time of the application deadline for the month you wish to have your child enrolled, if you do not submit the necessary documents, you cannot be considered as working and your child will be excluded from admission selection.
- ◆2 Please submit documents that indicate the name of the disease, the period of time you need medical treatment and the need to use childcare service.
- ◆3 Bring one document of your photo ID with either 'your name and date of birth' or 'your name and address' stated, or two documents of your ID without photo such as health insurance card and/or Certificate of Child-rearing Allowance.
- ◆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 the certification criteria table on pages 21 to 24



The format of the "Certificate of employment" is changed from 2024! Please use the **"standard form (simple form)"** issued by the Children and Families Agency.

## 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 (change requests is not accepted by phone).

The selection process is based on a reference date (please see "FAQ 13", or page 36 for details), so please pay attention to the date of submission. If the reference date has passed, the change will be made from the following month.

### 《If your family status has changed》

Changed status	Required document	Approved period on the necessity of childcare service	Other
-Changed workplace -Received a job offer -Changed working hours	- Change in Family status 家庭状況変更届出書 - Change in Approval on the necessity of child education/ nursing service 教育・保育給付認定変更申請書 - Certificate of employment (the latest one) 就労証明書	<b>For 3- to 5-year-old:</b> Until your child enrolls in an elementary school <b>For 0- to 2-year old:</b> Until 2 days before of your child's third birthday	Service hours (Standard-hours or short-hours) will be decided depending on your new working hours
- Resigned a job	- Change in Family status 家庭状況変更届出書 -Job search petition 求職活動申立書	Until the end of the month of your resignation	Your child must leave his/her child care institution when the Approval period is expired.

-Being pregnant	<ul style="list-style-type: none"> <li>- A copy of your coming baby's Mother and Child Health Handbook 母子健康手帳の写し</li> <li>- Certificate of Maternity leave (only one who applied for the reason due to "Employment") 産前産後休暇取得証明書（就労認定の方のみ）</li> </ul>	In principle 3 months (If you have already received the Approval under another reason, you can use the service under the original criterion.)	Your child must leave his/her child care institution when the Approval period under the reason due to "pregnancy" is expired.
-Became ill	<ul style="list-style-type: none"> <li>- Change in Family status 家庭状況変更届出書</li> <li>- Change in Approval on the necessity of child education/nursing service 教育・保育給付認定変更申請書</li> <li>- Medical certificate etc. 医師の診断書等</li> </ul>	In principle 6 months	'Short-hours' childcare service is applied to your child for his/her necessary amount of time for childcare under the reason due to "illness".
-Married -Changed in family member	<ul style="list-style-type: none"> <li>- Change in Family status 家庭状況変更届出書</li> <li>- Taxation certificate 課税証明書</li> <li>- Certificate of employment 就労証明書</li> </ul>	A period Approval on the necessity of childcare service (Approved period) will be revised if any change has occurred in your family registration.	If your child is receiving childcare service at an institution, your fee will be re-assessed after you make a notification of change in family registration.
-Divorced	<ul style="list-style-type: none"> <li>- Change in Family status 家庭状況変更届出書</li> <li>- Certificate of all registered matters (<i>koseki-zembu-jiko-shomeisho</i> etc.) 戸籍全部事項証明書 等</li> </ul>	The period of Approval on the necessity of childcare service will be revised depending on the "Reason for the necessity of childcare" notified by the father or the mother of the child.	If you are under divorce proceedings, consult Child Care Division.

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》

Changed status	Required document	Approved period on the necessity of childcare service	Other
Desired child care institution, sibling conditions, desired month	Application for Change of Child care Institution		
Withdraw of application	Notification of withdrawal of application for admission (transfer) to child care center (entrance decision refusal notification)		

## 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.

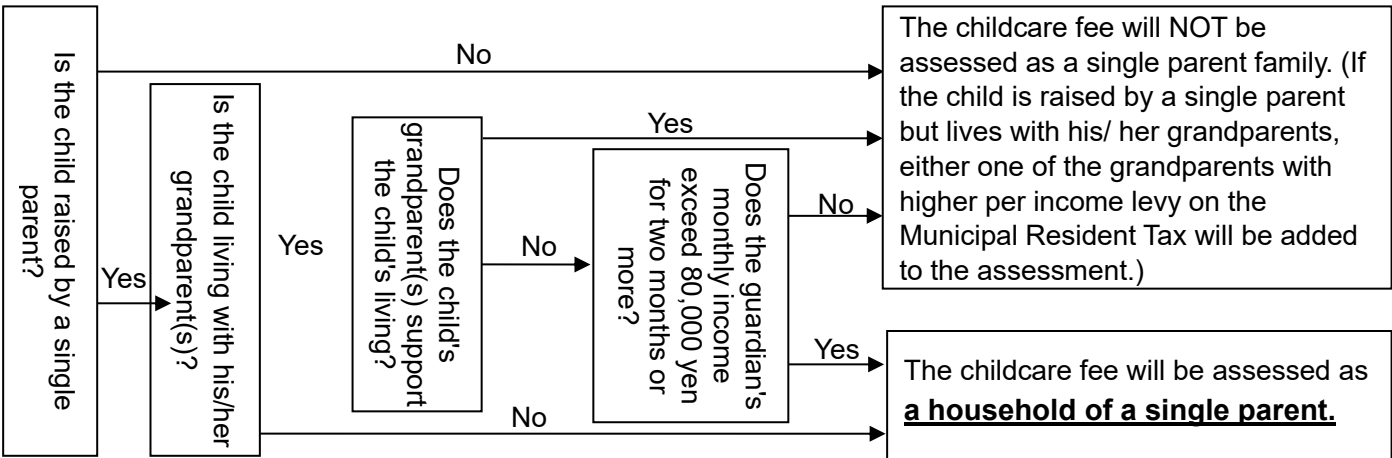
Category 階層	User's fee (childcare fee) 利用者負担額				
	Tax bracket 区分	0- to 2-year old classes		3-year-old or older age classes	
		Standard-hour	Short-hour	Standard-hour	Short-hour
A	Household receiving Public Assistance	0	0	<b>【Childcare/ Free of Charge (3-year-old or older age classes)】</b> Childcare fee: 0yen Fees for school meal: Fees for staple food (rice, bread, etc.) and Fees for side dishes /snack♦1 are set by each institution. ♦1There is a reduction/ exemption system 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 <sup>rd</sup> child of the same household who is in preschool or attending a child care institution.	
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)		

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

**<Note>:** The childcare fee for an aid-requiring household

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

\*Criteria for certifying single-mother and single-father households for childcare fees  
You will be considered as a single parent when you meet all criteria including the facts that the divorce has been finalized, the resident record has been changed and there is no actual cohabitation. If only your family members have a separate household, you are considered to be in the same household.



令和 4年度		課 税 ( 所 得 ) 証 明 書					
氏 名							
住 所		埼玉県三郷市					
課 税 標 準 額							
課税総所得	2,204,000円	③	所 得 割	税 額			
*以下余白*			市	均等割	年 税 額		
			市	3,500円	133,800円		
			91,800円	1,500円			
令和 3年分所得の内訳		所得控除の内訳					
給与所得金額	3,428,800円	社会保険料控除額	720,282円	同一生計配偶者 無し			
(給与収入	4,838,133円)	生命保険料控除額	70,000円	扶養親族 老人 0人(内同居老親 0人)			
*以下余白*		地震保険料	3,886円	特定 0人・16歳未満 1人・その他 0人			
		基礎控除額	430,000円	扶養障害者 本人1人			
		*以下余白*					
備考		①	所得控除等の内訳				
			税額控除前所得割額	132,240円	市税税	88,160円	
			贈与税除額	1,200円		1,000円	
			配当控除額	0円		0円	
			住宅借入金等特別税額控除額	53,400円		35,600円	
			控除税額控除除額	0円		0円	
			所得税額控除除額	0円		0円	
			税額調整増減額	0円		0円	
			所得控除合計	1,224,168円	配当割・株式等譲渡所得割控除額	0円	0円
					④		
合計所得金額	3,428,800円						
総所得金額等	3,428,800円						

木津 雅晨

③Special tax deductions such as housing loans, dividend deductions, donation tax deductions, etc. described in the breakdown of tax deductions, etc.

Calculate by adding the above for both parents.

However, if ④ exceeds ①, it is necessary to add ④ to ②.

**《Example》**  
77,300 yen plus 53,400 yen equal to 130,700, which is the sum of ① and ③  
The childcare fee is assessed by the sum of those of both parents.



## 《Points to note in calculating childcare fees》

-Calculations are made twice a year, from April to August and from September to March. The amount of childcare fee may change significantly from September of each year due to the change of the municipal tax year, which is used as the basis for calculating childcare fees. In addition, when necessary amount of time for childcare is changed, the childcare fee will be changed from the following month.

(Example: Childcare fees from April to August in 2025... Calculated based on the tax amount for 2024

Childcare fees for September to March of 2025 ... Calculated based on the tax amount for 2025)

-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 9 to 10 and submit your tax certificate during the applicable period.

-Depending on the municipality, the tax deduction amount may not be shown on the tax certificate or the notification of the tax amount.

## 《How to pay childcare fees》

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 Child care institution at workplace	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 10<sup>th</sup> of the month, and the full childcare fee will be charged if the child is enrolled on or after the 11<sup>th</sup> of the month.

### ○Payment slip (notice of childcare fee payment)

A payment slip will be sent to your home (address with 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.

\*MUFG Bank, Joyo Bank, and Sumitomo Mitsui Banking Corporation do not accept payment with "notice of childcare fee payment". In addition, from April 1, 2023, Sumitomo Mitsui Trust Bank will not accept payment of childcare fees, including account transfers.

### ○Bank Transfer

Please submit the "Misato City Tax Bank Transfer Application Form/ Automatic Transfer Application Form (Abolition Notification)" 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 (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' working hours, health condition, and/or degree of mental/ physical disability, and the admission will be determined by the order children who are highly needed the childcare service based on their index points shown in the "List of Criteria for Approval on the necessity of childcare service" and allocated them to institutions.

### 《Index points of 'Points for Reasons for the necessity of childcare service' – see the List of Criteria for Approval ①》

According to the necessity of childcare service, each of parents receives certain points of the corresponding "Reason" category from the list; the highest point applicable to each 20 days or more per month, 40 hours or more per week parent will be summed up to make your child's "index points due to the Reason". (e.g., both of parents work regularly 20 days or more per month, 40 hours or more per week, each parent receives 20 points so that the sum of your child's index points will be 40.)

### 《Index points of 'Points for Priority use' – see the List of Criteria for Approval ②》

You will receive the points from all categories applicable 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 have to submit proving documents in order to receive any points of the corresponding "Reason" category. You will receive no point without such proving document(s). even if any point(s) is(are) applicable to your circumstances.)

### 《How to sum up the index points》

Total index points = index point(s) of 'Points for Reasons for the necessity of childcare service' + Index points of 'Points for Priority use'

**The examination will be conducted in order of the applicants with higher total index points.**

### 《How to examine and allocate》

Availability for each class age will be checked in order of the children who have higher index points from their first choice to the last choice of all institutions. If there is a vacancy, the higher scored child will be admitted; if not, the child will be suspended.

No.	Child's name	Total index points	The 1 <sup>st</sup> choice	The 2 <sup>nd</sup> choice	The 3 <sup>rd</sup> choice	The 4 <sup>th</sup> choice	The 5 <sup>th</sup> 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 <sup>st</sup> choice	The 2 <sup>nd</sup> choice	The 3 <sup>rd</sup> choice	The 4 <sup>th</sup> choice	The 5 <sup>th</sup> 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 18 to 20)

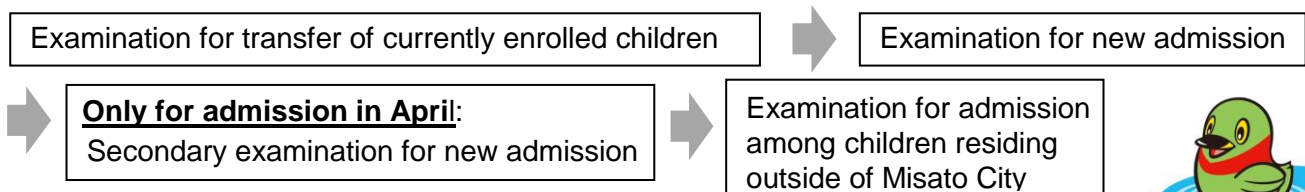
\*The examination will be conducted in order of the applicants with higher index points; if two children are competing for one vacancy, a child [No. 1] with a higher index point of 42 (but he/ she chooses it as the 5<sup>th</sup> choice) will be given priority than a child [No. 2] with lower index point of 40 (even though he/ she chooses it as the 1<sup>st</sup> choice).

### 《How the case 'if two or more applicants have the same index points' assessed?》

If two or more applicants have the same index, the admission is decided in order of following criteria of guardian(s).

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

### 《Flow of the examination》



\*Please note that the selection process is not retroactive.



<<FY2025: Table of Criteria for Approval on the necessity of childcare service>>
 令和7年度の保育の必要性の認定基準表

Selection criteria for admission from April 1, 2025

Index points 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	yyy/mm/dd
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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	①	Items	points		Reason	Items	Points	
			F**	M**			F**	M**
Employment (Who mainly works outside or self-employed etc.) 就労(自営協力者・専従者)	20 days or more per month	Regularly 40 hours or more per week	20	20	Job seeking 求職活動	Launching a business	5	5
		Regularly 35 hours or more per week	18	18		Out of home during daytime because of job seeking	2	2
		Regularly 30 hours or more per week	16	16	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	8	8
		Regularly 25 hours or more per week	14	14		Other than the above	5	5
	16 days or more per month	Regularly 32 hours or more per week	16	16	Protection 要支援	A household which needs special support to protect the child (ren)from mistreatment	20	20
		Regularly 28 hours or more per week	14	14	absence 不存在	Due to divorce, divorce settlement, bereavement, disappearance, detention or any other reason	20	20
		Regularly 24 hours or more per week	12	12		The document to confirm the necessity of child care is not submitted.	Not available (Excluded from examination)	
		Regularly 20 hours or more per week	10	10	*In addition to self-employment, company executive, board of a company, a solo proprietor and managing director are included. **F:Father/M:Mother			
	12 days or more per month	Regularly 24 hours or more per week	13	13				
		Regularly 21 hours or more per week	11	11				
		Regularly 18 hours or more per week	8	8				
	Others		2	2				
Sideline work at home 内職	With monthly earnings 65,000 yen or more	1,028 yen (minimum hourly wage in Saitama Prefecture as of October 1 2023) x64 hours (standard of October 1,2023:1028 yen) *The amount is rounded down to the 1,000 yen.	3	3				
	With monthly earnings less than 65,000 yen		2	2				
Employment (cooperator or family employee of self-employed person) 就労(自営協力者・専従者)	20 days or more per month	Regularly 40 hours or more per week	18	18	Announcement of job assignments Transcript of Resident Record 就業・住民票	Solo assignment (living alone with 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	
		Regularly 35 hours or more per week	16	16		Solo assignment (living with no cohabitant) "If you are NOT living in the adjacent cities" (e.g. Matsudo City, Nagareyama City, Yoshikawa City, Yashio City and Katsushika City)	1	
		Regularly 30 hours or more per week	14	14	Public Assistance recipient's household -if the childcare service helps the guardian's employment that leads the family to be financially independent.			
		Regularly 25 hours or more per week	12	12	A household which needs special support to protect the child (ren) from mistreatment			
	16 days or more per month	Regularly 32 hours or more per week	14	14	Rehabilitation/Disability certificate 療育・障害がい(者)手帳	The applicant child is mentally /physically disabled.	1	
		Regularly 28 hours or more per week	12	12		A family member other than the applicant child is mentally /physically disabled	1	
		Regularly 24 hours or more per week	10	10	Any one of the following いづれか一つ	If a sibling of the applicant child has already been enrolling in a licensed childcare institution (except for the admission in April, when his/her sibling is graduating or leaving from a child care institution)	2	
		Regularly 20 hours or more per week	8	8		If multiple children are applying at the same time	2	
	12 days or more per month	Regularly 24 hours or more per week	11	11	Certificate of enrollment 在園証明書	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	
		Regularly 21 hours or more per week	9	9		The applicant child is cared 4 days per week or more at an institution such as temporary childcare, licensed child care institution outside of Misato City, non-licensed childcare institution(including childcare in the workplace) or family support center while you are at work.	3	
		Regularly 18 hours or more per week	7	7	Any one of the following いづれか一つ	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	
	Others		2	2		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 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	
Job offer 就労内定	20 days or more per month	Prospective employment of work for 40 hours or more per week	10	10	Nursery teacher certificate 保育士資格	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 and 20 days or less per month at an licensed child care institutions in Misato City 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	
		Prospective employment of work for 35 hours or more per week	9	9		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 per a day and 20 days or more per month at an licensed child care institutions outside of Misato City 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	
		Prospective employment of work for 30 hours or more per week	8	8	Nurse certificate 看護師資格	If either of the applicant father or mother is a licensed nurse and "has obtained a job offer for 6 hours or more per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for 6 hours or more per day and 20 days or more per month".	30	
						If either of the applicant father or mother is a licensed nurse and "has obtained a job offer for less than 6 hours per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for less than 6 hours per day and 20 days or less per month".	20	
	Others		2	2	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".)			
	Health condition 疾病等	Hospitalization (1 month or more, in principal)	20	20	If the necessity of childcare cannot be confirmed (including failure to submit required documents) for a person living with the applicant between the ages of 18 and 65 (Including those in a separate household).			
		Bedridden or mental disease (with a Mental Disability Certificate of the 1st to 3rd degree)	20	20	If the family has overdue payment of childcare fee as of the day of application.			
		Mental disease (other than above mentioned)	10	10				
		Under medical treatment	8	8				
	Disability 障がい	Physical Disability Certificate of the 1st to 2nd degree Rehabilitation Certificate of AO, 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	Care for a person who is hospitalized	1 month or more in principal	20	20				
	Care at home for a person who is periodically sees a doctor as an outpatient	See a doctor 4 days per a week or more	16	16				
	Care at home for a person who is periodically sees a doctor as an outpatient	See a doctor 1 day per a week or more and 3 days per a week or less	12	12				
	Others		10	10				

Points for "Priority use" ②				
Absence of both of the parents		5		
Certificate 証明書	Single parent household (without cohabiter(s))	3		
	Single parent household (with cohabiter(s))	2		
	Announcement of job assignments Transcript of Resident Record 就業・住民票	Solo assignment (living alone with 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 no 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		
Rehabilitation/Disability certificate 療育・障害がい(者)手帳	The applicant child is mentally /physically disabled.	1		
	A family member other than the applicant child is mentally /physically disabled	1		
Any one of the following いづれか一つ	If a sibling of the applicant child has already been enrolling in a licensed childcare 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		
	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		
	Certificate of enrollment 在園証明書	The applicant child is cared 4 days per week or more at an institution such as temporary childcare, licensed child care institution outside of Misato City, non-licensed childcare institution(including childcare in the workplace) 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	
Any one of the following 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 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		
	Nursery teacher certificate 保育士資格	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 and 20 days or less per month at an licensed child care institutions in Misato City 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 per a day and 20 days or more per month at an licensed child care institutions outside of Misato City 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	
Nurse certificate 看護師資格	If either of the applicant father or mother is a licensed nurse and "has obtained a job offer for 6 hours or more per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for 6 hours or more per day and 20 days or more per month".	30		
		If either of the applicant father or mother is a licensed nurse and "has obtained a job offer for less than 6 hours per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for less than 6 hours per day and 20 days or less per month".	20	
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".)		△5		
If the necessity of childcare cannot be confirmed (including failure to submit required documents) for a person living with the applicant between the ages of 18 and 65 (Including those in a separate household).		△2xnumber of people		
If the family has overdue payment of childcare fee as of the day of application.		△30		

If any of the criteria marked with is applicable to your circumstances, your child will be admitted to an institution 3 month.

\* 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" ②. Without those supporting document(s) you will not gain the additional point(s).

Points for "Priority use"		②
Absence of both of the parents		5
Certificate 証明書	Single parent household (without cohabiter(s))	3
	Single parent household (with cohabiter(s))	2
Announcement of job assignments Transcript of Resident Record 就業・住民票	Solo assignment (living alone with 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 no 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
Rehabilitation/Disability certificate 療育・障害いしき手帳	The applicant child is mentally /physically disabled.	1
	A family member other than the applicant child is mentally /physically disabled	1
Any one of the following いづれか一つ	If a sibling of the applicant child has already been enrolling in a licensed childcare 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
Certificate of enrollment 在園証明書	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 child care institution outside of Misato City, non-licensed childcare institution(including childcare in the workplace) or family support center while you are at work.	3
Any one of the following いづれか一つ	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
	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 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
Nursery teacher certificate 保育士資格	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 and 20 days or less per month at an licensed child care institutions in Misato City 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 per a day and 20 days or more per month at an licensed child care institutions outside of Misato City 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
Nurse certificate 看護師資格	If either the applicant father or mother is a licensed nurse and "has obtained a job offer for 6 hours or more per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for 6 hours or more per day and 20 days or more per month".	30
	If either of the applicant father or mother is a licensed nurse and "has obtained a job offer for (less than 6 hours per day s and 20 days or more per month at a licensed child care institution in Misato City" or "he/she is employed at a licensed child care institution in Misato City and will return from the child care leave by the first day of the following month to work for less than 6 hours per day and 20 days or less per month".	20
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".)		△5
If the necessity of childcare cannot be confirmed (including failure to submit required documents) for a person living with the applicant between the ages of 18 and 65 (Including those in a separate household).		△2xnumber of people
If the family has overdue payment of childcare fee as of the day of application.		△30

If any of the criteria marked with is applicable to your circumstances, your child will be admitted to an institution 3 month.

\* 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" ②. Without those supporting document(s) you will not gain the additional point(s).

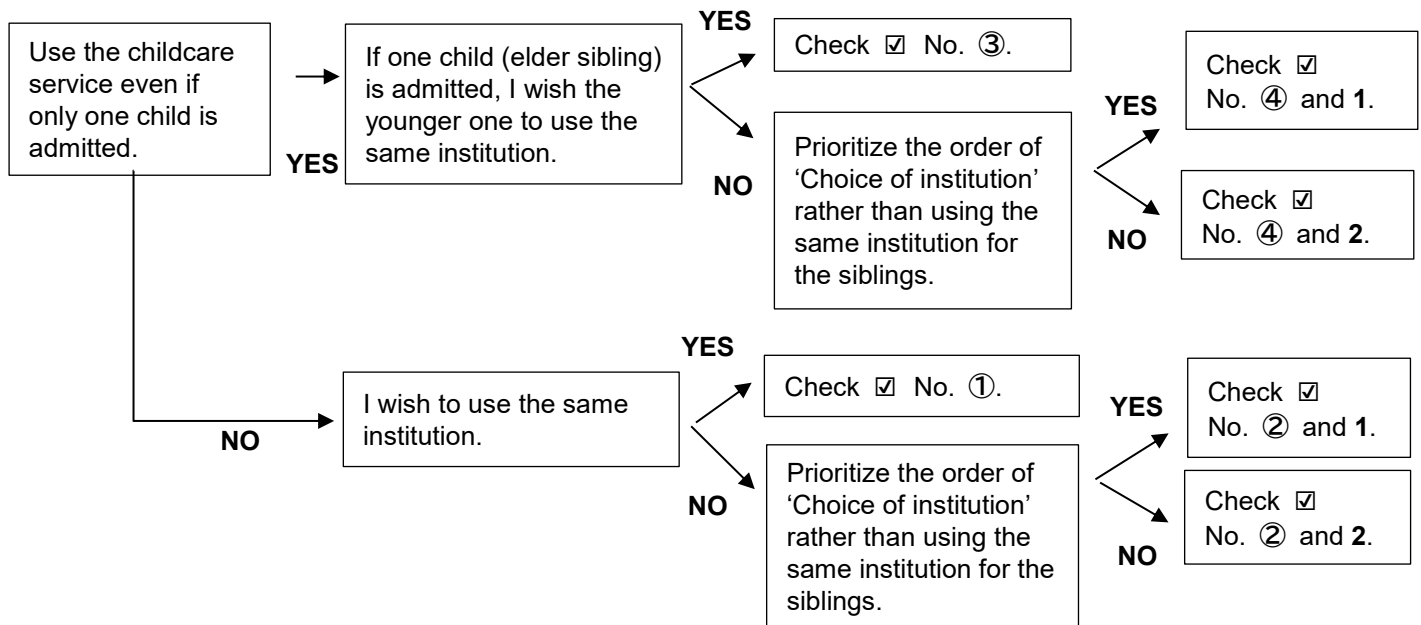
## 《How to examine if siblings of two or more children apply at the same time》

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.

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"/> )	<b>[Preferred condition: *Mark any one of following conditions with <input checked="" type="checkbox"/>]:</b> 【希望条件 ※いずれかに <input checked="" type="checkbox"/> 】
	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。 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。 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。) 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。)
	<b>[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"/>]:</b> 【同時期に利用決定した場合 ※いずれかに <input checked="" type="checkbox"/> 】
	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。 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。)

	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.



### Example 1:

Note: [◎→ Vacancy/ ✕→ No vacancy]

	Child's name	The 1 <sup>st</sup> choice	The 2 <sup>nd</sup> choice	The 3 <sup>rd</sup> choice	The 4 <sup>th</sup> choice	The 5 <sup>th</sup> choice
<b>Elder brother</b>	CHUO, Taro	A Institution [◎]	B Institution [✕]	C Institution [◎]	D Institution [◎]	E Institution [✕]
<b>Younger sister</b>	CHUO, Hanako	A Institution [✕]	B Institution [✕]	C Institution [✕]	D Institution [✕]	E Institution [◎]

- Currently I am under childcare leave for the younger child. I request that the older child be enrolled in an institution irrespectively of the preference, however, I accept that the younger should wait if the same institution is not available. Also, I wish to start enrolling them from the same month.

In this case

for CHUO, Taro: You should select ④ Use the childcare service even if only one child is admitted.

for CHUO, Hanako: You should select ① Use the childcare service only if all children are admitted to the same institution from the same month.

**<Result of the examination>** CHUO, Taro → Admitted to A Child Care Institution;  
CHUO, Hanako → Waiting

### Example 2:

	Child's name	The 1 <sup>st</sup> choice	The 2 <sup>nd</sup> choice	The 3 <sup>rd</sup> choice	The 4 <sup>th</sup> choice	The 5 <sup>th</sup> choice
<b>Elder brother</b>	CHUO, Taro	A Institution [◎]	B Institution [✕]	C Institution [◎]	D Institution [◎]	E Institution [✕]
<b>Younger sister</b>	CHUO, Hanako	A Institution [✕]	B Institution [✕]	C Institution [✕]	D Institution [◎]	E Institution [◎]

- Currently I am under childcare leave for the younger child, however, as I have to return to work, I need to have both children admitted from the same month. Hopefully, they would be admitted in the same institution, in the case that it is not possible to enroll them in the same institution, I accept that they are enrolled in different institutions.

In this case,

for both CHUO, Taro and

CHUO, Hanako: You should select

② Use the childcare service at different institutions if they are admitted from the same month.

2 Use the same institution even though your preference is lower for another one in order of your 'Choice of institution'.

**<Result of the examination>** CHUO, Taro → Admitted to D Child Care Institution;  
CHUO, Hanako → Admitted to D Child Care Institution

**Example 3:**

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

- I request that either one of my children be definitely admitted to an institution. I prefer to send my child to **A** Child Care Institution. I prioritize the 'order of choice' even if they are not enrolled in the same institution

In this case,

for both CHUO, Taro and

CHUO, Hanako: You should select

④ Use the childcare service even if only one child is admitted.

1 Stick to the order of 'Choice of institution' filled in the application form.

**<Result of the examination>** CHUO, Taro → Admitted to **A** Child Care Institution;  
CHUO, Hanako → Admitted to **D** Child Care Institution

**Example 4:**

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

- I wish either one of my children be definitely admitted to an institution. I hope to send them to the same institution. It does not matter if they are not admitted from the same month.

In this case,

for both CHUO, Taro and

CHUO, Hanako: You should select

③ Use the childcare service if only one child is admitted and wait for the admission to the same institution until it becomes available.

**<Result of the examination>** CHUO, Taro → Admitted to **A** Child Care Institution;  
CHUO, Hanako → Waiting

**\*For your reference:** As the examination will be processed in order of age, the brother is admitted to an institution of his 1<sup>st</sup> choice and the sister has to wait. Admission of the sister will be thereafter examined only for the institution of her 1<sup>st</sup> choice.



If you have any question about desired conditions for sibling children, please inquire with the Child Care Division.

## 12. Notes on the ‘List of Criteria for Approval’

## 12. 認定基準表に係る注意事項

### 《Regarding the time of “Employment”》

Break time is included in working time.

(Example: Employment of 20 days or more per month, 40 hours or more per week [20 points]=(7 hours work + 1 hour break time ×5 days))

### 《Regarding the reason of “Employment” (Executive, Self-employed, Cooperator to self-employed, family-employee, homemaker, contract worker)》

- If your employment falls under any of the above employment categories and if your Certificate of Employment is provided by yourself or a family member, you will not be considered as employed and will not gain the points unless you provide separate proof of employment. Please be sure to check the required documents noted on pages 9 to 10 before submitting.

- In principle, the points are scored based on the ‘hours worked (contracted 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 hours worked’, a lower index will be assigned based on your actual hours worked.

And if the actual working hours is more than the contracted work hours, the index point will be determined based on the contracted work hours.

### 《Regarding the reason of “Job offer”》

If you have not started work as of the reference date; the closing date of application period for admission in each month (See FQA No.13, page 36 in detail), your reason for an application will be considered as a “Job offer”.

e.g.) Application for admission in July: Closing date: June 5, 2027 (Reiwa: 07/ 06/ 05)

3	(Prospective) Employment period etc.	<input type="checkbox"/> Unlimited	Period (if your employment period is unlimited, fill in only starting date of employment)	From: 2024/ 6/ 9
		<input checked="" type="checkbox"/> Limited		To: yyyy/ mm/ dd

The example above shows that the work has not been started yet as of the closing date; thus, the reason for application will be accounted as due to a “Job offer”. Also, you need to submit the Certificate of employment to gain the points under the criteria of an “Employment” from the next month.

### 《Handling in case of failure of submission of the document to be confirmed necessity of childcare》

No necessity of childcare	Failure to submit documents confirming the necessity of childcare	Not available (Not eligible for selection )
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We are unable to confirm the necessity of childcare, so you cannot use the child care institutions. **You are not eligible for selection (Your child cannot enter a child care institution.)** Please be sure to submit documents that confirm your necessity of childcare. (See pages 9 to 10)

### 《Additional Points for “Single Parent”, “Disability”, “Public Assistance recipient”》

Single parent household (without cohabitant(s))	3
Single parent household (with cohabitant(s))	2

Rehabilitation/ Disability certificate 療育・障害者手帳	If the applicant child has a physical/ mental disability	1
	If a household member has a physical/ mental disability	1

Public Assistance recipient's household - if the childcare service helps the guardian's employment that leads the family to be financially independent.	<b>2</b>
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Above additional point will be granted only for those:

If the document has validity period: during the period

If the document has not validity period: within 2 months from the issuance

«Additional Point for “Solo assignment (Living apart from his/her family due to a job assignment)”»

<b>Announcement of job assignment/ a transcript of Resident Record (Jyuminhyo)</b> 辞令/住民票	Solo assignment (living alone with no cohabitant) *If you are NOT living in the adjacent cities (Matsudo City, Nagareyama City, Yoshikawa City, Yashio City and Katsushika City)	<b>2</b>
	Solo assignment (living with cohabitant(s)) *If you are NOT living in the adjacent cities (Matsudo City, Nagareyama City, Yoshikawa City, Yashio City and Katsushika City)	<b>1</b>

You will be granted an additional point for “Solo assignment” if you are living in a city which is not adjacent to Misato City and if we can determine your moving out the Resident Record (transfer your certificate of residence) due to your company’s announcement of job assignment. Please submit a transcript of Resident Record (certificate of residence) and the document announcing the job assignment.

«Additional Points for “Sibling(s) of the applicant child”»

If a sibling of the applicant child has already been admitted to a licensed child care institution (except for the admission in April, when his/her sibling is graduating or leaving the institution.	<b>2</b>
If a sibling of the applicant child is attending ECEC (with a Certificate Category <b>I</b> ) or kindergarten, you are not given the points above (2 points) but eligible for the point below.	
If multiple children are applying at the same time	<b>2</b>
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)	<b>1</b>

«Additional point for “Using a non-licensed child care institution(s)”»

If you are using a childcare service such as a temporary childcare service at a child care institution, at a licensed child care institution outside of Misato City, at a non-licensed child care service (including a facility in your workplace or cooperate in-house child care facility), or that of the Family Support Center for <b>[4 days or more a week]</b> and have already been engaged in your work.	<b>3</b>
If you are using a childcare service such as a temporary childcare service at a child care institution, at a non-licensed child care service (including a facility in your workplace or cooperate in-house child care facility), or that of the Family Support Center for <b>[3 days or more]</b> a week and have already been engaged in your work.	<b>2</b>

If the applicant’s child is using a non-licensed childcare facility (including kindergarten), a certificate of enrollment must be submitted. The certificate of enrollment must show that the child is using the facility as of the application deadline and the certificate of employment must show that the applicant has returned to work or started working.

<b>11</b>	<b>(Scheduled)</b> <b>Date of Returning to Work</b> 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 one who has “Nursery teacher certificate”»

If either of the father or mother of the applicant child has a “Nursery teacher certificate” and has obtained a job offer under the condition that ‘he/ she works for 6 hours or more a day and 20 days or more a month at a licensed child care institution in Misato City’ or ‘he/ she is employed at a licensed child care institution in Misato City and will return to work from the childcare leave by the first day of the month following admission to facilities for 6 hours or more a day and 20 days or more a month, he/she will get the additional points.	<b>30</b>
If either of the father or mother of the applicant child has a “Nursery teacher certificate” and has obtained a job offer under the condition that ‘he/ she works for less than 6 hours a day and less than 20 days a month at a licensed child care institution in Misato City’ or ‘he/ she is employed at a licensed child care institution in Misato City and will return to work from the childcare leave by first day of the next month of your child’s admission to work for less than 6 hours a day and less than 20 days a month, he/she will get the additional points.	<b>20</b>
If either of the father or mother of the applicant child has a “Nursery teacher certificate” and has obtained a job offer under the condition that ‘he/ she works for 6 hours or more a day and 20 days or more a month at a licensed child care institution outside of Misato City’ or ‘he/ she is employed at a licensed child care institution outside of Misato City and will return to work from the childcare leave by first day of the next month of your child’s admission to work for 6 hours or more a day and 20 days or more a month, he/she will get the additional points.	<b>2</b>

Additional points for those who have “Nursery teacher certificate” will be granted on the condition that you return to work within one month after your child’s admission to a child care institution. You will be excluded if you are on (or schedule to take) the Maternity leave for a younger sibling of the enrolling child.

### ♦5 «Additional points one who has “Nurse’s certificate”»

If either of the father or mother of the applicant child is a licensed nurse and has obtained a job offer at a licensed child care institution in Misato City for 6 hours or more a day and 20 days or more a month or is employed at a licensed child care institution in Misato City and plans to return to work from the childcare leave by the first day of the month following admission to the facility for 6 hours or more a day and 20 days or more a month.”	<b>30</b>
If either of the father or mother of the applicant child is a licensed nurse and has obtained a job offer at a licensed child care institution in Misato City for less than 6 hours a day and less than 20 days a month is employed at a child care institution in Misato City and plans to return to work from the childcare leave by the first day of the month following admission to the facility for less than 6 hours a day and less than 20 days a month.	<b>20</b>

Additional points for those who have “Nurse certificate” will be granted on the condition that you return to work within one month after your child’s admission to a child care institution. You will be excluded if you are on (or schedule to take) the Maternity leave for a younger sibling of the enrolling child.

### 《Point deduction for declining admission》

It will be applied to those who have been accepted to a child care institution during the current fiscal year but have declined or the child has left the institution after less than 1 month of use. (In the case of transfer, it is not applicable.)	△ 5
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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 on the reason that we cannot confirm necessity of childcare about cohabitant》

When we cannot confirm necessity of childcare about cohabitant (including those in separate household) aged 18 or more and less than 65 (including failure of submission of documents)	△2×number of person
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In case of failure of submission of documents of necessity of child care about cohabitant (including those in separate household) aged more than 18 and less than 65 (including failure of submission of documents) we deduct points according to the number of failure of submission.

### \*[Important]

After admission, if your work conditions stated in the "Certificate of employment" or "Certificate of return to work" are changed (such as a reduction in the number of days or hours, or condition of return is different from your application time), the index points given at the time of application will not be valid. Therefore, admission may be cancelled and the applicant may be asked to **leave the institution.**

## 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 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 or 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 processed in 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 procedure of application. (You can take allocation process.)



4	Notice of result	We will send you the result after confirming your move-in to the city. If you have not completed the procedure of moving into Misato City by 20 <sup>th</sup> , please inquire with Child Care Division for the result.
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5	Moving-in procedure	<p>Come over to Child Care Division, when you come to take a moving-in procedures at Misato City Hall.</p> <p><b>*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.</b></p>
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**\*Note:** In addition to the required documents listed on pages 9 to 10, 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	<b>Submission of required documents*</b>	<p>Please submit the required documents to the childcare section of municipal office where you live.</p> <p>*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 or page 7).</p> <p><u>(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 processed in the following month.)</u></p>
2	<b>Examination of documents and contacting to set up a medical interview</b>	<p>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.)</p>
3	<b>Medical interview</b>	<p>We will check your child's growth conditions etc. at a public child care institution or Child Care Division located on the 3<sup>rd</sup> 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.)</p>

That's all for the application procedure (You can take allocation process.)

4	Notice of result	The result will be sent by the municipal office where you live.
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\* In addition to the required documents listed on pages 9 to 10, you also prepare the documents listed below.  
(Documents marked with '★' can be downloaded from Misato City official website.)

1	If you wish to entrust	★ 【For Entrustment】 Final Confirmation
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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” before you move out. 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.
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2	Examination of documents	The municipal office to which you apply will examine your documents.
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3	Notice of result	The result will be sent by a municipal office of your new address.
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4	Procedure of 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.
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## 【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 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	<b>Submission of required documents and setting up for a medical interview</b>	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	<b>Examination of documents</b>	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	<b>Medical interview (as needed)</b>	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	<b>Notice of result</b>	The result will be sent by Misato City.
5	<b>Procedure to entrusted office</b>	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 may not be proceeded in time. 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, 2024. **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 number	Phone	Class age: Capacity	Childcare hours	Yard
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	○
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	○
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:15, 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	○
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	○
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	○
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	○
私立保育所 / Private Child Care Institutions						
	Name	Address number	Phone	Class age: Capacity	Childcare hours	Yard
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	○
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	○
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	○
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	○
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	○
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	○
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	○
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	○
15	Leimond Togasaki Hoikuen レイモンド戸ヶ崎保育園	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	○
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	○
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 7:30-18:30 Saturday 7:30-18:30	○
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	○
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	×
20	Friend Kid's 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	○
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	○
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	○
23	Misato Marina Hoikuen 三郷まりーな保育園	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	○



- \*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)	
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)	×	×	
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)	×	×	
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)	×	×	
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)	×	×	
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)	×	×	
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)	
Tsukushi Hoikuen つくし保育園	2,000 yen	5,500 yen	200 yen/30 min.	980 yen/year (day care materials)	parents' association/ 1,500 yen	0 yen (disposed by institution)	×	×	
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	
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 x disposal (disposed by institution)	×	×	(P.E. uniform required)
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)	
Misato Kokoro Hoikuen みさところ保育園	800 yen	4,500 yen	200 yen/30 min.	440 yen/month (picture books etc.)	×	0 yen (disposed by institution)	×	×	
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	
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	
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	
Leimond Togasaki Hoikuen レイモンド戸ヶ崎保育園	1,000 yen	5,200 yen	150 yen/30 min.	0~1-year-old: 270 yen/month (drying of mattress)	×	0 yen (disposed by institution)	×	×	
Leimond Shim-Misato Hoikuen レイモンド新三郷保育園	1,000 yen	5,200 yen	150 yen/30 min.	×	×	0 yen (disposed by institution)	×	×	
Wasedakko Chuo Hoikuen わせだっこ中央保育園	0 yen	0 yen	150 yen/15 min.	×	500 yen/month	250 yen (disposed by institution)	×	×	
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)	×	×	
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)	×	×	
Friend Kid's Land Misatoen フレンドキッズランド三郷園	550yen	4,950 yen	morning: 55 yen/ time evening: 110 yen/ time	8,800 yen/year (733 yen/month) (sanitation and educational materials)	×	550 yen disposed by institution)	×	×	
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)	×	×	
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)	×	×	
Misato Marina Hoikuen 三郷まりーな保育園	2,000 yen	4,500 yen	300 yen/60 min.	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 number	Phone	Class age: Capacity	Childcare hours	Yard	Parking (space)
24	Waseda わせた	1457-1 Kobo	048(952)2807	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	125 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:20	Monday to Friday 7:30-19:00 Saturday 7:30-19:00	○	19
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 number	Phone	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 Shim-Misato Hoikuen ニチイ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 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 facilities 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 institutions depending on your choice of institutions or sibling conditions.)

The number of preferential acceptance in Sanpiko Nurcery School, which is a collaborative facility of Sanpiko Hoikuen, is limited to 8 children. If more than 8 applicants, we will conduct allocation process (examination) and Hikonari Child Care Center will accept preferentially the children who cannot move to other institutions. If you do not want the preferential acceptance of Hikonari Child Care Center, we do usual selection of transfer.

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	70 yen/day	280 yen/day	300 yen/15 min.	3- to 5-year-old: about 50,000 yen/year (educational materials etc.)	2,250 yen/term (3- to 5- year-old class)	250 yen/month (disposed by institution)	70,000 yen	about 40,000 yen
25	Eiko Keyaki no Mori 栄光けやきの森	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	165 yen/month	225 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 (3- to 5-year-old)	300 yen (disposed by institution)	60,000 yen estimated (reduction applicable)	about 30,000 yen
27	Saitama Sakura Kindergarten 埼玉さくら幼稚園	1,500yen	5,000yen	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	2,000yen	6,000yen	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	1,000yen	5,600 yen	200 yen/30 min.	660 yen/month (fee for picture books)	300 yen/month	0 yen (disposed by institution)	×	about 6,500 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

The City does not accept your application to the following institutions. Should you have inquiries about application 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
	Misato Hikari Yochien	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	105
	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, 2022)

	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.
	Hoikushitsu beat From 1-year-old to 3-year-old	4-29-22 Chuo 048-951-2413	Mon-Fri: 8:30 a.m. - 5:30 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-Fri: 8:00 a.m. - 7:00 p.m. 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 on the condition Application/ 申込みについて	No.	FAQ	Answers
	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 applicant's index points <b>and NOT in order of application</b> . 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.
	5	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", we will adopt the highest index point 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 that I apply for a child care institution to extend my childcare leave even if I don't want to use it?	Your application will be accepted, but please note that Child Care Division accepts applications only as a request to be placed on a waiting list for the use of licensed child care institutions in Misato City, and not for the procedures of extension of childcare leave benefit.  When an inquiry is made by "Hello Work" (Public Employment Security Office), the city will answer the cases that if an applicant requests to withhold admission to a childcare facility, his/her child's admission is not decided yet. Please understand that Misato City will not be held responsible for any impact this may have to your benefit of childcare leave.

	8	We are going to divorce. Is it necessary to submit documentation to prove the necessity of childcare of the parents?	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. Also please refer to page 14 about childcare fee calculating on the condition of a household of a single parent.
	9	Though I'm not working now, I got an unofficial offer. Can I apply?	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.
	1 0	I'm seeking a job now. Can I apply?	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. Example) If your child enters on April 1, you should start working by July 1. We will check your working hours (results) by September 30.
	1 1	Are there any advantages or disadvantages in the admission selection for a full-time employee and a part time employee?	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 working hours and working days.
	1 2	I'm currently working for 2 different companies. Which employment certificate do I need to submit?	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.
After application/ 申込み後の流れについて	1 3	As of which day our status will be examined? When will be the reference date?	For April admission, the reference dates for the examination are set as follows: Primary examination: <b><u>Thursday, October 17, 2024</u></b> (if a child born on September 2, 2024 or after, the examination will be made on Tuesday, January 7, 2024.) Secondary examination: <b><u>Friday, December 13, 2024</u></b> In principle, the reference dates in May and after will be the 5 <sup>th</sup> of previous month of Examination. (If it falls on Saturday, Sunday or national holiday, it will be postponed to the following business day.)
	1 4	I received the "Application Checklist" about incomplete documentation (Application for admission in April). Until when do I need to respond?	The deadline for submitting incomplete or missing documents notified in "Application Checklist" is as follows: - Those of primary application: (children born from April 2, 2019 to September 1, 2024) → <b><u>noon on Saturday, November 2, 2024</u></b> - Those of primary application (children born from September 2, 2024 to January 1, 2025) and - those of secondary application → <b><u>Tuesday, January 7, 2025</u></b>

			Failure to submit incomplete or missing documents by the deadline above may result in exclusion from the selection process or a change in the index. If you submit the documents after the specified deadlines, they will be reflected in the secondary examination.
	1 5	Do I need to apply again if I receive a Notice of waiting for Admission to a child care institution?	You don't need to apply again since your application <b><u>valid until the end of fiscal year</u></b> . The admission examination will be processed every month onwards. You will be notified only when your child is admitted. 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. If you change your family status or employment condition, please submit just a document proving it.
	1 6	Are there any procedures if my child was not admitted and put on a waiting list as a result of selections?	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.
Child Care Centers: Hoikusho and Hoikuen/ 保育所 (園) にいって	1 7	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.
	1 8	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.
	1 9	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)
	2 0	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.
	2 1	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.

After receiving Admission Notice/ 保育所入所決定後について			*Actual expenses (fees for staple food, side dishes, stationary, or extended childcare) are not free and the fees are different in each institution.
	2 2	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.
	2 3	I want to decline the admission decision; what procedures do I need to take?	Please notify the Child Care Division and the child care institution that admitted your child that you wish to decline the admission. 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. <ul style="list-style-type: none"> <li>• A notice of waiting cannot be issued.</li> <li>• 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.</li> </ul>
	2 4	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.
	2 5	How do I transfer my child to another institution?	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 5 <sup>th</sup> of previous month (if it falls on Saturday, Sunday or national holiday, it will be postponed to the following business day). (Your application for change(s) is valid until the end of the fiscal year. If you lose your intension to transfer, submit a Notice of cancelation on transferring child care institution) 「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) *We do not accept any application and notice sent by post.
	2 6	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.
	2 7	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 get lower than that of the admission examination due to a decrease of working hours just after your child's enrollment or change of reasons, he/she needs to leave the institution. Please take enough consideration of your job change if you are planning to do so.



2 8	I am a temporary worker (taking childcare leave); am I still eligible to use the service if my working 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 <b><u>'workplace that issued the Certificate of Childcare leave' 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></b></p> <p>If you are dispatched to a different workplace due to assignment as a temporary worker after returning to work, <b>please adjust</b> your work days and hours <b>so that the conditions are the same as those at the time of your application.</b></p> <p><b>If your index points become lower than that of application criteria, your child must leave the institution.</b> Please pay attention to the work conditions after returning to work.</p>
2 9	What happens if my child is absent from his/her child care institution for a long period?	<p>If your child is absent from his/her institution for one month or longer without any special reason (e.g., hospitalization under medical treatment), he/she must leave the institution.</p> <p>If the absence is due to a personal reason (e.g., a long-time return to a home town/country), it will not be a reason for 'suspension of use'.</p> <p>*If your child will be absent from the institution for more than one month, please notify your child care institution and Child Care Division and submit 「保育所利用(解約・停止)届」(Report on Use of Child Care Institution [cancellation/ suspension] in advance.</p>
3 0	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)?	<p>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.</p>
3 1	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>

## 17 Checklist of Employment Certificate (For applicant of Child Care Institution)

### 17. 就労証明書チェックリスト（入所申込者用）

When you get an employment certificate from the person in charge, check to see if there are any missing information or not.

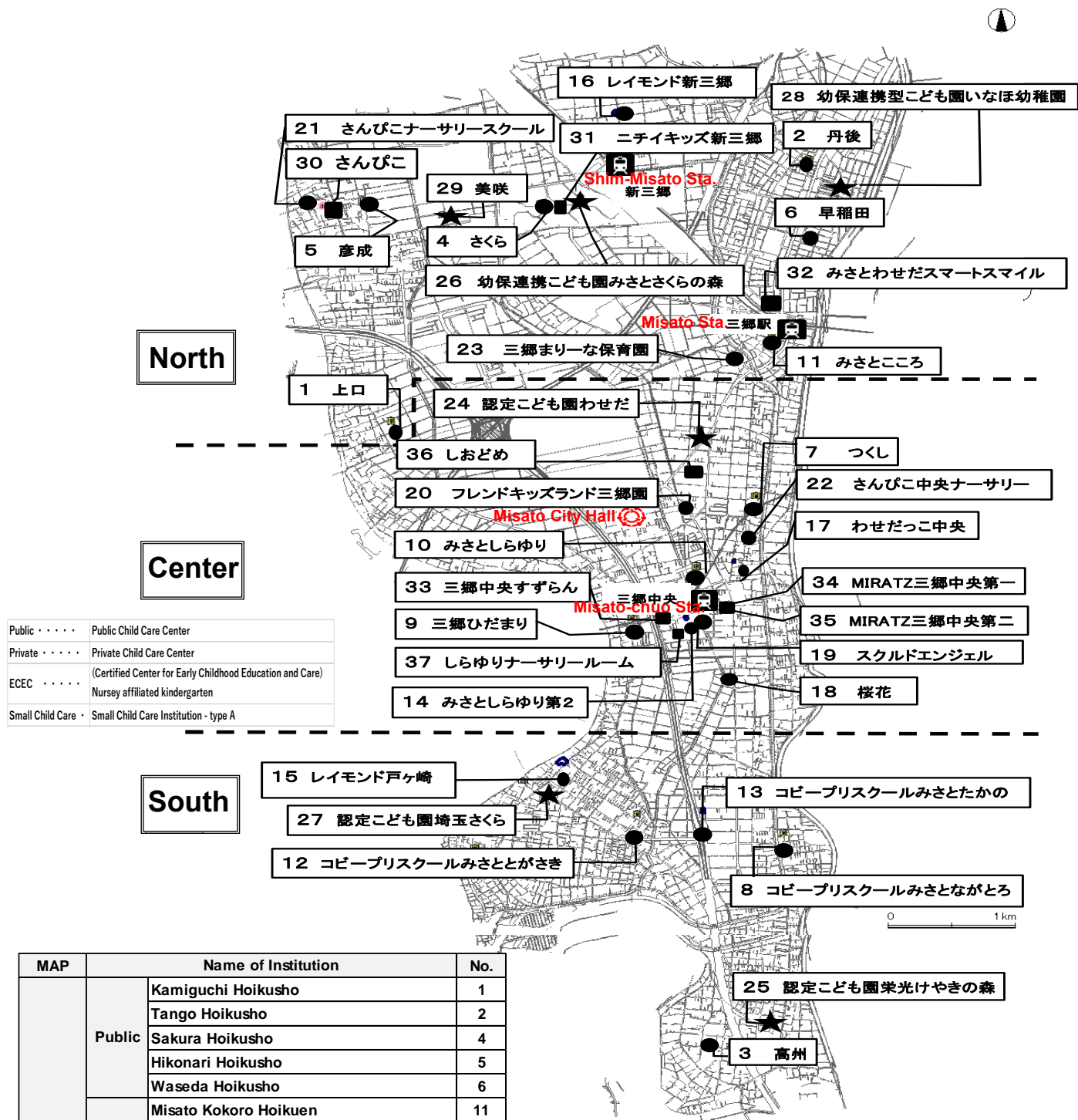


Items to be checked	Check
Is the date written on "Date of Certification" within 2 months after the application date?	<input type="checkbox"/>
Regarding the "3. Employment (planned) Period", is either indefinite or definite term marked with <input checked="" type="checkbox"/> ? Is the period of start of employment (end of employment) written?	<input type="checkbox"/>
If <input checked="" type="checkbox"/> is marked on the "5. Form of employment" below, a separate certificate is required. Please submit it together with an employment certificate.	<input type="checkbox"/>
<b>【Those who are board members】</b> Either of certificate of all history items (A certified copy of registry) or a copy of final tax return	
<b>【Those who are self-employed】</b> Either of business license, notification of business opening, or a copy of contract or order documents or any other document that confirms your operation of business	
<b>【Those who are self-employed full-time and family employees】</b> Either of a copy of final tax return or a pay slip	
<b>【Those who are engaged in home-based job and outsourced workers】</b> A copy of contract or order document and so on	
Are there any description of fixed or irregular about "6. Working hours"?	<input type="checkbox"/>
In case of irregular work, please attach "7. Work record" and a shift schedule of the same month.	<input type="checkbox"/>
If your "7. Work record" of the most recent 3 months is significantly short due to absence from work, etc., please fill in the actual time when you were working for the contracted hours indicated in "6. Work hours".  *As a general rule, we assign the index points based on the "work hours (contracted hours)" on the employment certificate. However, if there is a large enough difference between the "work hours (contracted hours)" and "work record", a lower index based on the work record will be assigned. Please refer to page 21.	<input type="checkbox"/>
If the "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 from work except those of 8 to 10, you need to note it in the remarks and provide documents to prove such absence.  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"/>
Regarding "12. Use of short-time working system for childcare", please indicate if you have already used the system for your older child.	<input type="checkbox"/>
Did you fill out "* Write-in column for guardians" at the bottom?	<input type="checkbox"/>



If you check all, you can submit the form.

# 18. Map of child care institutions in Misato City 18. 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
		Coby Preschool Misato Togasaki	12
	Private	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
		Waseda	24
	ECEC	Misato Chuo Suzuran Hoikuen	33
		MIRATZ Misato Chuo Dai-1 Hoikuen	34
		MIRATZ Misato Chuo Dai-2 Hoikuen	35
	Small Child Care	Shiodome Hoikuen Misato Chuo	36
		Shirayuri Nursery Room	37