

Notice of Child Education/ Nursing 'Free of Charge' Program

幼児教育・保育無償化のご案内

<Contents>

1. Outline of Child Education/ Nursing ('Free of Charge' program)
2. Procedures for 'Free of Charge' program
3. 1) Licensed Child Care Institutions, Certified Centers for Early Childhood Education and Care [Nursery part]
4. 2) Certified Centers for Early Childhood Education and Care (ECEC Centers) [Kindergarten part], Extra childcare services at ECEC Centers
5. 3) Private kindergartens [Conventional type], Extra childcare services at Private kindergartens
6. 4) Non-licensed child care institutions, Temporary child care service providers, Family Support Center, Day Care Service for Sick Children and Children after Illness
7. FAQ



Inquiries:

Child Care Section, Child Care Division
Department of Children' Future
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341-8501
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Outline of Child Education/ Nursing ('Free of Charge' program)

幼児教育・保育無償化の概要

●About Child Education/ Nursing 'Free of Charge' Program/ 幼児教育・保育の無償化について

-Eligibility coverage varies depending on the institutions where your child is enrolled or provided care services.

Class age (*1)	0 - to 2-year-old class				3 - to 5-year-old class				Reference page
Reason for the necessity of childcare	Yes		No		Yes		No		
Status of household taxation (*2)	Tax-levied	Tax-exempted	Tax-levied	Tax-exempted	Tax-levied	Tax-exempted	Tax-levied	Tax-exempted	
Childcare fee for licensed child care institution	Not applicable to the Free of charge program (N/A)	Free of charge			Free of charge				Page 4
Childcare fee for ECEC Center [Nursery part]	N/A	Free of charge			Free of charge				
Childcare fee for ECEC Center [Kindergarten part]					Free of charge (including a child who turns 3 in the middle of the fiscal year) 'Free of charge' (including children who turn 3 years old during the fiscal year)				Page 5
Extra childcare fee for ECEC Center					Free of charge up to 12,300 yen/month (*3)				
(Conventional type*4) Childcare fee for private kindergarten					Free of charge up to 28,000 yen/month (including children who turn 3 years old during the fiscal year)				Page 7
(Conventional type*4) Extra childcare fee for private kindergarten					Free of charge up to 12,300 yen/month (*3)				
- Non-licensed child care institution - Temporally child care service provider - Family Support Center - Day Care Service for Sick Children and Children after Illness	N/A	Free of charge up to 45,700 yen/month (in total)			Free of charge up to 40,300 yen/month (in total)				Page 9

*1. Your child's class age is determined by the age as of April 1 of the relevant fiscal year.

(e.g., A child who is 2 years old as of April 1. ⇒ He/she belongs to a 2-year-old class in the fiscal year.)

*2. Tax-exempted households are those whose per-capita and per-income levies on municipal resident tax are exempted.

*3. The maximum amount is 17,700 yen/month for a child who belongs to 3-year-old class in which he/she turns 3 years old during the fiscal year. (Eligible households must be tax exempted.)

*4. Please check with the kindergarten of your child or the municipality where the institution is located.

●Necessary approval/ 必要な認定

- In order to qualify for the 'free of charge' program, you need to be approved according to the followings.

	Type of necessary approval	
	0- to 2-year-old class	3- to 5-year-old class
Childcare fee for licensed child care institution	Approval on the necessity of child education/ nursing service: Category 3	Approval on the necessity of child education/ nursing service: Category 2
Childcare fee for ECEC Center [Nursery part]		
Childcare fee for ECEC Center [Kindergarten part]		Approval on the necessity of child education/ nursing service: Category 1 (*2)
Extra childcare fee for ECEC Center	Approval on the necessity of using childcare service: Category 3 (*1, 2)	Approval on the necessity of using childcare service: Category 2 (*1)
Tuition fee for (conventional) private kindergarten		Approval on the necessity of using childcare service: Category 1 (*2)
Extra childcare fee for (conventional type) private kindergarten	Approval on the necessity of using childcare service: Category 3 (*1, 2)	Approval on the necessity of using childcare service: Category 2 (*1)
Childcare fee for - Non-licensed childcare institution - Temporary childcare service provider - Family Support Center - Day Care Service for Sick Children and Child after Illness	Approval on the necessity of using childcare service: Category 3 (*1)	Approval on the necessity of using childcare service: Category 2 (*1)

Please refer to the separate guide, **'Application Guidebook for Receiving Childcare service'** issued by Child Care Division about procedure for approval.

Please refer to this guidebook.

*1. In order to be approved, you need to meet the criteria for the necessity of using childcare services.

*2. If a child is enrolled in an ECEC Center or kindergarten, the free of charge program is applicable after he/she turns 3 years old.

●Reasons for the necessity of childcare service/ 保育を必要とする事由

	Reasons	Details	Approval period
1	Employment	Besides full-time work, part-time, night-time, and in-home work are also included. *To be considered as 'employment', 64 hours or more per month of actual work is required on a regular basis. *If it is unpaid work, it is not recognized as 'Employment'.	Until your child enters elementary school: If you leave your job etc., the period ends on the last day of the month in which you resign.
2	Job seeking	If you are continuously seeking a job;	For a 3-month period from application: Applicable under the condition that you start working within 3 months and submit a 'Certificate of employment (stating 64 hours or more of work per month)
3	Pregnancy/ Childbirth	Mother-to-be	Approval is valid from the 1 st day of the month which is 2 months before your expected date of childbirth through the last day of the month in which the day of 8 weeks and one day after the childbirth falls.
4	School attendance	One who is currently student (or prospective student)	Until your child enters elementary school: *Or, until the time when your necessity of childcare service ends.
5	Long-term/ nursing care	One who is giving care or nursing sick family member or relative	
6	Illness/ Disability	One who is ill or has mental or physical disabilities.	

In order to receive the childcare services free of charge, you need to make a prior application for approval.

You cannot receive the free of charge services without prior approval. Additionally, please note that you cannot request for approval for the period retroactively before the date of acceptance of your application!



Procedures for 'Free of Charge' Program

無償化に係る手続き

☐ Documents to be submitted/ 提出書類等

Class age	Required documents	Where to submit	Submission deadline
- A child in a 3- to 5-year-old class	1) Approval on the necessity of using childcare service (*1) 2) Documents proving the necessity of childcare service 3) Documents proving single parent household (only for applicable households)	-Kindergarten -ECEC Center ⇒Your child's institution -Other than the above institution ⇒Child Care Division	By the last day of the month prior to the month you wish to be approved (start date of use)
- A 2 year old child entering the institution who turns 3 years old during the fiscal year (*2) (Kindergarten, ECEC Center) *If your child is attending an ECEC, the free of charge program is applicable only if approved for the Category 3. - A child in a 0- to 2-year-old class (User of non-licensed childcare institution etc.)	1) Approval on the necessity of using childcare service (*1) 2) Documents proving the necessity of childcare service 3) Documents proving single parent household (only for applicable households) 4) Certificate of Tax-exemption [*Applicable households listed in the 4) Required documents' below.]		

- *1. If your child is enrolled in a kindergarten and wish to receive only the childcare 'free of charge', you are not required to submit the documents of 'Section 2)' onward.
- *2. If your child does not turn 3 years old during the fiscal year and uses a kindergarten or ECEC Center (including a pre-nursing program), the childcare is not applicable to the free of charge program.

2) Required document(s) proving the necessity of childcare service/ 保育の必要性を証明する書類

*Besides father and mother, if there is/are any person of the age between 18 and 65 living in the same house (including one in the separate household), please submit the persons' documents.

Reason for the necessity of childcare	Required document	
Employment	☐ Certificate of [prospective] Employment (issued within 2 months) 就労（内定）証明書（発行2ヶ月以内）	
	Additional documents	☐ 'Certified copy of corporate register' or a 'copy the final tax return form' 「登記簿謄本」又は「確定申告書」の写し
		☐ 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
		☐ A copy of the final tax return form or salary statement 「確定申告書」又は給与証明書の写し

		[Homeworker, Contract worker]	☐ A copy of the final tax return form or salary statement 契約・受注書類の写し等
		[Shift worker]	☐ Shift roster (for the same month as the employment record) シフト表（就労実績と同月のもの）
Job seeking	☐ Statement on Job seeking activity 求職活動申立書		
Mother-to-be	☐ 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.) 母子健康手帳の写し（生まれるお子さんのもの。表紙及び出産予定日記載のページ）		
School attendance	☐ A copy of Certificate of enrollment or student ID 在学証明書または学生証の写し ☐ School curriculum or class schedule 時間割		
Long-term/ nursing care	☐ Statement of long-term/ nursing care for a relative and Medical certificate/ a copy of Disability certificate etc. (of who is being cared) 介護・看護の申立書および（介護・看護が必要な方の）診断書・障害者手帳		
Illness/ Disability	☐ Medical certificate (of which stating that unable to take care/ a copy of Physical Disability certificate etc. 診断書（保育ができないことが明記されている）または障害者手帳の写し		

3), 4) Required documents (applicable households only)/ 提出書類（該当世帯のみ）

Single parent household		☐ Either one of a Certificate of Medical Expense Subsidy for a Single Parent, copy of Family Register <of all family records> (<i>koseki-zembu-jiko-shomeisho</i>) or Certificate of Acceptance of Divorce Report ひとり親医療費受給者証、戸籍全部事項証明書、離婚受理証明書のいずれか
A household with a child who turns 3 years old during the fiscal year requesting for an approval	One who requests for an approval (to start of use) April to August	☐ If you moved in Misato City on and after January 2 of previous year, you need to submit the previous fiscal year's tax certificate. (e.g., If you moved in Misato City on January 2 onward and wish to be approved during in April to August, you need a Certificate of Taxation (or Tax exemption) for the FY2023. 前年 1 月 2 日以降に三郷市に転入した方は、前年度の課税証明書
	One who requests for an approval (to start of use) September to March of the following year	☐ If you moved in Misato City on or after January 2 of this year, you need to submit a tax certificate for the current fiscal year. (e.g., If you moved in Misato City on or after January 2 and wish to be approved for the period of September 2024 to March 2025, you need to submit a Certificate of Taxation (or Tax exemption) for the FY2024. 本年 1 月 2 日以降に三郷市に転入した方は、本年度の課税証明書

【参考英訳】 This is an English translation for reference when filling out the Japanese application form.
(これは日本語の申請書を記入する際の参考英訳です。)

How to Fill out

‘Application for Approval on the necessity of childcare services’
施設等利用給付認定申請書

To the Mayor of Misato City:

- If you apply for ‘Category 1’, please check with ☒ in upper section.
- If you apply for ‘Category 2 or 3’, please check with ☒ in lower section.

※いずれかを選択 *Please choose either one.

☐ 預かり保育・認可外保育施設等を利用希望しない方（法第 30 条の 4 第 1 号）

One who does not wish to use ‘Extra childcare/ Non-licensed child care institution’ (Article 30-4, Section 1)

☒ 預かり保育・認可外保育施設等を利用希望する方（法第 30 条の 4 第 2 号・3 号）

One wish to use ‘Extra childcare/ Non-licensed child care institution’ (Article 30-4, Section 2, 3)

In accordance with the provisions of Article 30-5, section 1 of the Child Welfare Act (hereinafter referred to as the Act), I hereby apply for the approval on the necessity of childcare services to receive the approval to use and benefit by the facilities for the care of my child.

I hereby agree to the use of my personal information and that of all members of the household to which my child(ren) under age of elementary school belongs and that of all members of the household whose livelihood is the same as the child, such information being held by the city, and agree to the provision of such information to the childcare institutions, etc., for the purpose of Approval on the necessity of childcare services in accordance with the Child Welfare Act.

		Date of application	2024/ 11/ 01	
Applicant (guardian)	Address (Residence)	〒 341-8501 648-1 Hanwawada, Misato City		
	Name	Katakana ミサト タロウ MISATO, Taro	Date of birth	1981/ 05/ 15
	Phone Number *Please list in order of ease of contact.	① 090 - 1234 - 5678 Father, Mother, Home, ()	① 070 - 1234 - 5678 Father, Mother, Home, ()	① - 953 - 1111 Father, Mother, Home, ()
Applicant child	Address (Residence)	〒 - ☒ Same as the above		
	Name	Katakana ミサト ジロウ MISATO, Jiro	Relationship Child	Date of birth 2020/ 09/ 01
			Individual Number	
Name of institution	Hanawada Yochien	Start date of using institution (desired date of approval)	From: 2025/ 04/ 01	
	☐ Licensed institution ☐ Non-licensed institution	Location of the institution	☐ Inside of Misato City ☐ Outside of Misato City (Address:)	

If you apply for ‘Category 1’ approval (use a conventional type private kindergarten, but not use extra childcare service provided by the free of charge program), you do not need to fill in the form below (including the reverse side).

• If you wish to apply for ‘Category 2 or Category 3’ approval (all applicants except for kindergarten), please fill in both the sections below and the reverse side. •

If you wish to use extra childcare service/ non-licensed child care institution (who falls under the Article 30-4, Section 2, 3), please be sure to fill in the section below and following sheets.

Cohabitant(s) of the applicant child (including guardian(s), one living away from home due to job assignment, or one living separately on the premise of divorce)	Name	Date of birth	Relationship	Place of employment, school, nurse, or single residence living apart from home	Individual Number
				Fill in the relationship from the perspective of the applicant child.	
If you fall in a single parent household, please fill in the reason of absence of spouse in the section ‘Reason for the necessity of childcare’ on the reverse side and attach a document proving your single parent status (such as a Certificate of medical expenses subsidy for a single parent household).					
Cohabitant of the applicant child who has a Disability Certificate etc.			Name () ☒ N/A		
Public Assistance recipient household			☐ Applicable ☒ N/A		
Single parent household			☐ Applicable ☒ N/A		

Institutions you wish to use other than those listed on the front side of this form (including programs of extra childcare service, non-licensed child care institution, temporary child care service provider, child care of sick children and children after illness, Family Support Center)

施設名 Name of institution	Type of service you use	Location	Start date of use (planned)
Takano En Please fill in the name of institution if your child use any other than the current one.	☒ Extra childcare service, temporary child care service provider ☐ Non-licensed child care institution ☐ Child care of sick children and children after illness ☐ Family Support Center	☒ Inside of Misato City ☐ Outside of Misato City () Prefecture, () City, Ward, Town, Village	2025/ 04/ 01
	☐ Extra childcare service, temporary child care service provider ☐ Non-licensed child care institution ☐ Child care of sick children and children after illness ☐ Family Support Center	☐ Inside of Misato City ☐ Outside of Misato City () Prefecture, () City, Ward, Town, Village	yyyy/ mm / dd
Application for a licensed child care institution		(If you have not applied), please fill in the reason why you have not applied.	
☐ Yes ☐ No		☐ Because my child will continue to use the non-licensed child care institution which he/she is already attending. ☐ Because it does not provide the care service for the desired hours. (Desired childcare time: from to) ☐ Because the location is geographically unsuitable, such as far from home or workplace. ☐ Other ()	

Reason for the necessity of childcare

	Mother ・ Father ・ ()	Mother ・ Father ・ ()
Please check all that apply. *Please submit the necessary document(s) by referring to the following 'documents proving the necessity of childcare service'	☒ Employment (☒ Out-of-office Work ☐ Homework ☐ Prospective employment ☐ Self-employed, work outside the home ☐ Home-based self-employed) ☐ Job seeking activities etc. ☐ School attendance (admitted) ☐ Pregnancy/ Childbirth ☐ Childcare leave ☐ Illness/Disability ☐ Long-term/ nursing care ☐ Absence	☒ Employment (☐ Out-of-office Work ☒ Homework ☐ Prospective employment ☐ Self-employed, work outside the home ☐ Home-based self-employed) ☐ Job seeking activities etc. ☐ School attendance (admitted) ☐ Pregnancy/ Childbirth ☐ Childcare leave ☐ Illness/Disability ☐ Long-term/ nursing care ☐ Absence
	Please fill in the reason for the necessity of childcare service for each of the father and mother. Attach the documents proving the reason for the necessity for the childcare. To 'Single parent household': You need to submit a copy of any one of 'Eligibility certificate for Medical expenses subsidy', 'Certificate of family register of all record', 'Certificate of Acceptance of divorce' that confirms it.	1) Date of occurrence: around (year) / (month) 2) Reason ☐ Death ☐ Divorce ☐ Unmarried ☐ Missing ☐ Detention ☐ Separation premised on divorce ☐ Under divorce meditation ☐ Other () ☐ Disaster recovery ☐ Other ()

Please fill in if you fall in the person under the Article 30-4, Section 3)

(One who changed address:) Address (residence) as of January 1, 2022: _____
 Guardian's address (residence) as of January 1 of the current year and as of January 1 of the previous year: _____
☐ Same as the address (residence) of front side.

Please fill in the form if you wish to receive the benefit of extra childcare fee for your child who turns 3 during the fiscal year. Also, please note that only those of tax-exempted households are eligible; therefore, if you didn't live in Misato City as of January 1, please attach the tax exemption certificates of all persons of your household.

Municipal Resident Tax exempted household

☐ Applicable ☐ N/A

保育の必要性を証明する書類

Document proving the necessity of childcare

1. One who is employed (or prospectively employed)		☐ Certificate of [prospective] Employment
L One who works irregularly in shifts - One who is self-employed or remote worker - One who is or who's relative is the owner of the business - One who is a homemaker (Only for one who earns at least the minimum wage × 64 hours or more)	One who works irregularly in shifts	☐ Certificate of [prospective] Employment plus shift schedule (of the past 2 months)
	- One who is self-employed or remote worker	If you are not paid, you will not be approved as working in an 'Employment' situation. Please submit a Certificate of Employment (prospective employment) along with the following documents. ☐ Business License, Report of starting business, List of orders received, Documents that conform your business operation such as a contract agreement. ☐ A copy of the final tax return, tax withholding slip, salary statement or any other documents that confirm your salary.
	- One who is or who's relative is the owner of the business	
	- One who is a homemaker (Only for one who earns at least the minimum wage × 64 hours or more)	
2. One who is seeking for a job (approved for 3 months from the application).		☐ Petition for job seeking activities
3. One who is on childcare leave		☐ Certificate of Employment + Proof of acquisition of childcare leave
4. One who is expecting childbirth (approved for 2 months prior to and 8 months after the delivery)		☐ A copy of Mother and Child Health Handbook (a page showing the expecting delivery date)
5. One who is attending (admitted to) a school		☐ Certificate of attendance (Student ID) + class schedule (if you do not have a student ID: submit a Letter of Enrollment or document proving school enrollment)
6. One who is giving long-term or nursing care		☐ Petition for giving long-term or nursing care + a copy of medical certificate and various certificates of the person being cared for or nursed.
7. One who is ill		☐ Medical certificate (issued within 3 months stating that you are unable to provide childcare)
8. One with mental/ physical disability		☐ Disability certificate etc. (a copy of the section showing name and grade)
9. Disaster recovery		*Please consult with us in advance.
10. Other		*If you do not fall in the categories above, please consult us in advance.

1) Licensed Child Care Institutions/ Certified Centers for Early Childhood Education and Care [Nursery part]

①認可保育所・認定こども園（保育部分）

●Childcare fee/ 保育料

- Childcare fees for children in 3- to 5-year-old classes will be free of charge.

(*Fees for extended childcare, educational materials, events, etc. other than the childcare fee are not covered by the free of charge program.)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3- to 5-year-old class	Free of charge	Free of charge
A child in a 0- to 2-year-old class	Not applicable to the Free of charge program (N/A)	Free of charge

*Above table classifies children by class ages; therefore, a child in a 2-year-old class who turns 3 years old during the fiscal year will be eligible for the free of charge program from the next fiscal year.

○How to take procedures for the free of charge program and how to receive the benefits/ 無償化手続きの方法及び給付方法

- As the child is enrolled in a child care institution after applying for admission at Child Care Division, you are not required to take any additional procedure.

-If you are eligible for the free of charge program, you do not need to pay the childcare fee.

●Fees for school lunch/ 給食費

-Fees for school lunch of a child in a 3- to 5-year-old class are not covered by the free of charge program.

However, if any condition listed below is applicable to you (*1), the fees for side dishes will be exempted.

Class age	Guideline on free of charge	
	Fees for staple food	Fees for side dishes
A child in a 3- to 5-year-old class	Guardian's payment	Guardian's payment (*1)
A child in a 0- to 2-year-old class	Guardian's payment (*2)	Guardian's payment (*2)

*1. Household that meets any of the following conditions will be exempted from paying the portion equivalent to the fee for side dishes:

- a household whose 'per income levy on the Municipal Resident Tax' is less than 57,700 yen;
- a household receiving public assistance whose 'per income levy on the Municipal Resident Tax' is less than 77,101 yen;
- the third child (counting from a preschooler in the family)

*2. As the fee for school lunch is included in the childcare fee, the fee will be free of charge if your tax classification falls in the category of no childcare fee.

○How to take the exemption procedure/ 免除手続きの方法

- As the child is enrolled in a child care institution after applying for admission at Child Care Division, you are not required to take any additional procedure.

2) Certified Centers for Early Childhood Education and Care (ECEC Centers) [Kindergarten part], Extra childcare services at ECEC Centers

②認定こども園（教育部分）、認定こども園の預かり保育等

●Childcare fee/ 保育料

- Childcare fees for children in 3- to 5-year-old classes (including a class of children who turns 3 years old during the fiscal year) will be free of charge.

(*Fees for educational materials, events, etc. other than the childcare fee are not covered by the free of charge program.)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3- to 5-year-old class	Free of charge	Free of charge

*A child who turns 3 years old during the fiscal year (i.e., enrolled in an institution before waiting for admission to a 3-year-old class starting in the following fiscal year) will be eligible for the free of charge program.

*A child using pre-nursery service is not applicable to the free of charge program.

○How to take procedures for the free of charge program and how to receive the benefits/ 無償化手続きの方法及び給付方法

- Please submit an '**Application for Approval on the necessity of child education/ nursing service**' when taking procedures for admission in an ECEC Center.

-If you are eligible for the free of charge program, you do not need to pay the childcare fee.

●Fees for Extra childcare/ 預かり保育料

- If you meet any condition noted in **page 3** 'Reason for the necessity of childcare' and receive the '**Approval on the necessity of using childcare service: Category 2 or 3**', your monthly fees for extra childcare service will be free of charge.

(3-year-old class and above ... Up to 12,300 yen/ month; a class of children who turn 3 years old during the fiscal year ... Up to 17,700 yen/ month)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3- to 5-year-old class	Free of charge (Up to 12,300 yen/ month)	Free of charge (Up to 12,300 yen/ month)
A child who turns 3 years old during the fiscal year	Not applicable to free of charge program (N/A)	Free of charge (Up to 17,700 yen/ month)

○How to take procedures for the free of charge program (Fee for Extra childcare)/ 無償化手続き（預かり保育）の方法

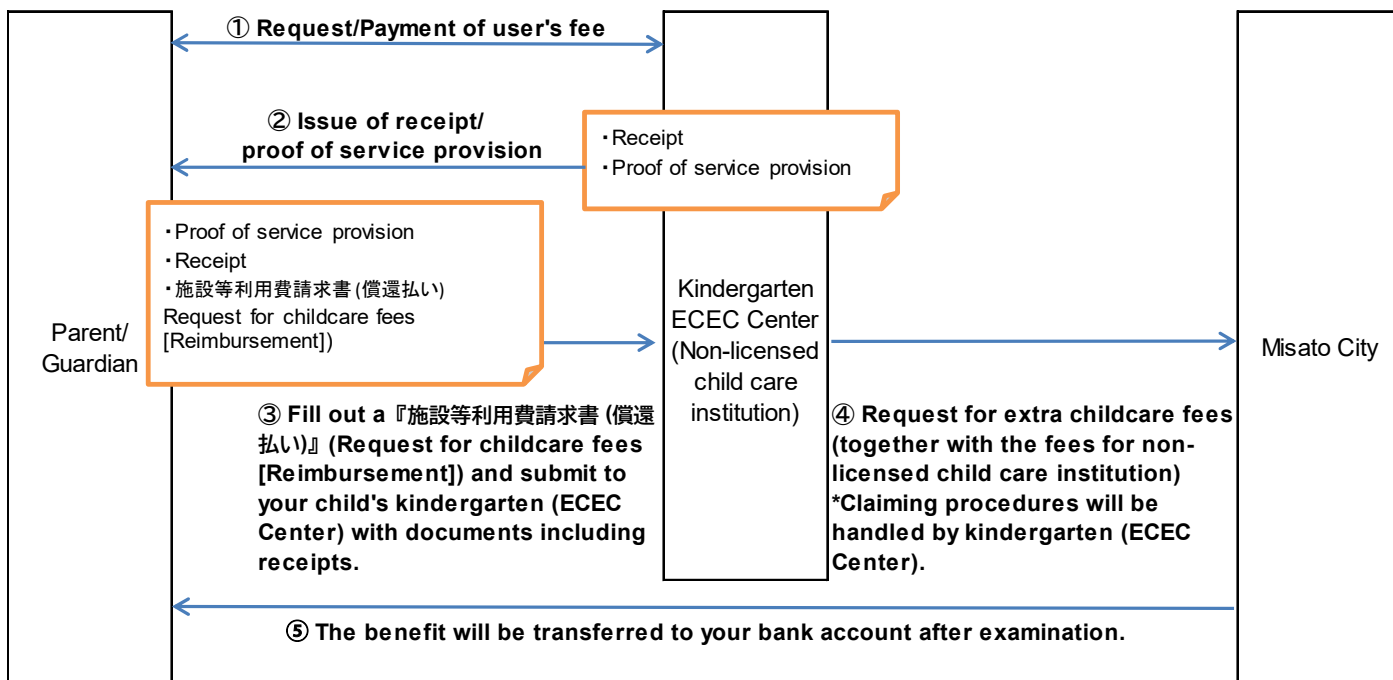
- Please submit an 'Application for Approval on the necessity of childcare services' and document proving the necessity of childcare' by the end of month prior to the month you wish to be approved.

*You cannot request for the approval for the period retroactively before the date of reception of your application.

○How to receive the benefit of free of charge program (Fee for Extra childcare)/ 無償化（預かり保育）の給付方法

-In case your extra childcare fee is eligible for the free of charge program, you must pay the fee first on your account and claim the reimbursement to Misato City to receive the benefit.

-Please proceed to claim the benefit following the diagram below: (Claim every 3 months.)



- Required documents for claim (Where to submit: **Your child's ECEC Center**)

- 1) Request form (Available at service counter of Child Care Division or Misato City official website)
- 2) 'Receipt' issued by your child's institution
- 3) 「特定子ども・子育て支援提供証明書」 [Original] 'Receipt and proof of receiving childcare service' issued by your child's institution
- 4) Report of service activities (Only in the case of using Family Support Center)

*Please submit one request form when using other services including non-licensed child care institution, besides ECEC Center.

- Request schedule:

Month used	Deadline of submission to Misato City	Reimbursement time of payment (approximately)
April - June	By the last day of July	Around the end of September
July - September	By the last day of October	Around the end of December
October - December	By the last day of January	Around the end of March
January - March	By April 15	Around the end of May

○How to calculate the benefit amount/ 給付金額の算定方法

- 1) 'Monthly maximum amount: 12,300 yen (or 17,700 yen)'
- 2) '(490 yen × the number of days used of extra childcare) + user's fee for non-licensed child care institution'
- 3) 'Actual payment'

Among the amounts above 1) to 3), **the least will be the benefit amount.**

●Other notes/ その他の注意点

- *Genkyo-todoke* (Notice of your current status)

The parent and guardians' necessity of childcare service will be confirmed once a year for those who are certified as 'Approval on the necessity of using childcare service: Category 2 and 3'.

If the necessity of childcare service cannot be confirmed, your certification will be canceled.

●Fees for school lunch/ 給食費

- Fees for school lunch for children in 3- to 5-year-old classes are not eligible for the free of charge program.

However, if any condition listed below is applicable to you (*1), the fees for side dishes will be exempted.

Class age	Guideline on free of charge	
	Fees for staple food	Fees for side dishes
A child in a 3 - to 5-year-old class	Guardian's payment	Guardian's payment (*1)

*1. Households whose 'per income levy on the Municipal Resident Tax' is less than 77,101 yen and households with the third child (counting from the 3rd grade siblings in elementary school) will be exempted from paying the fees for side dishes.

○How to take the exemption procedure/ 免除手続きの方法

- If you submitted an '**Application for Approval on the necessity of child education/ nursing service**' when taking procedures for admission in an ECEC Center, you are not required to take any procedure in principle.

3) Private kindergartens [Conventional type], Extra childcare services at Private kindergartens

③私立幼稚園（従来型）、私立幼稚園の預かり保育料

●Childcare fee/ 保育料

- Childcare fees for children in 3- to 5-year-old classes (including a class of children who turns 3 years old during the fiscal year) will be free of charge.

(*Fees for educational materials, events, etc. other than the childcare fee are not covered by the free of charge program.)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3- to 5-year-old class (including one who turns 3 years old during the fiscal year)	Free of charge (Up to 28,000 yen/ month)	

*A child who turns 3 years old during the fiscal year (i.e., enrolled in an institution before waiting for admission to a 3-year-old class starting in the following fiscal year) will be eligible for the free of charge program.

*A child using pre-nursery service is not applicable to the free of charge program.

*If your child's institution charges the childcare fee less than the specified maximum amount and also the entrance fee, the entrance fee will be covered by the free of charge program.

(The monthly benefit amount will be the total of the monthly childcare fee and the entrance fee divided by the number of months your child has been enrolled in the relevant year.)

○How to take procedures for the free of charge program and how to receive the benefits/ 無償化手続きの方法及び給付方法

- Please submit an **'Application for Approval on the necessity of childcare services'** when taking procedures for admission in a kindergarten.

Please choose 'Category 1' if you wish to receive only free childcare; choose 'Category 2 or Category 3' if you have a reason for the necessity of childcare service and wish to receive free Extra childcare additionally. (See the table below.)

*To be certified as the 'Category 3', your household income status must be tax- exempted.

- After the free of charge program is applied, no childcare fee will be charged up to the maximum amount of 28,000 yen /month. (The portion exceeding the upper limit amount is on your account.)

●Fees for extra childcare/ 預かり保育料

- If you meet the 'Reason for the necessity of childcare' and receive the **'Approval on the necessity of childcare services: Category 2 or 3'**, your monthly fees for extra childcare will be free of charge.

(Children in a 3-year-old class and above ... Up to 12,300 yen/ month;

a class of children who turn 3 years old during the fiscal year ... Up to 17,700 yen/ month)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3- to 5-year-old class	Free of charge (Up to 12,300 yen/ month)	Free of charge (Up to 12,300 yen/ month)
A child who turns 3 years old during the fiscal year	Not applicable to free of charge program (N/A)	Free of charge (Up to 17,700 yen/ month)

○How to take procedures for the free of charge program (Fee for Extra childcare)/ 無償化手続き（預かり保育）の方法

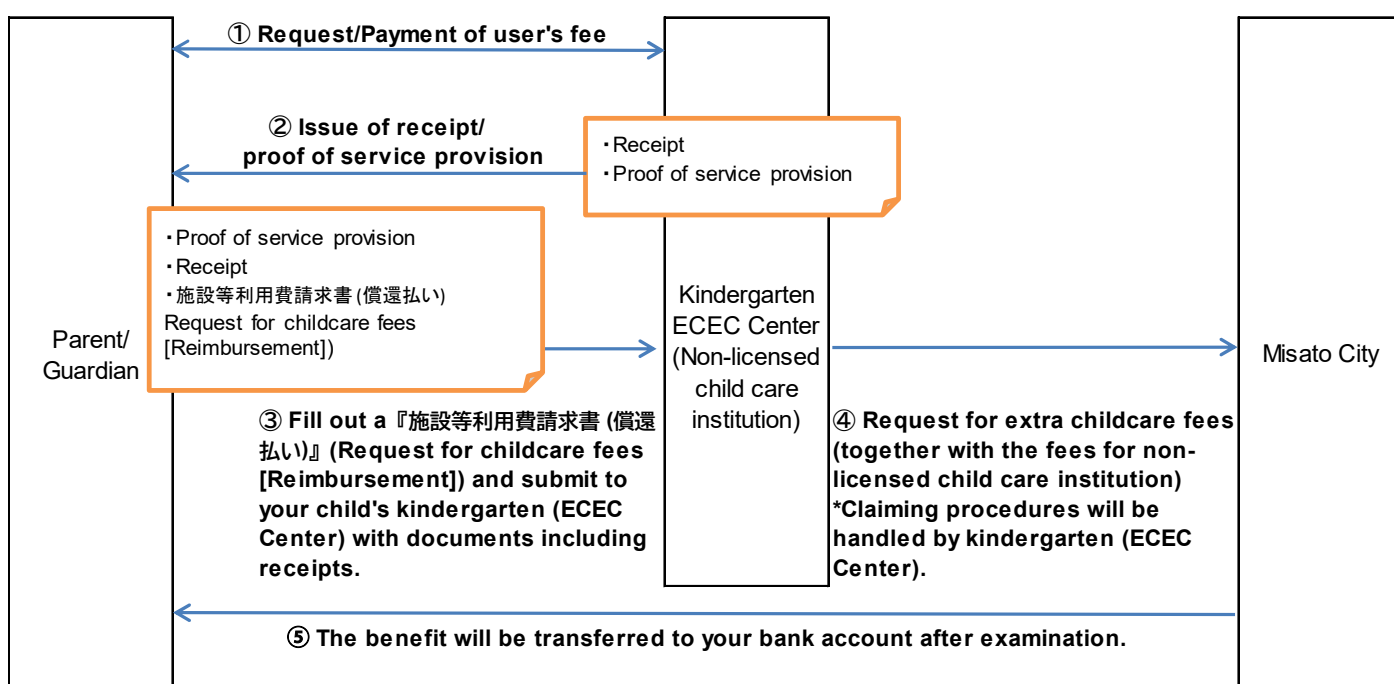
- Please submit an 'Application for Approval on the necessity of childcare services' and document proving the necessity of childcare' by the end of month prior to the month you wish to be approved.

*You cannot request for the approval for the period retroactively before the date of reception of your application.

○How to receive the benefit of free of charge program (Fee for Extra childcare)/ 無償化（預かり保育）の給付方法

-In case your extra childcare fee is eligible for the free of charge program, you must pay the fee first on your account and claim the reimbursement to Misato City to receive the benefit.

-Please proceed to claim the benefit following the diagram below: (Claim every 3 months.)



- Required documents for claim (Where to submit: **Your child's kindergarten**)

- 1) Request form (Available at service counter of Child Care Division or Misato City official website)
- 2) 'Receipt' issued by your child's institution
- 3) 「特定子ども・子育て支援提供証明書」 [Original] 'Receipt and proof of receiving childcare service' issued by your child's institution
- 4) Report of service activities (Only in the case of using Family Support Center)

*Please submit one request form when using other services including non-licensed child care institution, besides Kindergarten.

- Request schedule:

Month used	Deadline of submission to Misato City	Reimbursement time of payment (approximately)
April - June	By the last day of July	Around the end of September
July - September	By the last day of October	Around the end of December
October - December	By the last day of January	Around the end of March
January - March	By April 15	Around the end of May

○How to calculate the benefit amount/ 給付金額の算定方法

- 1) 'Monthly maximum amount: 12,300 yen (or 17,700 yen)'
- 2) '(490 yen × the number of days used of extra childcare) + user's fee for non-licensed child care institution'
- 3) 'Actual payment'

Among the amounts above 1) to 3), **the least will be the benefit amount.**

●Other notes/ その他の注意点

- *Genkyo-todoke* (Notice of your current status)

The parent and guardians' necessity of childcare service will be confirmed once a year for those who are certified as 'Approval on the necessity of using childcare service: Category 2 and 3'.

If the necessity of childcare service cannot be confirmed, your certification will be canceled.

●Fees for school lunch/ 給食費

- Fees for school lunch for children in 3- to 5-year-old classes are not eligible for the free of charge program.

However, if any condition listed below is applicable to you (*1), the fees for side dishes will be exempted.

Class age	Guideline on free of charge	
	Fees for staple food	Fees for side dishes
A child in a 3 - to 5-year-old class	Guardian's payment	Guardian's payment (*1)

- *1. Household that meets any of the following conditions will be exempted from paying the portion equivalent to the fee for side dishes: a household whose 'per income levy on the Municipal Resident Tax' is less than 77,101 yen; the third child (counting from a preschooler in the family).

○How to take a part of subsidy for school lunch fees/ 一部補助の手続き方法

- For details, please refer to the separate guidebook 「私立幼稚園副食材料費補助（給食費一部補助）事業について」 (Subsidy Program for the cost of Side Dishes served in Private Kindergartens (subsidy for a part of school lunch fee))
- Not all are required to submit the document as this subsidy does not apply to all children.

4) Non-licensed child care institutions, Temporary child care service providers, Family Support Center, Day Care Service for Sick Children and Children after Illness

④認可外保育施設、一時預かり事業、ファミリーサポートセンター、病児保育事業

●Childcare fee/ 保育料

- Children in 3- to 5-year-old classes of the households who have the necessity of childcare and children in 0- to 2-year-old classes of tax-exempt households are eligible for the free of charge program.
(*Fees for extended childcare, educational materials, events, etc. other than the childcare fee are not covered by the free of charge program.)

Class age	Household taxation status	
	Tax-levied household	Tax-exempt household
A child in a 3 - to 5-year-old class	Free of charge (Up to 40,300 yen/ month)	Free of charge (Up to 40,300 yen/ month)
A child in a 0 - to 2-year-old class	Not applicable to Free of charge program (N/A)	Free of charge (Up to 45,700 yen/ month)

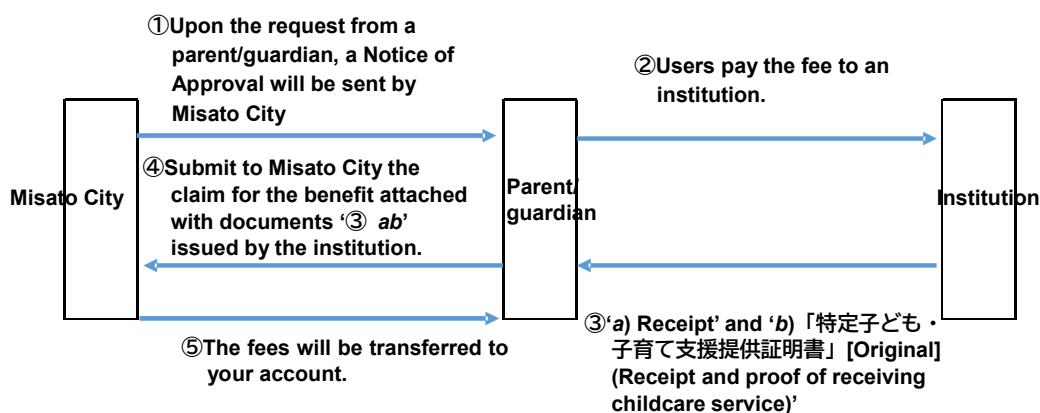
○How to take procedures for free of charge program/ 無償化手続きの方法

- Please submit an 'Application for Approval on the necessity of childcare services' and document proving the necessity of childcare' to Child Care Division by the end of month prior to the month you wish to be approved.
(Please refer to **pages 4 to 5** for details.)

*You cannot request for the approval for the period retroactively before the date of reception of your application.

○How to receive the benefit of free of charge program (Fee for non-licensed childcare institution)/ 無償化（認可外保育施設保育料）の給付方法

- In case your childcare fee is eligible for the free of charge program, you must pay the fee first on your account and claim the reimbursement to Misato City to receive the benefit.
- Please proceed to claim the benefit following the diagram below:



- Required documents for claim (Where to submit: Child Care Division)

- | |
|---|
| 1) Request form (Available at service counter of Child Care Division or Misato City official website) |
| 2) 'Receipt' issued by your child's institution |
| 3) 「特定子ども・子育て支援提供証明書 [Original] 'Receipt and proof of receiving childcare service' issued by your child's institution |
| 4) Report of service activities (Only in the case of using Family Support Center) |

- Request schedule:

Month used	Deadline of submission to Misato City	Reimbursement time of payment (approximately)
April - June	By the last day of July	Around the end of September
July - September	By the last day of October	Around the end of December
October - December	By the last day of January	Around the end of March
January - March	By April 15	Around the end of May

○How to calculate the benefit amount/ 給付金額の算定方法

A case attending only at a non-licensed child care institution without enrolling in an ECEC Center or kindergarten.

- 1) 'Monthly maximum amount: 40,300 yen (or 45,700yen)'
- 2) 'Actual payment'

Among the amounts above 1) or 2), the least one will be benefited.

●Other notes/ その他の注意点

- *Genkyo-todoke* (Notice of your current status)

The parent and guardians' necessity of childcare service will be confirmed once a year for those who are certified as 'Approval on the necessity of using childcare service: Category 2 and 3'.

If the necessity of childcare service cannot be confirmed, your certification will be canceled.

FAQ

よくあるご質問

	FAQ	Answers
1	I am considering using a non-licensed child care institution in addition to a kindergarten or ECEC Center [Kindergarten part]; is it applicable to the free of charge program?	It is possible to use a non-licensed child care institution in combination, if the total service hours at kindergarten or ECEC Center [Kindergarten part] of education and nursing hours are less than 8 hours a day; or if the use of these institutions is less than 200 days a year. (Please check with the institution which your child attends or the municipal office where the institution is located). *The maximum subsidy is 12,300 yen (17,700 yen/month).
2	My child is attending a licensed child care institution, If I use a Day Care Service for Sick Children and Child after Illness program, can I receive the services free of charge?	In case of attending a licensed child care institution, your child will not be eligible for the free of charge program.
3	My child is cared at a pre-nursing facility; is it covered by the free of charge program?	No, a pre-nursing service is not applicable to the free of charge program.
4	I was planning to enroll my child in a 3-year-old class who turns 3 in the middle of the fiscal year and be certified for the Category 3 of the Approval on the necessity of childcare services, but as I am in a tax-levied household, we received the Category 1 of the Approval on the necessity of childcare service. My child will advance to a 3-year-old class from next school year; does the approval on the necessity of childcare service category change automatically to the Category 2?	No, the Categories do not change automatically. If you wish to have an Approval on the necessity of childcare service: Category 2, please apply again around February to March of the previous year.
5	My elder son is in a 5-year-old class of kindergarten with Approval on the necessity of childcare service: Category 1. I recently submitted a Certificate of Employment when applying for the admission in a licensed childcare institution for my younger son. In this case, is my elder son automatically granted the Category 2 of Approval on the necessity of childcare service?	No, the category of the elder son will not be automatically changed. When you take the procedure for the necessity of child education/ nursing service, it is a process only for the younger one; therefore, you need to take a separate procedure to change the category of your elder son.
6	My child is attending ECEC center [kindergarten division]. Currently I am planning to obtain an Approval on the necessity of childcare service: Category 2 due to employment. I am working for 64 hours or more every month. However, as I need to take care of my child at home during summer vacation, my working hours will be less than 64 hours. In this case, can I apply for the Category 2?	In order to apply for an Approval on the necessity of childcare service: Category 2 (Category 3) due to employment, you must be working regularly 64 hours or more per month. Therefore, in the case of your question, you cannot apply for the reason of employment.

7	Currently, I am taking a childcare leave; can I receive an Approval on the necessity of childcare service: Category 2 (Category 3)?	No, one who is taking a childcare leave cannot receive the Category 2 (Category 3) in principle. However, if you have been using the institution upon receiving an approval under the necessity of childcare service due to employment and then took childcare leave, and if your child continues to attend the same institution, it may be possible that you continue to receive the approval.
8	My child is attending a kindergarten and received an Approval on the necessity of childcare service: Category 2. But we move out of Misato City next month; can I continue to receive the childcare service free of charge?	In order to be eligible for the Free of charge program, you need to receive an approval certificate by applying to the municipality where you reside. Misato City takes the procedure before moving out; however, please inquire with the municipality where you are moving to after the date of moving out.
9	My child is attending a licensed childcare institution; however, he/she will be absent temporarily from the current institution and use a temporary daycare service of my home town because of my childbirth in my parents' home. In this case, are the fees for the temporary daycare service covered by the free of charge program?	No, the fees for temporary childcare in your hometown are not covered by the free of charge program, because even if your child is absent from the child care institution, he/she is still enrolled at the institution.