

For April
2021 Entries

Authorized Kodomoen-Hoikuen(Daycare)

For households requiring day care for category 2 and 3 certification)

Small-scale Daycare Facility・Corporate Day Care Facility

Guideline for Enrolment Application



The application period for new enrollments for next year begin in October!

- Childcare Support Division, Aoi Welfare Office [2fl. Aoi Ward Office]
5-1 Ote-machi, Aoi Ward 〒420-8602 Tel.054-221-1095 Fax 054-221-1097
- Childcare Support Division, Suruga Welfare Office [2fl. Suruga Ward Office]
10-40 Minami Yahata-cho, Suruga Ward 〒422-8550 Tel.054-287-8673 Fax 054-287-8805
- Childcare Support Division, Shimizu Welfare Office [1fl. Shimizu Ward Office]
6-8 Asahi-cho, Shimizu Ward 〒424-8701 Tel.054-354-2358 Fax 054-354-3132
- Kambara Branch, Shimizu Welfare Office [1fl. Kambara Branch Office]
1-21-1 Shinden, Kambara, Shimizu Ward 〒421-3211 Tel.054-385-7790 Fax 054-385-3110

<Classes by age group for 2021 Academic Year>

Classes are grouped by age of the child as at 1st April 2021. The same applies for applications received throughout the year.

Class	Date of Birth	Class	Date of Birth
0 year old	2 nd April 2020 ~	3 year old	2 nd April 2017 ~1 st April 2018
1 year old	2 nd April 2019 ~1 st April 2020	4 year old	2 nd April 2016 ~1 st April 2017
2 year old	2 nd April 2018 ~1 st April 2019	5 year old	2 nd April 2015 ~1 st April 2016

1 How to enroll in Kodomoen or Daycare

If either of the parents'/guardians' circumstances corresponds to any of the "reasons for requiring daycare" ①~⑧ on the chart below therefore are unable to care for their child at home.

In order to use the daycare facility, an application for grant of certification for category 2 or 3 must be made first. (refer to page 2). The application for a grant of certification and application for enrollment to daycare facility can be made through one common form.

Reason for requiring daycare		Circumstance of parent/guardian	Period of daycare service receivable
①	Employment	Employment exceeding 60 hours/month (includes full-time, part-time, and working from home)	For the duration of employment (excludes period of maternity)
②	Pregnancy/Delivery	Mother is approaching delivery date or mother is busy post-delivery	First day of the month 2 months prior to the month of expected delivery, to the last day of month 2 months post-delivery.
③	Sickness/Disability	Guardian is hospitalized/is receiving outpatient treatment or is disabled	Until recovery of illness
④	Nursing/ Care for elderly/sick family	Family member of the same household is hospitalized for a long period of time and needs to be nursed/cared for throughout the day (over 60 hours/month)	Until the need to nurse/care for sick family ceases
⑤	Disaster Relief	In the process of restoration from damages deriving from earthquake, fire, windstorm, flood, etc.	Until restoration process ends
⑥	Job Searching	Has an intention to find employment, is in the process of searching for employment, in the process of setting up a company	In general, 3 months ★1

Reason for requiring daycare		Circumstance of parent/guardian	Period of daycare service receivable
⑦	Attending school/ Vocational training	Guardian is studying at university, etc. or receiving vocational training (exceeding 60 hours/month)	Duration of Study/Vocational Training
⑧	Prevention of Abuse/Domestic Violence	To prevent the occurrence of child abuse/domestic violence ★2	Duration deemed necessary

★1 Parent/Guardian must turn in the certification of employment within 3 months of the child's enrolment to daycare. If you require more time searching for employment, please follow the instructions of the daycare facility your child Attends (in some cases, you will be subject to review for enrolment, and continuation of daycare may not be possible).

★2 If the following cases apply: parent/guardian is inflicting abuse on the child, there is reason to infer that the child will be abused or neglected due to domestic violence occurring in the home.

2 Education and Daycare Grant of Certification (for residents of Shizuoka City)

In order to use the daycare facilities, it is a requirement to receive an Education/Daycare Certification Grant according to the age of the child and parent/guardian's employment circumstances. The grant of certification based on application is necessary for enrollment, so please keep it in a safe place.

○Certification Category

Category	Age	Time of use & Style of use	Facility
2	3 years of age and over	Certification for 「Standard Daycare Hours」 (up to 11 hours per day) or Certification for 「Short Daycare Hours」 (up to 8 hours per day)	Authorized Kodomoen and Hoikuen
3	under 3 years of age	★Certification granted according to parent/guardian's employment circumstance. (refer to the table below [Number of daycare hours required])	Authorized Kodomoen, Hoikuen, small-scale daycare facility, etc.

★Grant of Certification does not guarantee placement to daycare facility.

★ The grant of certification comes with an expiration date, so an application for renewal must be made before it expires. (refer to Page 7)

★ Please refer to the leaflet [List of facilities] for information on daycare hours and age of child that can use the facilities.

○Number of daycare hours required

Reason for requiring daycare		Standard/Short hours	Notes
①	Employment	Standard or Short	Standard hours : In principle, more than 120 hours work/month Short hours : In principle, more than 60 hours under 120 hours work/month
②	Pregnancy/Delivery	Standard	Can be shortened to short hours through application
③	Illness/Disability	Standard or Short	Evaluated on a case by case basis depending on health condition and degree of disability, hospitalization, etc.
④	Nursing/Care for elderly /sick family	Standard or Short	Nursing/Care for elderly/sick family (requiring over 60 hours/month) to be evaluated by up to 120hrs/month

Reason for requiring daycare		Standard/Short hours	Notes
⑤	Disaster Relief	In principle, Standard	Can be shortened to short hours through application
⑥	Job searching	In principle, Short	Can be extended to standard hours if objective and rational reason exists
⑦	Study/Vocational Training	Standard or Short	No. of hours required for school or vocational training (over 60 hours) to be evaluated by up to 120 hrs/month
⑧	Abuse/Prevention of Domestic Violence	In principle, Standard	Can be shortened to short hours through application
⑨	Maternal Leave ★	In principle, Short	Can be extended to standard hours if objective and rational reason exists

★ New applications are not taken during maternal leave, but children already enrolled can continue to receive daycare.

3 Enrollment Application

The documents necessary for application can be picked up and submitted at the daycare facility of your choice or at the Childcare Support Division of each ward office. Please submit the application form with supporting documents by the deadline.

★ For applications from out of Shizuoka City and for facilities outside of Shizuoka City, please read section 5 Applying from outside Shizuoka City or applying to facilities outside Shizuoka City.

(1) April 2021 Enrollment

① Primary screening of application

Application period	<u>(Thurs.) 1st Oct. 2020 ~ (Mon.) 2nd Nov.</u>
Precautions	<ul style="list-style-type: none"> • In order to arrange a date for interview as soon as possible, please try and apply by <u>(Thurs.) 15th October.</u> • <u>An interview will be held sometime between mid-November to early December at the daycare center of your first choice.</u> • If you wish to make changes to the daycare facility of your choice, please submit the form by <u>(Mon.) 30th November.</u> • Applications will be accepted after the date listed above (for secondary screening); however, please be aware that placements may be filled at the primary screening stage.
Expected Notification of result for Grant	<u>Early ~ Mid Jan. 2021</u>

② Secondary Screening

Placements will be made through the secondary screening process if openings are still available after the initial primary screening process.

Application period	<u>(Wed.) 4th November 2020 ~ (Fri.) 5th February 2021</u>
Precautions	<ul style="list-style-type: none"> • Secondary screening will be held for applications accepted in the period listed above and for those whose applications remained pending from the primary screening process. • Interviews for applications accepted in the period listed above will be held at the daycare center of your choice by mid-February 2021. • If you wish to make any changes to details related to the application, such as the daycare center of your choice, etc., please submit the ‘Change of Details Application’ by <u>(Fri.) 5th February</u>. <p>★Notifications on placement openings for each daycare center upon preliminary screening will be made on the city homepage from beginning to mid-January.</p>
Expected Notification of result for Grant	<u>Around late February 2021</u>

③ Notification of Result

- For those who have been offered a placement, a Daycare Utility Notice (notification of daycare center designation) will be posted to you close to the date listed above. The notice will include important information such as date of orientation meeting in preparation for admission.
- For those whose placement remained pending at the primary screening process will automatically be included for secondary screening. If for any reason you are not offered a placement, a Pending Notice will be posted to you around the end of February.
- For those whose placement still remain pending from application for April entry, are eligible for future screenings from May onward for enrollment during 2021 fiscal year.

(2) Enrollment between May 2021 to March 2022

The application deadlines for enrollments are indicated on the table below.

Month of	Application	Month of	Application	Month of entry	Application Deadline
May	(Mon.) 5 th April	September	(Thurs.) 5 th	Jan. 2022	(Mon.) 6 th Dec.
June	(Thurs.) 6 th May	October	(Mon.) 6 th Sept.	Feb. 2022	(Wed.) 5 th Jan.
July	(Mon.) 7 th June	November	(Tues.) 5 th Oct.	Mar. 2022	(Mon.) 7 th Feb.
August	(Mon.) 5 th July	December	(Fri.) 5 th Nov.	★In principle, Feb. & March entries are selected from April entry applicants.	

★ Admission to daycare center begins on the first day of each month.

(3) Precautions for application

- ① Application for re-enrollment after maternity leave period
 - New applications cannot be submitted during the maternity leave period.
 - Daycare hours can be changed to standard hours, from one month prior to returning to work after maternity leave.
 - Upon returning to standard daycare hours, a “Certificate of Reinstatement” (municipal format) or some

form of identifiable document for returning to work must be submitted.

★ If the parent does not return to work at the originally planned time, you may be asked to discontinue the use of daycare services.

② Other information

- Open hours and content of nursery activities differ depending on the daycare facility. Please make inquiries for visits directly to the daycare center of your choice in advance.
- Applications are valid until March 2022. It is not necessary to apply every month.
- If you will be starting to work, you can apply to be admitted one month prior to starting work.
- If your child has any food allergies, please consult with the daycare center in advance.

(4) Childcare for children with special needs in a collective childcare environment

- Any child who has already reached 3 years of age as of 1st April 2021 and is capable of participating in collective childcare, but has special needs such as disability, developmental disorder, etc. can apply to the Municipal Authorized Daycare Center between (Thurs.) 1st October to (Thurs.) 15th October 2020(for entries from April 2021).
- In order to arrange a trial session and interview beforehand, please consult with the Municipal Authorized Daycare Center or Childcare Support Division at the Ward Office in advance.
- For enrolment of infants under 2 years of age as of 1st April 2021, there may be a possibility that admission may be pending due to reasons such as the infant’s development or insufficient staff allocation at the daycare center of your choice, etc. Please consult with the daycare center of your choice or the Childcare Support Division at the Ward Office in advance.
- For information on enrolment to private daycare centers, please inquire directly to the daycare center.

4 Documents Required for Application (for residents of Shizuoka City)

Please submit the necessary documents directly to the daycare center of your choice or the Childcare Support Division of your ward office.

- (1) Compulsory Documents that all applicants are required to submit (All forms can be picked up at each daycare center or Childcare Support Division of each ward office)

	Required Documents	Note
1	Education & Daycare Certification and Use of Daycare Facility Application for certification grant and application for admission (for category 2 and 3)	An application form (one form per child) for a Grant of Certification including reason why childcare is necessary, and application for use of daycare facility are combined in one form.
2	Children’s household circumstance questionnaire (additional form to application for use of daycare facility)	Attach a copy of the form for younger child’s application.
3	Declaration of Individual Number	Please apply by putting the application form in the designated envelope. ★ Those who live outside the city can apply after they have moved in.
4	Submit forms to support “Reason requiring childcare” (refer to chart below)	<ul style="list-style-type: none"> • A parent of the child must submit the form • If the application is for more than one child, a copy of the supporting documents can be attached for the younger child’s application.





4 Certification to verify "Reasons why Childcare Service is Necessary"	Reason	Required Documents "Employment Certificate" and "Personal"
	● Employment	Employment Certificate ★1
	● Pregnancy/Delivery	Personal Statement/Written Pledge + copy of Maternal and Child Health Handbook (which shows the cover page & states the due date)
	● Sickness/"Disability	Personal Statement/Written Pledge + Dr.'s Medical Certificate ★2, (filling in the diagnosis on the Personal Statement/Written Pledge is acceptable) ★ If they hold a Disability Passbook, etc., a separate medical certificate is not necessary.
	● Nursing sick family member/Caring for disabled family member	Personal Statement/Written Pledge + Dr.'s Medical Certificate ★2 Copy of care plan, etc.
	● Disaster relief	Disaster Victim Certificate
	● Job searching	Personal Statement/Written Pledge + a copy of the registration form to employment agency Hello Work, etc.
	● Studying/Job training	Personal Statement/Written Pledge + Certificate of Enrollment/a copy of timetable indicating period of enrolment and number of lectures, etc.

★1 Please submit an "Employment Certificate" that was issued after 17th September 2020 or within 3 months prior to application date.

★2 Please submit a medical certificate that was issued within 3 months prior to application date.

(2) If any of the following conditions apply, you may need to submit the documents listed below
What documents you need to submit (for childcare and lunch fees, month you wish to enroll) will depend on the month and where your address is registered at time of application.

Months	Address-related conditions ★1	Necessary Documents ★2	
April to August 2021	If your registered address is overseas as at 1 January 2020	Daycare fees for use of Kodomoen, etc Declaration of Income(municipal format)	✦ April to August 2021
September 2021 to March 2022	If your registered address is overseas as at 1 January 2021		✦ September 2021 to March 2022

★1 It is not necessary to submit the document above if you pay resident's tax within Japan.

★2 If this is the first enrolment application, please make sure they are submitted by the 20th of the month prior to enrolment.

Any documents needed after enrolment and submission deadline will be notified as needed.

5 Applying from outside Shizuoka City or applying to Facilities outside Shizuoka City

Those who do not live in Shizuoka City but will not be moving to Shizuoka City before the application deadline, those who live in Shizuoka City but wish to send their child to a facility outside the city, but will not be moving to the new city before the application deadline, can apply to the Childcare Facility of their choice by 31 March, 2022.

(1) Those who live outside Shizuoka City and wish to apply to a Childcare Center in Shizuoka.

Where to apply	To the division in charge of applications for childcare facilities in the municipality you currently live in.	<ul style="list-style-type: none"> Please consult with the division in charge of applications for childcare facilities in the municipality you live in on how to make an application.
Application Deadline	<ul style="list-style-type: none"> ★Applications must reach the division in charge of your ward office by the application deadline (as stated on pg. 3~4). 	<ul style="list-style-type: none"> Please submit the necessary documents to the division in charge of your ward office at least a week to ten days prior to the application deadline, to ensure that it reaches the division in charge at the municipality you are applying to.
Required documents	Grant of Certification, Set of documents required for application to a childcare facility	<ul style="list-style-type: none"> Please use the application form that is generally used at the municipality you live in. However, in some cases, you may be required to submit other additional documents.
	Child's household circumstance questionnaire	<ul style="list-style-type: none"> Please use Shizuoka City's application format which can be downloaded from the Shizuoka City homepage.
Precautions	<ul style="list-style-type: none"> Those who plan to move to Shizuoka City must complete the transfer procedure at least a month before they apply for a Grant of Certification and Application for Admission to Daycare Facility, to the Childcare Support Division of the ward office. Please also provide a My Number Declaration Form. If the necessary procedures or application is not complete, the application may be cancelled. Moreover, if you have not made a residence tax declaration (also applies to those with no income), please complete a residence tax declaration at the municipal office where you live, in advance. Admission priority will be given to residents of Shizuoka City; please note that your application may not be accepted if you do not have plans to move to Shizuoka City. 	

(2) Those who live in Shizuoka City and wish to apply to a daycare facility in another city

Those who live in Shizuoka City and wish to apply to a daycare facility in another municipality must personally contact the division in charge at the municipality they will be moving to and inquire about the necessary documents and application deadline for that city, in advance.

Where to apply	Apply to the Childcare Support Division of your ward office.	<ul style="list-style-type: none"> Cannot apply by mail. Please apply directly to the division in charge.
Application Deadline	The deadline that is designated by the municipality where you wish to apply. ★Please confirm in advance.	<ul style="list-style-type: none"> Please submit the necessary documents to the division in charge of your ward office at least a week to ten days prior to the application deadline, to ensure that it reaches the division in charge at the municipality you are applying to.
Required Documents	Grant of Certification, Set of documents required for application to a daycare center	<ul style="list-style-type: none"> Please use Shizuoka City's application format which can be downloaded from the Shizuoka City homepage (refer to 4 (1) on pg. 4).
	Any other additional documents required by the municipality	<ul style="list-style-type: none"> Please inquire with the municipality you will be applying to.

6 How Enrolment Candidates are Selected

The Welfare Offices in the city screen the applicants for each daycare facility based on the number of capacity and select enrolment candidates with the highest score qualifying for entry, according to the “Shizuoka City Criteria for Judging Priority for Daycare Service” (by order of priority) .

(Please refer to pg. 12 for explanation on the process starting from application to admission.)

Criteria for judging priority for Daycare Service (Point Chart) is listed on the city homepage.

< Criteria for Judging Priority for Daycare Service >

- ① The points given for “reasons for requiring daycare” of each parent of applicant are added or subtracted, and if applicable for adjustment, they are then added together to calculate the total points of the parents combined.
 - ② Children with the highest points will be prioritized for consideration for entry to the daycare facility of their choice.
If placement capacity remains, etc. and more children can be accepted, enrolment candidates will be selected. If applicants have the same number of points, the applicant considered to have the highest priority based on a comprehensive screening on their choice of facility, parent/guardian’s points and work condition, where the grandparents live, etc. will be selected. Children who wish to enroll in the same facility their sibling is already going to, will be given priority in the case that they have the same number of points as the other applicant who has other choice of facility.
- Interviews will be conducted initially at the daycare facility of your choice or at the facility where you have been selected as a candidate, to judge whether it would be possible for the child to be cared for in safety. Final confirmation for enrolment is then determined by the applicable Welfare Office.
In some cases, depending on the child’s development and placement status of daycare staff, if it is considered that daycare cannot be delivered in a safe environment, admission may be withheld.

7 Daycare Fees

(1) Method of Determination of Daycare Fees

Daycare fees for 3-5 year olds(class age group) and municipal tax exempt households with 0-2 year olds (class age group) are eligible for a fee exemption for daycare service as of October 2019 (lunch fees, learning material expenses, etc. are not subject to exemption).

- The daycare fees are determined according to the classification category (*1) and the number of hours of care the child requires, and a staged pricing structure based on the Municipal residence tax levied by the household(*2). In principle, the net total of parent’s municipal tax is the basis of calculation.
- *1 Even when the child has reached 3 years of age and the classification of grant shifts from category 3 to category 2, the fees for that fiscal year will remain at category 3.
- *2 For ordinance-designated cities, the individual residence tax paid in fiscal year 2018 (resident tax on income tax earned in 2017). Resident tax for fiscal year 2019, set for ordinance-designated cities taxable rate based on income for residence tax has been raised from 6% to 8%, daycare expenses are calculated on the basis of the previous taxable rate of 6%.
- Daycare fees are the same for those with the same classification grant and hours of necessary daycare needs, regardless of the type of facility (Municipal, Private, Authorized Kodomoen, Hoikuen, Small-scale daycare facilities, etc.) (Some daycare centers may charge additional expenses for participation in special events, maintenance of facility exceeding a normal standard, etc.)

- If a grandparent is the legal guardian of the child or his/her parent has close to no income, then the municipal tax levied by the grandparent, etc. (★3) with the higher income, will be the basis of calculation for the daycare fee.

★3 Apart from grandparents, great-grandparents, siblings (excludes those under 18 years of age who are not working), or other relatives that the family court has acknowledged the duty to support (uncles & aunts, etc.) apply.

- Daycare fees will be reviewed every year in September. (Income up to August tax rate for fiscal year 2020, September to March income will be calculated on the basis of the taxable rate for fiscal year 2021).
- If you have not made an income tax return, you will be charged the highest daycare rate (D16). Even if you do not have an income, please make a tax return and declare your income.

(2) Reduction of fees for users who have multiple children enrolled

For households that have more than one child under school age who is enrolled in Authorized Kodomoen, Nursery care or Preschool, etc.(★) the daycare fees of the subsequent child in daycare will be reduced (half price for second child, free of charge for third child). Prices are calculated from the staged pricing system: stage B, stage C, stage D1 to D4 (refer to the staged pricing system) for families with multiple children enrolled in daycare, waiving the age restriction of the oldest child.

(3) Other payment reduction measures

Based on the staged pricing structure, households that correspond to stage B, stage C, stage D1 to D4 can receive a reduction in daycare fees from the month following notification.

- A copy of either a certificate or passbook of the Disability Certificate, Disability Passbook, Disability Passbook Health & Welfare Service of parent, applicant child, or cohabitating family member, may be required.
- Single-parent household (does not include separated households undergoing divorce agreement /mediation)

(4) Fee deduction for unmarried single parent households

This condition applies to unmarried single parent households. In some cases, they may be eligible to receive a reduction in daycare expenses (in some cases, there may be no fee deduction despite being reviewed for eligibility). In order to apply for a Consideration for Payment Reduction, please inquire at the Childcare Support Division of your Ward office and fill out a separate application form.

(5) How to pay the daycare fees

Payment methods differ according to the daycare facility.

- Municipal Authorized Kodomoen, temporary nursery schools for children on waiting lists for enrollment to authorized daycare center, private daycare centers.
 - In principle, bank transfer payable to Shizuoka City
 - Transfer date is the final day of each month, or the next working day if the bank is not open on that day
- Private Authorized Kodomoen, Small-scale daycare facilities, Daycare services provided within companies
 - Please pay directly to the facility. Inquire directly to the daycare facility regarding payment dates and methods.

Information on how to view the staged pricing structure for daycare users, structured list for residence tax, etc. can be seen on the city's homepage.



8 Additional forms you may be required to submit after application

After submitting an application, if you apply to any of the following conditions from the chart (1)-(10) please contact the Childcare Support Division and submit the necessary documents (as listed on the chart below). Please also note that there is an expiry date to the Grant of Certification, therefore, if you wish to continue the use of daycare services, please apply for an extension as early as possible.

- (1) When the reason for need of daycare or valid period of grant indicated on grant certification has changed
 - i.e. When you start working after a period of job searching/
 - When you were working but have become pregnant & going to deliver/
 - When you were caring for elderly family then going to start working/
 - When you are going to extend the period of maternity leave.
 - ★When the child turns 3 years of age, the certification changes from a category 3 to a category 2. The procedure is done systematically, therefore, no application is necessary. The new grant certification will be issued to you when it is ready.
- (2) When your residential address has changed
 - ★If you move out of Shizuoka City, your grant of certification will automatically become invalid.
- (3) When the circumstances of the family of the child wishing to be enrolled has changed (changes in lifestyle such as marriage, divorce, birth of sibling, cohabitation with grandparents, etc.)
- (4) When your working conditions have changed (place of employment, working hours, term of employment, etc.)
- (5) When parent/guardian had submitted an employment certificate to begin working, then, actually started working
- (6) When parent/guardian had submitted a form to return to work after a period on maternity leave, then actually returns to work
- (7) When parent/guardian's date of returning to work has changed after having already submitted a form to return to work after a period on maternity leave
 - ★When a change occurs to the month returning to work may affect the month parent must apply for daycare time changes or a change to the grant of certification.
- (8) When there is a change in choice of daycare center, or you wish to change the selection of daycare center, add another daycare center as a second option or cancel any optional selections.
- (9) When parent/guardian wishes to cancel their application for enrollment for reasons such as being able to care for their child at home
- (10) When a family member who holds a certificate for physical, mental, intellectual disability will be living with you, or a family member currently living with you newly acquires, loses or renews the certificate.



● Change of Circumstance List

Change of Circumstance		Required Documents	
Change of Address	Moved within the city	Change of Circumstance Notification Form (to be called "Change of Circumstance Form")	
	Moved out of the city	Discontinuation of Daycare Form + Grant of Certification *please contact the Childcare Support Division if you wish to continue using the facility after moving away.	
Change in contact details of parent/guardian		Change of Circumstance Form	
Change in Name	Either the child or parent/guardian	Change of Circumstance Form	
Change in family structure	Marriage of parent/guardian (includes de facto marriages)	Change of Circumstance Form + Grant of Certification + Employment Certificate, etc. of new spouse (partner) + Consent Form of new spouse, etc. + information on personal circumstance of parents of new spouse, etc. + My number certification	
	Divorce of parent/guardian	Change of Circumstance Form + Grant of Certification	
	Living with grandparents, etc.	Change of Circumstance Form + Consent Form *please inquire with the Childcare Support Division for details.	
	Acquisition, renewal or loss of disability certificate by family member you are living with	Change of Circumstance Form + a copy of Disability Certificate (if they are not registered as a resident of Shizuoka City)	
	Any other changes (Birth, Separation, Death, etc.)	Change of Circumstance Form	
Reason	Employment	Starting to work/ Starting up own business	Change of Circumstance Form + Grant of Certification + Employment Certificate for new workplace
		Maternity Leave	Acquisition of maternity leave
	Returning to work after maternity leave		Change of Circumstance Form + Grant of Certification + Employment Certificate(after return) or certification of Return to work or copy of payslip, etc.
	Pregnancy/Delivery		Change of Circumstance Form + Grant of Certification + Personal statement/Written pledge (hereby referred to as Statement) + a copy of Maternal and Child Health Handbook (which shows the cover page & states the due date)
	Illness/Disability	Taken ill	Change of Circumstance Form + Grant of Certification + Statement + Medical Certificate issued by a doctor (can be stated on the personal statement on the diagnosis section)
		Have been issued with disability certificate	Change of Circumstance Form + Grant of Certification + Statement
	Caring for elderly/Nursing sick family member		Change of Circumstance Form + Grant of Certification + Personal statement + Medical Certificate issued by a doctor or a copy of the care plan, etc.

	Job-searching	Change of Circumstance Form + Grant of Certification + Personal statement + a copy of the registration form to employment agency
	Involved in disaster relief activities such as earthquakes, storms or flood damages	Change of Circumstance Form + Grant of Certification + Certification of Acquired disaster victim
	Studying/Vocational Training	Change of Circumstance Form + Grant of Certification + Personal statement + Certificate of Enrollment/a copy of timetable
Change in necessary daycare hours (standard ⇔ short hours)		Change of Circumstance Form + Grant of Certification + Certificate of Employment *for details contact the Childcare Support Division
Change in period of certification grant due to changes in employment period or maternity leave period, etc.		



Enrollment Procedure



Please make inquiries and visits, etc. to the facility of your choice and make sure conditions such as opening hours, whether pick up and drop off would be possible, etc.

Application

Please hand in the application form by the deadline to either the facility of your choice or to the Childcare Support Division of any of the ward offices to receive a certification and make an application for enrollment to a facility.
(Application forms can be picked up from all the childcare centers and Childcare Support Divisions of each ward office.)

- For information on how to apply, refer to section 2 Grant of Certification for Education & Daycare Facility (pg.2), section 3 (pg.3-5), section 4 Documents Required for Application (pg.5-6).
- For information about application deadline, refer to section 3 Enrollment Application, pg.3-5.

Grant of Certification for Education & Daycare
(Category 2 and 3)
The Certification for enrollment will be delivered to you by post at a later date from the Childcare Support Divisions of each ward office.
★ Please note that this is not an approval of admission.

Daycare Utility Coordination Meeting
Applicants will be screened on the basis of choice of daycare center, parent/guardian's employment circumstances and capacity for admission of the daycare center.
★ Applicants who satisfy the conditions will be selected for admission, based on the Shizuoka City Standards for Daycare Utility Coordination (on the City homepage).
● Entries for April 2021
Application process begins early December 2020
● Entries for after May 2021
Application process begins the month prior to preferred month of admission.

Interview
● Entries for April 2021
Each daycare center will hold interviews with applicants starting mid-November. Applicants will be notified by mail at a later date. (In general, interviews will take place at the daycare center of your first choice).
● Entries for after May 2021
Interviews will be held at the daycare center at which you have been appointed to at the monthly Daycare Utility Coordination Meeting.

★ The final allocation will be made by the municipal welfare office upon observation of the child at the daycare center, taking into consideration the child's stage of development and conditions of staff allocation. At times, entry may be withheld due to circumstances.

Designation of Daycare Center

- Entries for April 2021
Successful applicants will be sent a Notification of Daycare Center Designation. The notice on daycare fees will be delivered to you through the daycare center around mid-April.
- Entries for after May 2021
 - Based on results from the Daycare Utility Coordination Meeting, in the case that applicant candidates will be notified by phone on approximately the 20th of the previous month prior to the month of entry.
 - ★ The application process is finalized after the interview has been held at the daycare center. However, depending on the child's condition of development and allocation of nursery teachers, the placement may be withheld.
 - An orientation will be held prior to enrollment. Please make arrangements for schedule with the daycare center and turn up at the orientation, bringing your Grant of Certification.
 - You will receive the Admissions Notice along with the Daycare Fees Payment Notice around the 20th of the month of admission.

Admissions Withheld

- In the case that your application was not successful, you will be sent a Notification for Admission Withheld as a result of Daycare Utility Coordination, stating that your admission has been withheld (only the first time).
 - Your application will then be registered for considerations at consecutive Daycare Utility Coordination meetings automatically, as of the following month (applications valid up to March 2022).
 - Follow up notice will only be sent when your application has been successful.
 - If enrolment is pending and you enter an unauthorized daycare facility, etc., in principle, it is not necessary to re-apply for grant certification to receive free daycare service.
 - If you wish to cancel your application, please contact the Childcare Support Division at the Ward Office.
- ★ Notification for Admission Withheld as a result of Daycare Utility Coordination will only be sent once, even if admission was withheld thereon. If your application is not accepted in the following month(s), and you require a copy of the notice, please consult at the Childcare Support Division at the Ward Office.

Admission

Admission is on the first day of each month.