

Fiscal Year
2021

Free Early Childhood Education

Guidelines on Application for Certification for Fee Exemption on Childcare Services



A Certification for Use of Childcare Facility must be issued in order to attend kindergarten and unauthorized daycare centers, etc. with an exemption of fees

1 How to Receive Certification for Use of Childcare Facility

(1) Attending Kindergarten *with Fee Exemption

All households with children between 3 (includes children turning 3 years of age within the fiscal year) to 5 years of age (age group of class)

- *If you wish to receive certification for free after hour childcare services in addition to kindergarten attendance (limited to households that are exempt from paying municipal residence tax if the child is 3 years of age. Refer to the section “Receiving a Grant of Certification to Use Daycare Facility, etc.” on page 2 for more details) you must apply to having a reason for requiring childcare (refer to the chart “Reasons for Requiring Childcare” below) .
- *Kindergarten refers to the authorized kodomoen or kindergarten which have not transitioned to the new system (kindergartens that have adopted the new Child & Childcare Support System in 2015) .

(2) Attending Authorized Kodomoen (with certification for category 1) , etc.* and Receiving Afterhours Childcare with Fee Exemption

Households with children between 3 (includes households exempt from paying municipal residence tax with children 3 years of age) to 5 years of age (age group of class) who have a reason for requiring childcare.

- *Authorized Kodomoen (with certification for category 1) , etc. refers to Authorized Kodomoen (with certification for category1) , and Kindergartens shifting to the new system.

(3) Using Unauthorized Daycare Facilities, etc.* with Fee Exemption

- ① Households with children between 0 to 2 years of age (age group of class) that are exempt from paying municipal residence tax and have a reason for requiring childcare.
 - ② Households with children between 3 to 5 years of age (age group of class) who have a reason for requiring childcare.
- *Unauthorized Daycare Facilities, etc. refer to unauthorized daycare facilities, temporary childcare businesses, Childcare Businesses for Sick Children, Family Support Centers.

【Reasons for Requiring Childcare】

Reason		Parent/Guardian's Circumstances	When the child can be admitted
①	Employment	Works 60 hours or more per month(Full-time or Part-time, includes working from home)	For the duration that employment continues (excludes period of parental leave)
②	Pregnancy/Delivery	Mother expects to give birth soon or has given birth recently	From the first day two months prior to the month of expected delivery date to last day of the month of the day reaching 8 weeks after giving birth
③	Sickness or Disability	The parent/guardian is in hospital or making trips to see a doctor for treatment of illness/disability	Until recovery from illness/disability
④	Nursing/Caring for a family member	Nursing/caring for a family member living together or in hospital for treatment that needs to be cared for constantly (60 hours or more per month)	Until nursing/caring becomes unnecessary
⑤	Restoration after disaster	Undergoing restoration work for damages after an earthquake, fire or storm, flood, etc.	Until restoration is complete
⑥	Job seeking	Focusing on searching for a job or starting a business with a wish to work	Usually for 3 months★ ¹
⑦	Studying/Vocational Training	The parent/guardian is enrolled and studying at University, etc. or undergoing vocational training, etc.at a training facility (60 hours or more per month)	Studying or undergoing vocational training
⑧	Abuse/Prevention of Domestic Violence	To prevent child abuse or domestic violence from occurring★ ²	For the duration of period permitted

★1 Please submit the employment certificate within 3 months after being granted certification. In addition, if job search continues and you wish to receive a grant of certification, please re-apply for certification.

★2 This reason applies to circumstances where the parent/guardian is abusing the child or is likely to abuse the child or is unable to look after the child because they themselves are being abused.

2 Receiving a Grant of Certification to Use Daycare Facility, etc.

(Those who reside in Shizuoka City)

The grant of certification of use daycare facilities, etc. you apply for are divided into categories depending on the age of the child, circumstances of the household, and type of facility to be used.

Facility of Use	Class age	Necessity for childcare	Certified Category	Exemption of Fees ^{★4}
Kindergarten	Child turning 3 within the fiscal year ^{★1}	Yes	New Category 3 ^{★2}	Childcare fee (max ¥25,700/month ^{★5}) After hour childcare fee (max ¥16,300/month ^{★6})
		No	New Category 1	Childcare fee (max ¥25,700/month ^{★5})
	3-5 year old class	Yes	New Category 2	Childcare fee (max ¥25,700/month ^{★5}) After hour childcare fee (max ¥11,300/month ^{★6})
		No	New Category 1	Childcare fee (max ¥25,700/month ^{★5})
Authorized Kodomoen (certification category 1) etc.	Child turning 3 within the fiscal year ^{★1}	Yes	Category 1 ^{★3} + New Category 3 ^{★2}	Childcare fee (whole amount) After hour childcare fee (max ¥16,300/month ^{★6})
		No	Category 1 ^{★3}	Childcare fee (whole amount)
	3-5 year old class	Yes	Category 1 ^{★3} + New Category 2	Childcare fee (whole amount) After hour childcare fee (max ¥11,300/month ^{★6})
		No	Category 1 ^{★3}	Childcare fee (whole amount)
Unauthorized Daycare Facility, etc.	0-2 year old class	Yes	New Category 3 ^{★2}	Childcare fee (max ¥42,000/month)
		No	—	—
	3-5 year old class	Yes	New Category 2	Childcare fee (max ¥37,000/month)
		No	—	—

★1 “Man 3 sai ji” refers to children 3 years of age from their date of birth to the 31st of March.

★2 Only households that are exempt from paying municipal residence tax are eligible for the New Category 3 Certification.

★3 In order to be admitted to an authorized kodomoen (certification for category 1), etc. an Education and Childcare Certification for Category 1 must be received.

- *4 Daycare fees are fixed monthly fees paid to the childcare facility excluding lunch fees, educational material costs, (of children attending kindergarten or authorized kodomoen, etc., those from households with an annual income of under 3.6 million and all 3rd and subsequent children of all households (*restrictions exist on how the siblings are counted) the burden is reduced on supplementary food expenses (expenses for side dishes, etc. out of lunch fees) .
- *5 The maximum childcare fee for national university affiliated kindergartens is ¥8,700/month.
- *6 The daily maximum fee is ¥450. (either the total amount when the number of days of use is multiplied by ¥450, and the after hour childcare fee, whichever is lesser than the monthly maximum amount is exempted).

3 Receiving a Grant of Certification for Use of Childcare Facility,

*For enrolment procedures, follow the instructions of the facility you wish to apply to.

(1) Using Kindergartens

- ① Pick up an application for grant of certification at the kindergarten where placement has been assigned.
- ② Fill in the necessary information and submit it to the kindergarten by the designated date.
*If you wish to receive certification for after hour childcare fee exemption, attach the document listed on the table “Documents to support Reason for Requiring Childcare” (refer to page 5) in addition to the application.
- ③ Upon assessment of the application, you will be sent a ‘Notification of Certification Result’.

(2) Using Authorized Kodomoen (certification category 1) etc. and receiving certification for exemption of after hour childcare fees

- ① Pick up an application for grant of certification at the authorized kodomoen, etc. where placement has been assigned.
- ② Fill in the necessary information and submit it to the facility you will be using with the document listed on the table “Documents to support Reason for Requiring Childcare” along with the application.
- ③ Upon assessment of the application, you will be sent a ‘Notification of Certification Result’.

(3) Using Unauthorized Childcare Facilities, etc.

- ① Pick up an application for grant of certification at the admissions section of the Childcare Support Division of the ward office you live in.
- ② Fill in the necessary information and submit it to the admissions section of the Childcare Support Division of the ward office you live in along with the application and documents listed on the table “Documents to support Reason for Requiring Childcare”.
- ③ Upon assessment of the application, you will be sent a ‘Notification of Certification Result’.

【Precaution】

If the application date for certification is after the scheduled starting date of the kindergarten, etc. (date you wish to receive free daycare authorization), fees for daycare use before the application date will not be exempted. Please make sure the application for fee exemption has been made before you plan to start using the daycare services.

4 Necessary Documents for Application

Please submit the following documents.

- (1) Documents that must be submitted by all applicants (applications can be picked up at each facility (if you are applying to an unauthorized daycare facility, etc., applications for grant of certification can be picked up at the admissions section of the Childcare Support Division of the ward office you live in) or Childcare Support Division of each ward office.)

Necessary Documents	Notes
Application for Certification to Use Childcare Facility	<ul style="list-style-type: none"> • Please select a certification category referring to the chart on page 2-3. • An application need to be submitted for each child applying for childcare.

- (2) Documents that must be submitted for Use of After hour Childcare / Unauthorized Daycare Facility, etc. (certification for New Category 2 or New Category 3)

Necessary Documents	Notes
Documents to prove the reason for necessity of childcare	<ul style="list-style-type: none"> • The applicant must be a parent or guardian of the child. • When applying for more than one child at the same time, attach a copy of the documents to the

Documents to support Reason for Requiring Childcare	Reason	Necessary Documents (Employment Certificate & Personal Statement/Pledge must be on municipal format)
	● Employment	Employment Certificate★ ¹
	● Pregnancy/Delivery	Personal Statement/Pledge + copy of Maternal Health Handbook (cover page and page that states the expected due date)
	● Sickness/Disability	Personal Statement/Pledge + Doctor's Medical Certificate★ ² (Diagnosed by Doctor can be filled out in the space on the Personal Statement/Pledge) ★Those who hold a Disability Passbook do not need to submit a Medical Certificate.
	● Nursing/Caring for sick relative	Personal Statement/Pledge + Doctor's Medical Certificate★ ² and copy of care plan, etc.
	● Restoration after disaster	Disaster Victim Certificate
	● Job Seeking	Personal Statement/Pledge + in principle, a copy of registration at Hello Work, etc.
	● Study/Vocational Training	Personal Statement/Pledge + Student ID, timetable, etc. that show the period you are enrolled for and how many hours you are required to attend.

★1 Employment certificates that are submitted must have been issued within 3 months from date of submission.

★2 Medical certificates must have been issued within 3 months from the date it is submitted.

5 Applying from outside the city and to facilities outside the city

Those living outside Shizuoka City who won't be registering for moving in by the date they begin using the kindergarten, etc. upon receiving grant of certification for use of childcare facilities or live within Shizuoka City but wish to apply to a facility outside the city, but will not be registering for moving out by the date they begin using the facility, should follow the procedures below.

(1) For a non-resident of Shizuoka City applying for a kindergarten, etc. within Shizuoka City

Where to submit documents	Municipal office of city/ward/town you live in	<ul style="list-style-type: none"> • Check the submission procedures with the municipal office of the city/ward/town you live in, in advance. • Check the enrolment procedures (separate guide) with the facility you wish to be admitted to.
Deadline	Check with the municipal office of the city/ward/town you live in	
Necessary Documents	Check with the municipal office of the city/ward/town you live in	
Precautions	If you intend to move to Shizuoka City by the day before you start to use the facility, you must apply for a grant of certification immediately after procedures have been made	

(2) For a resident of Shizuoka City applying for a kindergarten, etc. outside the city

If you live in Shizuoka City but are applying to a kindergarten outside the city, Shizuoka City will grant certification for use of daycare facility.

Where to submit	Admissions Office, Childcare Support Division, Shizuoka City Ward Office	
Deadline	By the day before you wish to start use of daycare facility	
Necessary Documents	Refer to Page 4 of the guideline "Necessary Documents for Application"	

6 If there are changes on the application for certification

If any changes occur after applying for grant of certification, you need to make an application of change. If any changes occur in your circumstances, please notify the facility that you use or any of the Childcare Support Divisions of each ward office.

(Example)

- There have been changes to the reason you require childcare (e.g. job searching → working / working → pregnancy/childbirth / nursing care → working / extending parental leave, etc.)
- Want to change the certification category (e.g. New Category 1 Certification → New Category 2 Certification)
- There have been changes in the household circumstances (marriage/divorce/birth of sibling, etc.)
- There has been a change in workplace, working hours, working conditions, etc.

7 Inquiries related to Application for Certification

- Aoi Welfare Office Childcare Support Division <2F1 Aoi Ward Office>
〒420-8602 5-1 Ote-machi, Aoi-ku TEL : 054-221-1095 • FAX : 054-221-1097
- Suruga Welfare Office Childcare Support Division <2F1 Suruga Ward Office>
〒422-8550 10-40 Yahata-cho, Suruga-ku TEL : 054-287-8673 • FAX : 054-287-8805
- Shimizu Welfare Office Childcare Support Division <1F1 Shimizu Ward Office>
〒424-8701 6-8 Asahi-cho, Shimizu-ku TEL : 054-354-2358 • FAX : 054-354-3132