

April 2022 –  
March 2023



# Accredited *Kodomoen* - *Hoikuen*

Small-scale Childcare Facilities • Workplace Childcare Facilities

## Enrollment Application Guidelines



Households Requiring  
Childcare

Education/Childcare  
Authorization  
(Type 2 and 3)

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

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

### < Classes by age group for 2022 Academic Year >

Classes are grouped by the age of the child as at 1<sup>st</sup> April 2022. The same applies for applications received throughout the year.

Class Age	Date of Birth	Class Age	Date of Birth
0 year old	2 <sup>nd</sup> April 2021 ~	3 year old	2 <sup>nd</sup> April 2018 ~1 <sup>st</sup> April 2019
1 year old	2 <sup>nd</sup> April 2020 ~1 <sup>st</sup> April 2021	4 year old	2 <sup>nd</sup> April 2017 ~1 <sup>st</sup> April 2018
2 year old	2 <sup>nd</sup> April 2019 ~1 <sup>st</sup> April 2020	5 year old	2 <sup>nd</sup> April 2016 ~1 <sup>st</sup> April 2017

## 1 How to enroll in *Kodomoen* \*1 or *Hoikuen* \*2

\*1 Center for Early Childhood Education (CECE)      \*2 Nursery School/Daycare Center

If either of the parents/guardians is unable to care for their child at home due to any of the “reasons for requiring childcare” on the chart below, they may apply to use a childcare facility.

In order to use a childcare facility, it is necessary to apply to receive authorization (*ninter*), recognizing your need for childcare (Type 2 or 3) (see page 2). This process can be done at the same time as applying to your childcare facility of choice, using the same form.

Reason for requiring childcare	Parent/Guardian's Circumstances	Period during which facility can be used
① Employment	Working over 60 hours per month (includes full-time, part-time, and working from home)	For the duration of employment (excludes period of maternity/paternity leave)
② Pregnancy/Delivery	Mother expects to give birth soon or has given birth recently	From the first day of the month 2 months prior to the month of expected delivery, to the last day of the month 8 weeks after delivery.
③ Illness/Disability	Parent/guardian is hospitalized/receiving outpatient treatment for an illness, or has a disability	Until recovery from illness, etc.
④ Nursing/Caring for Relative	Nursing/caring for a relative, either living together or institutionalized long-term, etc. (over 60 hours of care per month)	Until the need for nursing/care ceases
⑤ Post-Disaster Recovery	In the process of recovering/ fixing damages after a natural disaster, etc.	Until recovery is complete
⑥ Job Seeking	Has the intention to work, and is in the process of job seeking or starting a business.	Usually 3 months ★1
⑦ Studying/Vocational Training	Parent/guardian is studying at university, receiving vocational training, etc. (over 60 hours of study per month)	Duration of Studies/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 submit an employment certificate within 3 months of the child's enrollment. If you require more time for job searching, please follow the instructions of the facility your child attends (in some cases, your child's enrollment may be reviewed, and continuation of childcare 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, caring for the child at home is difficult.

## 2 Education/Childcare Authorization Certificate (for residents of Shizuoka City)

In order to use childcare facilities, it is necessary to receive an Education/Childcare Authorization Certificate (*Kyōiku / Hoiku Kyūfu Nintei*) (hereafter referred to as "Authorization Certificate") according to the age of the child and parent/guardian's employment circumstances. This certificate, issued upon application, is necessary for enrollment, so please keep it in a safe place.

### ○Certificate Type

Type	Age	Length and Type of Childcare	Facility
2	3 years of age and over	Authorization for 「 <b>Standard Childcare Hours</b> 」 (up to 11 hours per day) or Authorization for 「 <b>Short Childcare Hours</b> 」 (up to 8 hours per day) * Granted according to parent/guardian's employment circumstance, etc. (refer to the table below on [Hours of childcare required])	Accredited <i>Kodomoen</i> and <i>Hoikuen</i>
3	under 3 years of age		Accredited <i>Kodomoen</i> , <i>Hoikuen</i> , Small-scale Childcare Facilities, etc.

\* The Authorization Certificate does not guarantee placement to a childcare facility.

\* The Authorization Certificate 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 childcare hours and eligible ages for each facility.

### ○Hours of childcare required

Reason for requiring childcare		Standard/Short hours	Notes
①	Employment	Standard or Short	Standard: In principle, working 120 hours per month or longer. Short: In principle, working between 60 hours and 120 hours per month
②	Pregnancy/Delivery	In principle: Standard	Can be reduced to short hours through application
③	Illness/Disability	Standard or Short	Evaluated on a case by case basis depending on health condition, degree of disability, hospitalization status, etc.
④	Nursing/Caring for Relative	Standard or Short	Up to 120 hours per month depending on the number of hours of nursing care required (over 60 hours per month)
⑤	Post-Disaster Recovery	In principle: Standard	Can be reduced to short hours through application
⑥	Job Seeking	In principle, Short	Can be extended to standard hours only if objective and rational reasons exist
⑦	Studying/ Vocational Training	Standard or Short	Up to 120 hours per month depending on the number of hours required for school or vocational training (over 60 hours per month)
⑧	Prevention of Abuse /Domestic Violence	In principle: Standard	Can be reduced to short hours through application
⑨	Maternity/Paternity Leave *	In principle, Short	Can be extended to standard hours only if objective and rational reasons exist

\* New applications cannot be made during maternity/paternity leave, but children already enrolled can continue to receive childcare.

## 3 Enrollment Applications

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

\* For applications from outside of Shizuoka City and to facilities outside of Shizuoka City, please see page 5, section 5: Applying from Outside of Shizuoka City or to Facilities Outside of Shizuoka City.

### (1) For Enrollment from April 2022

#### ① Applying for Initial Selection

Application period	<b><u>(Fri) 1st Oct. 2021 - (Mon) 1st Nov. 2021</u></b>
Precautions	<ul style="list-style-type: none"> <li>• In order to arrange a date for interview as soon as possible, please try to apply by <b><u>(Fri) 15th October.</u></b></li> <li>• <b><u>An interview will be held sometime between mid-November to early December at your first choice of childcare facility.</u></b></li> <li>• If you wish to change your choice of childcare facility, please submit the 'Change of Details Form' by <b><u>(Tue) 30th November.</u></b></li> <li>• Applications will be accepted after the date listed above (for secondary selection); however, please be aware that placements may be filled during the initial selection stage.</li> </ul>
Scheduled release of results	<b><u>Early - Mid Jan. 2022</u></b>

## ② Applying for Secondary Selection

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

Application period	<b><u>(Tue) 2<sup>nd</sup> November 2021 – (Mon) 7<sup>th</sup> February 2022</u></b>
Precautions	<ul style="list-style-type: none"> <li>• Secondary selection will be held for applications accepted in the period listed above and for applicants who were waitlisted during the initial selection process.</li> <li>• Interviews for applications accepted in the period listed above will be held at your first choice of childcare facility by around mid-February 2022.</li> <li>• If you wish to make any changes to details related to the application, such as your choice of childcare facility, etc., please submit the 'Change of Details Form' by <b>(Mon) 7<sup>th</sup> February</b>.</li> </ul> <p>* Notifications regarding openings for each childcare facility after the primary screening are scheduled to be published on the City's website from early to mid-January.</p>
Scheduled release of results	<b><u>Around late February 2022</u></b>

## ③ Notification of Results

- For those who have been offered a placement, an Acceptance Notice (titled “利用調整結果（利用施設等決定）通知書” in Japanese) will be posted to you around the date listed above. The notice will include important information such as the date of the orientation meeting in preparation for admission.
- Those who were waitlisted during the initial selection process will automatically be included for secondary selection. If for any reason you are not offered a placement, a Waitlisted Notice (titled “利用調整結果（利用施設等保留）通知書” in Japanese) will be posted to you around the end of February.
- Those who remain waitlisted after application for April entry are eligible for future screenings from May onward for enrollment during 2022 fiscal year.

## (2) Enrollment between May 2022 to March 2023

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

Month of entry	Application Deadline	Month of entry	Application Deadline	Month of entry	Application Deadline
May	(Tue) 5 <sup>th</sup> April	September	(Fri) 5 <sup>th</sup> Aug.	Jan. 2023	(Mon) 5 <sup>th</sup> Dec.
June	(Fri) 6 <sup>th</sup> May	October	(Mon) 5 <sup>th</sup> Sept.	Feb. 2023	(Thu) 5 <sup>th</sup> Jan.
July	(Mon) 6 <sup>th</sup> June	November	(Wed) 5 <sup>th</sup> Oct.	Mar. 2023	(Mon) 6 <sup>th</sup> Feb.
August	(Tue) 5 <sup>th</sup> July	December	(Mon) 7 <sup>th</sup> Nov.	* In principle, Feb. & March entrants are selected from potential entrants for April of the next school year.	

\* Admission begins on the first day of each month.

## (3) Precautions for application

### ① Application for re-enrollment after maternity/paternity leave period

- New applications cannot be submitted during the maternity/paternity leave period.
  - It is possible to apply for enrollment from one month prior to returning to work after maternity/paternity leave.
  - After enrolling your child, a “Certificate of Return to Work” (Shizuoka City format) or other document showing you have returned 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 childcare services.

### ② Other information

- Open hours and content of activities differ depending on the childcare facility. Please make inquiries and arrange an observation directly with the childcare facility of your choice in advance.
- Applications are valid until March 2023. It is not necessary to apply every month.
- If you will be starting to work, you can apply for enrollment starting one month prior to starting work.
- If your child has any food allergies, please consult with the childcare facility in advance.

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

- Any child who will be 3 years of age as of 1<sup>st</sup> April 2022 and is capable of participating in group childcare, but has special needs such as a disability, developmental disorder, etc. can apply to Municipal Accredited Kodomoen between (Fri) 1<sup>st</sup> October and (Fri) 15<sup>th</sup> October 2021 (for enrollment from April 2022).
- It is necessary to arrange a trial session and interview beforehand, so please consult with each Municipal Accredited Kodomoen or the Childcare Support Division, Enrollment Section (*Nyū En Kakari*) at your Ward Office in advance.
- When enrolling children under 2 years of age as of 1<sup>st</sup> April 2022, you may be waitlisted depending on the circumstances of your child's development and staff allocation at the childcare facility of your choice, etc. Please consult with your chosen childcare facility or the Childcare Support Division at your Ward Office in advance.
- For information on enrollment to private childcare facilities, please inquire directly to the childcare facility.

#### (5) Regarding enrollment of children who require medical care at Municipal Kodomoen

- Children between the ages of 0 to 5 who require medical care and to whom the following applies may enroll.
  - Child or parent/guardian lives in Shizuoka City.
  - Is able to communicate using gestures or facial expressions.
  - Is intellectually and physically able to function in a group childcare environment.
  - Is determined to be eligible for group childcare at the screening meeting on (Tue) 19<sup>th</sup> October 2021
- Applicable medical care:
  - Tube feeding; mucus suctioning; urinary catheter; other (please consult the Kodomoen Division)
- Applications can be made from (Fri) October 1<sup>st</sup> to (Thur) October 7<sup>th</sup> 2021 (For admittance from April 2022)
- Please consult with your chosen Kodomoen or the Childcare Support Division, Enrollment Section at your Ward Office before applying.

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

Please submit the necessary documents directly to the childcare facility 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 childcare facility or the Childcare Support Division of each Ward Office)

	Required Documents	Note
1	Education/Childcare Authorization Certificate and Facility Enrollment Application Form( Type 2 and 3)	Application for an Authorization Certificate (listing the reasons for requiring childcare services), and application for facility enrollment are combined in one form. (One form per child)
2	Child's Home Situation Questionnaire (separate to the above application form)	If you are applying for siblings, attach a copy of the form to the younger child's application.
3	My Number Declaration Form	Please submit this form in its own envelope. *Those living outside of Shizuoka City must please submit this form after completing the procedure for moving into the City.
4	Documents supporting your "reason for requiring childcare services" (refer to chart below)	<ul style="list-style-type: none"> <li>• These documents must be submitted by the child's parent or guardian.</li> <li>• If you are applying for siblings, a copy of the supporting documents can be attached to the younger child's application.</li> </ul>

4. Documents supporting reasons for requiring childcare services	Reason	Required Documents (The Employment Certificate and Personal Statement/Written Pledge have a specific format for Shizuoka City).
	• Employment	Employment Certificate ★1
	• Pregnancy/Delivery	<u>Personal Statement/Written Pledge (<i>Mōshitatesho ken Seiyakusho</i>) (hereafter referred to as "Personal Statement"); Copy of Maternal and Child Health Handbook (which shows the cover page &amp; states the due date)</u>
	• Illness/Disability	Personal Statement; Doctor's Certificate ★2, (filling in the diagnosis on the Personal Statement is acceptable) ★Those who have a Disability Certificate, etc., do not need a doctor's certificate
	• Nursing/Caring for Relative	Personal Statement; Doctor's Certificate ★2 or Copy of care plan, etc.
	• Post-Disaster Recovery	Disaster Victim Certificate
	• Job Seeking	Personal Statement; Copy of the registration form to Hello Work employment agency, etc.
	• Studying/Vocational Training	Personal Statement; Documents indicating period of enrollment and lecture times such as a Certificate of Enrollment, timetable, etc.

★1 Please submit an "Employment Certificate" that was issued after 17<sup>th</sup> September 2021 and within 3 months of the application date.

★2 Please submit a Doctor's Certificate that was issued within 3 months of the 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 2022	If your registered address is overseas as at 1 January 2021	Declaration of Income Regarding Childcare Fees (Shizuoka City format)	Document that indicates the amount on your declaration of income (for income during 2020).
September 2022 to March 2023	If your registered address is overseas as at 1 January 2022		Document that indicates the amount on your declaration of income (for income during 2021).

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

★2 If enrolling for the first time, please submit these forms by the 20<sup>th</sup> of the month prior to enrolment.

The *Kodomoen* will guide you regarding any other forms and their deadline once you have enrolled your child.

## 5 Applying from Outside of Shizuoka City or to Facilities Outside of Shizuoka City

### (1) Those who live outside Shizuoka City and wish to apply to a childcare facility in Shizuoka City.

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"> <li>Please consult with the division in charge of applications for childcare facilities in the municipality you live in on how to make an application.</li> </ul>
Application Deadline	(As stated on pg. 2-3)*Applications must reach the Childcare Support Division, Enrollment Section of the relevant Ward Office in Shizuoka City by the application deadline.	<ul style="list-style-type: none"> <li><u>Please submit the necessary documents to the division in charge in your municipality at least 7-10 days prior to the application deadline</u>, to ensure that it reaches the Childcare Support Division, Enrollment Section of the relevant Ward Office in Shizuoka City in time.</li> </ul>
Required documents	Education & Childcare Benefits Certification, necessary documents for applying for enrollment	<ul style="list-style-type: none"> <li>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.</li> </ul>
	Child's Home Situation Questionnaire	<ul style="list-style-type: none"> <li>Please use Shizuoka City's format (available for download from the Shizuoka City website).</li> </ul>
Precautions	<ul style="list-style-type: none"> <li>Those who plan to move to Shizuoka City must complete the moving procedure and re-submit the application form (Shizuoka City format), etc.* to the Childcare Support Division, Enrollment Section counter at the relevant Ward Office in Shizuoka City by the end of the month before the month they wish to start using the childcare facility. Please also provide a My Number Declaration Form at the same time. If the necessary procedures for application are not complete, the application may be cancelled. Moreover, if you have not made a municipal resident tax declaration (also applies to those with no income), please complete your municipal resident tax declaration at the municipal office where you live, in advance.</li> <li>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.</li> </ul>	

\* The Shizuoka City formats for the application form, Employment Certificate, etc. are available for download from the City website.

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

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

Where to apply	Apply to the Enrollment Section of the Childcare Support Division of your Ward Office..	<ul style="list-style-type: none"> <li>Cannot apply by mail. Please apply directly at the counter.</li> </ul>
Application Deadline	The deadline that is designated by the municipality where you wish to apply. <ul style="list-style-type: none"> <li>Please confirm in advance.</li> </ul>	<ul style="list-style-type: none"> <li>Please submit the necessary documents to the division in charge of <b>your</b> 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.</li> </ul>
Required Documents	Authorization Certificate, Set of documents required for application to a childcare facility	<ul style="list-style-type: none"> <li>Please use Shizuoka City's application format which can be downloaded from the Shizuoka City homepage (refer to 4 (1) on pg. 4).</li> </ul>
	Any other additional documents required by the municipality	<ul style="list-style-type: none"> <li>Please inquire with the municipality you will be applying to.</li> </ul>

## 6 How Candidates are Selected

The Welfare Offices in the City confirm the capacity of each facility and select candidates in order of highest score according to the "Shizuoka City Childcare Use Criteria".

★ These criteria can be found on the City website (titled "保育利用調整基準（指数表）" in Japanese)

## 7 Childcare Fees

### (1) Method of Determination of Childcare Fees

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

- The childcare fees for other children fall into brackets determined according to the type of authorization (★1), the number of hours of care the child requires, and the municipal resident tax (*shimin zei*) levied on the household (★2). In principle, the net total of parent's municipal resident tax is the basis of calculation.
  - ★1 Even when the child has reached 3 years of age and the type of Authorization shifts from type 3 to type 2, the fees for that fiscal year will remain at type 3.
  - ★2 In ordinance-designated cities (*seirei shitei toshi*), the taxable rate (based on income) for individual municipal resident tax for the fiscal year 2018 onwards, has been raised from 6% to 8%. However, childcare expenses are calculated on the basis of the previous taxable rate of 6%.
- Childcare fees for those with the same type of Authorization Certificate, hours of necessary childcare, and income level are the same, regardless of the type of facility (Municipal *Kodomoen*, Private *Kodomoen*, *Hoikuen*, Small-scale childcare facilities, etc.) (Some childcare facilities may charge additional expenses for participation in special events, maintenance of facility exceeding a normal standard, etc.)
- If, under tax law, the child or their parents are the dependents of the child's grandparents, or if the child's parents have close to no income, then the municipal resident tax levied on the live-in grandparent, etc. (★3) with the higher income, will be included in calculating the childcare fee.
  - ★3 Apart from grandparents: great-grandparents, siblings (excluding those under 18 years of age who are not working), or other relatives (up to the 3<sup>rd</sup> degree) that the family court has acknowledged the duty to support (uncles & aunts, etc.) apply.
- Childcare fees will be reviewed every year in September. (The fees up until August are calculated based on municipal resident tax for fiscal year 2021, and the fees from September to March are calculated based on the municipal resident tax for fiscal year 2022).
- If you have not declared your municipal resident tax, you may be charged the highest childcare rate (D16). Even if you do not have an income, please declare your municipal resident tax.

### (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 Accredited *Kodomoen*, *Hoikuen* or *Yōchien*, etc. the childcare fees of the subsequent child in childcare will be reduced (half price for second child, free of charge for third child). For households who fall into bracket B, C, or D1-D4 (see the bracket system chart for details) the age restriction for the eldest child will be waived when counting the number of children.

### (3) Other payment reduction measures

Households falling into bracket B, C, or D1-D4 to whom any of the below applies, may receive a fee reduction starting from the month after making a request.

- The child, parent, or a member of their household has a physical disability certificate, a medical rehabilitation handbook, or a mental disability certificate.
- Single-parent household (does not include separated households undergoing divorce agreement/mediation)

### (4) How to pay the childcare fees

- Municipal Accredited *Kodomoen*, Daycare Center for Waitlisted Children, Private *Hoikuen*:
  - In principle, payment is made via bank transfer to the City of Shizuoka.
  - The transfer date is the final day of each month, or the next working day if the bank is not open on that day.
- Private Accredited *Kodomoen*, Small-scale Childcare Facilities, Workplace Childcare Facilities:
  - Please pay directly to the facility. Inquire directly to the childcare facility regarding payment dates and methods.

★The fee chart, instructions on how to see your municipal resident tax amount, etc. can be found on the City's website.

(Scan the QR Code below)



## 8 Additional forms you may be required to submit after application

After submitting an application, if any of the following apply, please contact the Childcare Support Division and submit the necessary documents (as listed on the chart below). Please also note that the Authorization Certificate has an expiry date even after being accepted into a childcare facility. Therefore, if you wish to continue the use of childcare services, please apply for an extension as early as possible.

- (1) The “reasons for requiring childcare” or the “authorization period” on the Authorization Certificate have changed.  
Examples: from job searching to employment; from employment to pregnancy; from nursing care to employment; extension of maternity/paternity leave.  
\* When the child turns 3 years of age, the authorization type changes from type 3 to type 2. The procedure is done systematically. Therefore, no application is necessary. The new Authorization Certificate will be issued to you when it is ready.
- (2) Residential address has changed  
\* If you move out of Shizuoka City, your Authorization Certificate will automatically become invalid.
- (3) The child’s home situation has changed (marriage, divorce, birth of sibling, change in number of family members living together, etc.)
- (4) Working conditions have changed (place of employment, working hours, etc.)
- (5) Starting work after submitting an Employment Form.
- (6) Parent/guardian who applied during maternity/paternity leave returns to work
- (7) Parent/guardian who applied during maternity/paternity changes date of return to work  
\* A change in the month that you will return to work may result in a change in the month from which you may apply to a childcare facility and/or a change to your Authorization Certificate.
- (8) You wish to make changes to your choice of child care facility.
- (9) You wish to cancel your application as it is now possible to care for your child at home.
- (10) When a new member of the household has a physical disability certificate, a medical rehabilitation handbook, or a mental disability certificate, or a current member obtains, forfeits, or renews one.



### ●Change of Details List

Change of Circumstance		Required Documents	
Change of Address	Moved within the city	Change of Application Details Form (hereafter referred to as “Change of Details Form”)	
	Moved out of the city	Discontinuation of Childcare Form + Authorization Certificate *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 Details Form	
Change in Name	Either the child or parent/guardian	Change of Details Form	
Change in family structure	Marriage of parent/guardian (includes de facto marriages)	Change of Details Form + Authorization Certificate + 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 Declaration Form	
	Divorce of parent/guardian	Change of Details Form + Authorization Certificate	
	Living with grandparents, etc.	Change of Details 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 Details Form + copy of Disability Certificate (if they are not registered as a resident of Shizuoka City)	
	Any other changes (Birth, Separation, Death, etc.)	Change of Details Form	
Reason	Employment	Starting to work/ Starting up own business	Change of Details Form + Authorization Certificate + Employment Certificate for new workplace
		Maternity /Paternity Leave	Acquisition of leave
	Returning to work after leave		Change of Details Form + Authorization Certificate + Employment Certificate(after return), Certificate of Return to Work, or copy of pay slip, etc.
	Pregnancy/Delivery		Change of Details Form + Authorization Certificate + Personal Statement + a copy of Maternal and Child Health Handbook (which shows the cover page & states the due date)
	Illness/ Disability	Taken ill	Change of Details Form + Authorization Certificate + Personal Statement + Doctor’s Certificate (can be stated on the diagnosis section of the Personal Statement)
		Issued with disability certificate	Change of Details Form + Authorization Certificate + Personal Statement
	Nursing/Caring for Relative		Change of Details Form + Authorization Certificate + Personal Statement + Doctor’s Certificate or a copy of the care plan, etc.
	Job-seeking		Change of Details Form + Authorization Certificate + Personal Statement + a copy of the registration form to Hello Work employment agency
	Post-Disaster Recovery		Change of Details Form + Authorization Certificate + Disaster Victim Certificate
Studying/Vocational Training		Change of Details Form + Authorization Certificate + Personal Statement + Certificate of Enrollment/ Copy of timetable, etc.	
Change in necessary childcare hours (standard ⇄ short hours)		Change of Details Form + Authorization Certificate + Employment Certificate, etc. *for details contact the Childcare Support Division	
Change in period of authorization due to changes in employment period or maternity/paternity leave period, etc.			





# Enrollment Procedure



Please make inquiries and visits, etc. to the facility of your choice to confirm factors such as opening hours, whether pick up and drop off is possible, etc.



## Application

Please complete your application for an Authorization Certificate and for enrollment through your first choice of childcare facility or through the Childcare Support Division at your Ward Office before the deadline expires.  
(Application forms can be picked up from each childcare facility and the Childcare Support Divisions of each Ward Office.)



## Education /Childcare Authorization Certificate (Type 2 and 3)

The Authorization Certificate will be mailed to you at a later date.

\*Please note that this is not proof of acceptance at a childcare facility.

## Selection Meeting

Selection Meetings will be held to choose successful candidates based on the "Shizuoka City Childcare Use Criteria".

- **Entries for April 2022**  
Meeting scheduled for early December 2021
- **Entries for May 2022 onwards**  
Meetings will be held during the month before admission.

## Interview

- **Entries for April 2022**  
Applicants will be notified by mail at a later date regarding interview time and date.
- **Entries for May 2022 onwards**  
Interviews will be held at childcare facility at which you have been placed.

Children may be waitlisted depending on factors such as the child's development, staff allocation, etc.

## Accepted

- **Entries for April 2022**  
Successful applicants will be sent an Acceptance Notice. A Fees Notice will be delivered to you through the childcare facility around mid-April.
- **Entries for May 2022 onwards**
  - Only successful applicants will be notified by phone on approximately the 20th of the month prior to the month of entry.
  - \* Enrollment is only finalized after an interview has been held at the childcare facility. Depending on the child's development and allocation of staff, it is possible that the child may be waitlisted.
  - An orientation will be held prior to enrollment. Please consult the daycare center regarding time and date, and come with your child and your Authorization Certificate to the orientation.
  - You will receive the Acceptance Notice and the Fees Notice through the childcare facility around the 20th of the month of admission.

## Waitlisted (Not Accepted)

- In the case that your application was not successful, you will be sent a Waitlisted Notice (only the first time).
- Your application will then be registered for potential selection every month (applications valid up to March 2023.)
- Follow up notices will only be sent when there is a possibility of enrollment
- When making use of an unaccredited childcare facility, etc. while waitlisted, in principle, it is not necessary to re-apply for an Authorization Certificate in order to receive free childcare benefits.
- If you wish to cancel your application, please contact the Childcare Support Division at the Ward Office.
- \* A Waitlisted Notice will only be sent the first time you are waitlisted (not accepted). If you remain waitlisted in the following month(s), and you require a copy of the notice, please consult at the Childcare Support Division at your Ward Office.

## Admission

Admission is on the first day of each month.

★ There is a list of frequently asked questions on the City's website. Scan the QR Code on the right.

