

**2023  
Fiscal Year**

(April 2023 –  
March 2024)



# Accredited *Kodomoen* • *Hoikuen*

Small-scale Childcare Facilities • Workplace Childcare Facilities

## Enrollment Application Guidelines



Households Requiring  
Childcare

Education/Childcare  
Authorization  
(Type 2 and 3)

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

Scan QR Code to see FAQs



### < Classes by age group for 2023 Fiscal Year >

Classes are grouped by the age of the child as at 1 April 2023. The same applies for applications received throughout the year.

Class Age	Date of Birth	Class Age	Date of Birth
0-year-old class	2 <sup>nd</sup> April 2022 ~	3-year-old class	2 <sup>nd</sup> April 2019 ~1 <sup>st</sup> April 2020
1-year-old class	2 <sup>nd</sup> April 2021 ~1 <sup>st</sup> April 2022	4-year-old class	2 <sup>nd</sup> April 2018 ~1 <sup>st</sup> April 2019
2-year-old class	2 <sup>nd</sup> April 2020 ~1 <sup>st</sup> April 2021	5-year-old class	2 <sup>nd</sup> April 2017 ~1 <sup>st</sup> April 2018

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

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

In order to make use of childcare services at an Accredited *Kodomoen*, etc., a “reason for requiring childcare” from the below table is required. You need to apply for authorization (*ninte*), recognizing your need for childcare (Type 2 or 3) (see page 2).

Reason for requiring childcare	Parent's Circumstances	Period in which enrollment is possible
① Employment	Parent is working (over 60 hours per month).	For duration of employment
② Pregnancy/Delivery	Child's mother is pregnant or has given birth recently. *The period in which enrollment is possible with regards to a multiple pregnancy is updated as of the 2023 fiscal year.	From the first day of the month 2 months (4 months for a multiple pregnancy) prior to the due date, to the last day of the month 8 weeks after delivery.
③ Illness/Disability	Parent has an illness, injury, or physical/mental disability.	Until recovery from illness, etc.
④ Nursing/Caring for Relative	Parent is nursing/caring for a relative (over 60 hours per month).	Until the need for nursing/care ceases
⑤ Post-Disaster Recovery	Parent is engaging in recovery efforts after a natural disaster such as an earthquake, fire, windstorm, or flood.	Until recovery efforts are complete
⑥ Job Seeking	Parent is in the process of job seeking or starting a business.	90 days*
⑦ Studying/Vocational Training	Parent is going to school or receiving vocational training (over 60 hours per month).	Duration of Studies/Vocational Training
⑧ Prevention of Abuse /Domestic Violence	When necessary in order to prevent the occurrence of child abuse/domestic violence	Duration deemed necessary

One of the above reasons must apply to each of the child's parents.

\* Please submit an employment certificate within 90 days of the child's enrollment. If, in order to keep job searching, you wish to enroll your child for longer, you will need to reapply (enrollment may not always be possible after adjustments have been made).

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

Those who apply for authorization to use approved childcare facilities will be sent an Authorization Certificate. This certificate is not an acceptance notice for enrollment but it is needed for enrollment so please keep it safe.

### ○ Authorization Certificate Type

Type	Age	Length/Type of Childcare	Available Facilities
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)	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 comes with an expiration date, so an application for renewal must be made before it expires (refer to pg. 7).

\* Please refer to the separate “List of Facilities” for information on childcare hours and eligible ages for each facility.

### ○ Amount 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 severity of illness or disability, inpatient/outpatient status, etc.
④	Nursing/Caring for Relative	Standard or Short	Standard: In principle, 120 hours of nursing/care or more per month Short: In principle, between 60 and 120 hours of nursing/care 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	Standard: In principle, 120 hours of school/vocational training or more per month Short: In principle, between 60 and 120 hours of school/vocational training per month
⑧	Prevention of Abuse /Domestic Violence	In principle: Standard	Can be reduced to short hours through application
⑨	Childcare Leave *	In principle: Short	Can be extended to standard hours only if objective and rational reasons exist

\* When the amount of childcare required differs between the child’s mother and father (“standard hours” for one and “short hours” for the other), the authorization will be for “short hours”.

\* New applications cannot be made during childcare leave, but children already enrolled can continue their enrollment.

## 3 Enrollment Applications

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

### (1) For Enrollment from April 2023

#### ① Applying for Initial Selection

Application period	<b><u>Mon 3 October 2022 - Mon 31 October 2022</u></b>
Interview with Child	<b><u>An interview will be held at your first-choice facility between mid-November and early December. *</u></b>
Precautions	If you wish to change the contents of your application, such as your choice of childcare facility, please submit a ‘Notification of Change’ by <u>Wed 30 November</u> .
Notification of results	<b><u>Scheduled for around early-to-mid January 2023</u></b>

\*Please make sure to apply by **Fri 14 October**, so that we can let you know the date of your interview.

## ② Applying for Secondary Selection

Application period	<b><u>Tue 1 November 2022 – Mon 6 February 2023</u></b>
Interview with Child	<b><u>An interview will be held at your first-choice facility by around mid-February 2023.*</u></b>
Precautions	If you wish to change the contents of your application, such as your choice of childcare facility, please submit a 'Notification of Change' by <u>Mon 6 February</u> .
Notification of results	<b><u>Scheduled for around late February 2023</u></b>

- Candidates for secondary selection are those who applied in the above application period, and those who were waitlisted in the initial selection.
  - Openings in each facility, after the initial selection, are scheduled to be posted on the city website in early-to-mid January.
  - Those who are waitlisted after applying for April entry are eligible for future selections throughout the 2023 fiscal year (for enrollment starting from up to March 2024). You do not have to reapply every month.
- \* Those who apply for the secondary selection should arrange an interview date with their first-choice facility, and receive an interview.  
 \* Depending on your child's development status and the allocation of nursery school teachers, you may be waitlisted following the interview.

## (2) Enrollment starting between May 2023 and March 2024

The monthly application deadlines for enrollment are indicated on the table below. Enrollment is from the first of each month.

Month of entry	Application Deadline	Month of entry	Application Deadline	Month of entry	Application Deadline
May	Wed 5 April	September	Mon 7 August	January 2024	Tue 5 December
June	Mon 8 May	October	Tue 5 September	February 2024	Fri 5 January
July	Mon 5 June	November	Thur 5 October	March 2024	Mon 5 February
August	Wed 5 July	December	Mon 6 November		

\* An interview with your child will take place at the facility to which you have been tentatively accepted (depending on your child's development status and the allocation of nursery school teachers, you may be waitlisted following the interview).

\* In principle, enrollees from February to March are selected from among candidates who have been tentatively accepted for enrollment from April of the following fiscal year.

## (3) Precautions for application

### ① Application for enrollment after childcare leave

- New applications cannot be submitted during the childcare leave period.
- If you will be returning to work after childcare leave, you can set the enrollment month for one month prior to the month you return to work
- 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 by the last day of the month after the month the child begins enrollment, the child's enrollment may be discontinued.

### ② Other

- The length and contents of childcare differ between facilities. Please attend observations, etc. and consider which facilities you wish to apply to.
- If you are newly employed, you can set the enrollment month for one month prior to the month when your employment begins.
- If your child has any food allergies, please consult with the childcare facility in advance.

#### (4) Childcare for children who require special consideration in a group-living environment

- Children 3 years of age or older as of 1 April 2023 for whom group childcare is possible, but special consideration is required for safe childcare due to disability, developmental disorder, etc. can apply to Shizuoka Municipal Accredited *Kodomoen* between Mon 3 October and Fri 14 October 2022 (for enrollment from April 2023).
- It is necessary to arrange a trial childcare session and interview beforehand, so please consult with each Municipal Accredited *Kodomoen* or the Enrollment Section (*nyuen kakari*) of the Childcare Support Division at your Ward Office as soon as possible.
- Children aged 2 or younger as of 1 April 2023, may be waitlisted depending on their development status and the allocation of nursery school teachers, etc. at your chosen childcare facility. 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 Shizuoka Municipal *Kodomoen*

- We accept applications for children between the ages of 0 to 5 who require medical care and to whom the following applies:
  - Child and parents must live in Shizuoka City and child must be able to communicate using gestures, facial expressions, etc.
  - Child must be intellectually and physically able to function in a group-living environment.
  - Child must be found eligible for group childcare at the selection meeting on Tue 18 October 2022
- Applicable medical care:
  - Tube feeding; mucus suctioning; urinary catheter; other (please consult the *Kodomoen* Division ☎054-354-2654)
- Applications can be made from Mon October 3 to Fri October 7 2022 (For enrollment from April 2023)
- Please consult with your chosen *Kodomoen* or the Enrollment Section of the Childcare Support Division at your Ward Office before applying.

## 4 Documents Required for Application

### (1) Documents required from all applicants

(Forms can be picked up at each childcare facility or the Childcare Support Division of each Ward Office)

	Required Documents	Notes
1	Education/Childcare Authorization Certificate and Facility Enrollment Application Form (Type 2 and 3)	One form per child
2	Child's Household Status Questionnaire	If you are applying for siblings, attach a copy of the form to the youngest child's application.
3	My Number Declaration Form*	Please submit this form in its own dedicated envelope.
4	Documents supporting your "reason for requiring childcare" (see below table)	<ul style="list-style-type: none"> <li>• These documents must be submitted by both the child's parents (father, mother, etc.).</li> <li>• If you are applying for siblings, attach a copy of the supporting documents to the youngest child's application.</li> </ul>

\*Applicants living outside of Shizuoka City must please submit the My Number Declaration Form after moving into the city.

4. Documents supporting "reason for requiring childcare"	Reason	Required Documents (The Employment Certificate and Personal Statement/Written Pledge have a specific format for Shizuoka City).
	• Employment	Employment Certificate* <sup>1</sup>
	• Pregnancy/Delivery	Personal Statement/Written Pledge ( <i>moshitatesho ken seiyakusho</i> ) (hereafter referred to as "Personal Statement") + Copy of Maternal and Child Health Handbook (cover page and page showing the due date)
	• Illness/Disability	Personal Statement + Doctor's Certificate* <sup>2</sup> . (filling in the diagnosis on the Personal Statement is acceptable)
	• Nursing/Caring for Relative	Personal Statement + Doctor's Certificate* <sup>2</sup> or copy of care plan, etc.
	• Post-Disaster Recovery	Disaster Victim Certificate
	• Job Seeking	Personal Statement + In principle, a copy of the Hello Work registration form, etc.
	• Studying/Vocational Training	Personal Statement + Documents indicating period of enrollment and lecture times such as a Certificate of Enrollment, timetable, etc.

\*<sup>1</sup> Please submit an "Employment Certificate" that was issued after 16 September 2022 and within 3 months of the application date.

\*<sup>2</sup> Please submit a Doctor's Certificate that was issued within 3 months of the application date. Not required for those with a disability certificate, etc.

## (2) Documents only required from those applicable

### ① Applicants residing abroad as at 1 January 2022 (admissions from April to August 2023)

Declaration of Income Regarding Childcare Fees (Shizuoka City format)

+ Materials confirming the amount on the declaration of income (income for 2021 fiscal year)

### ② Applicants residing abroad as at 1 January 2023 (admissions from September 2023 to March 2024)

Declaration of Income Regarding Childcare Fees (Shizuoka City format)

+ Materials confirming the amount on the declaration of income (income for 2022 fiscal year)

\*Not required if municipal residence tax is being paid in Japan

\*Please make sure to attach a Japanese translation.

\*Please submit by the 20<sup>th</sup> of the month prior to enrollment.

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

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

#### ○ Where to apply:

The childcare division of the municipality where you live

#### ○ Application deadline:

- See pg. 2-3 (must arrive at the Enrollment Section of the Childcare Support Division at one of Shizuoka City's Ward Offices by the relevant deadline)
- Please apply at least 7-10 days prior to the application deadline, to ensure that the documents reach Shizuoka City in time.

#### ○ Required documents:

- Please use the forms from the municipality where you live
- Please use the Shizuoka City form for the Child's Household Status Questionnaire (can be downloaded from the city website).

#### ○ Precautions:

- Applicants planning to move to Shizuoka City must complete the moving procedure by the end of the month prior to the month you will start using the childcare facility. After the procedure is complete, please apply again using Shizuoka City forms at the Enrollment Section Counter of the Childcare Support Division at your Ward Office. Please also provide a My Number Declaration Form at the same time. If you do not submit these documents, your child's enrollment may be canceled.
- The selection of candidates not planning to move to Shizuoka City will take place after the secondary selection (after selection of Shizuoka City residents).

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

#### ○ Where to apply:

The Enrollment Section of the Childcare Support Division at one of Shizuoka City's Ward Offices.

\*Applications by mail are not allowed. Please apply in person

#### ○ Application deadline:

- Please confirm with the childcare division of the municipality where you want to enroll.
- Please apply at least 7-10 days prior to the application deadline of the municipality where you want to enroll.

#### ○ Required documents:

- Please use the Shizuoka City forms (see 4(1) on pg. 4)
- Any other forms required by the municipality where you want to enroll. (Please confirm with the municipality where you want to enroll.)

## 6 How Candidates are Selected

The Childcare Support Divisions of each Ward Office confirm the capacity of each facility and select candidates in order of highest score (highest priority) according to the "Shizuoka City Childcare Use Criteria".

\*These criteria can be found on the city website (Japanese only; search "保育利用調整基準（指数表）")

# 7 Childcare Fees

## (1) Determination of Childcare Fees

The are no childcare fees for children attending 3-to-5-year-old classes and for households exempt from municipal residence tax, households receiving welfare payments, and foster parents with children attending 0-to-2-year-old classes.

The childcare fees of children in 0-to-2-year-old classes whose families are not exempt from municipal residence tax are calculated according to income, etc.

\*Lunch fees, learning material expenses, etc. are required in addition to childcare fees.

- Childcare fees are calculated based on the municipal residence tax amount of the parent who lives with the child and contributes the most to household finances.
- Fees are set in brackets according to the child's authorization type, the amount of childcare required, and the amount municipal residence tax (income portion), etc. levied on the household.
- Even when the child reaches 3 years of age and authorization type shifts from Type 3 to Type 2, the fees for authorization type 3 will continue to apply for the remainder of that fiscal year.
- 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, the municipal residence tax amount of the grandparent with the highest income living with the child will be included in calculating childcare fees.
- Childcare fees are reviewed every year in September. (The fees up until August are decided based on municipal residence tax for the 2022 fiscal year, and the fees from September to March are decided based on municipal residence tax for the 2023 fiscal year.)
- If you do not declare your municipal residence tax, your childcare fees may be set at the highest bracket (D16). Even if you do not have an income, please make sure to declare your municipal residence tax.

## (2) Reduction for multiple siblings

For households that have multiple pre-school-age siblings enrolled in childcare facilities, the childcare fees will be reduced starting from the second oldest child currently enrolled (half price for the second child, free for the third child onwards). For households who fall into bracket B, C, or D1-D4 (see childcare fee chart for details), fees are reduced starting from the second oldest child regardless of the age or enrollment status of older siblings.

## (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

- Public 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 childcare fee chart, instructions on how to determine your municipal resident tax amount, etc. can be found on the city website.

(Scan the QR Code)



## When You Are Required to Submit Extra Forms 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 using childcare services, please apply for an extension as early as possible.

- (1) When 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/delivery; from nursing care to employment; extension of childcare leave.
- (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) When a parent who submitted an Employment Certificate when scheduled to start working actually starts working.
- (6) Parent/guardian who applied during childcare leave returns to work
- (7) Parent/guardian who applied during childcare leave 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, etc..
- (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
	Childcare Leave	Acquisition of leave	Change of Details Form + Authorization Certificate + Employment Certificate (which states the date of return to work)
		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.	
Change in period of authorization due to changes in employment period or childcare leave period, etc.		*for details contact the Childcare Support Division	



# Enrollment Application Procedure



Please attend observations, etc. and consider which facilities you wish to apply to.

Submit your "Education/Childcare Authorization Certificate and Facility Enrollment Application Form" and the accompanying documents to your first-choice facility or to the Childcare Support Division at your Ward Office. (Application forms can be picked up from each childcare facility and the Childcare Support Divisions of each Ward Office.)

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

will be mailed to you at a later date.

### Selection Meeting

Enrollees are selected  
(Tentative acceptance of candidates for enrollment)

### Interview with Child\*

See below\*

\*Your child may be waitlisted depending on their development status and the allocation of nursery school teachers, etc.

\*This interview is to check the development status of your child and confirm facility rules with parents

\*For admissions from May onwards, interviews will only take place at the relevant facility when your child has been tentatively accepted as a candidate for enrolment

## Accepted

- **Admission from April 2023**  
You will be sent an Acceptance Notice in mid-January.
- **Admission from May 2023 onwards**
  - Only those who have been tentatively accepted as candidates for enrollment will be notified by phone around the 20<sup>th</sup> of the month prior to the month of admission. Please attend an interview with your child.
  - An orientation will be held prior to enrollment. Please confirm the date with your childcare facility, 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 20<sup>th</sup> 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).
- You will remain eligible for selection every month (up until March 2024)
- 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, 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 your 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.