

**2024  
Fiscal Year**

(April 2024 –  
March 2025)



# Accredited *Kodomoen* • *Hoikuen*

Small-scale Childcare Facilities • Workplace Childcare Facilities

## Enrollment Application Guidelines



For  
Education/Childcare  
Benefits Certification  
(Type 2 and 3) When  
Childcare is Required

- 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 (Japanese)



### Classes by age group for 2024 Fiscal Year

Classes are grouped by the age of the child as at 1 April 2024. 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 2023 ~                           | 3-year-old class | 2 <sup>nd</sup> April 2020 ~1 <sup>st</sup> April 2021 |
| 1-year-old class | 2 <sup>nd</sup> April 2022 ~1 <sup>st</sup> April 2023 | 4-year-old class | 2 <sup>nd</sup> April 2019 ~1 <sup>st</sup> April 2020 |
| 2-year-old class | 2 <sup>nd</sup> April 2021 ~1 <sup>st</sup> April 2022 | 5-year-old class | 2 <sup>nd</sup> April 2018 ~1 <sup>st</sup> April 2019 |

## 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 a *Kodomoen*, etc., a “reason for requiring childcare” from the below table is required. You need to apply for certification (*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.   | 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.   | 3 months *1  |
| 7 Studying/Vocational Training           | Parent is going to school or receiving vocational training (over 60 hours per month).                             | Duration of Studies/Vocational Training *2   |
| 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.

\*1 Please submit an employment certificate within 3 months 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 If you are not sure whether you are eligible for certification due to Studying/Vocational Training, please contact the Childcare Support Division at one of the ward offices.

## 2. Education/Childcare Benefits Certification (for Residents of Shizuoka City)

Those who applied for certification when applying to use an approved childcare facility will be sent a certificate. This certificate is not an acceptance notice for enrollment but it is needed for enrollment so please keep it safe.

### Types of Certification

| 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)<br>or<br>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 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 (Japanese).

### Amount of Childcare Required (A reason is required for each parent)

| Reason for requiring childcare |  | Standard/Short hours   | Notes  |
|--------------------------------|--|------------------------|--|
| 1                              | Employment                             | Standard or Short      | Standard: In principle, working 120 hours per month or longer.<br>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<br>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/<br>Vocational Training       | Standard or Short      | Standard: In principle, 120 hours of school/vocational training or more per month<br>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  |

\*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”.

## 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 2024

#### ➤ Applying for Initial Selection

|                      |  |
|----------------------|--|
| Application period   | <u>Mon 2 October 2023 – Tue 31 October 2023</u>  |
| Interview with Child | <u>An interview will be held at your first-choice facility between mid-November and early December.*</u> |

|                         |   |
|-------------------------|---|
| 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>Thurs Wed 30 November</u> . |
| Notification of results | <b><u>Scheduled for around early-to-mid January 2024</u></b>  |

\*If possible, please apply by **Mon 16 October**, so that we can let you know the date of your interview.

### ➤ Applying for Secondary Selection

|                         |  |
|-------------------------|--|
| Application period      | <b><u>Wed 1 November 2023 – Mon 5 February 2024</u></b>  |
| Interview with Child    | <b><u>An interview will be held at your first-choice facility by around mid-February 2024. *</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 5 February</u> . |
| Notification of results | <b><u>Scheduled for around late February 2024</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 (Japanese).
- Those who are waitlisted after applying for April entry are eligible for future selections throughout the 2024 fiscal year (for enrollment starting from up to March 2025). You do not have to reapply every month.

\* **Those applying for 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 2024 and March 2025

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            | Fri 5 April          | September      | Mon 5 August         | January 2025   | Thur 5 December      |
| June           | Tue 7 May            | October        | Thur 5 September     | February 2025  | Mon 6 January        |
| July           | Wed 5 June           | November       | Mon 7 October        | March 2025     | Wed 5 February       |
| August         | Fri 5 July           | December       | Tue 5 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 when applying

### ➤ 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 your desired 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
- In accordance with amendments to the Childcare and Caregiver Leave Act, the Post-Birth Paternity Leave System and Split Acquisition Childcare Leave System have been established. Scan for the QR code for details on how the establishment of these systems affects certification.



➤ **Other**

- If you have applied for enrollment from partway through fiscal year 2023 as well as for enrollment from April 2024, and you are accepted for enrollment from partway through fiscal year 2023, your application for enrollment from April 2024 will be canceled.
- 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 to be newly employed, you can set your desired 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 aged 3 or older as of 1 April 2024 for whom group childcare is possible, but special consideration is required for safe childcare due to physical or mental disability, developmental disorder, etc. can apply to Municipal Accredited Kodomoen between Mon 2 October and Fri 13 October 2023 (for enrollment from April 2024).

\*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**.

\*In order to enroll, it must be determined at the special interview and screening panel to be held from October 2023 that group childcare is possible.



- Children aged 2 or younger as of 1 April 2024 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 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
  - 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 17 October 2023
- Applicable medical care:
  - Tube feeding; mucus suctioning; urinary catheter; other (please consult the Kodomoen Division ☎054-354-2654)
- Applications can be made from Mon 2 October to Fri 6 October 2023 (For enrollment from April 2024)
- 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 | Application Form For Education/Childcare Benefits Certification & Use of Childcare Services ( Type 2 & 3) | One form per child  |
| 2 | Child's Household Status Questionnaire  | If you are applying for siblings, attach copies to the younger children's applications.   |
| 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 for both the child's parents (father, mother, etc.).</li> <li>• If you are applying for siblings, attach copies to the younger children's applications.</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> , Nursing Care Insurance Card (showing level of nursing care), 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 certificate, 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 15 September 2023 and within 3 months of the application date.

Please make sure there are no mistakes in the Employment Certificate, including with regards to the above, before submitting.

\*2 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.

### (1) Documents only required from those applicable

- **Applicants residing abroad as at 1 January 2023 (admissions from April to August 2024)**  
Declaration of income for determining childcare fees to be borne by user (Shizuoka City format)  
+ Materials confirming the amount on the declaration of income (income for 2022)
- **Applicants residing abroad as at 1 January 2024 (admissions from September 2024 to March 2025)**  
Declaration of income for determining childcare fees to be borne by user (Shizuoka City format)  
+ Materials confirming the amount on the declaration of income (income for 2023)

\*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.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 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 your ward office in Shizuoka City.  
\*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. 5)
  - 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 For Tentative Acceptance

The Childcare Support Divisions of each Ward Office confirm the capacity of each facility and select candidates from the applicants to each facility 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)

## 7. Fees to be Borne by the User (Childcare Fees)

### (1) Determination of Childcare Fees

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

The childcare fees of the eldest child from families not exempt from municipal residence tax attending 0-to-2-year-old classes are calculated according to income, etc. There are no childcare fees for the second child onwards. (See 7(2) regarding reductions for multiple siblings)

\*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 using brackets according to the child's certification 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 certification type shifts from Type 3 to Type 2, the fees for certification 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 highest-earning grandparent with the 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 2023 fiscal year, and the fees from September to March are decided based on municipal residence tax for the 2024 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

Regardless of bracket for childcare fees, there will be no childcare fees for the second child onwards when attending 0-to-2-year-old classes. Children in the household are numbered in order of age from amongst the children in custody of and sharing finances with the parents, regardless of siblings' ages or whether they are enrolled in a childcare facility.

### (3) Other payment reduction measures

Households falling into bracket B, C, or D1-D4 for the childcare fees of their first child attending 0-to-2-year-old classes, 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 households (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 income portion amount, etc. can be found on the city website.



(Scan the QR Code; Japanese only)

## 8. 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). Also note that your certificate (*ninteisho*) 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 “certification period” listed on your benefits certificate (*shikyu ninteisho*) have changed. E.g. Changes from job searching to employment, from employment to pregnancy/delivery, from nursing care to employment, or extension of childcare leave.
- (2) When address has changed. \*If you move out of Shizuoka City, your certificate will become invalid, even if the expiration date has not been reached.
- (3) When the child’s home situation has changed (Family has increased or decreased due to marriage, divorce, birth of a sibling, grandparents moving in or out, etc.)
- (4) When working conditions have changed (place of employment, working hours, etc.)
- (5) When a person who submitted an Employment Certificate when scheduled to start working actually starts working.
- (6) When a person who applied during childcare leave returns to work.
- (7) When a person 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 benefits certificate.
- (8) When you wish to make changes to your choice of childcare facility.
- (9) When 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

| Content of Change   |   | 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 + Benefits Certificate<br>*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 + Benefits 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 + Benefits 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/<br>Starting up own business  | Change of Details Form + Benefits Certificate + Employment Certificate for new workplace   |
|   | Childcare Leave   | Acquisition of leave   | Change of Details Form + Benefits Certificate + Employment Certificate (which states the date of return to work)   |
|   |   | Returning to work after leave  | Change of Details Form + Benefits Certificate + Employment Certificate (after return), Certificate of Return to Work, or copy of pay slip, etc.                      |
|   | Pregnancy/Delivery  |  | Change of Details Form + Benefits 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 + Benefits 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 + Benefits Certificate + Personal Statement   |
|   | Nursing/Caring for Relative   |  | Change of Details Form + Benefits Certificate + Personal Statement + Doctor’s Certificate or a copy of the care plan, etc.   |
|   | Job-seeking   |  | Change of Details Form + Benefits Certificate + Personal Statement + a copy of the registration form to Hello Work employment agency                                 |
|   | Post-Disaster Recovery  |  | Change of Details Form + Benefits Certificate + Disaster Victim Certificate  |
|   | Studying/Vocational Training  |  | Change of Details Form + Benefits Certificate + Personal Statement + Certificate of Enrollment/ Copy of timetable, etc.  |
| Change in necessary childcare hours (standard to short hours or vice versa)                       |   | Change of Details Form + Benefits Certificate + Employment Certificate, etc.<br>*for details contact the Childcare Support Division  |  |
| Change in certification period due to change in employment period or childcare leave period, etc. |   |  |  |



# Enrollment Application Flow



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

Submit your "Application Form For Education/Childcare Benefits Certification & Use of Childcare Services" 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 Benefits Certificate (Type 2 and 3)

will be mailed to you at a later date.

**Enrollment Selection Meeting** (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 2024**  
You will be sent an Acceptance Notice in mid-January.
- **Admission from May 2024 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 at the relevant childcare facility.
- An orientation will be held prior to enrollment. Please confirm the date with your childcare facility, and come with your child and your Benefits Certificate to the orientation.
- You will receive the Acceptance Notice and the Fees Confirmation Notice through the childcare facility around the 20<sup>th</sup> of the month of admission.

## Admission

Admission is on the first day of each month.

## 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 2025)
- 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 a Benefits Certificate in order to receive fee exemption 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.