# 2026 Fiscal Year

(April 2026 – March 2027) Accredited Kodomoen, Hoikuen.

and Small-Scale/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)

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 3F)
6-8 Asahi-cho, Shimizu Ward 〒424-8701 Tel.054-354-2358

•Kambara Branch, Shimizu Welfare Office (Kambara Branch Office 1F)

Tel.054-385-7790



#### Classes by age group for 2026 Fiscal Year

Classes are grouped by the age of the child as of 1 April 2026. The same applies for applications received throughout the year.

Class Age Date of Birth		Class Age	Date of Birth
0-year-old class	2 April 2025 onwards	3-year-old class	2 April 2022 - 1 April 2023
1-year-old class	2 April 2024 - 1 April 2025	4-year-old class	2 April 2021 - 1 April 2022
2-year-old class	2 April 2023 - 1 April 2024	5-year-old class	2 April 2020 - 1 April 2021

## 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 (*nintei*), recognizing your need for childcare (Type 2 or 3) (see page 2).

Re	eason 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	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	Parent has an illness, injury, or physical/mental disability that requires rest and recuperation.		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.		Approx. 3 months (until the end of the month in which the 90th day falls) *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.

<sup>\*1</sup> Please submit an employment certificate within approx. 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).

<sup>\*2</sup> 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** 

Туре	Age	Length/Type of Childcare	Available Facilities
2	3 years of age and over		Accredited Kodomoen and Hoikuen
3	Under 3 years of age	Authorization for "Standard Childcare Hours" (up to 11 hours per day) or Authorization for "Short Childcare Hours" (up to 8 hours per day)	Accredited Kodomoen, Hoikuen, Small-scale Childcare Facilities, etc.

<sup>\*</sup> The certificate comes with an expiration date, so an application for renewal must be made before it expires (refer to pg. 7.7).

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

	Reason for requiring	Standard	Short	Notes
childcare		hours	hours	Notes
1	Employment	Available	Available	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	Available	*	*Can be reduced to short hours through application
3	Illness/Disability	Available	Available	Evaluated on a case-by-case basis depending on severity of illness or disability, inpatient/outpatient status, etc.
4	Nursing/Caring for Relative	Available	Available	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 Available * *Can be reduced		*Can be reduced to short hours through application		
6	Job Seeking	Not available	Available	In principle only short hours childcare is available
7	Studying/ Vocational Training	Available	Available	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	Available	*	Can be reduced to short hours through application

<sup>\*</sup>If the required amount of childcare (standard hours or short hours) differs between guardians, the authorization will be for 'short hours'." (Example) If the father is eligible for 'standard hours' and the mother for 'short hours', the required amount of childcare for the child will be authorized as 'short hours'."

<sup>\*</sup> Please refer to the separate "List of Facilities" for information on childcare hours and eligible ages for each facility (Japanese).

### 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.
  - \*Those applying for the 0-2-year-old classes must please make sure to make a copy of pages 1 and 2 of the application form and keep it for your records. It will be necessary when applying for an extension of the payment period for childcare leave benefits.

#### (1) For Enrollment from April 2026

#### Applying for Initial Selection

Application period	Wed 1 - Fri 31 October 2025
Interview with Child	An interview will be held at your first-choice facility between mid-November and early December. *
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 Mon 1 December.
Notification of results	Scheduled for around mid-January 2026.

<sup>\*</sup>If possible, please apply by Wed 15 October, so that we can let you know the date of your interview.

#### Applying for Secondary Selection

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Application period	Sat 1 November 2025 – Thurs 5 February 2026 *Although applications will be accepted at your preferred childcare facility on Sat 1 November, ward offices will only begin accepting applications from Tues 4 November 2025, as 1 November falls on a non-business day.
Interview with Child	An interview will be held at your first-choice facility by around early February 2026.  *Those applying from secondary selection should arrange an interview date with their first-choice facility and receive an interview.
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 Thurs 5 February.
Notification of results	Scheduled for around late February 2026

- 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 mid-January (Japanese).
- Those who are waitlisted after applying for April entry are eligible for future selections throughout the 2026 fiscal year (for enrollment starting from up to March 2027). You do not have to reapply every month.
- 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 2026 and March 2027

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	Mon 6 April	September	Wed 5 August	January 2027	Mon 7 December
June	Thurs 7 May	October	Mon 7 September	February 2027	Tue 5 January
July	Fri 5 June	November	Mon 5 October	March 2027	Fri 5 February
August	Mon 6 July	December	Thurs 5 November		

<sup>\*</sup> 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 are returning to work after childcare leave, you may select the month prior to your return as your desired month for enrollment. (Example: For enrollment on 1 April, you must return to work by 31 May.)
- 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 2025 as well as for enrollment from April 2026, and you are accepted for enrollment from partway through fiscal year 2025, your application for enrollment from April 2026 will be canceled. (Your child will continue attending the facility where they were enrolled during the 2025 fiscal year.)
- 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 dietary restrictions due to allergies or religion, please consult with the childcare facility in advance.
- · If you decline an admission offer, a Waitlisted (Not Accepted) Notice will cannot be issued for the month of the admission offer.

#### (4) Childcare for children who require special consideration in a group setting

Municipal Accredited *Kodomoen* accept applications for special interviews as outlined below. Please be sure to consult in advance and participate in trial childcare before submitting your application. For private facilities, please contact each facility directly.

	Children who will be 3 years or older as of 1 April 2026 and require special consideration to ensure	
	safe childcare in a group setting	
Eligible Children	Children with physical or mental disabilities	
	Children who are using (or planning to use) developmental support services	
	Children with developmental concerns	
	Wed 1 October – Fri 10 October 2025	
Application Daried	*It is necessary to arrange a trial childcare session and interview beforehand, so please consult with	
Application Period	each Municipal Accredited Kodomoen or the Enrollment Section of the Childcare Support Division at your	
	Ward Office before the application period.	
Enrollment Start Date	April 2026	
Where to Submit the	Your desired Municipal Accredited Kodomoen or the Enrollment Section of the Childcare Support Division	
Application	at your Ward Office as soon as possible.	

#### Points of caution:

- Children aged 2 or younger as of 1 April 2026 may have their enrollment deferred depending on their developmental progress and
  the staffing situation at the desired facility. Please be sure to consult with your preferred facility or the Childcare Support Division at
  your ward office.
- If, based on the screening results, group childcare is deemed difficult or the necessary support system cannot be arranged, enrollment may be postponed.
- Applications submitted after the application period (including requests to change facilities) may result in ineligibility for enrollment, as staffing decisions for childcare teachers are based on the results of the first selection.
- If your child has previously participated in trial childcare or a special interview, the interview process may be waived. Please contact the Childcare Support Division at your ward office. However, if your child was previously deferred from enrollment due to being deemed unsuitable for group childcare following a special interview, please be sure to apply during the application period mentioned above.
- For more details, please refer to the website or the "Frequently Asked Questions (Special Interviews)" section accessible
  via the QR code on the right.

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

Applications will be accepted as outlined below. Before applying, you must consult in advance and participate in trial childcare.

Applications will be accept	Children aged 0 to 5 who require medical care and meet all of the following conditions:		
Fligible Children	The child and guardian reside within Shizuoka City		
Eligible Children	The child is able to communicate through gestures, facial expressions, etc.		
	The child is intellectually and physically capable of participating in group activities		
Available Medical Care	Tube feeding, suctioning of phlegm, catheterization, and other types of care.		
Available Medical Care	For details, please consult the Kodomoen Operations Division (TEL: 054-221-1094).		
	Wednesday 1 October – Monday 6 October 2025		
Application Period	*It is necessary to arrange a trial childcare session and interview beforehand, so please consult with		
Application Fellou	each Municipal Accredited Kodomoen or the Enrollment Section of the Childcare Support Division at your		
	Ward Office before the application period.		
Enrollment Start Date	April 2026		
Where to Submit the	Your desired Municipal Accredited Kodomoen or the Enrollment Section of the Childcare Support Division		
Application at your Ward Office			

#### Points of caution:

- If, based on the screening results, group childcare is deemed difficult or the necessary support system cannot be arranged, enrollment may be postponed.
- For more details, please refer to the website or the "Frequently Asked Questions (Children Requiring Medical Care)" section accessible via the QR code on the right.



### 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 chi applications.		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> <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>	

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

	Decem	Required Documents		
	Reason	Declaration and Pledge Form (City Format)		
	Employment	Not Required	Employment Certificate (City Format)*1	
	Pregnancy/Delivery	Required	Copy of Maternal and Child Health Handbook (cover page and page showing the due date)	
4. Documents supporting "reason for	Illness/Disability	Required	Doctor's Certificate*2, (filling in the diagnosis on the Personal Statement is acceptable)	
requiring childcare"	Nursing/Caring for Relative	Required	Nursing Care Insurance Card (showing level of nursing care), copy of care plan, or Doctor's Certificate*2.	
	Post-Disaster Recovery	Not Required	Disaster Victim Certificate	
	Job Seeking	Required	In principle, a copy of the Hello Work registration certificate, etc.*3	
	Studying/Vocational     Training	Required	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 2025 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) Documents only required from those applicable

> Applicants residing abroad as of 1 January 2025 (admissions from April to August 2026)

Declaration of income for determining childcare fees to be borne by user (city format)

+ Materials confirming the amount on the declaration of income (income for 2024)

> Applicants residing abroad as of 1 January 2026 (admissions from September 2026 to March 2027)

Declaration of income for determining childcare fees to be borne by user (city format)

+ Materials confirming the amount on the declaration of income (income for 2025)

<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.

<sup>\*3</sup> If you are not registered with Hello Work, please fill in your job-seeking method in the Declaration and Pledge Form (City Format).

<sup>\*</sup>Not required if municipal residence tax is being paid in Japan

<sup>\*</sup>Please make sure to attach a Japanese translation.

<sup>\*</sup>Please submit by the 20th 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:

Please submit the required documents to the childcare section of your municipality approximately one week to ten days before the application deadline for each month, as they must arrive at the Enrollment Section of the Childcare Support Division at your ward office in Shizuoka City by the deadline. For information on application deadlines, please refer to pages 3–5.

#### Required documents:

1 Application Form

(In principle, please use the format designated by the municipality where you reside.)

2 Document certifying the reason childcare is needed

(Please use the format designated by the municipality where you reside.)

- 3 Child's Household Information Survey Form
- 4 Pledge of Relocation

(Submit only if you are planning to move into Shizuoka City.)

**Note:** For items 3 and 4, please use the designated format provided by Shizuoka City. These forms can be downloaded from the Shizuoka 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 moving 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 a ward office in Shizuoka City.

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

#### > Application deadline:

Please submit your documents to the childcare section of the municipality where you wish to use services approximately one week to
ten days before that municipality's application deadline. (For details on the deadline, please check with the childcare section of the
municipality where you wish to apply.)

#### > Required documents:

- Please use the Shizuoka City forms (see 4(1) on pg. 6)
- · Any other forms required by the municipality where you want to enroll. (Please confirm with the municipality where you want to enroll.)

#### > Other:

• For details, please contact the municipality where you wish to apply before submitting your application.



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

#### (1) Determination of Childcare Fees

- Children in the 3–5-year-old class, as well as children in the 0–2-year-old class from households exempt from municipal resident tax, receiving public assistance, or in foster care, and second or subsequent children, are exempt from childcare fees.
- For first children in the 0–2-year-old class from households subject to municipal resident tax, childcare fees will be determined based on household income and other factors.

**Note:** In addition to childcare fees, costs such as lunch fees and educational materials may apply. (For the 0–2-year-old class, lunch fees are included in the childcare fee.)

- · Childcare fees are calculated based on the municipal residence tax amount of parents who share a livelihood with the child.
- 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 parent.
- · Notification of the childcare fee will be issued in the middle of the month in which the child begins enrollment.
- 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 2025 fiscal year, and the fees from September to March are decided based on municipal residence tax for the 2026 fiscal year.)

\*Details about how childcare fees are determined, reductions for families with multiple children, and other fee reduction measures are available on the city's website. (You can access this information via the QR code on the right.)



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

- Public Accredited Kodomoen, Daycare Center for Waitlisted Children, Private Hoikuen:
  - Payment is made via bank transfer to the City of Shizuoka.
     Please set up the transfer procedure as soon as enrollment is confirmed.
  - 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. (You can access this information via the QR code on the right.)



### 7. 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 you wish to make changes to your choice of childcare facility.
- (6) When you wish to cancel your application as it is now possible to care for your child at home, etc.
- (7) 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.

\*Details about the required documents are available on the city's website.

You can access this information via the QR code on the right







#### Choosing Your Preferred Facility

Before selecting your preferred facility, please be sure to visit and observe the facility in advance.

#### Receiving and Preparing Application Documents

The "Application Form for Education/Childcare Benefits Certification & Use of Childcare Services" is distributed at each facility and at the Childcare Support Division of each ward office. Please also prepare documents certifying the reason childcare is needed (Refer to page 6 for details).

#### Submitting Application Documents

Please submit the documents prepared in Step 2 to your first-choice facility or to the Childcare Support Division at your ward office. Note: If you are applying for a child in the 0-2-year-old class, be sure to keep a copy of pages 1 and 2 of the application form. This is required for procedures related to extending the payment period for childcare leave benefits.



#### Certification for Education and Childcare Benefits (Type 2 and 3)

A "Certificate of Eligibility for Benefits" will be issued to applicants who are certified as needing childcare. This will be sent by post at a later date. Note: This is not a notice of enrollment decision, but it is a required document for enrollment, so please be sure to keep it.



#### **Utilization Coordination Meeting and Child Interview**

At the Childcare Support Division of each ward office, the number of available spots at each facility will be confirmed. Selection will be conducted based on the "Shizuoka City Childcare Utilization Coordination Criteria," starting with applicants who have the highest index scores. If there are available spots at your preferred facility, your child will be tentatively selected as a candidate for enrollment.

April Enrollment Applications

If you are applying for April enrollment, a child interview will be conducted in advance at your first-choice facility, followed by the utilization coordination (selection) process

**Enrollment Applications** from May Onward

If you are applying for enrollment from May onward, a child interview will only be conducted at the facility where your child has been tentatively selected as a candidate for enrollment, after the utilization coordination (selection) process.

Note: If, based on the child interview, it is determined that safe childcare cannot be provided due to factors such as the child's developmental status or the staffing situation, enrollment may be deferred.



#### Notification of Selection Results

#### If a Facility Has Been Assigned

A "Notification of Utilization Coordination Results (Facility Assignment)" will be sent.

For April enrollment:

The notification will be sent to each household in mid-January.

For enrollment from May onward:

Only those who have been tentatively selected as candidates for enrollment will be contacted by phone or other means by around the 20th of the month prior to enrollment. The "Notification of Facility Assignment" will then be sent via the assigned facility around the 20th of the enrollment month.

#### If Your Application Is Deferred (Not Accepted)

If your application is not accepted, a "Notification of Utilization Coordination Results (Facility Deferred)" will be sent. (This applies only to the first month of application.)

Note: If you decline an offer of enrollment, a notification of deferral (non-acceptance) cannot be issued.

- · You will continue to be considered for utilization coordination in the following months (until March 2027)
- · If you wish to withdraw your application or change your desired month of enrollment, you must submit the necessary documents. Please contact the Childcare Support Division at your ward office.
- · If your enrollment is deferred and you use a non-certified childcare facility, you may be eligible for free childcare benefits or multi-child household benefits, depending on your situation (application required).

Additionally, your index score may be increased based on your usage status, so please contact the Childcare Support Division at your ward office.