

2025 Application Check Sheet for Childcare Services

Please complete the area inside the bold lines.

You are also required to submit this check sheet along with the other documents.

Child-rearing Support Office may contact you by phone, etc. regarding your application.

Desired commencement date of use of childcare services

MM/DD/YY

Name of Applicant

Childcare facility of your first choice

Applicant child(ren)

[Required documents] Please check the following, and insert a check mark in the relevant check column.

Required documents		
Documents required for all applicants	Status of submission of your documents	Check column
<ul style="list-style-type: none"> • Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Services (Form 1(1)) • Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Services (Form 1 (2)) • Individual Number (My Number) Declaration • Reasons for applying for childcare services • 2024 Application Check Sheet for Childcare Services (this sheet) • "Required Documents Where Applicable" as described below 	<ul style="list-style-type: none"> • All the documents listed on the left are ready. • Please write below the documents which are not ready. <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>* In case of the April first adjustment, you are required to submit the missing documents by December 13.</p>	<input type="checkbox"/>

Required Documents Where Applicable		
	Situation of guardians	Required documents
1	Working (including having received an employment offer)	• Employment Certificate of <u>all</u> guardians working
2	Working at more than one workplace	• Employment Certificate for <u>all the workplaces</u>
3	On your Employment Certificate, you filled in "Working hours (if irregular)" in Item No. 6 and "Major working hours/shift working hours" is blank.	• Schedule Form
4	Job searching	• Declaration of Job Searching • Copy of Hello Work Card, etc.
5	Taking childcare leave If you apply for childcare services upon returning from childcare leave, please return to work in the commencement month of use of childcare services, and submit a Certificate of Reinstatement to Child-rearing Support Office for the ward office or branch office within two weeks of returning to work.	• Written Oath for Reinstatement from Childcare Leave
6	There are family members who have disabilities or who need care at the Support or Care level. * Regarding the application for childcare services due to illness/disability of the guardian, if you do not have the documents in the column on the right, please submit a medical certificate (if you only have an annuity certificate of disability basic pension, please submit a medical certificate).	<ul style="list-style-type: none"> • If the relevant family member does not have a physical disability certificate, mental disability certificate, or rehabilitation certificate, a copy of any of the following: annuity certificate of disability basic pension, nursing insurance card, or beneficiary certificate of welfare service or daycare support for children with disabilities (the part which shows the column for the person identified/Care or Disability Support level) • Schedule Form (only in the case of disabled guardians who can lead a normal life without any limitation)
7	Family members requiring care or nursing who live with you or are undergoing long-term hospitalization	<ul style="list-style-type: none"> • If the person who receives care or nursing does not have a physical disability certificate, mental disability certificate, rehabilitation certificate, medical certificate, or a copy of a nursing insurance card or beneficiary certificate of welfare service (the part which shows the column for the person identified/Care or Disability Support level) • Schedule Form
8	Pregnant or within 2 months after childbirth as of the desired commencement date of use of childcare services.	• Maternal and Child Health Handbook (a copy of the cover page and the page which shows the expected date of delivery) or a birth certificate
9	Have another child (sibling) attending a private kindergarten or child welfare facility that does not require a Qualification for Receiving Grants for Education and Childcare Services. For further information on facilities, please see B. Facilities of "Guidelines on Childcare Services Fees on page 5.	<ul style="list-style-type: none"> • Application Form for Fee Reduction for Simultaneous Use of Childcare Services (Siblings) <p>* If siblings are using the applicable childcare facilities, you are required to submit this by the month preceding the commencement month of use of childcare services (it must be submitted every fiscal year).</p>
10	Working as a qualified worker, including a nursery teacher, at a certified childcare facility or a kindergarten offering childcare services in Kyoto Prefecture. * For further information on qualified workers, please see item 4 of "Application Guidelines for Childcare Services in 2025" on page 18.	• A copy of any of the following: childcare certificate, teaching certificate for kindergarten, or dietitian license
11	Attending school or taking vocational training courses.	<ul style="list-style-type: none"> • Certificate of Enrollment • Curriculum schedule or Schedule Form
12	Involved in post-disaster restoration work	• Disaster certificate
13	Lives together with grandparent(s) younger than 65 years old.	• Required documents of grandparents regarding the above Items 1 to 12
14	Was (were) living abroad as of January 1, 2024.	You are required to submit an Income Declaration Form while Living Abroad. If applicable, please consult with the Child-rearing Support Office of the ward office or branch office to which you applied.

Please fill in the reverse side, too.

[Content of application] Please check the following and complete the area inside the bold lines.


① Required documents

1	<p>Could the information provided in your application documents change before the commencement of use of childcare services?</p> <p>* If you wish to change any information in the application such as the desired facility, please submit the Notification of Change of Details of Application for the Use of Childcare Services Form (December 13 in case of the April first adjustment)</p>	<input type="checkbox"/> Expecting no changes <input type="checkbox"/> Expecting some changes (Details of the expected changes)
2	<p>[If you are working] Could your working conditions including workplace change before the commencement of use of childcare services?</p> <p>* If any changes are expected, please submit an Employment Certificate which describes your working conditions, etc. as of the commencement date of use of childcare services.</p>	<input type="checkbox"/> Expecting no changes <input type="checkbox"/> Expecting some changes
3	<p>If you are applying for the use of childcare services in order to return to work after the childcare leave period, have you provided the information for all of the guardians regarding whether childcare leave has been taken or not in the Written Oath for Reinstatement from Childcare Leave?</p> <p>* You will be required to return to work in the commencement month of use of childcare services (if you start using the service in April, you will be required to return to work in April).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4	<p>If you are applying for the use of childcare services in order to return to work after the childcare leave period, have you made copies of all your application documents?</p> <p>* If your childcare application is put on hold and your childcare leave is extended, you will be required to submit copies of your application documents to Hello Work. Please make sure to make copies of your application documents before submitting them.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

② Mailing address in case you plan to move to Kyoto City * Those not planning to move to Kyoto City do not need to answer.

5	<p>To which address do you prefer the results of the adjustments for assigning placements be posted—your current address written in the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and the Application for Childcare Services (Form 1 (2)) or the address you are moving to?</p> <p>* The result notification is scheduled to be sent at the end of January for the April first adjustment and at the end of February for the second adjustment.</p>	<input type="checkbox"/> Current address <input type="checkbox"/> New address
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③ Regarding desired childcare facility

6	<p>Have you visited the childcare facility you wish your child to attend?</p> <p>* If you haven't, please visit as many childcare facilities as you can before deciding your desired childcare facility. (Any change in your desired childcare facility should be made by December 13 in case of the April first adjustment.)</p>	<input type="checkbox"/> Already visited <input type="checkbox"/> Not visited yet
7	<p>Did you enter more than one desired childcare facility?</p> <p>* Please check the enrollment capacity of each childcare facility, and consider the addition of more desired childcare facilities. Please enter childcare facilities that your child will surely use upon receiving enrollment approval. * If you would like to change your desired childcare facility, etc., please submit a Notification of Change of Details of Application for the Use of Childcare Services Form to the Child-rearing Support Office of the ward office or branch office to which you applied by December 13 in case of the April 2024 first adjustment, or by February 13, 2024 in case of the second adjustment. <u>The enrollment capacities of each facility are posted on the Kyoto City official website, accessible by the 2D code on the right.</u> https://www.city.kyoto.lg.jp/hagukumi/page/0000172423.html</p>	 <input type="checkbox"/> Yes <input type="checkbox"/> No
8	<p>Have you registered for “My Childcare Facility”?</p> <p>If you have registered for “My Childcare Facility”, 1 point will be added to your application score (excluding applications for transfer). If you answer “yes”, please submit a copy of your registration email or a certificate issued by the facility.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No


④ Regarding siblings

9	<p>Are you applying for a childcare facility for more than one child at the same time or one which a sibling of the child is currently using?</p> <p>* If yes, you are required to fill in Item 6 of the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Services (Form 1 (2)).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	<p>Is your other child is using the kindergarten which has not transitioned to the new system or company-led childcare facility?</p> <p>* Depending on the facilities that the child's siblings are using, you are required to submit the Application Form for Fee Reduction for Simultaneous Use of Childcare Services (Siblings). Since the fee reduction will be applied from the month following the month in which your application is submitted, please submit it to the Child-rearing Support Office by the end of the month preceding the commencement month of use of childcare services. * For further information on facilities, please see B. Facilities of “Guidelines on the Childcare Services Fees” on page 5.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

⑤ Regarding graduates from small-sized childcare facilities

11	<p>Are you applying for childcare services upon graduation from a small-sized childcare facility and reaching the eligible age for application?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If not, it is not necessary to answer No. 12.)
12	<p>If you are applying for childcare services upon graduation from a small-sized childcare facility, is your desired childcare facility a related facility?</p> <p>* Only in the case of filing in April, if your desired childcare facility is a related facility, 10 adjustment points will be added (but these points cannot be used in conjunction with certain other points).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

⑥ Regarding simultaneous applications to kindergartens (only children 3 years old and older)

13	<p>Are you applying for kindergartens (including those centers for preschool education and childcare qualified as Type 1) other than the childcare facilities?</p> <p>* If you wish to withdraw your application for childcare services once the kindergarten to enter has been determined, you are required to submit a Withdrawal of Application for Childcare Services form to the Child-rearing Support Office. The form is distributed at the Child-rearing Support Office. <u>It is also posted on the Kyoto City official website, accessible via the 2D code on the right.</u> https://www.city.kyoto.lg.jp/hagukumi/page/0000172423.html</p>	 <input type="checkbox"/> Yes <input type="checkbox"/> No
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⑦ Regarding the applicant child

14	Has s/he received instructions/advice at regular health examinations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Has s/he received a physical disability certificate, rehabilitation certificate, or mental disability certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Is s/he using welfare services or daycare support for children with disabilities? * If so, please submit a copy of the beneficiary certificate for welfare services or daycare support for children with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Does s/he have any allergies or dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18	If you answer “yes” for any of items 14 to 17 above, please fill in Item 9 of the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Services (Form 2 (2)).	<input type="checkbox"/> Have filled in <input type="checkbox"/> N/A