

Application Guidelines for Childcare Services in 2019

October 2018

Kyoto City Children and Youth Development Bureau
Children's Welfare Group, Public Health Center of Kyoto City Ward Offices/Branch Offices

These guidelines are to inform you how to apply for nursery schools, childcare services offered by certified centers for early childhood education and care, small-scale childcare services, corporate childcare services, or home childcare services (collectively called “childcare facilities”).

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Note: For contact information, please see the back of this pamphlet.

1. Types of childcare facilities

(1) Nursery schools:

Nursery schools offer childcare services for children between 0-5 years old during the usual childcare hours. Some Nursery schools offer extended hours of childcare.

(2) Childcare services offered by certified centers for early childhood education and care (kindergarten-childcare combined type, nursery school type, kindergarten type):

Centers for early childhood education and care are facilities that combine the functions of kindergartens and nursery schools. They offer childcare services for children between 0-5 years old during the usual childcare hours. Some centers for early childhood education and care offer extended hours of childcare.

To apply for the kindergarten service of a center for early childhood education and care, please apply directly to each center in the manner specified.

(3) Community Childcare Facilities

a. Small-scale childcare services:

Small-scale facilities (capacity of up to 19 children) that offer childcare services for children between 0-2 years old

b. Home childcare services:

Small-scale facilities (capacity of up to 5 children) that offer childcare services for children between 0-2 years old

c. Corporate childcare services:

Childcare facilities that offer childcare services to both employee's children and children of the local community

Note: In addition to the above facilities, there are many kindergartens that offer childcare services in Kyoto City. Please see Section 13 "Diverse childcare services" (on page 9) for more information.



2. Outline on approval to use childcare services

(1) Approval to use childcare services

You need to obtain approval to use childcare services in order to confirm that you are in a situation that necessitates receiving childcare services for your child. You may apply for the approval at the same time as when you apply for a childcare facility.

(2) Approval types

There are different types of approval for use of childcare services, as shown below. Available childcare facilities differ depending on the approval type.

| Approval type | Childcare hours | From morning to early afternoon (standard education hours) | From morning to evening (shortened childcare hours / standard childcare hours) |
|---------------|-----------------|--|--|
| | Age | | |
| | 3-5 years old | Type 1 | Type 2 |
| | 0-2 years old | — | Type 3* |

| | |
|--|--|
| ↓ | ↓ |
| Facilities for those with Type 1 approval | Facilities for those with Type 2 or Type 3 approval |
| Kindergartens, centers for early childhood education and care (kindergarten section) | Nursery schools, centers for early childhood education and care (nursery school section), community childcare facilities (Type 3 only) |

* There is no need to apply to change from Type 3 to Type 2 when your child turns 3 years old.

3. Persons who are eligible to use childcare facilities in Kyoto City

(1) Eligibility

Applicants who meet the following criteria are eligible to attend childcare facilities in Kyoto City.

a. The children and their parents are registered residents of Kyoto City.

Note: If you are planning to move to Kyoto City before the first day of attending a childcare facility or if you are temporarily living in Kyoto City to give birth at your parents' home, you may also submit an application for childcare services.

b. Children require childcare because both of their parents have one or more of the reasons (1)-(8) below.

| Reasons for requiring childcare service | Criteria |
|---|---|
| (1) Employment*1 | Parent(s) regularly work(s) for 48 hours or longer per month. |
| (2) Pregnancy/childbirth*2 | Parent is pregnant or gave birth within the past 2 months. |
| (3) Sickness/disability | Parent(s) suffer(s) from disease or injuries, or is mentally or physically disabled. |
| (4) Caring/nursing family member(s) living together or hospitalized for a long time | Parent(s) is/are constantly caring/nursing for family member(s). |
| (5) Working on post-disaster restoration work | The parent(s) is/are working on post-disaster restoration work. |
| (6) Job searching | Parent(s) is/are continuously searching for a job. |
| (7) School attendance | <ul style="list-style-type: none"> Parent(s) is/are enrolled at a school governed by the School Education Law. Parent(s) is/are enrolled on a vocational training course provided in accordance with the Human Resources Development Promotion Law. |
| (8) Other | Parent(s) require(s) childcare services for reasons similar to those above. |

*1 Work hours:

Parents working for less than 48 hours per month will not be deemed to be in "employment" as set forth in (1). If you wish to extend your work hours to longer than 48 hours per month, then please apply under the reason of (6) job searching.

*2 If you will be giving birth and taking childcare leave after starting the use of childcare services:

If a mother gives birth after starting to use the childcare service, and if she takes childcare leave after childbirth, her older children who have already started using the childcare service can continue attending by submitting an application to change the previously submitted information.

(2) If you are currently on childcare leave:

If you apply for childcare services because you are planning to return to work, you need to submit a certificate issued by your workplace certifying that you have returned to work during the month you start using the childcare service. If you are currently on childcare leave, you will not be eligible to newly apply for the use of childcare services by reason of employment.

4. Childcare hours

There are three categories of childcare hours: shortened childcare hours, standard childcare hours, and extended childcare hours.

Childcare hours may differ depending on the type of childcare facilities. For the childcare hours of each childcare facility, please see the "list of nursery schools, centers for early childhood education and care (nursery school section), and small-size childcare facilities."

| | |
|---------------------------|---|
| Shortened childcare hours | If you are approved for the shortened childcare hours (8 hours), you can use the facility in these childcare hours. |
| Standard childcare hours | If you are approved for the standard childcare hours (11 hours), you can use the facility in these childcare hours. |
| Extended childcare hours | If you require extended childcare hours due to working shifts, you can use the facility in these childcare hours. |

Note: The user fee (childcare fee) differs between shortened childcare hours and standard childcare hours. Extra fees established by the childcare facility must be paid for extended childcare hours.

[Request]

As a rule, childcare facilities are available for the hours when childcare services are needed. Please try to care for your child at home on days when you do not have work (such as weekends) or when you can leave work early and are able to pick up your child at an earlier hour.

5. Required childcare hours and valid period

Approval on childcare hours and period are determined based on the reasons for requiring the childcare service. You can continue to use the childcare facility if you submit renewal applications before the end of the childcare period, if the reasons for requiring childcare service are still valid.

| Reasons for requiring childcare | Required childcare hours (per day) | | Approved period (Excluding change from Type 3 to Type 2) |
|---|------------------------------------|----------------|--|
| | Shortened hours | Standard hours | |
| (1) Employment (includes employment offer) | ● | ● | Until the child enters elementary school |
| (2) Pregnancy/childbirth | *1 | ● | From the day when the pregnancy is confirmed, to the final day of the month when two months have passed after childbirth, in general |
| (3) Sickness/disability of parent(s) | ● | ● | Until the child enters elementary school |
| (4) Caring/nursing for family member(s) living together or hospitalized for a long time | ● | ● | |
| (5) Working on post-disaster restoration work | *1 | ● | |
| (6) Job searching (including preparation for starting a business) | ● | — | 90 days, in general |
| (7) School attendance (including job training at a vocational training school) | ● | ● | Until the final day of the month of graduation (course completion). |
| (8) Required to continue using childcare service during childcare leave period | ● | — | Period approved by Kyoto City |
| (9) Other reasons deemed similar to above by the municipal government | ● | ● | |

Note 1: If your reason for requiring childcare is (2) or (5), in principle, you will be approved for the standard childcare hours. But if you wish, you may apply for approval of the shortened childcare hours.

Note 2: If both types of childcare hours are available (for employment, etc.), appropriate childcare hours will be approved based on the parents' working hours and commuting hours.

Note 3: In the case of Type 3 approval, the valid period is up to the day before the child reaches 3 years of age. However, no procedures are necessary for making the change from Type 3 to Type 2 approval.

6. Application method and period

(1) Application method

Please submit the required documents described in Section 7 “Documents required for the application” to Public Health Center of your local Ward Office or Branch Office (the person responsible for childcare promotion at the Children’s Welfare Group, or the Welfare Manager of Keihoku Branch Office in the Keihoku Area. “Ward office or branch office” hereafter.).

Electronic applications may also be submitted using the One-stop Service for Childcare. For an electronic application, you need to have at hand your National Identification Number (“My Number”) and a card reader or smartphone that can verify your My Number. For more details, please visit the following website.

◆ Applications for childcare services starting in April 2019:

<http://www.city.kyoto.lg.jp/hagukumi/page/0000242766.html>

◆ One-stop Service for Childcare: <https://app.oss.myna.go.jp/Application/search>



Online application period

● Applications for childcare services starting in April 2019: November 1 to December 28, 2018

● Applications for childcare services starting in or after May 2019:

April 1, 2019 to the application deadline of each month

If you are applying for the use of childcare services, you must undergo an interview at a ward office or branch office after submitting your application. Applicants who wish to use childcare services from April are required to attend an interview. For applications for childcare services starting in other months, please consult your local ward office or branch office.

(2) Application period

The starting day of the childcare service is the first day of each month. Facilities accept the children every month, if there are vacancies. The application deadlines are as follows.

| Month you wish to start using childcare services | Application deadline | Month you wish to start using childcare services | Application deadline |
|--|--------------------------------|--|-----------------------------|
| April 2019 | <u>Note: Please see page 6</u> | October 2019 | Tuesday, September 10, 2019 |
| May 2019 | Wednesday, April 10, 2019 | November 2019 | Thursday, October 10, 2019 |
| June 2019 | Friday, May 10, 2019 | December 2019 | Friday, November 8, 2019 |
| July 2019 | Monday, June 10, 2019 | January 2020 | Tuesday, December 10, 2019 |
| August 2019 | Wednesday, July 10, 2019 | February 2020 | Friday, January 10, 2020 |
| September 2019 | Friday, August 9, 2019 | March 2020 | Monday, February 10, 2020 |

7. Documents required for application

All of the necessary forms can be downloaded from the website for the Comprehensive Childcare Support Group.

Search for “childcare” and “related forms” on the Kyoto City Official Website, or visit the webpage below.

◆ Childcare application forms: <http://www.city.kyoto.lg.jp/hagukumi/page/0000172423.html>

Note: Do not use a pencil or an erasable ballpoint pen to fill in the documents.

(1) Documents required for all applicants

① Application for Approval of Childcare Service and Application for Childcare Service (Form 1 (1) and (2))

② Personal ID Number (My Number) Declaration (Form 1 (3))

Note 1: Applicants who wish to use childcare services starting in April are required to submit their National ID Number (“My Number”) information when attending an interview.

Note 2: For other applications, we will check the My Number Notification Cards of all household members and the form of identification (My Number Card, driver’s license, etc.) of the person who comes to the ward office/branch office to apply for the use of a childcare facility.

③ Application for Approval to Use Childcare Service (Form 2)

④ Documents required to support your application for childcare services

Note 1: If you have more than one reason, you need to submit the necessary documents to support your reason.

Note 2: If the child lives together with grandparent(s) not older than 65 years old on the day you wish to start using the childcare service, you need to submit documents concerning the grandparent(s), which will be used to determine the priority for using childcare services (see [page 6](#)).

[Reasons for requiring childcare services, and documents required for each reason]

| Reasons for requiring childcare | Documents to be attached |
|---------------------------------------|--|
| ① Employment | Employment Certificate (Form 3), Schedule Form (Form 4, for those who work irregular shifts) |
| ② Pregnancy/ childbirth | A copy of Maternity Passbook or birth certificate |
| ③ Sickness/disability | If you do not have a disability certificate, a document that enables us to determine the illness/disability and its degree, such as a copy of a medical certificate, rehabilitation certificate, nursing insurance card, etc.* Schedule Form (Form 4, if your daily life is not limited.) |
| ④ Caring/nursing for family member(s) | If a disability certificate is not available, a document that enables us to determine the necessity of receiving nursing care, such as a copy of a medical certificate, rehabilitation certificate, nursing insurance card, etc.* Schedule Form (Form 4, required) |
| ⑤ Post-disaster restoration work | Disaster certificate |
| ⑥ Job searching | Job Search Form (Form 5) A document that supports your job searching activity (a copy of your Hello Work card, etc.) |
| ⑦ School attendance | School attendance certificate, Schedule Form (Form 4, school time schedule is also accepted) |
| ⑧ Other | Please contact your local ward office or branch office. |

* In principle, those who have a physical disability certificate or mental disability certificate do not need to attach a copy of their certificate; however, you may be required to submit a copy if Kyoto City cannot confirm your disability status.

(2) Documents required for applicants who fall under any of the following cases

- a. The child has a sibling(s) attending a private kindergarten or child welfare facility that does not require a grant approval.
 - Please submit an Application for Reduced Fees for Simultaneous Use of Childcare Services (Siblings) (Form 6).
 - Note 1: For further information on types of facilities, please see (1) B. Facilities of 3. Reduction/exemption of the amount paid by users (childcare fees) of the attached “Guidelines on the Amount Paid by Users (Childcare Fees).”
 - Note 2: When the child’s sibling is going to use the above-mentioned facility, please submit an Application for Reduced Fees for Simultaneous Use of Childcare Services promptly after the sibling has started using the facility.
- b. You are qualified worker at a childcare center, etc. and working (or scheduled to work) as a qualified worker at an approved childcare facility in Kyoto Prefecture.
 - Please submit a copy of the document that proves you are a qualified worker (license of nursery teacher, kindergarten teacher, public health nurse, nurse, national registered dietitian, dietitian, licensed cook, etc.).
 - Note: Please see item 4 on page 12.
- c. You did not have a residence registry in Japan as of January 1, 2018, or you did not have a residence registry in Japan as of January 1, 2019.
 - You will be required to submit documents that show your income when you were living abroad. For more details, please contact your local ward office or branch office.
- d. You do not agree to the collection of your tax information, or you cannot confirm your tax information.
 - Tax information is necessary to calculate the amount to be paid by the user (childcare fees). You are required to submit the inhabitant’s tax certificate for the municipality of your residence for 2018 (the inhabitant’s tax certificate for 2019 required for the calculation of fees for childcare starting in or after September 2019). If you do not agree to the submission of your tax information, your user fee may be calculated provisionally based on the highest tax bracket.
- e. You are an unmarried single parent.
 - For unmarried, single parent households, user fees are calculated based on the individual inhabitant’s tax to which an exemption for a widow/widower is applied. To become eligible for the exemption for a widow/widower, you need to file an application. For more details, contact your local ward office or branch office.

8. Important points for application

- a. Visits to childcare facilities
You are requested to visit and see the childcare facility you wish to have your child attend before filing an application.
- b. Application before the birth of the child
Applications can be accepted before the birth of the child. Please contact your local ward office or branch office in advance and submit the necessary documents by the deadline of the month in which you wish to start using the childcare service. You must conduct the formal application procedures after the birth of your child.
- c. Interviews
Kyoto City conducts interviews with individual applicants to make more detailed adjustments. Failure to attend the interview or failure to correct insufficient documentation would make it difficult to make appropriate adjustments. If you have a specific reason, please contact your local ward office or branch office.
- d. Changes in your situation after application
If there is any change in your situation, such as the circumstances of your household or your reason for requiring the childcare service, or if there is any change in the conditions for judging the child’s priority for the use the childcare service mentioned on page 11 and 12, please contact your local ward office or branch office as soon as possible.

9. Regarding adjustments

(1) Adjustments made when applicants exceed the capacity of the childcare facilities

It may not be possible to have every child be accepted into the desired childcare facility if the number of applicants exceeds their capacity.

In this event, Kyoto City will judge the degree of priority of each child, and make an adjustment to allow children with higher priority to use the service first.

(2) Judgment of priority

Priority is judged by a point calculation system. Of the total of the basic and adjusted points assigned to each parent, the lower score will be used in making the adjustment.

- ◆ Please see pages 11 and 12 for details on the standards on judging the priority level.
- ◆ Judgment will be made based on documents submitted by the deadline date.

(3) Notification of the result of the adjustment

Results of the adjustment will be notified to you on or around the 20th day of the month preceding the month in which you wish to start using the childcare service (early March for applicants who wish to start using the service in April (first adjustment)).

- ◆ Please understand that we cannot answer any inquiries before that time.
- ◆ If you must cancel your use of childcare services, please contact your local ward office or branch office as soon as possible.
- ◆ The valid period for application for childcare services is until March 2020. If there are vacancies during the valid period, children with higher priority will be allowed to use the service first.
- ◆ If your application fails to receive approval (suspension of approval), a notification of suspension of approval will be sent to you only if you have made any change to the contents of your application, except at the time of applying for the use of childcare services.

10. Procedures necessary to start using the childcare services from April 2019

Since there are many applicants who wish to use childcare services from the first day of April, you are requested to file your application by the end of 2018 as far as possible.

(1) The method and period of the application (first adjustment)

| Application period | Place of application |
|---|---|
| November 1 (Thu.) - 30 (Fri.), 2018 | Childcare facility of your first choice |
| * If you cannot meet the above deadline: No later than 5:00 p.m. January 11 (Fri.), 2019 | Ward office or branch office of the area where the childcare facility of your first choice is located (The person responsible for childcare promotion at the Children's Welfare Group) |

- ◆ If you need to submit your application form during the period of interviews (January 7 to 11) due to inevitable reasons, please bring your application form directly to the place where the interviews are conducted.
- ◆ If the facility of your first choice is a childcare facility that is planned to open in April 2019, please submit your application form to the ward office or branch office of the area where that facility is located, on or after November 1, 2018.
- ◆ Applications submitted after the first adjustment will be judged in the second adjustment.
- ◆ If you are pregnant during the application period and are scheduled to give birth before February 3, 2019, you can apply for the first adjustment. Please submit the required documents by the deadline. If you will be giving birth on or after February 4, you will be included in the second adjustment (for applicants who wish to start using the service in May).

Note: If your child needs medical care and you wish to use childcare services for your child in fiscal year 2019, you will need to consult in advance. If you wish to start using childcare services in April, please consult with your local ward office or branch by November 30, 2018.

(2) Interviews

If you are applying for the use of childcare services from April 2018, you must take an interview.

| Location | Period |
|---|------------------------------------|
| Ward office or branch office of the area where the childcare facility of your first choice is located | January 7 (Mon.) - 11 (Fri.), 2019 |

[What to bring]

Your name seal for use with vermilion ink (Self-inking rubber stamps are not accepted.),

Documents not yet submitted (if any),

Your personal identification number (My Number) Declaration

ID (My Number card, driver's license, etc.) of the person attending the interview

Documents that support the national identification numbers of all your household members (My Number notification cards, My Number cards, a certificate of residence that includes their My Number information, etc.)

[Deadline for changing your desired childcare facility or submitting required documents]

No later than January 18 (Fri.), 2019

Note: Any change after the deadline will not be reflected in the results of the first adjustment.

(3) Notification of the adjustment result

◆ Planned to be notified to you by early March.

Note: If you must cancel the use of the childcare service, please contact your local ward office or branch office as soon as possible.

(4) Second adjustment

Applications have not received approval in the first adjustment (suspension of approval) or applications submitted after the first adjustment will be judged in the second adjustment. If you wish to apply for the second adjustment, please submit the necessary documents to your local ward office or branch office before the following deadline.

◆ Second adjustment application period: By March 8 (Fri.)

◆ Notification of second adjustment results: Scheduled for the end of March

11. Important points for the use of childcare services

(1) Procedures after receiving the result of adjustment

a. Preparation for using facilities / orientation session

If you are approved to use a childcare facility, the facility will send you information on what you need to do in preparation for using the facility. Some facilities hold an orientation session. Be sure to check the information sent by the facility.

b. Health check of children under 3 years old

If your child is younger than 3 years old as of April 1, 2019, he/she must receive a health check as specified by Kyoto City. (A health check fee is required.)

c. Gradual entry period

Some children need a gradual entry period after entering a childcare facility. Childcare hours may be set depending on the situation of the individual children.

(2) Parents are kindly requested to care for their children at home on their day off

As a rule, childcare facilities are available for the hours when childcare services are needed. Please try to care for your child at home on days when you do not have work (such as weekends) or when you can leave work early and are able to pick up your child at an earlier time.

(3) Confirmation of childcare service users' situation

After the use of childcare facilities, we will check whether users are in a living/household situation that requires childcare services once a year. Survey targets will receive a notification in around July.

(4) If there is any change in your situation where child care services are required:

Please contact your local ward office or branch office as soon as possible. You may be required to submit an application to make changes.

○ If you no longer have any reasons to require the childcare service, or if your working hours or other conditions change

○ If you start working or quit your job, if it is confirmed that you are pregnant, or if you take or return from childcare leave

○ If you change your address, or if there is any change in your household composition

- If another child in the household starts going to or leaves a kindergarten or child welfare facility that does not require a grant approval*

* See 3 (1) B. Facilities of the attached “Guidelines on the Amount Paid by Users (Childcare Fees)”

[Please note]

- ◆ If you fail to conduct the necessary procedures, you may be asked to pay back all or part of the childcare expenses to Kyoto City.
- ◆ If the child or parents transfer their residence registration to a municipality other than Kyoto City, they will no longer be eligible to use the childcare service.

12. Amount paid by the user (childcare fee)

For details, please see the attached “Guidelines on the Amount Paid by Users (Childcare Fees).”

The amount to be paid (childcare fee) will be notified to you via the childcare facility you use during the first half of the month after you started using the facility. (However, the amount of the childcare fee for April will be notified around the end of April.)

(1) Basis for the calculation of fees

- ◆ The amount of the childcare fee is calculated based on the amount of your household’s inhabitant’s tax (the total amount of municipal inhabitant’s tax (per income levy) of all household members).
- ◆ The amount to be paid (childcare fee) differs depending on the type of childcare facility, the child’s age, the circumstances of the household, etc.

(2) The timing of changing the calculation base year

The amount paid by the user (childcare fee) for April to August*² is calculated using the amount of inhabitant’s tax for the previous year, and the fee for September*² to March is calculated using the amount of inhabitant’s tax for the current year. Accordingly, the amount of the childcare fee may change in the middle of the year.*¹

[Timing of changing the childcare fee’s calculation-base year for FY 2019]

| 2019 | | 2020 |
|---|--|------------------------------|
| April - August * ²) | September* ²) - March | April - August* ² |
| Calculated based on the amount of inhabitant’s tax for FY 2018 (tax amount has been notified in June 2018) | Calculated based on the amount of inhabitant’s tax for FY 2019 (tax amount will be notified in June 2019) | |



*1: The amount to be paid by the user (childcare fee) will be notified at the start of using the facility, and when there are changes to the fees.

*2: The timing of changing the calculation base year of the childcare fee is subject to change.

(3) Reduction in the amount paid by users (childcare fees)

- ◆ If you wish to use childcare services (nursery schools, etc.) for two or more children at the same time, the cost you have to shoulder for the second child will be less than half the base amount, and zero for the third child. There are no income-tested childcare fee limits.
- ◆ For households within a certain income bracket, the childcare fee for the second child will be less than half the base amount, and the third child or later will be free of charge, regardless of simultaneous use of childcare facilities. For single-parent households, measures to alleviate their burden have also been implemented.
- ◆ For unmarried single-parent households, the amount paid for the use of childcare facilities is calculated based on the amount of inhabitant tax to which the tax relief of a widow’s/widower’s exemption is accorded. (Applications required)

Note: The Japanese government is currently planning a program to make child education and childcare services free of charge, which is slated to start in October 2019. Information, as the situation develops, is updated on the Kyoto City official website, etc.

[Reduced amount paid by users (childcare fees) of kindergarten-type centers for early childhood education and care]

- ◆ Nursery schools and centers for early childhood education and care (kindergarten-childcare combined type) in Kyoto City have a more generous standard for nursery teacher allocations compared to the national standard. However, kindergarten-type centers for early childhood education and care will be based on the national standard, and the childcare fees for kindergarten-type centers for early childhood education and care will be reduced compared to those of nursery schools.
- ◆ If the center decides to add nursery school teachers on its own initiative, the center may raise the childcare fee up to a certain level.

13. Diverse childcare services

For more details on childcare services available and facilities, please download the Kyoto Hagukumi App or access the Kyoto City official website.

◆ For diverse childcare services:

<http://www.city.kyoto.lg.jp/hagukumi/page/0000002625.html>



(1) Extended-hours childcare

Childcare services that are shorter or longer than the standard childcare hours of individual facilities are offered: shortened childcare hours (up to eight hours), standard childcare hours (up to 11 hours), and extended childcare hours. For extended-hours childcare, the length and method are determined jointly by the facility and the user. Extra fees must be paid for extended childcare hours.

(2) Night childcare services

To meet demand from users, eight childcare facilities in Kyoto City offer night childcare services (as of October 2018).

(3) Holiday childcare services

For parents who have difficulty taking care of their children on Sundays or holidays due to work or other circumstances, some facilities offer holiday childcare services. (Seven facilities in Kyoto City as of October 2018)

(4) Temporary childcare services by nursery schools and centers for early childhood education and care

Some childcare facilities offer temporary childcare services in order to meet the diverse needs of parents, including varied styles of working, parents' sickness/injury and other emergencies, diversion, and participation in the lay judge system. (56 facilities in Kyoto City as of October 2018)

◆ For temporary childcare services : <http://www.city.kyoto.lg.jp/hagukumi/page/0000054150.html>

(5) Childcare services for sick and recovering children

For parents who cannot take care of a sick child or a child in the convalescent stage at home due to work or other circumstances, temporary childcare services are offered at facilities attached to medical institutions. (Six facilities in Kyoto as of October 2018)

◆ For childcare services for sick/recovering children:

<http://www.city.kyoto.lg.jp/hagukumi/page/0000098235.html>

(6) Childcare services at kindergartens

Many public and private kindergartens in Kyoto City offer extended-hours childcare or childcare services during long holiday periods. There are many working parents who wish to send their children to kindergartens, or who are looking for childcare services other than nursery schools or small-scale childcare facilities. In order to meet these parents' needs, there are many kindergartens in Kyoto City that offer various types of childcare services.

◆ List of private kindergartens: <http://www.city.kyoto.lg.jp/hagukumi/page/0000173630.html>

◆ Childcare services at public kindergartens:

<http://www.city.kyoto.lg.jp/kyoiku/page/0000200452.html>

14. Application to kindergartens and centers for early childhood education and care (kindergarten section)

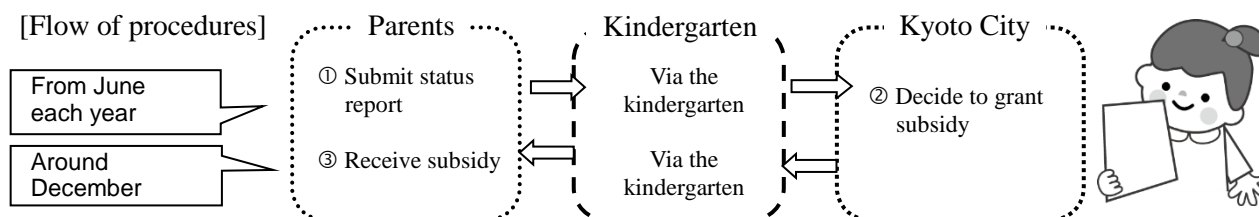
If you wish to apply to a kindergarten or a center for early childhood education and care (kindergarten section), please contact the facility directly for information on application methods. If you require approval to use the facility, please acquire the relevant information booklets and forms distributed at the facility or at the ward office or branch office, and submit the completed forms to the facility.

| Facility | Application | Approval | Childcare fees | Entrance fee support |
|--|---------------------------------------|--------------|-----------------------------|----------------------|
| Public kindergartens, Centers for early childhood education and care (kindergarten section), Kindergartens receiving facility benefits (Takakura Kindergarten) | Application directly to each facility | Required | Determined by Kyoto City | Not eligible |
| Private kindergartens not receiving facility benefits | | Not required | Determined by each facility | Eligible |

[Private Kindergarten Entrance Fee Support]

In order to alleviate the financial burden on parents who wish to send their children to private kindergartens (excluding kindergartens receiving facility benefits (Takakura Kindergarten)), Kyoto City grants benefits to cover part of the entrance fee and childcare fees. This benefit will be paid by Kyoto City to parents via the kindergartens, after the parent pays the childcare fee to the kindergarten. The amount of the fee support will be decided in accordance with the amount of inhabitant's tax (per income levy) of all household members.

[Flow of procedures]



[The maximum amount of the support benefit for 2018] Note: The amount may be changed in 2019.

| Type | Household eligible for the support benefit | ☆ How many children go to kindergarten? | | |
|------|--|---|-------------|-------------|
| | | 1st child | 2nd child | 3rd child |
| A | Household receiving welfare benefits | 308,000 yen | 308,000 yen | 308,000 yen |
| B | Household exempted from inhabitants tax for 2018 | 272,000 yen | 308,000 yen | |
| C | Household with the following amount of inhabitants' tax (per income levy) for 2018 (for families with two children under 16 years old) | 1 - 77,100 yen | 187,200 yen | |
| D | | 77,101 - 180,600 yen | 62,200 yen | |
| E | | 180,601 - 211,200 yen | 62,200 yen | |
| F | | 211,201 yen - | 25,000 yen | |

- ☆ For Type D, E, and F, please count the number of children who are in the 3rd grade of elementary school or younger. For Type A, B, and C, please count the number of children regardless of age.
- * If your household is Type B or C, and you are a single-parent household or have a household member with disability, the amount of support benefit will increase.
- * The amount of support benefit may increase depending on the age of your children. Moreover, if you have a child in the 4th grade of elementary school or above in the household, and if the child applying for childcare services is the 3rd or subsequent child counting from that child in the 4th grade or above, the amount of the support benefit is 308,000 yen (except in the case of Type F).
- For more information about private kindergarten entrance fee support, please contact Kyoto Itsudemo Call (Phone: 075-661-3755, Fax: 075-661-5855)

15. Judgment of the priority for using childcare services in Kyoto City

Of the total of the basic and adjusted points assigned to each parent, the lower score will be used as the number of points pertaining to the applying child. We request childcare facilities to accept children in the order of those with a higher total number of points.

E.g.) [Father: 40 working hours = 40 points] [Mother: 35 working hours + 30 min. for commuting = 36 points] In this case, 36 points are given to the child.

◆ Basic Points...Choose one of the following reasons.

| Reason why childcare service is required | Criteria | Basic points |
|--|---|--------------|
| Working *1, 2 | Working for 40 hours or longer per week | 40 |
| | Working for 35-40 hours per week | 35 |
| | Working for 30-35 hours per week | 30 |
| | Working for 25-30 hours per week | 25 |
| | Working for 20-25 hours per week | 20 |
| | Engaging in piecwork at home | 20 |
| | Working (for hours shorter than the above) | 15 |
| Caring and nursing | Caring for or nursing a family member with Care level 3 or higher or Disability support level 4 or higher | 35 |
| | Caring for or nursing a family member with Support level 2, Care level 1 or 2, or Disability Support level 2 or 3 | 20 |
| | Caring for or nursing a family member with a Class 1 or 2 Disability Certificate | 35 |
| | Caring for or nursing a family member with a Class 3 Disability Certificate | 20 |
| | Caring for or nursing a family member with a Class A Rehabilitation Certificate | 35 |
| | Caring for or nursing a family member with a Class B Rehabilitation Certificate | 20 |
| | Caring for or nursing a family member with a Class 1 Health and Welfare Certificate of Person with Mental Disorder | 35 |
| | Caring for or nursing a family member with a Class 2 Health and Welfare Certificate of Person with Mental Disorder | 20 |
| Caring for or nursing a family member (who does not meet the above criteria) | 10 | |
| Disaster | Working on post-disaster restoration work | 40 |
| Education, Vocational training | Attending a school established in accordance with the School Education Law, a specialized training college, other types of schools, or public vocational training facilities for longer than 40 hours per week. | 40 |
| | Attending a school established in accordance with the School Education Law, a specialized training college, other types of schools, or public vocational training facilities for 35-40 hours per week. | 35 |
| | Attending a school established in accordance with the School Education Law, a specialized training college, other types of schools, or public vocational training facilities for 30-35 hours per week. | 30 |
| | Attending a school established in accordance with the School Education Law, a specialized training college, other types of schools, or public vocational training facilities for 25-30 hours per week. | 25 |
| | Attending a school established in accordance with the School Education Law, a specialized training college, other types of schools, or public vocational training facilities for 20-25 hours per week. | 20 |
| | Attending a school (Not applicable to any of the above) | 15 |
| Job searching | Job searching | 5 |
| Pregnancy | Pregnant or shortly after childbirth (within 2 months in principle) | 15 |
| Sickness, etc. | Hospitalized or requires similar degree of treatment or rest | 40 |
| | Admitted to a nursing institution or institution for people with disability | 40 |
| | Bedridden | 40 |
| | Designated as Care level 3 or higher, or Disability support level 4 or higher | 40 |
| | Designated as Support level 2, Care level 1 or 2, or Disability support 2 or 3 | 35 |
| | Designated as Support level 1 or Disability support level 1 | 25 |
| | Having a Class 1 or 2 Disability Certificate | 40 |
| | Having a Class 3 Disability Certificate | 35 |
| | Having a Class 4 Disability Certificate | 25 |
| | Having a class 5 or 6 Disability Certificate | 20 |
| | Having a Class A Rehabilitation Certificate | 40 |
| | Having a Class B Rehabilitation Certificate | 35 |
| | Having a Class 1 Health and Welfare Certificate of Person with Mental Disorder | 40 |
| | Having a Class 2 Health and Welfare Certificate of Person with Mental Disorder | 35 |
| Having a Class 3 Health and Welfare Certificate of Person with Mental Disorder | 25 | |
| Difficult to look after children due to sickness, injury, or disability (without meeting the above criteria) | 15 | |
| Other | Other reasons in the opinion of the Mayor of Kyoto City that prevent the parent(s) from giving adequate childcare considering the conditions of the child, or their parent(s) or family | *3 |

*1: Working hours include rest breaks.

*2: For parents who are planning to work under a shortened working hour program, points are calculated based on working hours after the use of the program. However, if the shortened working hour period ends during the year the parent wishes to start using the facility, points are calculated based on his/her working hours before the use of a shortened working hour program.

*3: Determined by the Mayor of Kyoto City.

◆ Adjustment points...Add all applicable points

| No. | Item | Description | Adjustment points | ☆ | Remarks |
|-----|--|--|-------------------|---|--|
| 1 | Parents' employment situation | Commuting time to the workplace/school is 30 minutes or longer (one way). | 1 | ☆ | Adjustment points are added only when the reason for requiring the childcare service is "work" or "school attendance/vocational training." It is not possible to use both items 1 and 2. If the Mayor of Kyoto City objectively decides that it is possible to commute in a shorter time, the adjustment points may not be added. This rule also applies to item 2. |
| | | Commuting time to the workplace/school is 1 hour or longer (one way). | 3 | ☆ | Adjustment points are added only when the reason for requiring the childcare service is "work" or "school attendance/vocational training." It is not possible to use both items 1 and 2. |
| | | Planned employment (including the case where the employment certificate does not certify any working hours in the last three months due to reasons other than childcare leave, etc.) | -5 | ☆ | Not eligible when item 4 applies. |
| | | Either parent works or plans to work as a qualified worker including a nursery teacher in a certified childcare facility in Kyoto Prefecture. | 10 | | Qualified worker: nursery teacher, public health nurse, nurse, assistant nurse, national registered dietitian, dietitian, licensed cook, kindergarten teacher, elementary school teacher, special needs school teacher. Not eligible for item 3. Note: Kindergarten, elementary school, and special needs school teachers are only eligible if they work at a nursery school or a center of early childhood education and care. |
| | | Family employee(s) (in the case where the child's parent is hired by his/her spouse or relative within the third degree of kinship and where the parent is deemed eligible for exemption for dependent or exemption for spouse based on his/her income and tax records, etc.) (A prospective family employee is also included.) | -5 | ☆ | Except when the reason for requiring the childcare service is "work." |
| 6 | Mental and physical condition of parent(s) | Either parent meets one of the following criteria: Support level 1-2, Care level 1-2, Disability level 1-3, Class 3 or lower Disability Certificate, Class 3 Health and Welfare Certificate of Person with Mental Disorder. | 2 | | Except when the reason for requiring the childcare service is "sickness, etc." It is not possible to use both items 6 and 7. |
| | | Either parent meets one of the following criteria: Care level 3-5, Disability level 4-6, Class 1-2 Disability Certificate, Rehabilitation Certificate, Class 1-2 Health and Welfare Certificate of Person with Mental Disorder. | 4 | | Except when the reason for requiring the childcare service is "sickness, etc." It is not possible to use both items 6 and 7. |
| | | Has two or more of the following: Disability Certificate, Health and Welfare Certificate of Person with Mental Disorder or Rehabilitation Certificate. | 2 | | Except when the reason for requiring the childcare service is "sickness, etc." |
| 9 | Situation of caring for family member(s) | A family member who requires care regularly uses daycare services on three or more weekdays, or a short-term stay service for more than 7 days per month. | -2 | | Adjustment points are added only when the reason requiring the childcare service is "care/nursing." |
| 10 | Household situation | There are 3 or more children who are elementary school students or younger. | 1 | | It is not possible to use both items 10 and 11. |
| | | There are 3 or more pre-school children. | 2 | | It is not possible to use both items 10 and 11. |
| | | Either parent lives separately due to his/her work, caring/nursing, school attendance/vocational training, or post-disaster restoration work (including temporary dispatch without accompanying family). | 3 | | |
| | | Either parent works on night shift 4 times or more a month. | 2 | ☆ | |
| | | Either parent works for 30 hours or longer per week. | 2 | ☆ | Except when the reason for requiring the childcare service is "work" or "school attendance/vocational training." It is not possible to use both items 14 and 15. |
| | | Either parent works up to 30 hours per week. | 1 | ☆ | Except when the reason for requiring the childcare service is "work" or "school attendance/vocational training." It is not possible to use both items 14 and 15. |
| | | A household member other than the child and parent(s) meets one of the following criteria: Support level 1-2, Care level 1-2, Disability support level 1-3, Class 3 or lower Disability Certificate, Class 3 Health and Welfare Certificate of Person with Mental Disorder. | 1 | | Except when the reason for requiring the childcare service is "caring/nursing." It is not possible to use item 16 together with 17 or 18. |
| | | A household member other than the child and parent(s) meets one of the following criteria: Care level 3-5, Disability support level 4-6, Class 1-2 Disability Certificate, Rehabilitation Certificate, Class 1-2 Health and Welfare Certificate of Person with Mental Disorder. | 2 | | Except when the reason for requiring the childcare service is "caring/nursing." It is not possible to use item 17 together with 16 or 18. |
| | | Two or more household members other than the child and parent(s) fall under item 16 or 17. | 2 | | Except when the reason for requiring the childcare service is "caring/nursing." It is not possible to use item 18 together with 16 or 17. |
| | | Single-parent household | 5 | | It is not possible to use both items 19 and 20. |
| 20 | | The household meets one of the following criteria: a household receiving welfare benefit (only when the Mayor of Kyoto City decides that the parents can become independent by finding job or receiving vocational training), or a household whose main earner is unemployed and in search of a job. | 4 | | It is not possible to use both items 19 and 20. |
| 21 | Situation of the child | Children born of multiple birth | 3 | | |
| | | The child meets one of the following criteria: Class 3 or lower Disability Certificate, Class B Rehabilitation Certificate, Class 2-3 Health and Welfare Certificate of Person with Mental Disorder. | 2 | | It is not possible to use both items 22 and 23. |
| | | The child meets one of the following criteria: the child is approved to receive any welfare service or daycare support for children with disabilities, or has a Class 1-2 Disability Certificate, Class A Rehabilitation Certificate, or Class 1 Health and Welfare Certificate of Person with Mental Disorder. | 5 | | It is not possible to use both items 22 and 23. |
| | | The parent(s) hope(s) to move the child from a childcare center, certified center for early childhood education and care (kindergarten-childcare combined type), or community childcare facility to another facility. | -5 | | Except when the reason for wishing to change facility is due to relocation, or to use the same childcare facility as your other children. |
| | | The child's sibling is already using the facility, and the parent(s) hope(s) to use the same facility as that of their sibling, or the parent(s) has/have applied for the same childcare facility for two or more children. | 5 | | • If there are two or more children with the same number of points, an additional 1 point may be added to children that meet this item. • It is not possible to use both items 25 and 31. |
| 26 | Alternative childcare | The child is looked after by a relative (other than grandparents) who are younger than 65 years old. | -1 | | It is not possible to use both items 26 and 27. |
| | | The child lives together with grandparent(s) younger than 65 years old who can look after him/her (including the case where the grandparent(s) is/are currently looking after him/her). | -1 | | It is not possible to use both items 26 and 27. |
| | | The child is looked after at the workplace. | -2 | | |
| | | The parent is applying for the use of the childcare service in order to return to work after the childcare leave period. The childcare leave system of the workplace rules that the childcare leave period ends during the year the parent wishes to start using the facility, and the extended childcare leave period (if available) will also end during the first year. | 2 | | Applied only when certified by the Employment Certificate. Item 30 applies if the date when the childcare leave ends falls on March 31 of the year when you wish to begin using childcare services. |
| 30 | | The parent is applying for the use of the childcare service in order to return to work after the childcare leave period (except in the case provided for in item 29). The childcare leave system of the workplace allows the parent to extend the childcare leave to the next year or even later. | 1 | | Applied only when certified by the Employment Certificate. |
| 31 | Transfer from a small-sized childcare facility | A small-sized childcare facility has a facility that accepts 3-year-old children (a nursery school or certified centers for early childhood education and care), and the parent chooses this facility as the first choice for a child turning 3 years old. | 10 | | 10 points are added to the facility of the first choice only, but no points are added to other facilities. |
| 32 | Application status | There are two or more applicants with the lowest possible number of points to use the facility and this applicant chooses this facility as his/her first choice. | 1 | | 1 point is added to the facility of the first choice only, but no points are added to other facilities. |
| 33 | | When the Mayor of Kyoto City decides that the adjustment is necessary. | | | |

☆... Adjustment is made only when the household member whose conditions are used to judge the basic points meets these criteria.

Of the total of the basic and adjusted points assigned to each parent, the lower score will be used as the number of points pertaining to the applying child. We request childcare facilities to accept children in the order of those with a higher total number of points.

Contact information

Please contact the person responsible for childcare promotion at the Children's Welfare Group in the Public Health Center of your local Ward Offices/Branch Offices (Welfare Manager of Keihoku Branch Office in the Keihoku Area)

| Ward office or branch office | Address | Telephone | FAX |
|--|--|-----------|----------|
| Kita Ward Office | 56 Murasakino Nishigosho Dencho, Kita-ku | 432-1284 | 451-0611 |
| Kamigyo Ward Office | 285 Imadegawa-dori Muromachi Nishiiru Horidashi-cho, Kamigyo-ku | 441-5119 | 432-2025 |
| Sakyo Ward Office | 7-2 Matsugasaki Donoue-cho, Sakyo-ku | 702-1114 | 791-9616 |
| Nakagyo Ward Office | 521 Nishihorikawa-dori Oike-sagaru, Nishi-sanbo Horikawa-cho, Nakagyo-ku | 812-2543 | 822-7151 |
| Higashiyama Ward Office | 130-6 Kiyomizu 5-chome, Higashiyama-ku | 561-9350 | 531-2869 |
| Yamashina Ward Office | 14-2 Nagitsuji Ikejiri-cho, Yamashina-ku | 592-3247 | 501-6831 |
| Shimogyo Ward Office | 608-8 Nishinotoin-dori Shiokoji-agaru, Higashishiokoji-cho, Shimogyo-ku | 371-7218 | 351-9028 |
| Minami Ward Office | 1-2 Nishikujo Nanden-cho, Minami-ku | 681-3281 | 691-1397 |
| Ukyo Ward Office | 12 Uzumasa Shimokeibu-cho, Ukyo-ku | 861-1437 | 861-4678 |
| Keihoku Branch Office, Ukyo Ward Office | 1-1 Keihoku Shuzan-cho Kamiterada, Ukyo-ku | 852-1815 | 852-1814 |
| Nishikyo Ward Office | 1-2 Katsuraushitora-cho, Nishikyo-ku (Public Health Center Annex) | 381-7665 | 392-6052 |
| Rakusai Branch Office | 2-1-2 Oharano Higashisakaidani-cho, Nishikyo-ku | 332-9195 | 332-8186 |
| Fushimi Ward Office | 39-2 Takajo-cho, Fushimi-ku | 611-2391 | 611-1166 |
| Fukakusa Branch Office | 93-1 Fukakusa Mukaihata-cho, Fushimi-ku | 642-3564 | 641-7326 |
| Daigo Branch Office | 28 Daigo Okamae-cho, Fushimi-ku | 571-6392 | 571-2973 |

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This is a free app with which you can conveniently access various information on initiatives that support childcare, such as childcare-related events held in Kyoto City.

Download the Kyoto Hagukumi App here
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Kyoto City Children and Youth Hagukumi Website
<http://www.kyoto-kosodate.jp/>



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