

## **Application (request) for the provision of the subsidy related to making early childhood education and childcare fees free of charge**

For a person who received the Certification of the Subsidy for Early Childhood Education and Childcare Fees (Certification for New Subsidy No. 1 - New Subsidy No.3) (hereinafter “New Certification”) to receive the subsidy related to making early childhood education and childcare fees free of charge (which means the repayment of daycare fees and usage fees and which is called “usage fees of target institutions”), he/she is required to apply (make a request) for the payment of usage fees of target institutions. The manner of making this application is as follows:

### **1. Targets**

Persons who received the New Certification and who use one of the target institutions and programs listed in the table below.

<Target institutions and programs according to the types of certification>

| Types of certification   | Target institutions and programs   |
|--|--|
| Certification for New Subsidy No. 1  | ① Kindergartens (excluding kindergartens that have been shifted to be under the new system)  |
| Certification for New Subsidy No. 2<br>Certification for New Subsidy No. 3 | ① Kindergartens (excluding kindergartens that have been shifted to be under the new system), ② After-hours childcare, ③ Non-licensed daycare institutions, ④ Temporary Daycare Program, ⑤ Sick Child Care Program, ⑥ Support Program for Child-rearing Assistance Activities<br>* Applicants whose children go to a kindergarten or a certified Center for Early Childhood Education and Care (ECEC) (education part) are covered by the subsidy for the use of one of the programs above from ③ to ⑥ only when their institution’s after-hours childcare does not meet the nationally defined standards. Confirm with the institution whether its after-hours childcare meet the standards. |

\* For applicants (guardians) whose children go to a kindergarten or a certified Center for Early Childhood Education and Care (ECEC) (education part), if their institutions make proxy applications for the provision related to ① kindergartens and ② after-hours childcare, it is unnecessary for these guardians to make applications for the provision related to ① kindergartens and ② after-hours childcare. (Please confirm with your child’s institution whether it has made a proxy application.)

\* With regard to ② After-hours childcare for those who receive the certification for New Subsidy No. 2 and whose children go to a Kyoto City kindergarten, as the usage fee that was calculated by deducting the amount equivalent to the usage fee of the target institution is set from the beginning, they are not required to make an application for the provision of the Subsidy.

### **2. Required documents**

Documents listed in (1) to (3) are required.

Since documents (2) and (3) are to be prepared by the institution or program office that you used, when you use it, notify them that you are receiving the New Certification, and request that the target institution or program office prepare these documents (in that case, please provide your certification number, which appears on the notice of the decision of your Certification of the Subsidy for Early Childhood Education and Childcare Fees issued by the Kyoto City Office for the institution or program office). Also, please confirm that there is no error in the contents of the entry on the notice of the decision when it is issued by the target institution or program office.

(1) Application form (written request) for usage fees of target institutions

The application form can be downloaded from the Kyoto City Office’s official website (Kyoto-shi Johokan) as indicated on the reverse side and is distributed at the Child-Rearing Support Office, Health & Welfare Center of the Ward Office/Branch Office.

Since the types of application forms are divided into “for users of kindergartens and certified Centers for Early Childhood Education and Care (ECEC)” and “for users of non-licensed daycare institutions, etc. (for

those who use only one of the programs from ③ – ⑥ of 1. Targets above),” please fill out the application form using “4. Entry details of the application form for usage fees of target institutions” on the reverse side as a reference, and submit it with your seal or signature.

(2) Specific Child and Child-rearing Support Provision Certificate

Attach the original of your Provision Certificates (prepared in a form prescribed by the Kyoto City Office) issued by the institution(s) and/or program office(s) that you used.

(3) Receipts related to the provision of the Specific Child and Child-rearing Support

Attach originals of receipts (showing the breakdown of fees which are targets for making early childhood education and childcare free of charge (Specific Child and Child-rearing Support usage fees) and fees which are not (specific fees)) issued by the institution(s) and/or program office(s) that you used.

\* If you use the Support Program for Child-rearing Assistance Activities (Family Support Program), attach “reports on assistance activities (receipts of request member)” instead of above documents (2)(3).

### **3. Utilization of the input form for the application form for usage fees of target institutions**

Because of the complication of the upper limit setting of the application amount for usage fees of target institutions, the Kyoto City Office has prepared an “input form for the application form for usage fees of target institutions” (hereinafter “Input Form”) and posted it on the Kyoto City Office’s official website (Kyoto-shi Johokan) with its address appearing on the reverse side. We recommend that you utilize the Input Form for the preparation of an application form because it is easier to prepare an application form than manually preparing it.

**<Where to find the application form for usage fees of target institutions & Input Form on the official website>**

京都市情報館 (Kyoto-shi Johokan) ⇒ 健康・福祉・教育 (Health, Welfare, Education)

⇒ 子ども子育て支援・少子化対策 (Child & Child-rearing Support and Measures for Declining Birthrate)

⇒ 幼児教育・保育の無償化 (Making Early Childhood Education and Childcare Free of Charge)

⇒ 保護者の方へ (To Guardians)

⇒ 申請様式 (Application Style)

⇒ 施設等利用費の支給申請について (Application for the provision of usage fees of target institutions)

URL: <https://www.city.kyoto.lg.jp/hagukumi/page/0000258661.html> (in Japanese)



Depending on the certification details and use results, some cases cannot be dealt with even through the Input Form. When the contents of your application have an error or any other problems, the Centralization Office will contact you. In that case, you are required to correct your application form accordingly and re-submit it. If you have any questions about input details, please contact the Centralization Office.

### **4. Entry details of the application form for usage fees of target institutions** \* Also see the entry example.

(1) Guardian for the Certification of Subsidy for Early Childhood Education and Childcare Fees (applicant)

Enter the information of the guardian appearing on the Notification of the Certification (of Residence Registration Change) for the Subsidy for Early Childhood Education and Childcare Fees. Please note that a person other than the guardian appearing on the notification cannot make an application.

(2) Target child for the certification

Enter the information of the target child for the Certification of the Subsidy for Early Childhood Education and Childcare Fees. The certification number is on the Notification of the Certification (of Residence Registration Change) for the Subsidy for Early Childhood Education and Childcare Fees.

(3) Application details for usage fees of target institutions

- Post the contents of the Specific Child and Child-rearing Support Provision Certificate issued by the institution, etc. that you used “monthly” and “according to institutions / program offices.”

- For the applied amount, enter the lower amount when comparing the upper limit of the provision calculated based on the separate sheet “Idea of the Upper Limit of the Provision Related to Usage Fees of Target Institutions” and the total amount of the usage & daycare fees.

## **5. How to submit**

Submit your application form by mail to “Kyoto City Centralization Office for Charge-free Early Childhood Education and Childcare,” which will appear in Item 7.

If it is difficult to submit your application form by mail, bring it to the “Child-Rearing Support Office of the Ward Office/Branch Office of the Health and Welfare Center” in your local area.

- \* When the contents of your application have an error or any other problems, the Centralization Office will contact you. In that case, you are required to correct your application form accordingly and re-submit it.

## **6. Application deadline & month of payment** \* To be paid once per quarter (three months)

|           | Month of use       | Application deadline | Month of payment |
|-----------|--------------------|----------------------|------------------|
| 1st round | April - June       | July 15              | September        |
| 2nd round | July - September   | October 15           | December         |
| 3rd round | October - December | January 15           | March            |
| 4th round | January - March    | April 15             | June             |

- \* When the application deadline is on a holiday (Saturday, Sunday, or national holiday) of the Centralization Office, the Application deadline is the day after the holiday.

- \* Even when you submit your application form by the application deadline, if it needs to be corrected or re-submitted, the provision of the Subsidy may be postponed to the following round. As we send notifications of decision separately to applicants who were certified as recipients, if you receive one, please confirm it.

- \* For the amount of the Subsidy for a month for which you could not apply for the provision because you could not acquire required documents by the application deadline in relation to the date of payment of daycare fees, etc., please make an application for the next round or a later round.

- \* Note that your right to apply for the provision of usage fees of target institutions will expire two years after the 1st day of the month after you used the institution or program office.