

# Application Guidelines for Childcare Services in 2024

October 2023

Child-rearing Support Office  
Public Health & Welfare Center of Kyoto City Ward Offices/Branch Offices  
Kyoto City Children and Youth Support Bureau

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

## <Attention!! >

- Applications for April 2024 childcare facility enrollment (**the first adjustment**) **must reach us no later than Friday, November 17 without fail.**
- **Applications arriving during the interview period or on or after Saturday, November 18 will not be assessed in the first adjustment, but in the second or subsequent adjustment, the result of which will be notified to you in or after the end of February.**

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\* For contact information, please see the back of this pamphlet.



京都市  
CITY OF KYOTO

# 1. Types of childcare facilities

## (1) Childcare centers:

Childcare centers offer childcare services for children between 0-5 years old during daytime. Some childcare centers offer extended hours of services.

## (2) Childcare services offered by certified centers for preschool education and childcare (kindergarten-childcare combined type, childcare center type, kindergarten type):

Centers for preschool education and childcare are facilities that combine the functions of kindergartens and childcare centers. They offer childcare services for children between 0-5 years old during daytime. Some centers offer extended hours of services.

To apply for a kindergarten service of the center, please apply directly to the center in the manner specified by each facility.

## (3) Community-based daycare facilities

### a. Small-scale childcare facility:

It offers daycare services for children between 0-2 years old up to a maximum of 19 children.

### b. Home-based childcare facility:

It is a small-scale facility that offers childcare services for children between 0-2 years old up to a maximum of 5 children.

### c. Corporate childcare facility:

It is a childcare facility that offers 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 p. 10 for further information.

# 2. Outline of qualification for receiving grants for preschool education and childcare services

## (1) Qualification for receiving grants for preschool education and childcare services

You need to obtain a qualification for receiving grants for preschool education and childcare services in order to show that you are eligible to receive childcare services for your child. You can apply for receiving the qualification when you apply for a childcare facility.

## (2) Qualification types

Qualification types are as described below, and an available childcare facility varies according to the following types.

Qualification types	Hours of Childcare	From morning to early afternoon (standard childcare 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 qualified as Type 1	Facilities for those qualified as Type 2 or Type 3
Kindergartens or centers for preschool education and childcare (kindergarten section)	Childcare centers, centers for preschool education and childcare (childcare section), or community-based childcare facilities (Type 3 only)

\* There is no need to apply for changing 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 use childcare facilities in Kyoto City.

##### a. The child and the parents who have registered their residence in Kyoto City.

\* If you are planning to move to Kyoto City before the first day of attending a childcare facility or if you are temporarily living at your parents' place in Kyoto City to give birth, you may also apply for childcare services.

##### b. Both parents must fulfill at least one of the following criteria.

Reasons for requiring childcare service	Criteria
(1) Work *1	Parent(s) regularly work(s) for 48 hours or longer per month.
(2) Pregnancy/childbirth *2	A parent is pregnant, or the last day of the month that includes the day following the day on which eight weeks have elapsed since the expected or actual delivery date has not yet passed.
(3) Disease/disability	Parent(s) suffer(s) from disease or injuries or is mentally or physically disabled.
(4) Caring for/nursing family member(s) living together or hospitalized for a long time	Parent(s) is/are constantly caring for /nursing family member(s).
(5) Working on post-disaster restoration work	Parent(s) is/are working on post-disaster restoration work.
(6) Job searching	Parent(s) is/are continuously searching for a job.
(7) Attending a school	<ul style="list-style-type: none"> <li>Parent(s) is/are enrolled at a school governed by the School Education Law.</li> <li>Parent(s) is/are enrolled on a vocational training course provided in accordance with the Human Resources Development Promotion Law.</li> </ul>
(8) Other	Parent(s) require(s) childcare services for reasons equivalent to those mentioned above.

**\*1 Working hours:**

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

**\*2 If you will give birth and take childcare leave after you start using childcare services:**

If a mother gives birth after having started using the childcare service and she takes childcare leave after childbirth, she can continue using the childcare service for her older child by submitting an application for changing 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. During the childcare leave, you cannot apply for childcare services for the reason of "work" except the case that you are planning to return to work in the same month you start using the service. However, for a child who will graduate from a small-scale childcare facility, etc. due to reaching graduation age, you can apply for childcare services only at the time of his/her graduation, even if you are on childcare leave.

### 4. Childcare service hours

Childcare service hours have three categories: shortened childcare hours, standard childcare hours, and extended childcare hours.

Each childcare service hours may differ depending on each childcare facility. For the childcare service hours of each facility, please see the "list of childcare facilities."

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

Note: The fee (childcare service fee) differs depending on the hours you use the service. If you use the childcare service for the extended hours, you are required to pay additional fees set by each facility. Such fees for extended childcare hours will also apply to children aged three or older, since the childcare service for the extended hours is not covered by the Free Preschool Education and Childcare Service Program.

## 5. Required childcare service hours and valid period according to the qualification

The qualification for receiving grants for preschool education and childcare services defines childcare service hours and period according to the reasons why you need to use the service. You can continue using the facility if you renew the application before the end of qualified period of service and you are confirmed to be still eligible for using the service based on the reasons.

Reasons for requiring childcare services	Required childcare service hours (per day)		Qualified period (Excluding a change from Type 3 to Type 2)
	Shortened hours	Standard hours	
(1) Work (including employment offer)	●	●	Until the child enters an elementary school
(2) Pregnancy/childbirth	*1	●	A parent is pregnant, or the last day of the month that includes the day following the day on which eight weeks have elapsed since the expected or actual delivery date has not yet passed.
(3) Disease/disability of parent(s)	●	●	Until the child enters an elementary school
(4) Caring for / nursing 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) Attending a school (including job training at a vocational training school)	●	●	Until the end of the month of graduation (course completion)
(8) Required to continue using daycare services during having childcare leave	●	—	Period approved by Kyoto City
(9) Other reasons equivalent to the above mentioned permitted by the municipality	●	●	

Note 1: If your reason for requiring childcare services is (2) or (5), in principle, you will be eligible for the standard childcare service hours. However, if you wish, you may apply for the shortened childcare service hours.

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

Note 3: The approved period for Type 3 is valid up to the day before the child reaches 3 years old. However, no applications are necessary for changing Type 3 to Type 2.

## 6. Application method and period (For application procedures for childcare facility enrollment in April 2024, see page 8.)

### (1) Application method

Please submit the required documents described in Section 7 "Documents required for application" to the persons responsible for childcare promotion at the Child-rearing Support Office at Public Health Center of your local Ward Office or Branch Office. If you live in the Keihoku Area, please submit those documents to Health and Welfare Section 1 of Keihoku Branch Office.

We also accept electronic applications through the Childcare One-stop Service.

For an electronic application, you need your Individual Number Card and a card reader or a smartphone that can verify your card. For more details, please visit the following website:

◆ Applications for childcare services for FY2024:

<https://www.city.kyoto.lg.jp/hagukumi/page/0000274712.html>

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



Online application period

● Applications for childcare services starting in April 2024: from October 3 to November 17, 2023

● Applications for childcare services starting in/after May 2024: from April 1, 2024 to the application deadline of each month

Following the submission of your application, staff of your local ward office/branch office will ask you about your circumstances when necessary.

[Acceptance of applications by post]

Kyoto City accepts the submission of application documents by post for the time being. If you opt to submit them by post, please note the following points:

- Before posting your application, please notify the Child-rearing Support Office in your local ward office/branch office by phone.
- Put your application documents in a (commercially available) envelope along with the designated envelope for submission to Kyoto City with your checkmarks on the required items. (We will use this designated envelope to verify your submission of the required documents.)
- Upon receipt of your submission, we may call you to ask about the entries in your documents or ask for submission of missing documents by post, if any. Therefore, please enter your daytime telephone number(s) without fail.

For more information, please visit the following website:

◆ <https://www.city.kyoto.lg.jp/hagakumi/page/0000269255.html>



## (2) Application period

You can start using the childcare service on the first day of each month. Facilities accept 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 2024	Note: Please see <a href="#">page 8</a>	October 2024	September 10 (Tue.), 2024
May 2024	April 10(Wed.), 2024	November 2024	October 10 (Thu.), 2024
June 2024	May 10 (Fri.), 2024	December 2024	November 8 (Fri.), 2024
July 2024	June 10 (Mon.), 2024	January 2025	December 10 (Tue.), 2024
August 2024	July 10 (Wed.), 2024	February 2025	January 10 (Fri.), 2025
September 2024	August 9( Fri.), 2024	March 2025	February 10 (Mon.), 2025

## 7. Documents required for application

All necessary forms are available on the website of Childcare and Kindergarten General Support Office. Please download from the website.

◆ Childcare application forms:

<http://www.city.kyoto.lg.jp/hagakumi/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 **Qualification for receiving grants for preschool education and childcare services Application Form and Application for Childcare Service (Form 1 (1) and (2))**

② **Individual Number (My Number) Declaration (Form 1 (3))**

Note: We will check documents that verify Individual Numbers of all of your household members (such as Individual Number Cards) and a document of identification of the person bringing your application documents (such as a Japanese driver's license) upon his/her arrival at the relevant counter in your local ward office/branch office. (In the case of application by post or through a childcare facility, please enclose a copy each of such documents.) In cases where documents verifying Individual Numbers have not been submitted, the ward office/branch office may verify your Individual Numbers on its end.

③ **Reasons for applying for the childcare services (Form 2)**

④ **Checklist on the application for childcare services**

⑤ **Documents to prove the reasons**

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

Note 2: If you live with your parent(s) not older than 65 years old on the day you wish to start using the daycare service, you need to submit documents concerning them, 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 services	Necessary documents to be attached
① Work	-Employment Certificate (Form 3) -Schedule Form (Form 4) for those who work in irregular shifts * If you are self-employed, submission of a document(s) that objectively identifies the business content, such as the notification of opening a business, your operating license, or a copy of your tax return, may be required.
② Pregnancy/childbirth	A copy of a Maternal and Child Health Handbook (cover page and a page showing the expected delivery date) or a birth certificate
③ Disease/disability	-If you do not have a disability certificate, please attach a document that enables us to confirm the illness or degree of disability such as a copy of a medical certificate, rehabilitation certificate, nursing insurance card, etc.* -Schedule Form (Form 4) required for those who can lead a normal life without any limitation.
④ Caring for/nursing family member(s)	-If a disability certificate is not available, please attach a document that enables us to confirm 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 4-2) -A document that supports your job searching activity such as a copy of your Hello Work card, etc.
⑦ Attending a school	-Certificate of Enrollment -Schedule Form (Form 4) or curriculum schedule
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. If you have another child (sibling) attending a private kindergarten or child welfare facility that does not require a qualification for receiving grants for education and daycare services,**  
→ **Please submit an Application Form for Fee Reduction for Simultaneous Use of Childcare Services (Siblings) (Form 5).**

Note 1: For further information on types of facilities, please see (1) B. Facilities of 3. Reduction/exemption of the childcare service fees in the attached “Guidelines on the Childcare Service Fees for Children between 0-2 Years Old.”

Note 2: When the sibling is going to use the above-mentioned facility, please submit the form by the end of the month preceding the start of use of childcare services since the reduction will be applied from the month following the submission.

- b. If you plan to return to work from childcare leave upon your child being enrolled in a childcare center, etc.**

→ Please submit a Written Oath for Reinstatement from Childcare Leave (Form 6).

Note 1: Failure to do so will result in your being unable to use childcare services.

Note 2: Within two weeks of returning to work, please submit a Certificate of Reinstatement to Kyoto City.

- c. If you are/will be working at a licensed childcare facility in Kyoto Prefecture as a qualified worker having expert certificate related to daycare services.**

→ Please submit a copy of certification that proves your qualification such as a childcare certificate, a teaching certificate for kindergarten, a public health nurse certificate, a nurse license, a registered dietitian license, a dietitian license, a cook license, etc.

Note: Please see item 4 on page 18.

- d. If you did not have a residence registry in Japan as of January 1, 2023, or you do not have a residence registry in Japan as of January 1, 2024.**

→ You are required to submit documents that show your income when you lived abroad and an Income Declaration Form during Living Abroad. For more details, please contact your local ward office/branch office.

- e. If you do not agree to our collecting your tax information, or if we cannot confirm your tax information.**

→ Tax information is necessary to calculate the childcare service fees in the case of children aged 0–2 and to judge eligibility for non-staple food fee payment exemption in the case of children aged 3 or older and children qualified as Type 1. Therefore, please submit the taxation certificate of FY2023 (or of FY2024 for the calculation of childcare service fees starting in/after September 2024).

If you do not have any taxation certificates, we may calculate your fee provisionally in accordance with the highest tax class.

- ※ If you wish to add or change the desired facility after application, please fill in the required items on the Notification of Change of Details of Application for the Use of Childcare Service Form (I-10) and submit it to the ward office or branch office to which you applied by Friday, December 15 for childcare use in April 2024 (first adjustment), or by the application deadline in the case of use from May 2024 or later.

## 8. Important points for application

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### a. Visiting childcare facilities to check in advance

Before filing an application, please visit and check the childcare facility you wish your child to attend with your child if at all possible.

### b. Application before the birth of a child

Applications can be accepted before the birth of a child. Please contact your local ward office/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 the child.

### c. 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 conditions for judging priority on using the childcare service for the child as mentioned on page 17 and 18, please contact your local ward office/branch office as soon as possible.

## 9. Regarding adjustments

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### (1) Adjustments made when the number of applicants exceeds the capacity of the childcare facilities

In the cases where some children cannot attend the childcare facility of their choice since the number of applicants exceeds its capacity, Kyoto City will judge the degree of priority of each child and make adjustments to allow children with higher priority to use the service first. The number of acceptable applications for April 2024 for the first adjustment will be posted on the Kyoto City official website in early October 2023. The status of applications and the number of acceptable applications at the time of the first adjustment deadline will be posted on Monday, November 27.

<https://www.city.kyoto.lg.jp/hagukumi/page/0000227761.html>



### (2) Judgment of priority

Each parent will be given points (basic points plus adjustment points), and the lower score of one parent will be used in judging priority.

- ◆ Please see pages 17 and 18 for details on the standards on deciding the priority level.
- ◆ Judgment will be made based on documents submitted by the deadline.

### (3) Notification of adjustment result

We will notify results of the adjustment around the 20th day of the month preceding the month in which you wish to start using the childcare service. We will notify the result in January 31 (Wed.), 2024 (the first adjustment) for applicants who wish to start using the service in April.

- ◆ 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 application for childcare services is valid until March 2025. If there are any vacancies during the period, we will allow parents with higher priority to use the service first.
- ◆ If your application fails to receive approval (suspension of approval), we will send you a notification of suspension of approval for the first application of the fiscal year and only if you have made any change to the contents of your application.

## 10. Major changes regarding application for childcare services in FY2024

### (1) Increased points for children (siblings) hoping to use the same facility (5 points to 15 points)

In an effort to support households with multiple children, the points added when parents hope to have their child use the same facility as that of another child (the child's sibling) (item 26 for adjustment points on [page 18](#)) will be increased from 5 points to 15 points for the service use from April 2024. For childcare services provided during FY2023, the conventional 5 points will be applied.

However, the following cases are not eligible for the additional points.

Case 1: The children are already attending the same facility and the parents hope to move them to a different facility.

1st child	Childcare Center A	→	Childcare Center B
2nd child	Childcare Center A		Childcare Center B

Case 2: The parents hope to have their children use a different facility from the one the first child is currently attending.

1st child	Childcare Center A	→	Childcare Center B
2nd child	Not using any facility		Childcare Center B

**Points are not added** since the facility of choice is different from the one the sibling is attending (excluding cases where the reason for facility change is graduation from a small-scale childcare facility, etc. due to reaching graduation age or relocation or transfer).

### (2) Abolition of interviews in principle

In order to reduce the burden on parents, the interviews for applicants, which have been carried out until 2023, will be abolished in principle citywide, starting with application for childcare services for April 2024. If you have any questions or need advice regarding the application for childcare services, please contact the Child-rearing Support Office at your local ward office/branch office.

### (3) Introduction of a checklist on the application for childcare services

We have prepared a checklist on the application for childcare services in order for you to confirm the documents to be submitted and the application content. It is designed to confirm the content we had asked about in the interview, such as whether the items necessary for judging the priority for childcare service use and the child's information (e.g., physical condition, details requiring consideration) for enrollment are included on the application. Please also submit this checklist when making an application.

### (4) Early announcement of the number of acceptable applications for April 2024

The number of applications for April 2024 to be accepted by each childcare facility will be posted on the following Kyoto City official website in early October 2023. If possible, please confirm the number of applications to be accepted at the facility of your choice before applying.

<https://www.city.kyoto.lg.jp/hagukumi/page/0000227761.html>



\* Please note that the number of acceptable applications to be announced in early October may be subject to change. The number of accepted applications and the status of applications at the time of the first adjustment deadline will be posted on the above website on November 27.

## Request from Kyoto City

Please cooperate in providing **childcare at home** on your days/time off from work.



Use of the childcare facilities is limited to the hours when childcare services are needed and the reasons for requiring childcare services are fulfilled due to work, commuting, etc. We ask for your cooperation in providing childcare at home on your days off from work (such as Saturdays) and on days when you can pick up your child early.



# 11. Necessary procedures to start using the childcare services from April 2024

Since there are usually many applicants for childcare facility enrollment in April, the beginning of a new fiscal year, **we ask for your cooperation in submitting your application to a childcare center, etc. no later than Monday, November 1 if possible.**

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

Application period	Place of application
October 3 (Tue.)–November 1 (Wed.), 2023	Childcare facility of your first choice
If you are unable to meet the above deadline: November 2 (Thu.)–November 17 (Fri.), 2023	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 Child-rearing Support Office)

- ◆ If the childcare facility of your first choice is to be opened in April 2024 (or reorganized from a kindergarten to a certified center for preschool education and childcare), your application will be accepted at the ward office/branch office of the area where such facility is located, on or after October 3, 2023.
- ◆ If you are unable to obtain in time any of the required supporting documents such as an Employment Certificate, please submit all the other available documents first along with your Application Form for Childcare Service no later than Friday, November 17. If unavoidable circumstances make it difficult for you to submit these documents, please contact the relevant ward office/branch office by phone. (For contact information, please see the reverse of this pamphlet.)
- ◆ If you are pregnant during the application period and are scheduled to give birth before February 5, 2023, 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 6, 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 2024, you need to consult us in advance. If you wish to start using childcare services in April 2024, please consult with your local ward office/branch office by November 10, 2023.

### <Attention!! >

- Applications subject to the first adjustment must reach us no later than Friday, November 17 without fail.
- Applications arriving on or after Saturday, November 18 will not be assessed in the first adjustment, but in the second or subsequent adjustment, the result of which will be notified to you in or after the end of February.
- For applications received on or before Friday, November 17 missing or incomplete documents must be resubmitted, and any changes in or additions to your desired childcare facilities for enrollment must be notified no later than Friday, December 15.
- If you wish to change your desired childcare center, please fill out the enclosed Notification of Change of Details of Application for the Use of Childcare Service Form (I-10) and submit it to the ward office or branch office to which you applied for childcare.
- Any supporting documents such as an Employment Certificate, received after Friday, December 15, will not be assessed at the first adjustment. Please also note that any changes that fail to meet this deadline, Friday, December 15, will not be assessed at the first adjustment either.

## (2) Notification of the adjustment result

- ◆ We will send the results on January 31, 2024.
- \* If you cancel the use of the childcare service, please contact your local ward office/branch office as soon as possible.
- \* Please understand that we cannot answer any inquiries before that time.

## (3) The second adjustment

Those who have not received approval in the first adjustment (by November 17, 2023), received suspension of approval, or were not able to submit applications for 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/branch office before the deadline.

If you received suspension of approval in the first adjustment, you do not need to submit the documents again as long as there are no changes to the application content.

- ◆ Application for the second adjustment is accepted until Tuesday, February 13, 2024
- ◆ Notification of the second adjustment results will be sent in Wednesday, February 28, 2024 (scheduled)

## 12. Important points for using childcare services

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### (1) Procedures after receiving approval for using the service after the adjustment

#### a. Orientation

The childcare facility will give you information on what you need to do or prepare before starting to use the facility. Each facility will hold an orientation; therefore, please make sure that you check the information given by the facility.

#### b. Health check for children under 3 years old

If your child is younger than three years old as of April 1, 2024, the child must receive a health check as specified by Kyoto City (subject to separate fees).

#### c. Gradual entry period

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

### (2) Confirming the household status for requiring childcare services

We will check the household status once a year after you have started using the childcare facility. We will send the survey in around July every year.

### (3) If there are any changes in conditions for using childcare services,

If any of the following cases occur while using childcare services, please be sure to contact your local ward office/branch office as soon as possible. You may be required to submit an application to make changes.

- In case you become no longer eligible for using childcare services, or if your working hours or other conditions have been changed,
- In case you start working or resign from a job, if it is confirmed that you are pregnant, or if you take/return from childcare leave,
- In case you change your address, or there is any change in your household composition
- In case another child in the household starts going to/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 Childcare Service Fees for Children between 0-2 Years Old”

#### Attention!!!

- ◆ If you fail to conduct the necessary procedures for making changes, you may be asked to reimburse all, or a part of the childcare expenses used for your child to Kyoto City.
- ◆ If either the child, parents or guardians transfer their residence registration to another municipality, they will no longer be eligible to use the childcare service in Kyoto City.
- ◆ In cases such as when you take childcare leave in installments after starting to use the childcare services, you will not be able to use the childcare services from the month in which you take childcare leave.

### 13. The childcare service fee

For details, please see the attached “Guidelines on the Childcare Service Fees for Children between 0-2 Years Old.”

The childcare service fee will be notified to you via the childcare facility you use in the beginning of the following month you started using the facility. The childcare service fee for April will be notified around the end of April.

Free preschool education and childcare service program was launched in October 2019; therefore, the childcare service fees for children between 3-5 years old and for children between 0-2 years old of tax-exempted households have become free.

#### (1) Basis for calculating a childcare service fee

- ◆ We calculate the childcare service fee based on the amount of your household’s inhabitant tax that is the total amount of municipal inhabitant tax per income levy of all household members.
- ◆ The childcare service fee differs depending on the type of childcare facility, the child’s age, the circumstances of the household, etc.

#### (2) The period for using the same childcare service fee and the timing for a change

We calculate the childcare service fee for April to August based on the amount of inhabitant tax of the previous fiscal year, and the fee for September to March based on the amount of inhabitant tax of the current year. Accordingly, childcare service fee may change in the same year.

#### (3) Reduction of the childcare service fees

\* This information is current as of FY2023. We will update the information for FY2024 and thereafter on the Kyoto City official website and other media.

- ◆ If you have more than one child and wish to use childcare services for them at the same time, the childcare service fee for the second child will be less than a half of the calculated amount, and free for the third child or more. There is no limit according to income; therefore, the rule applies to any household. If the childcare service fee for your first child, the second or more is free due to the free childcare service program, the aforementioned rule still applies to your household; therefore, you can receive reduction of the childcare service fees.
- ◆ For households within a certain income class, the childcare service fee for the second child will be less than a half of the calculated amount, and for the third child or later will be free of charge, regardless of simultaneous use of childcare facilities. For single-parent households, we have implemented measures to alleviate their burden.

#### [Reduced childcare service fees of kindergarten-type centers for preschool education and childcare]

- ◆ Childcare centers and kindergarten-childcare combined type centers for preschool education and childcare in Kyoto City have a more generous standard for allocating nursery teachers and staff compared to the national standard. However, kindergarten-type centers for preschool education and childcare are on the national standard, therefore, we have reduced the childcare service fees for kindergarten-type centers for preschool education and childcare compared to those of childcare centers.
- ◆ If a center decides to add teachers and staff on its own initiative, the center is allowed to raise the childcare fee up to a certain level.

## 14. Diverse childcare services

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

◆ For diverse childcare services:

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



### (1) Extended-hours childcare services

We offer extended hours of childcare services for users of shortened and standard childcare hours. The length and the method of using the extended-hours childcare are determined jointly by the facility and the user. Extra fees are required to use the extended hours of childcare.

### (2) Night childcare services

To meet demand from users, eight childcare facilities in Kyoto City offer night childcare services.

### (3) Holiday childcare services

For parents and guardians who have difficulty in taking care of their children on Sundays or holidays due to work or other circumstances, some facilities offer holiday childcare services.

### (4) Temporary childcare services by childcare centers and centers for preschool education and childcare

Some childcare facilities offer temporary childcare services in order to meet the diverse needs of parents and guardians including varied styles of their work, their sickness/injury and other emergencies, diversion, and participation in the lay judge system.

◆ For temporary childcare services:

<https://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.

◆ For childcare services for sick/recovering children:

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



### (6) Childcare services at kindergartens

Kyoto City has promoted extended-hours childcare services and childcare services during long holiday periods at municipal and private kindergartens in Kyoto City. There are many working parents and guardians who wish to send their children to kindergartens, or who are looking for childcare services other than childcare centers or small-scale childcare facilities. In order to meet those needs, there are many kindergartens in Kyoto City that offer various types of childcare services.

◆ List of private kindergartens:

<https://www.city.kyoto.lg.jp/hagukumi/page/0000173630.html>



◆ Childcare services at municipal kindergartens:

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



Note: If you use the services in (4)-(6) for your child who are not attending an authorized childcare facilities, Free Preschool Education and Childcare Service Program may apply.

For details of the program, please visit the website at the bottom of [page 12](#).

## 15. Application to kindergartens and centers for preschool education and childcare (kindergarten section)

If you wish to apply to a kindergarten or a center for preschool education and childcare (kindergarten section), please contact the facility directly for information on application methods. In addition, depending on the type of kindergarten used, there may be procedures required to use the kindergarten (qualification for receiving grants for preschool education and childcare services) and procedures for free of charge use (qualification for receiving grants for the use of facilities, etc.), so please fill out the application form distributed at the kindergarten or ward/branch office and submit it to the kindergarten.

Facility	Application	Approval	Qualification for receiving grants for the use of facilities
Private kindergarten (Excluding kindergartens that have transitioned to the new system* <sup>1</sup> )	Application directly to each facility	Not required	Required
Kindergartens operating under the new system* <sup>1</sup> Centers for preschool education and childcare (Kindergarten section)* <sup>2</sup>		Required	Required* <sup>3</sup>

\*1 Kodomo-no-Ie Kindergarten, Rakutou Kindergarten, Takakura Kindergarten, Momoyama Kindergarten, Shimogamo Kindergarten, Ryukoku Kindergarten, Honganji Chuo Kindergarten and all municipal kindergartens.

Izumi Kindergarten will be transitioned to the new kindergarten system in April 2024.

For the latest information, please visit the Kyoto City official website.

\*2 Kikunohana Kindergarten, Kiyomizudai Kindergarten and Takakura Kindergarten will be reorganized as certified centers for preschool education and childcare in April 2024. For the latest information, please visit the Kyoto City official website.

\*3 Not required if you do not use the childcare service (before or after regular childcare hours).

### Outline of free services

	Children between 3-5 years old	Children expecting to become 3-5 years old
<b>Childcare service fee</b>	<p><b>【Private kindergarten(Excluding kindergartens that have transitioned to the new system)】</b> The maximum of 25,700 JPY per month will be provided</p> <p><b>【Kindergartens operating under the new systemCenters for preschool education and childcare (Kindergarten section )】</b> Free</p>	
<b>Temporary childcare service*<sup>1</sup></b>	<p><b>Not eligible</b> (However, for households exempt from municipal tax, a maximum of 450 JPY x number of days using the childcare services per month will be provided. (the maximum amount provided per month is 16,300 JPY))</p>	<p>Maximum of 450 JPY x number of days using the childcare services per month will be provided. (the maximum amount provided per month is 11,300 JPY) *<sup>2</sup></p>

\*1 In order to be eligible to receive the childcare benefit, there must be a reason for both parents/guardians requiring childcare (employment, pregnancy, childbirth, nursing care, etc.). In addition, the hours of the childcare service may vary for each facility, so please inquire directly with the facility.

\*2 For municipal kindergartens, the maximum monthly benefit is the number of days used per month × 450 yen (however, the maximum benefit is 11,300 yen per month).

To learn about the Free Preschool Education and the Childcare Service Program of Kyoto City and the application method for the Certification of the Subsidy for Early Childhood Education and Childcare Fees, please visit the website below.  
<https://www.city.kyoto.lg.jp/hagukumi/page/0000254845.html>



## 16. Frequently asked questions related to the use of childcare services

This section provides frequently asked questions related to the use of childcare services, received from parents/guardians, and answers to them. Please also access the Kyoto City official website where more information is available.

<https://www.city.kyoto.lg.jp/hagukumi/page/0000274557.html>



[Application for childcare services]

Q1. Can we learn about vacancies at childcare centers in Kyoto City online?

A1. The information is provided on the following website. In the early part of each month, the website publishes vacancies for the following month at each center. If you need more details, please ask the ward office/branch office of the area where the childcare facility of your interest is located. The number of acceptable applications for April 2024 for the first adjustment will be posted in early October 2023. The status of applications and the number of accepted applications at the time of the first adjustment deadline will be posted on November 27.

<https://www.city.kyoto.lg.jp/hagukumi/page/0000227761.html>



Q2. We would like to use a childcare facility outside of the ward where we live. Can we apply for such a facility?

A2. Kyoto City residents are eligible to enroll at any childcare facility within the city. Please enter all of your desired facilities in the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and the Application for Childcare Service (Form 1 (2)) for submission. You do not need to submit the form to each of the relevant ward offices.  
Those resident in Kyoto City will not be accepted into childcare facilities located outside of the city and run by another municipality. (Some of non-certified childcare facilities and company-led childcare facilities outside of Kyoto City may accept the City's residents. For details, please ask any of such facilities directly.)

Q3. We currently live outside of Kyoto City and plan to move to the City. Are we eligible to apply for enrollment in a facility in Kyoto City at this stage? Also, will my application be affected if my place of employment changes?

A3. Those planning to move to our city can file an application by following the same procedures as our residents. Upon acceptance of your child's enrollment, please transfer the residence registration of your enrolling child and at least one of his/her parents/guardians to Kyoto City no later than the commencement date of childcare service use.  
In addition, since we will notify you of the results of the adjustments for assigning placements by post, please inform the ward office/branch office you will file your application with, if you do not currently reside at the address to be designated as the destination of such notification.

Please note that if you change your place of employment due to moving into a new residence, and you are not yet employed at the time of application, you will be placed in the "not yet employed" category (-5 points) of the adjustment point in determining the priority rankings for enrollment criteria for childcare use.

Q4. Though not a resident of Kyoto City, I commute to work in the City. Can we apply for enrollment in a facility in Kyoto City?

A4. It is not possible to use any childcare facility in Kyoto City on the grounds of commuting to work in the City. As a non-Kyoto resident, you are eligible to apply for enrollment in such a facility only if you plan to move to Kyoto City before the commencement date of childcare service use or to live at your parents' place in the City for a certain period of time to give birth.

Q5. Our baby is due in January 2024. Are we eligible to apply for April enrollment?

A5. We will accept applications prior to birth.

You may apply for April enrollment if your baby is due on or before February 4, 2024. However, if you have filed the application and your baby is born on or after February 5, your baby will be eligible to be enrolled in May and in such case, you will need to change your desired commencement date of childcare service use.

If you apply with your status as an expectant mother/father, please contact the ward office/branch office of the area where you live immediately after submitting a notification of birth.

Q6. How many childcare facilities may we apply to?

A6. You may apply to as many facilities as you like. Although Item 2 “Childcare facility you wish to use” in the Application Form for Childcare Service (Form 1 (2)) provides spaces for entries of only up to the sixth choice, you can enter your seventh and subsequent choices in the column “Facilities other than the above.”

Q7. Will the fact of whether we file an application with the childcare facility of our choice or with the relevant ward office/branch office affect the subsequent judgment of priority rankings for enrollment?

A7. Where you submit your application will not result in any advantage or disadvantage for you in our judging priority rankings for enrollment. Please note, however, that submitting your application on or after Saturday, November 18 will cause you to be subject to the second adjustment, instead of the first adjustment for which the application submission deadline is Friday, November 17, and this will make a great difference to how your application is handled.

Furthermore, even if you submit your application on or before Friday, November 17, in cases where you need to resubmit any documents due to deficiencies/omissions noted therein or where you wish to add your desired childcare centers, etc., you must do so on or before Friday, December 15. Documents resubmitted or addition(s) made after this deadline will not be assessed in the first adjustment. We therefore request your cooperation in submitting the required application documents early.

Q8. Can I continue to use the childcare services when I take childcare leave in installments after starting to use the childcare services?

A8. If you take childcare leave in installments, you cannot continue to use the childcare services from the month in which you take childcare leave. For a sibling of the child for whom you are taking childcare leave, you can continue to use childcare services if you apply for change to “continued use of childcare services during childcare leave.” Please note that only the services for shortened hours are available in this case.

Q9. I am now taking childcare leave and will be relocating within Kyoto City. My older child is attending a childcare center with the reason of “continued use of childcare services during childcare leave.” Can I apply for a change of childcare center?

A9. For another child (sibling) using childcare services with the reason of “continued use of childcare services during childcare leave,” you can apply for a change of childcare center even during childcare leave in the following two cases: (1) it is recognized that it will take more than 30 minutes to pick up or drop off the child at the current childcare facility due to relocation or transfer within Kyoto City and (2) the child is graduating from a small-scale childcare facility, etc. due to reaching graduation age.

Q10. Interviews will be abolished, but can we have a consultation about the facilities we would like to use or other matters?

A10. The interviews for applicants will be abolished in principle, but if you have any questions or need advice regarding the application for childcare services, please contact the Child-rearing Support Office at your local ward office/branch office.

[Documents for submission]

Q11. Do both parents need to prepare documents to prove the reasons for requiring childcare (e.g., Employment Certificate)?

A11. Both parents must prepare such documents. Based on the reasons each one of the parents has for requiring childcare services, we will decide the points to be given to each of them in making adjustments for assigning placements, and determine the content of qualification for receiving grants for preschool education and childcare services.

Q12. If we have two or more applicant children, do we need to submit documents to prove the reasons for requiring childcare (e.g., an Employment Certificate) for each one of these children?

A12. One set of the documents will suffice and can be shared by all. If you submit one set of the documents such as the Employment Certificates, please enter the names and other particulars of all the applicant children in the applicable columns on the Certificates.

Q13. We plan to apply for April 2024 enrollment and 2023 midway enrollment at the same time. Do we need to prepare two originals each of each parent/guardian's Employment Certificate?

A13. If the Employment Certificate of each parent/guardian for submission for April 2024 enrollment is dated on or after October 3, 2023, you will need only one original each. In such case, please attach one original each of each parent's Employment Certificate to the application form for April 2024 and one copy each to the application for 2023. (Please also write to that effect in a blank space on the Employment Certificates, or orally explain the matter at the time of submission.

Q14. We live with the child's grandparents. Do we need to submit documents concerning them when making an application?

A14. If you live with the child's grandparents and they are not older than 65, you need to submit documents about them (e.g., employment certificate) to support the reasons for requiring childcare services, which will be used to judge the priority for childcare service use.

Q15. We have not decided our desired childcare hours. How should I fill in the applicable column?

A 15. The item "The desired childcare hours" in the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and the Application for Childcare Service (Form 1 (2)) is for reference purposes only. After you have received enrollment approval, you will discuss the hours with the childcare center concerned and notify the center of the confirmed hours through submission of the Notification of the Commencement of Childcare Service Use. (The notification form will be enclosed when we notify you of the adjustment results).

Q16. Is it possible to change our desired childcare facilities for enrollment after we have submitted the required documents?

A16. Yes. In the case of application for April enrollment,\* you can make changes by submitting the Notification of Changes in Desired Childcare Facilities no later than Friday, December 15, 2023 (must reach us no later than Friday, December 15, 2023).

If you wish to change your desired childcare center, please fill out the enclosed Notification of Change of Details of Application for the Use of Childcare Service Form (I-10) and submit it to the ward office or branch office to which you applied for childcare.

\*Please note, however, that this policy applies only to cases where your application for April enrollment has been received on or before Friday, November 17, 2023. Applications received on or after November 18 will be subject to the second adjustment.

Q17. There has been a change at my place of employment after I submitted the required documents. What should I do?

A17. Please submit an Employment Certificate issued by your new employer. For applications for April 2023 enrollment, we will process the adjustment or other procedures using the documents (including those reflecting changes) submitted no later than Friday, December 15, 2023. Please note that any documents received after Friday, December 15 will not be assessed in the adjustment for placement assignment.



[The points]

Q18. Currently, our older child is attending a childcare center. We are hoping to have our younger child go to a different childcare center and transfer our older child to that center. In this case, are the additional points for “siblings hoping to use the same childcare facility” given?

A18. The additional points for “siblings hoping to use the same childcare facility” are given only when the parents hope to have the child go to the childcare facility that his/her sibling is already attending. The points are not given when the facility of choice is not the one that the sibling is already attending, unless the reason for facility change is relocation or transfer or graduation from a small-scale childcare facility, etc. due to reaching graduation age.

[Procedures following notification of adjustment results]

Q19. Upon the acceptance of our child's enrollment, how soon do I have to return to work from childcare leave?

A19. You will need to return to work no later than the last day of the commencement month of childcare service use. (This policy also applies to cases where the last day of the said month falls on a Saturday, Sunday or national holiday.)

(Example) In the case of commencing childcare service use on April 1, 2024, you will need to return to work on or before April 30, 2024. (The last day of your childcare leave will be April 29 at the latest.)

In addition, within two weeks of returning to work, please submit a Certificate of Reinstatement, the form of which will be enclosed with the notification of adjustment results, to the ward office/branch office of the area where you live.

Q20. In cases where approval of our application has been suspended (i.e., we are placed on the waiting list), if we wish to be included in adjustments to be made in or after the following month, do we need to submit a new application?

A20. Your application will continue to be assessed based on the entries in your submitted application documents until March of the following year.  
Please note that we will send you a notification of adjustment results only for the first adjustment and will do so next only where your child's enrollment has been approved. Should any changes occur in your household or employment status or should you need a notification of results of the following month's adjustment or subsequent adjustments, please contact the ward office/branch office of the area where you live.

Q21. In the case of April enrollment, when will we know our childcare service fees?

A21. You will be informed of your childcare service fees around the end of April through the childcare facility your child has been accepted into.

## 17. Criteria for judging priority for using daycare services in Kyoto City

The total of basic points and the adjusted points is assigned to each parent/guardian and the lower score of each will be used as priority points. We request childcare facilities to accept children in the order of those with a higher total point.

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 piecework 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
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 level 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 including rest (applicable to all work outside the home and work at home)

\*2 Even when obtaining the reduced working hours system, index the work hours before acquisition. However, the index has multiple names. If there are applicants, give priority to parents whose actual work (planned) hours (excluding overtime) are long.

\*3 The Director of the Welfare Office decides.

◆ 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	☆	Adjusted only when the childcare requirement is "Working" or "Education , Vocational training", item numbers 1 and 2 cannot be duplicated
2		Commuting time to the workplace/school is 1 hour or longer (one way).	3	☆	If the mayor judges that commuting or commuting in a shorter time than the report is possible, judging objectively, and adopt no. There are cases.
3		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.
4		Either parent works or plans to work as a qualified worker, including a nursery teacher, at a certified childcare facility or a kindergarten offering childcare services 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, school nurse. Not eligible for item 3. Note: Kindergarten teachers, elementary school teachers, and school nurses are only eligible if they work at a nursery school, a center for preschool education and childcare, or a kindergarten.
5		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.
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.
8		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.
11		There are 3 or more pre-school children.	3		It is not possible to use both items 10 and 11.
12		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		
13		Either parent works on the night shift 4 times or more a month.	2		Excludes cases where the person separated in item No. 12 is eligible for night shift
14		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.
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.
16		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.
17		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.
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."
19	Single-parent household	5		- It is not possible to use both items 19 and 20. - Not eligible when item 28 applies.	
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	The child is cared for by commissioned foster parents or in a commissioned family home (or the commission will be made at the beginning of childcare service use).	4			

22	Situation of the child	Children born of multiple birth	10	It is not possible to use both items 22 and 26.
23		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 23 and 24.
24		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 23 and 24.
25		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.(However, in the case of relocation, it is limited to the case where the time to go to kindergarten facilities and offices currently in use is longer than before moving)
26		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.	15	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The points are not given when the childcare facility of choice is not the one that the sibling is already attending, unless the reason for facility change is graduation from a small-scale childcare facility, etc. due to reaching graduation age or relocation or transfer.</li> <li>• It is not possible to use both items 22 and 32.</li> </ul>
27	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 27 and 28.
28		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 27 and 28.
29		The child is looked after at the workplace.	-2	
30		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 31 applies if the date when the childcare leave ends falls on March 31 of the year when you wish to begin using childcare services.
31		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 30). 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.
32	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.
33	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.
34	When the Mayor of Kyoto City decides that the adjustment is necessary.(The index may be deducted if judged to be on hold due to an offer)			

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

## Contact information

Please contact the persons responsible for childcare promotion at the Child-rearing Support Office in the Public Health Center of your local Ward Offices/Branch Offices (For residents in the Keihoku area, please contact the Health and Welfare Section 1 of Keihoku Branch Office.)

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

### Kyoto City childcare app

**Kyoto Hagukumi App** is distributed!

It is a free app with which you can conveniently access information on events in Kyoto City related to childcare and on various childcare initiatives.

Kyoto City Child and Youth Support  
Website  
<http://www.kyoto-kosodate.jp/>

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here:  
<http://www.kyoto-kosodate.jp/app>



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