October 2026

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 2027 childcare facility enrollment (**the first adjustment) must reach us no later than Friday, November 13 without fail.**
- **Applications arriving during the interview period or on or after Saturday, November 14 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.

Important notes regarding childcare applications (Request for advance visits to childcare facilities)

- Please visit all of your preferred childcare facilities with your child in advance and list only those facilities that your child is able to attend.
- Childcare facilities vary in their childcare policies, atmosphere, and availability of after-hours (extended) care services. Since your child will attend the facility on a daily basis, please be sure to visit it in advance.



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 "Diverse childcare services" on p. 14 for further information.

Age Groups (Class Age) (2027)

Age (Class Age)	Date of birth
5 years	From April 2, 2021 to April 1, 2022
4 years	From April 2, 2022 to April 1, 2023
3 years	From April 2, 2023 to April 1, 2024
2 years	From April 2, 2024 to April 1, 2025
1 year	From April 2, 2025 to April 1, 2026
0 years	From April 2, 2026

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 / Age	From morning to early afternoon (standard childcare hours)	From morning to evening (shortened childcare hours / standard childcare hours)
	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) Employment*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	• 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 equivalent to those mentioned above.

*1 Parents working for less than 48 hours per month will not be applicable to the reason of "Employment" 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 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 "Employment" 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.

* 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) Employment (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: The period of Category 3 certification continues until the day before the child reaches three years of age; however, in principle, no separate procedure is required to switch from Category 3 certification to Category 2 certification.

Note: If both "Short-hour childcare" and "Standard-hour childcare" are marked ● due to reasons such as employment, the certification will be determined individually based on factors such as working hours and commuting time.

6. Application method and period (For application procedures for childcare facility enrollment in April 2027, see page 12.)

(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.

[Online applications]

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:

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

[Mail-in applications]

Mail-in applications are accepted as well. If you opt to submit them by post, please note the following points:

- 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

(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 2027	Note: Please see page 12	October 2027	September 10 (Fri.), 2027
May 2027	April 9 (Fri.), 2027	November 2027	October 8 (Fri.), 2027
June 2027	May 10 (Mon.), 2027	December 2027	November 10 (Wed.), 2027
July 2027	June 10 (Thu.), 2027	January 2028	December 10 (Fri.), 2027
August 2027	July 9 (Fri.), 2027	February 2028	January 7 (Fri.), 2028
September 2027	August 10 (Tue.), 2027	March 2028	February 10 (Thu.), 2028

7. Documents required for application:

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

All necessary forms are available on the website of Kyoto City Official Website.

Please download from the website.

(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 Employment	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 Simultaneous Use of Childcare Services (Siblings) (Form 5).

Note 1: For further information on types of facilities, please see (3) B. Facilities of 4. 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 Statement for Reinstatement from Childcare Leave (Form 6).

Note 1: If you do not submit the Statement, you will not be able 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 22.

d. If you did not have a residence registry in Japan as of January 1, 2026, or you do not have a residence registry in Japan as of January 1, 2027.

→ You are required to submit documents that show your income when you lived abroad and an Income Declaration Form during Living Abroad **(Form I-23)**. 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 FY2026 (or of FY2027 for the calculation of childcare service fees starting in/after September 2027). If you do not have any taxation certificates, we may calculate your fee provisionally in accordance with the highest tax class.

f. If you have registered for "My Childcare Facility"

→ Please submit a copy of the document that certifies your registration for "My Childcare Facility" (a copy

of the registration email or a certificate issued by the facility) (see item 34 of the Adjustment Index on page 18). **Please note that even if you have submitted the relevant documents when applying for childcare services for FY2026, you are required to submit them again. In addition, please note that ward office and branch office counters do not make copies of documents.**

g. If you wish to apply for simultaneous enrollment of siblings (see page 8)
→ Please submit **the Survey on Simultaneous Application for Siblings (Form 7)**.

h. If you are a single parent

→ Please submit a document that certifies your status as a single parent, such as a Child Rearing Allowance Certificate, Single-Parent Medical Certificate, or a copy of the parent's family register.
※ If you are currently undergoing divorce mediation, please submit a Certificate of Pending Case.

If you wish to add or change the desired facility after submitting your 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. Submission must be made by Friday, December 11 (must arrive by) for childcare use in April 2027 (first adjustment), or by the application deadline in the case of use from April 2027 (second adjustment) or later.

8. Regarding adjustments

(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 admission capacity for April 2027 for the first adjustment, as well as the status of applications and the admission capacity as of the first adjustment deadline (due to be posted on Friday, November 27), can be checked on this website.

(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 21 and 22 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

The results of the adjustment will be sent by mail around the 20th day of the month preceding the month in which you wish to start using the childcare service. (The results will be sent by mail on January 29 (Fri.), 2027 (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. Please note that, except in cases such as a child's hospitalization or a sudden transfer or relocation, if you decline an offer of placement for childcare services during the same fiscal year that includes your desired start date, a *point* deduction will be applied due to the declined offer (–5 points; see item 25 of the Adjustment Index on page 22).
  If you decline an offer made in the first adjustment for April 2027, the deduction will be applied starting from the second adjustment.
- The application for childcare services is valid until March 2028. 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.

9. Important points for application

(1) Visiting childcare facilities to check in advance

Since the childcare facility you wish will be the place your child attends every day, please visit all facilities you are considering in advance with your child and apply only for those that are feasible for your child to attend. If you are unable to visit a facility due to unavoidable circumstances, such as moving from outside the city, please contact the facility directly.

(2) 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.

(3) 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 pages 21 and 22, please contact your local ward office/branch office as soon as possible. Additionally, if there are changes to the child's physical condition or special needs (such as a newly diagnosed allergy, attendance at a therapeutic education program, or the need to take medication during childcare hours), please be sure to contact your ward office or branch office promptly, as these changes are necessary to ensure the safe provision of childcare services.

Furthermore, if you are applying for childcare upon returning from childcare leave, you must submit a certificate of return to work—verifying that you returned to work—within the month in which childcare begins. Please note that while on childcare leave, you cannot apply for childcare on the grounds of "Employment" unless you return to work within the month in which childcare begins.

(4) Documents Required for Application

If we are unable to verify the grounds for eligibility or if it is determined that the application contains false information, we may revoke your eligibility in accordance with Article 24 of the Act on Support for Children and Child-rearing.

In particular, for applicants whose reason for needing childcare is employment, if the attached Employment Certificate is forged or altered (created or modified without authorization) by the applicant, the applicant may be subject to criminal penalties—such as the Counterfeiting of Private Documents with Seals, Alteration of Private Documents, and Unauthorized Creation of Electromagnetic Records—even if the document lacks the issuer's seal.

* The City may contact the issuing entity by phone or other means to verify the contents of the certificate.

(Statutory penalties for the Counterfeiting of Private Documents with Seals and Alteration of Private Documents: Imprisonment for not less than 3 months and not more than 5 years
Statutory penalty for the Unauthorized Creation of Electromagnetic Records: Imprisonment for up to 5 years or a fine of up to 500,000 yen)

(5) Application Deadline for the Beginning of the Fiscal Year

- The deadline for applications for the first adjustment is Friday, November 13, 2026 (must be received by this date). Please note that applications received on or after Saturday, November 14, 2026 will not be considered for the first adjustment but will be considered for the second adjustment or later; notification of results will also be issued after the end of February.
- For applications submitted by Friday, November 13, 2026, the deadline for resubmitting missing or incomplete documents, or notifications of changes or additions to your preferred childcare facilities, must be received by Friday, December 11, 2026.
- If you wish to change your preferred nursery school or make other changes, please fill out the enclosed "Notification of Changes to Childcare Application Details" (I-10) with the necessary information and submit it to the ward office or branch office where you filed your application.
- Supporting documents, such as Employment Certificate, submitted after Friday, December 11, 2026, will not be taken into account in the first adjustment decision. Please also note that changes made after the deadline of Friday, December 11, 2026, will not be reflected in the first adjustment decision.

(6) Applications for Childcare Facility Use Following a Return from Childcare Leave

For applications for childcare facility use submitted in connection with a return from childcare leave, if you indicate in Section 4 of the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Use (2 of 2) that: "I am able to extend my childcare leave, and I have no objection to being given lower priority than other applicants in the placement adjustment process," your priority score will be lowered by 70 points (see page 22, Adjustment Index, Item No. 32). * This will not negatively affect your eligibility for Childcare Leave Benefits. However, if you wish to confirm the details, please contact your local Hello Work (Public Employment Security Office) or relevant authority.

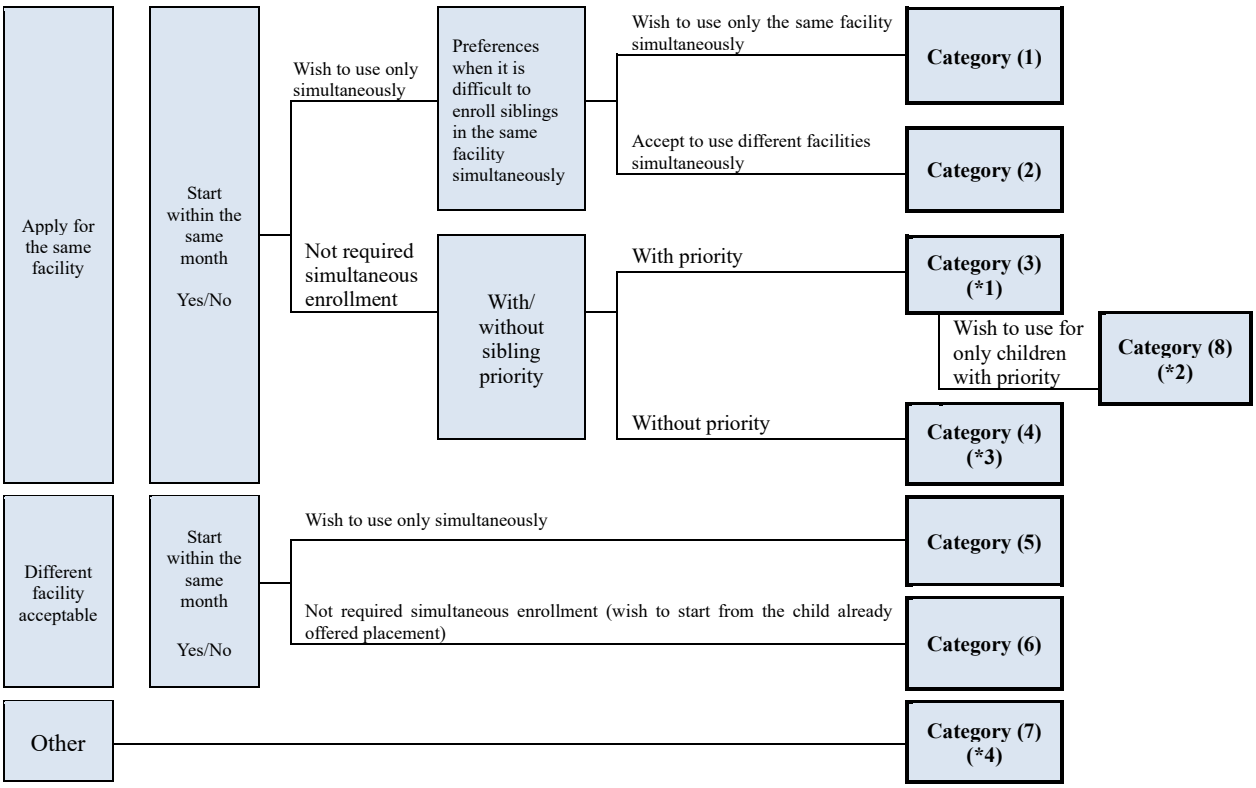
(Reference) Stricter Screening of National Childcare Leave Benefits

Due to the tightened screening procedures for the national Childcare Leave Benefit, when parents apply for an extension of the benefit through their employer to the Labour Bureau (Hello Work), they may be asked to submit a copy of their childcare facility use application documents. Therefore, when submitting your childcare facility use application documents to Kyoto City, **please be sure to keep a complete copy of all documents for your records in advance**.

In addition, if the Labour Bureau (Hello Work) requests documents from Kyoto City for the purpose of verifying application details, please note that the city may provide necessary information — such as the date of application, desired month of childcare facility use, and whether or not the applicant declined a placement offer — only to the extent required for such verification. Your understanding and cooperation are appreciated.

(7) Applications for Siblings' Simultaneous Admission

In Kyoto City, applicants are eligible for an additional 15 points when applying for the admission of siblings to the same childcare facility. Furthermore, in consideration of the parents' and guardians' needs, the City has subdivided the placement adjustment process—such as the timing of admission and the facility to be assigned—as shown in the following flowchart. Categories (1) through (8) in this flowchart correspond to Items (1) through (8) in Section 6(2) of the "Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Use (2 of 2)". Please check (✓) the category that applies to you on that form.



*1 First, we will make adjustments for siblings to attend the same facility simultaneously. If this is not possible, we will prioritize the adjustment of the child with higher priority. Therefore, if a child with higher priority receives a provisional acceptance, placement adjustments for the other child will be placed on hold and that child will be considered in future placement rounds. If, however, the child with higher priority is placed on hold, we will proceed with placement adjustments for the other child (in some cases, the child without higher priority may receive a provisional acceptance first).

*2 We will first make adjustments for siblings to attend the same facility simultaneously. If this is not possible, we will proceed with placement adjustments for the child with priority. If the child with priority is placed on hold, we will not proceed with adjustments for the other child (the child without priority will not be offered a spot first).

*3 We will first attempt to arrange for siblings to attend the same facility simultaneously. If this is not possible, we will adjust enrollment for each child according to their order of preference, even if they end up attending different facilities. Please note that if only one child is provisionally accepted, the other child will be placed on hold and will be considered in future adjustments.

*4 If you select "Other" (Category (7)), please submit the Survey on Simultaneous Application for Siblings (Form 7).

Note: In Categories (3), (4) and (8), one of the siblings is placed on hold, the following procedures will apply during the next round of placement adjustment:

- If you selected "Same Facility Only," in the next adjustment, only for the childcare facility where the placed

child is enrolled will be considered for placement.

- If you selected “Different Facility Acceptable,” the childcare facility where the other child has been offered placement will be moved up to the first preference, and the adjustment will proceed accordingly. (If another childcare facility was originally listed as the first preference, it will be moved to the second preference.) If you wish to change your preferred childcare facility, please submit a Notification of Change of Details of Application for the Use of Childcare Service Form.

Note: If one sibling is already enrolled in a childcare facility (excluding cases where that sibling will graduate or withdraw before the applicant child’s admission), and the applicant cannot be placed in the same facility, the application will still be eligible for the additional points even if you wish to transfer the currently enrolled child to another facility. If you wish to make such an application, please also submit the Survey on Simultaneous Application for Siblings (Form 7).

Form 7 is not included in the childcare application document set.

Please obtain it from your ward office, branch office, or download it from this webpage.

Examples

Category (1) We wish to apply only if both children can attend the same facility simultaneously.

[Example 1]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	○
Younger child	○	×	○

→ The sibling is placed to Nursery School C.

[Example 2]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
Younger child	○	×	○

→ The sibling is placed on hold.

Category (2) We prefer simultaneous enrollment at the same facility, but if it is not possible, we are also open to simultaneous enrollment at different facilities.

[Example 3]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	○
Younger child	○	×	○

→ The sibling is placed to Nursery School C.

[Example 4]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
Younger child	○	×	○

→ First, we will make adjustment for the siblings to attend the same facility. However, since it is difficult for them to attend the same facility simultaneously, we will adjust for them to attend different facilities where they can be enrolled simultaneously.
→ In this case, the older child will be placed to Childcare Center B, and the younger child to Nursery School A.

[Example 5]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	×	×
Younger child	○	×	○

→ First, we will make adjustment for the siblings to attend the same facility. However, since it is difficult for them to attend the same facility simultaneously, we will adjust for them to attend different facilities where they can be enrolled simultaneously.
→ Since simultaneous enrollment is not possible even if the siblings attend different centers, both children will be placed on hold.

Category (3) We prefer the same facility, but if it is not possible, we prioritize the child who wishes to enroll first (the older or younger child). For future adjustments, we are open to either the same facility or different facilities.

[Example 6 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	○
Younger child	○	×	○

→ First, to make adjustment for the sibling to attend attend the same facility, both children are placed to Nursery School C.

[Example 7 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
Younger child	○	×	○

→ First, we will make adjustment for both siblings to enroll at the same facility; however, since they cannot be enrolled simultaneously, we will prioritize the older child.
→ In this case, the older child will be placed to Childcare Center B, while the younger child's status will be placed on hold. Please note that if you select "Same facility only" in future adjustments, the younger child's preferred childcare facility will be limited to Childcare Center B.

[Example 8 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	×	×
Younger child	×	○	○

→ First, we will make adjustment for both siblings to enroll at the same facility; however, since they cannot be enrolled simultaneously, we will proceed with adjustments for the older child, who has priority. Since the older child's application is placed on hold, we will then proceed with adjustments arrangements for the younger child.
→ In this case, the older child will be placed on hold, and the younger child will be placed to Childcare Center B.

[Point]

- If the child with priority is placed, we will not process the adjustment for the other child (placement for the other child will be processed only if the child with priority is placed on hold).
- If you wish to have siblings attend the same facility but it is not possible, and you only wish to enroll the child with priority, please select Category (8) (the other child will not be placed).

* Please see page 11 of Category (8) for details.

Category (4) We prefer the same facility, but if it is not possible, we wish for placement based on each sibling's preference order. For future adjustments, (either the same facility or a different facility is acceptable).

[Example 9]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	○
Younger child	○	×	○

→ First, to make adjustment for the sibling to attend attend the same facility, both children are placed to Nursery School C.

[Example 10]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
Younger child	○	×	○

→ First, we will make adjustment for the siblings to enroll at the same facility; however, since they cannot be enrolled simultaneously, we will make adjustment for each child separately.
→ The older child is placed to Childcare Center B, and the younger child is placed to Nursery School A.

[Example 11]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	×	×
Younger child	×	○	○

→ First, we will make adjustment for the siblings to enroll at the same facility; however, since they cannot be enrolled simultaneously, we will make adjustment for each child separately.
→ In this case, the older child will be placed on hold, and the younger child will be placed toChildcare Center B. If you indicate "Another facility is acceptable" during future adjustments, the older child's preferred childcare facilities will be considered in the following order: (1) Childcare Center B, (2) Nursery School A, and (3) Nursery School C.

[Point]
- Adjustments will be made according to each sibling's order of preference.
- Therefore, this option should be chosen, for example, when you strongly wish to have your children start childcare as soon as possible—even if it means they attend different facilities—and you prefer simultaneous enrollment but find that difficult, in which case the child who can be placed first will be enrolled first.

Category (5) We wish to apply only if siblings can attend simultaneously, even if they are at different facilities.

[Example 12]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
	Nursery School D	Childcare Center E	Small-Scale Childcare Facility F
Younger child	○	×	○

→ Even if they attend different facilities, we will make adjustment for the siblings to enroll at the same facility simultaneously.
→ The older child is placed to Childcare Center B, and the younger child to Nursery School D.

[Example 13]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
	Nursery School D	Childcare Center E	Small-Scale Childcare Facility F
Younger child	×	×	×

→ Even if they attend different facilities, we will make adjustment for the siblings to enroll at the same facility simultaneously.
→ Since the siblings cannot attend simultaneously, both will be placed on hold.

Category (6) Even if they attend different centers, we wish for simultaneous enrollment; however, if it is not possible, we request enrollment for the child who can be admitted first.

[Example 14]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
	Nursery School D	Childcare Center E	Small-Scale Childcare Facility F
Younger child	○	×	○

→ First, even if they are at different facilities, we will make adjustment to ensure both siblings can attend simultaneously.
→ The older child is placed to Childcare Center B, and the younger child to Nursery School D.

[Example 15]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
	Nursery School D	Childcare Center E	Small-Scale Childcare Facility F
Younger child	×	×	×

→ First, even if they are at different centers, we will make adjustment to ensure both siblings can attend simultaneously. However, since simultaneous enrollment is not possible, we will make adjustment for each sibling separately.
→ In this case, the older child will be placed to Childcare Center B, and the younger child will be placed on hold.

Category (7) Other (Submit the Survey on Simultaneous Application for Siblings (Form 7)

- If you wish to apply for a combination that does not fall under Categories (1)–(6) or (8) , please list all desired combination patterns on the Survey on Simultaneous Application for Siblings (Form 7).
- Since only the combinations listed on the form will be considered in the placement process, if there are multiple possible combinations—even if the desired childcare facilities are the same—please list all of them on the form.

Category (8) We wish to enroll my children in the same facility, but if it is not possible, we wish to enroll only the child with priority. For future adjustments, we are open to either the same facility or different facility.

[Example 16 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	○
Younger child	○	×	○

→ First, to make adjustment for the sibling to attend attend the same facility, both children are placed to Nursery School C.

[Example 17 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	○	×
Younger child	○	×	○

→ First, we will make adjustment for both siblings to enroll at the same facility; however, since they cannot be enrolled simultaneously, we will prioritize the older child.

→ In this case, the older child will be placed to Childcare Center B, while the younger child's status will be placed on hold. Please note that if you select "Same facility only" in future adjustments, the younger child's preferred childcare facility will be limited to Childcare Center B.

[Example 18 (Priority to the older child)]

	Nursery School A	Childcare Center B	Nursery School C
Older child	×	×	×
Younger child	×	○	○

→ First, we will make adjustment for siblings at the same facility; however, since since they cannot be enrolled simultaneously, we will make adjustment for the older child with priority, but their application will be placed on hold. Unlike Category (3), since the child with priority is placed on hold, we will not make adjustment for the younger child.

→ In this case, both siblings will be placed on hold (unlike in Example 8, the younger child will not be placed to Childcare Center B).

[Point]

- Select this option if you wish to have siblings placed in the same facility, however, if it is not possible, you only wish to secure a spot for the child with priority.

Notes

- **For those who must have both siblings enrolled simultaneously due to returning from childcare leave or starting a new job, please select one of Categories (1), (2), or (5).**
- **For Category (1), please ensure that all preferred childcare facilities and priority rankings match for all siblings.**
- **For Categories (2), (3), (4), and (8), please ensure that at least the first-choice childcare facility matches for all siblings.**

Quick Reference Guide for Sibling Enrollment Applications

Information Provided on the Childcare Application	Key Points (Sample Scenarios)	
	Childcare Facility	Enrollment Date
① We wish to enroll our children only if they can attend the same facility at the same time.	· I only wish to enroll at the same facility.	· We only wish to enroll our children at the same time.
② We prefer simultaneous enrollment at the same facility, but if that is not possible, we are also open to simultaneous enrollment at a different facilities.	· I would like to enroll my children in the same facility, but if that is not possible, I am open to enrolling them in different facilities.	· We only wish to enroll our children at the same time.
③ We prefer the same facility, but if that is not possible, we would like the prioritized child (□ older child □ younger child) to be enrolled first. For future placement arrangements, (□ Only the same center □ A different center is also acceptable).	· I would like to enroll my child in the same center, but if that is not possible, I wish to · If the child I prioritize cannot be admitted, I would like the other sibling to be admitted. · **The child who was not offered placement** (the priority child or the other sibling) **will request admission to the same facility during future placement coordination.** *** For future placement adjustments, please select "Same Fasility Only."** **Note: If you do not wish to have the other sibling included in the placement process, please indicate this in the margin or elsewhere on the application form's classification table.**	· We are not insistent on simultaneous enrollment.
④ We prefer the same facility, but if that is not possible, we would like each sibling to be placed based on their respective preference rankings. For future placement adjustments, (□ Only the same facility □ A different facility is also acceptable).	· We would like them to attend the same facility, but if that is not possible, we are open to different facilities; therefore, we would like to enroll the child who can be admitted first. *** Even if they cannot attend the same facility, placement will be coordinated based on each sibling's preference order, so they may be placed in different facilities, allowing childcare services to begin as early as possible.**	· We are not insistent on simultaneous enrollment.
⑤ We only wish to enroll our children if they can be admitted at the same time, if that means attending different facilities.	· We request that selection be based on each sibling's individual preference order.	· We only wish to enroll our children at the same time.
⑥ We prefer simultaneous enrollment, even at different facilities, but if that is not possible, we would like the child who can be admitted first to be placed first.	· We request that selection be based on each sibling's individual preference order.	· We are not insistent on simultaneous enrollment.

10. Necessary procedures to start using the childcare services from April 2027

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

Application period	Place of application
October 1 (Thu.)–October 30 (Fri.), 2026	Childcare facility of your first choice
If you are unable to meet the above deadline: November 2 (Mon.)–November 13 (Fri.), 2026	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)

Since there are usually many applicants for childcare facility enrollment in the beginning of a new fiscal year, we ask for your cooperation in submitting your application to a childcare center, etc. no later than Friday, October 30 if possible.

- ◆ If the childcare facility of your first choice is to be opened in April 2027 (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 1.
- ◆ 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 13. 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 4, 2027, 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 5, 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 FY2027, If you desire to start using childcare services in April 2027, please consult with your local ward office or branch office in advance and submit the documents related to medical care by Friday, November 6, 2026.

(2) Notification of the adjustment result

- ◆ We will send the results on **Friday, January 29, 2027.**

* If you cancel the use of the childcare service, please contact your local ward office/branch office as soon as possible. Please note that if you decline a placement offer in the same fiscal year for which you applied for childcare services, a deduction will be applied due to the declined offer (–5 points; see item 25 of the Adjustment Index on page 22).

* Please understand that we cannot answer any inquiries regarding the adjustment result before it is announced.

(3) The second adjustment

Those who have not received approval in the first adjustment (by Friday, November 13, 2026), 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 Friday, February 12, 2027
- ◆ Notification of the second adjustment results will be sent in Friday, February 26, 2027 (scheduled)

11. Important points for using childcare services

(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 stating 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, 2027, 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 June-July every year.

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

If any of the condition listed in the table below apply while using childcare services, you will need to complete the necessary procedures, such as submitting a change request.

Conditions requiring procedures	Documents required to submit	Facility deadline (*)
When changing the reason for needing childcare (e.g., starting or leaving a job, confirming pregnancy, taking or ending childcare leave, etc.)	Application/Notification for Change of Authorization for Education and Child Care/Authorization for Facility Use (Form 8) Statement of Reasons for Childcare Need Supporting Documents Based on the Reasons for Childcare Need Notice of Schedule Change (Not required if changing to a shorter schedule)	The 20th of the month preceding the month in which you wish to make the change
If you wish to change the number of childcare hours (e.g., 9 hours → 10 hours)	Childcare Hours Change Form	
・If you wish to change your eligibility category (Type 2 → Type 1) ・If you wish to change the reason for needing childcare (e.g., Employment → Job searching) ・If you wish to change the required amount of childcare (e.g., short hours → standard hours)	Application/Notification for Change of Authorization for Education and Child Care/Authorization for Facility Use (Form 8) Statement of Reasons for Childcare Need Supporting Documents Based on the Reasons for Childcare Need	
・If the names of the parent or guardian and the child change ・If there is a change in address or contact information ・If there is a change in household composition	Application/Notification for Change of Authorization for Education and Child Care/Authorization for Facility Use (Form 8)	The 20th of the month in which the change occurs
When leaving the facility or service provider you are currently using	Application for Withdrawal of Education and Childcare Benefit Certification and Facility Usage Benefit Certification, and Notice of Withdrawal (Termination of Service Agreement)	

* As changes are generally processed on a monthly basis, the change will take effect the month following submission. The documents required for the change are kept on file at each childcare facility or service provider. As a general rule, please submit them through the childcare facility you are currently using (if submitting to your local ward office or branch office, submissions are accepted until the 25th).

Note: Please be sure to promptly notify your local ward office or branch office if the conditions under which childcare is required no longer apply, or if a sibling enrolls in or withdraws from a kindergarten or childcare facility that does not require certification for education and childcare benefits (Facility Type B as described in Section 4 (3) of the separate booklet “Guidance on User Fees (Childcare Fees) for Children Aged 0 to 2”).

[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.

◆ If either the father or mother takes childcare leave for a younger child, please note that, in principle, the childcare needs (childcare hours) for the older child will be reduced to short hours.

12. Diverse childcare services

For more details on childcare service and facilities, please visit the official website.

(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, some childcare facilities in Kyoto City offer night-time 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.

(5) Childcare services for sick and recovering children

Temporary childcare services are provided at facilities attached to medical institutions for children aged 0 to 6th grade who are ill or recovering from illness and for whom group childcare is difficult, and whose parents are unable to care for them at home due to work or other circumstances (ten facilities as of September 2026)

(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:

Childcare services at municipal kindergartens:

Note: If you use the services in (4)-(6) for your child who is not attending an authorized childcare facilities, the Free Preschool Education and Childcare Service Program may apply.
For details of the program, please visit the website at the bottom of page 15.

(7) Everyone Can Attend Childcare Program


Children aged 6 months to under 3 years old who are not enrolled in nursery schools, kindergartens, certified childcare centers, community-based childcare facilities, or other similar facilities can use childcare facilities, regardless of whether their parents are employed, within the available time frame each month.

13. Reference Application to kindergartens and certified childcare centers (kindergarten section)

If you wish to apply to a kindergarten or a certified childcare centers (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[*1])	Application directly to each facility	Not required	Required
Kindergartens operating under the new system[*1] Centers for preschool education and childcare (Kindergarten section)		Required	Required[*2]

*1 Regarding the types of kindergartens as of October 2026

Kindergartens under the new system	Kindergartens scheduled to transition to the new system in April 2027
Shimei Kindergarten, Torin Kindergarten, Kitano Kindergarten, St. Dominic's Institute Kyoto Kindergarten,Teranouchi Kindergarten, Rakuyo Kindergarten, Oto Kindergarten, Kodomo-no-Ie Kindergarten, Shimogamo Kindergarten, Soai Kindergarten, Makurin Kindergarten, Hachijo Kindergarten, Honganji Chuo Kindergarten, Ryukoku Kindergarten, Kotoku Kindergarten, Kachō Junior College Affiliated Kindergarten, Izumiyama Kindergarten, Izumi Kindergarten, Sonoeda Kindergarten, Higashiyama Kindergarten, Yamashina Kindergarten, Rakutou Kindergarten, Eiko Kindergarten, Omuro Kindergarten, Saga Kindergarten, Nishiyama Kindergarten, Rakusai Seika Kindergarten, Sunagawa Kindergarten, Momoyama Kindergarten, and all municipal kindergartens	Kinryo Kindergarten, Kyoto Catholic Shinai Kindergarten, Komyo Kindergarten, Tokiwa Kindergarten, Kurumi Kindergarten, Ave Maria Kindergarten, Nanden Kindergarten, Koka Kindergarten, Uguisu Kindergarten, Uguisu Taini Kindergarten, Mukojima Kindergarten, and Mutsumi Kindergarten

*2 Not required if you do not use the childcare service before or after regular childcare hours.

●Outline of free services

Age	Children between 3-5 years old	Children expecting to become 3-5 years old
Childcare service fee	**[**Private kindergarten(Excluding kindergartens that have transitioned to the new system)**]:** The maximum of 28,000 yen per month will be provided **[**Kindergartens operating under the new system Centers for preschool education and childcare (Kindergarten section)**]:** Free	
Temporary childcare service[*1]	**Not eligible** (However, for households exempt from municipal tax, a maximum of 490 yen x number of days using the childcare services per month will be provided. (the maximum amount provided per month is 17,700 yen))	Maximum of 490 yen x number of days using the childcare services per month will be provided. (the maximum amount provided per month is 12,300 yen)[*2]

*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 × 490 yen (however, the maximum benefit is 12,300 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 this website.

14. Reference About the “My Childcare Facility” and “My Kindergarten” Programs

These programs provide childcare support, such as parenting consultations by childcare professionals like nursery teachers and kindergarten teachers, with a familiar nursery school or kindergarten serving as a "family childcare center" for families with children, including those with preschool children who are not yet attending nursery school or kindergarten (including expectant families).

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 this website.

15. Childcare service fees

You will be notified of the childcare service fees via the childcare facility you use at the beginning of the month following the month you started using the facility. Childcare service fees for April will be notified around the end of April.

For details, please see the separate “Guidelines on the Childcare Service Fees for Children aged 0 to 2.”

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 answers to other questions are available.

Click here for the website.

[Application for childcare services]

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

A1. The information is provided on this website of the Kyoto City Information Hall.
The number of acceptable applications for April 2027 for the first adjustment has been posted since October 1. In addition, the status of applications and the number of available slots as of the first adjustment deadline (scheduled to be posted on Friday, November 27) will also be published on the same page.
For childcare applications other than those for April, information on vacancies for the following month is posted in the early part of each month. If you need more detailed information, please contact the ward office or branch office of the area where the childcare facility of your interest is located.

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 (2/2) 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.)
*Regarding the use of childcare services across municipalities: In the case of Kyoto City, this applies only in the following situations — when returning temporarily to one’s parents’ home for childbirth, when a five year old child moves into or out of the city after January, or when the child is certified under Category 1.
Please note that such use across municipalities is permitted only if the municipality of your temporar residence or other relevant municipality also allows inter-municipal use. Advance procedures are required.

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, you will need to 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. Please note that even if you transfer only your residence registration to Kyoto City, you will not be able to use childcare services unless you actually reside in Kyoto City.
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

(Adjustment Index item 3)) 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. For a non-Kyoto resident, it is not possible to use any childcare facility in Kyoto City on the grounds of commuting to work in the City.

Q5. Our baby is due in January 2027. 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 Thursday, February 4, 2027. However, if you have filed the application and your baby is born on or after Friday, 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. Regarding the first adjustment applications for April, 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?

A6. 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 14 will cause you to be subject to the second adjustment, instead of the first adjustment for which the application submission deadline is Friday, November 13, 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 13, 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 by Friday, December 11. 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.

Q7. Can I continue to use the childcare services when I take childcare leave in installments after starting to use the childcare services?

A7. If you take childcare leave for one month or longer for a child using childcare services, 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.

Q8. 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?

A8. 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.

Q9. In the case of an application for childcare services upon returning from childcare leave, if I select the option stating, "I understand that it is possible to extend my childcare leave, and I have no objection to being ranked lower than other applicants in the adjustment process," will the application necessarily be placed on hold?

A9. If you select this option, a deduction of 70 points will be applied to the Adjustment Index (Adjustment Index item 32), and your application will be ranked lower in priority. However, if the result of the adjustment process indicates that admission is possible, an offer of placement will be made; therefore, selecting this option does not guarantee that your application will be placed on hold.
Please note that selecting this option will not negatively affect your eligibility for childcare leave benefits. However, as the childcare leave benefit system is administered by the national government, Kyoto City is unable to answer any inquiries regarding the screening or decision process conducted by Hello Work or other relevant authorities.
If you wish to confirm the details, please contact Hello Work or your employer.

Q10: What procedures are required to use a corporate childcare facility? Also, is this subject to the placement adjustment process?

A10 If you wish to use a corporate childcare facility that is a licensed childcare facility, you must obtain a certification for education and childcare benefits (Type 3 Certification) for both the community quota and the employee quota. Please note that while the community quota is subject to usage coordination by Kyoto City, the employee quota is not; therefore, please apply directly to the facility.

[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 all the required documents necessary for the assessment. 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., 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 Certificate, please enter the names and other particulars of all the applicant children in the applicable columns on the Certificates.

If you are applying for three or more children at the same time, please submit two copies of the Application for Certification of Eligibility for Early Childhood Education and Care and Childcare Services (Form 2/2).

In addition, if the desired facilities or the order of preference differs among the siblings, please also submit the Survey on Simultaneous Application for Siblings (Form 7).

If two copies of a document are required, please obtain them from the ward office or branch office or download them from this website.

Q13. We plan to apply for April 2027 enrollment and FY2026 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 for each parent or guardian for the FY2027 (April 2026) application is dated on or after September 11, 2026, only one original per parent/guardian is required. In such cases, please submit the original Employment Certificate for each parent/guardian with the application for FY2027, and attach a copy of the same certificate to the application for FY2026. Please also indicate this in a blank space on the Employment Certificate used for the FY2026 application.

For supporting documents that demonstrate the reason childcare services are needed (such as Employment Certificate or medical certificates), please submit documents issued within three months prior to the desired month of commencement of childcare services. However, for April applications, as mentioned above, please prepare supporting documents issued on or after Friday, September 11, 2026.

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?

A15. 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 2/2) is for reference purposes only. After you have received an offer of placement, you will discuss the actual childcare hours with the childcare center concerned in accordance with your certification status (either Standard Time or Short Time), 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. 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 and submit it to the ward office or branch office to which you applied for childcare.

For applications for childcare services under the first adjustment for April, please submit the required documents by Friday, December 11, 2026. For applications under the second adjustment for April, please submit the required documents by Friday, February 12, 2027, and for childcare services from May onward, please submit them by the application deadline for each respective month.

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 2027

enrollment, we will process the adjustment or other procedures using the documents (including those reflecting changes) submitted no later than Friday, December 11, 2026. However, as any changes may affect the requirements for childcare service eligibility, please consult promptly with the ward office or branch office where you submitted your application even after Friday, December 11, 2026 if there are any changes to the details of your application.

Q18. Even if there are three children applying, should we select the category according to the flowchart for simultaneous applications for siblings?

A18. In principle, please follow the flowchart. However, if the desired facilities or the order of preference differ among the siblings, please also submit the Survey on Simultaneous Application for Siblings (Form 7).
Please note that, during the adjustment process, all patterns indicated in the Survey on Simultaneous Application for Siblings (Form 7) will be taken into consideration. Any patterns not specified in the form cannot be accommodated, so please take care when completing it.

Q19. Could you explain the difference between Category (3) and Category (4) in the flowchart for simultaneous applications for siblings?

A19. Both categories represent cases where simultaneous admission to the same childcare facility is desired. However, they differ in how the application is handled if that wish cannot be fulfilled.

- **Category (3):**
  In this category, it is possible for only the child with higher priority among the siblings to be granted placement. This category should be selected when you strongly wish for both children to attend the same facility, even if their starting times differ. (In this case, for the next round of the adjustment process, you should indicate "Same facility only.")
- **Category (4):**
  In this category, the adjustment process is conducted according to each sibling's order of preference. This category should be selected when you strongly wish for simultaneous admission of siblings, even if it means they may be placed at different facilities, or when you wish to have at least one child start childcare as soon as possible if simultaneous admission is not possible. (In this case, for the next round of the adjustment process, you should indicate "Different facility acceptable.")

Note: In such cases, the childcare facility or service to which one of the siblings has been admitted will be treated as the first choice for the next adjustment process.

Q20: Could you explain the placement adjustment process for subsequent rounds selected in Categories (3) and (4) of the flowchart for simultaneous application for siblings?

A20 For children placed on hold, future allocation adjustments will be conducted as follows (for the first adjustment for April, this refers to the second adjustment; if a child remains on hold after the second adjustment, it refers to the adjustment for May):

[Same facility only]
Subsequent placement adjustments will be conducted only at the childcare facility where the sibling was admitted first.

[Other facilities also acceptable]
Regardless of the placement preferences for the sibling who was not admitted, the childcare facility where the sibling who was admitted first will be moved up to the first preference, and placement adjustments will be made accordingly.

	Fist choice	Second choice	Third choice
Older child	Nursery School A	Nursery School B (placement)	Nursery School C
Younger child	Nursery School A	Nursery School B	Nursery School C

Same facility only

	Fist choice
Younger child	Nursery School B

Other facilities also acceptable

	Fist choice	Second choice	Third choice
Younger Child	Nursery School B	Nursery School A	Nursery School C

Q21. In what kind of cases does Category (7), which is listed as "Other" in the flowchart for simultaneous applications for siblings, apply?

A21. Please select this category if none of the items (1) through (6) and (8) under Section 6 (2) of the Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Service (Form 2/2) apply — for example, when you do not wish for the siblings to attend the same facility, when the desired facilities are the same but the order of preference differs among the siblings, or when there are three children applying and you plan for only the second child to attend a different facility.

[The points]

Q22. 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?

A22. 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.

Q23. In what cases is the additional score for commuting or school attendance time applied?

A23. The decision will be based on the information provided in the Statement of Reasons for Needing Childcare Services and the Employment Certificate. (Please note that if it is determined objectively that commuting or school attendance can be completed in a shorter time than stated, the declared commuting time may not be accepted.)
If the name of the employer cannot be listed on the Employment Certificate due to a return from childcarel leave or an unknown assignment location, you will not be eligible for the additional score.

Q24. In what cases is the additional score for “My Childcare Facility / My Kindergarten” applied?

A24. One additional point will be given only when the adjustment is conducted for the facility where the child is registered under the My Childcare Facility / My Kindergarten program.
Each child can be registered with only one My Childcare Facility / My Kindergarten.
For example, if a child’s score is 40 points and the child is registered with the first-choice facility under the My Childcare Facility / My Kindergarten program, the adjustment for the first-choice facility will be made with an additional point (41 points). However, for the second-choice facility and beyond, the adjustment will be made with the original score of 40 points.
Please note that those eligible to register for the My Childcare Facility / My Kindergarten program are all expectant mothers residing in Kyoto City and families raising preschool-aged children who are not attending a childcare center, kindergarten, or similar facility. Applicants who have not yet moved into Kyoto City as of the application deadline (Friday, December 112, for the first adjustment for April) or who are applying for a transfer (including those graduating from small-scale childcare facilities) are not eligible for this additional point.

[Procedures following notification of adjustment results]

Q25. Upon the acceptance of our child's enrollment, how soon do I have to return to work from childcare leave?

A25. 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, 2027, you will need to return to work on or before April 30, 2027. (The last day of your childcare leave will be April 29, 2027 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.

Q26. In cases where approval of our application has been suspended, 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?

A26. Your application will continue to be assessed based on the information initially submitted until March of the following year, so reapplication within the same fiscal year is not necessary.
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.

Q 27. What are the consequences of declining an offer of placement at a childcare facility?

A27. If, after the notification of the adjustment result has been sent, you decline an offer of placement at a childcare facility for reasons other than the child's hospitalization or a sudden job transfer/relocation, and you apply for childcare services again within the same fiscal year as the desired start date, a deduction will be applied due to the declined offer (if you decline an offer in the first round of adjustments for April 2027, the deduction (–5 points; see item 25 of the Adjustment Index) will be applied from the second round of adjustments for April 2027).



Request from Kyoto City

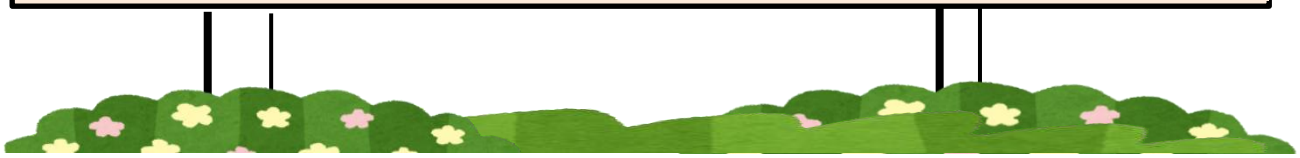


Please cooperate in providing childcare at home on your days/time off from work.

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.

Details are also available on the following website:



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

For each childcare facility, a child's score is determined using the lower of the combined Basic point and Adjustment point scores of the child's parents or guardians. Applications are then ranked in descending order of score for placement purposes.

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.

If more than one reason for requiring childcare applies, the reason with the highest score will be used as the Basic Index.

Example: If the score for job searching is 5 points and the score for caring and nursing care is 20 points, the Basic Index will be 20 points based on caring and nursing.

◆Basic points…Choose one of the following reasons.

Reason why childcare service is required	Criteria	Basic point
Employment *1, 2, 3	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 School Education Act, a specialized training college, other type of schools, or public vocational training facilities for longer than 40 hours per week.	40
	Attending a school established in accordance with School Education Act, a specialized training college, other type of schools, or public vocational training facilities for 35-40 hours per week.	35
	Attending a school established in accordance with School Education Act, a specialized training college, other type of schools, or public vocational training facilities for 30-35 hours per week.	30
	Attending a school established in accordance with School Education Act, a specialized training college, other type of schools, or public vocational training facilities for 25-30 hours per week.	25
	Attending a school established in accordance with School Education Act, a specialized training college, other type 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 serching	Job serching	5
Pregnancy	Attending a school (Not applicable to any of the above)	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 leve 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 parent(s) from giving adequate childcare considering the conditions of the child, the parent(s) or family	*4

*1 Working hours including rest (applicable to all work outside the home and work at home)

*2 Even if you plan to use the short working hour system, your index will be determined based on your working hours prior to its application.

*3 If childcare is required due to employment and an Employment Certificate is not submitted by the deadline specified by the Mayor of Kyoto City, the basic point score shall be 5 points (job seeking).

*4 The Mayor of Kyoto City 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	☆	A frequency of at least three days per week is required ・If the workplace cannot be listed on the Employment Certificate due to return from childcare leave or unknown assignment location, the applicant will not be eligible for additional score.
2		Commuting time to the workplace/school is 1 hour or longer (one way).	3	☆	・Adjustments apply only when the childcare requirement is “Employment” or “Attending a school”; it cannot be used together with items 1 and 2. ・If the Mayor determines, based on objective assessment, that commuting or traveling to school can be done in less time than reported, bonus points may not be awarded; or, even if a commute or travel time of 1 hour or more is reported, item 1 may be applied.
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	☆	If a parent is subject to Item 4, only that parent is excluded.
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	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 cannot be used together with items 6.
6		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 cannot be used together with items 5.
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.”
8	Situation of caring for family	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.”
9	Household situation	There are 3 or more children who are elementary school students or younger.	1		It cannot be used together with items 10.
10		There are 3 or more pre-school children.	3		It cannot be used together with items 9.
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		
12		Either parent works on the night shift 4 times or more a month.	2		Excludes cases where the person separated in item No. 11 is eligible for night shift
13		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 cannot be used together with items 14.
14		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 cannot be used together with items 13.
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 cannot be used together with items 16.
16		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		・It cannot be used together with Item 15, except when the childcare requirement is “long-term care” ・Include children under the age of 18 who have not been assigned a disability support category but have been certified as eligible for welfare services or day care support for children with disabilities.
17		Two or more household members other than the child and parent(s) fall under item 15 or 16.	2		Except when the reason for requiring the childcare service is “caring/nursing.”
18		Single-parent household	5		- It cannot be used together with items 19. - Not eligible when item 28 applies.
19		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		・For households receiving public assistance, eligibility is limited to cases where the childcare requirements are “Employment,” “Attending a school,” or “job searching.” ・It cannot be used together with item 18.
20		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		
21	Situation of the child	Children born of multiple birth	10		If this item overlaps with Item 26, 1 point will be added in addition to the 15 points for Item 26 (total of 16 points).
22		The child applying meets one of the following criteria (Physical Disability Certificate, Grade 3 or lower; Mental Disability Health and Welfare Certificate, Grade 3)	2		It cannot be used together with item 23.
23		The child applying meets one of the following criteria (Physical Disability Certificate, Grade 1 or 2; Rehabilitation Certificate; Mental Disability Health and Welfare Certificate, Grade 1 or 2; Special Child Rearing Allowance)	5		・It cannot be used together with item 22 ・Includes cases where the child has been certified for disability welfare services or day care support for children with disabilities.
24		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)
25		If an offer of placement at a childcare facility has been declined within the same fiscal year as the desired start date (limited to applications within the same fiscal year as the desired start date)	-5		Excluding cases of hospitalization of the child or sudden job transfer/relocation.
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		• 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. • It cannot be used together with items 21 or 33.
27	Alternative childcare	The child is looked after by a relative (other than grandparents) who are younger than 65 years old.	-1		It cannot be used together with item 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	-1		It cannot be used together with item 27.
29		The child is looked after at the workplace.	-2		Except the cases where the workplace is not on the same premises or is not in close proximity (approximately a 5-minute walk)
30		The application is for childcare services due to return to work after childcare leave, and the child will be 1 or 2 years old in the fiscal year in which childcare services are desired to commence.	2		・Applicable only if stated on the Employment Certificate ・Even in cases where an employee has returned to work out of necessity by using unlicensed childcare facilities or temporary childcare services, this provision continues to apply only to childcare services used during the fiscal year in which the employee returned from childcare leave and the following fiscal year.
31		The application is for childcare services due to return to work after childcare leave, and the child will be 0 years old in the fiscal year in which childcare services are desired to commence.	1		・Applicable only if stated on the Employment Certificat ・In cases where there is no parental leave system—such as due to a short employment period—and the employee returns to work immediately after postnatal leave, or in cases where the employee is compelled to return to work due to the use of unlicensed childcare facilities or temporary childcare services, this provision continues to apply only to applications for childcare services in the fiscal year of return from childcare leave or postnatal leave and the following fiscal year.
32		If the applicant has stated that it is possible to extend their childcare leave and that they have no objection to being ranked lower than other applicants in the allocation process.	-70		Applicable if Item 4, '② I am able to extend my childcare leave and have no objection to being ranked lower than other applicants in the allocation process,' on Form 1(2) “Qualification for Receiving Grants for Preschool Education and Childcare Services Application Form and Application for Childcare Use (2/2)” is selected.
33	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 childcare centers), and the parent chooses this facility as the first choice for a child turning 3 years old.	10		
34	My Childcare Facility Registration	The parents have registered for My Childcare Facility by the application deadline for each month in which they wish to use childcare services.	1		**"Additional points are awarded only for the placement adjustment process at childcare facilities or service providers registered under 'My Childcare Facility/ Kindergarten'."** For the first round of adjustments for childcare services starting in April 2027 only, those who have registered for My Childcare Facility by the deadline for application changes (December 11, 2026) are also included.
35	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.

◆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
Kita Ward Office	56 Murasakino Nishigosho Dencho, Kita-ku	075－432－1284	075－451－0611
Kamigyo Ward Office	285 Imadegawa-dori Muromachi Nishiiru Horidashi-cho, Kamigyo-ku	075－441－5119	075－432－2025
Sakyo Ward Office	7-2 Matsugasaki Donoue-cho, Sakyo-ku	075－702－1114	075－791－9616
Nakagyo Ward Office	521 Nishihorikawa-dori Oike-sagaru, Nishi-sanbo Horikawa-cho, Nakagyo-ku	075－812－2543	075－822－7151
Higashiyama Ward Office	130-6 Kiyomizu 5-chome, Higashiyama-ku	075－561－9350	075－531－2869
Yamashina Ward Office	14-2 Nagitsuji Ikejiri-cho, Yamashina-ku	075－592－3247	075－501－6831
Shimogyo Ward Office	608-8 Nishinotoin-dori Shiokoji-agaru, Higashishiokoji-cho, Shimogyo-ku	075－371－7218	075－351－9028
Minami Ward Office	1-2 Nishikujo Nanden-cho, Minami-ku	075－681－3281	075－691－1397
Ukyo Ward Office	12 Uzumasa Shimokeibu-cho, Ukyo-ku	075－861－1437	075－861－4678
Keihoku Branch Office, Ukyo Ward Office	1-1 Keihoku Shuzan-cho Kamiterada, Ukyo-ku	075－852－1815	075－852－1814
Nishikyo Ward Office	25-1 Kamikatsura Morishita-cho , Nishikyo-ku	075－381－7665	075－392－6052
Rakusai Branch Office	2-1-2 Oharano Higashisakaidani-cho, Nishikyo-ku	075－332－9195	075－332－8186
Fushimi Ward Office	39-2 Takajo-cho, Fushimi-ku	075－611－2391	075－611－1166
Fukakusa Branch Office	93-1 Fukakusa Mukaihata-cho, Fushimi-ku	075－642－3564	075－641－7326
Daigo Branch Office	28 Daigo Okamae-cho, Fushimi-ku	075－571－6392	075－571－2973

Childcare Support Portal Site

Hagukumo is distributed!

We are constantly updating information about Kyoto City's childcare support programs on our portal site. It's full of helpful information about programs you'll be glad you knew about, as well as events related to childcare in your area.
You can also find a map of places you can visit with your children, and a chatbot that can answer your childcare questions.

Kyoto City Child and Youth Support Bureau
Early Childhood Education and Care Support Office
Follow us on social media.

X **Instagram**

We share a wide range of information, including the latest news on childcare services in Kyoto City, the initiatives of the Early Childhood Education and Care Support Office, daily posts from our staff, and even meal menus from municipal childcare centers.
Please be sure to follow us!

When this document is no longer necessary, please recycle as **"miscellaneous paper"**!



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