

FY2024 Application Guide for Use of Childcare Facilities (Summary Version)

Adachi City’s website is available in multiple languages. Application information can be viewed in 131 languages, including English, Chinese, and Korean.

1. Application Period and Reception Place

| Month you wish to start admission | Application Reception Period | Valid Period of Application |
|-----------------------------------|---|-----------------------------|
| 2024 April | 2023 November 20 (Mon.) – December 5 (Tue.) | 2024 Until Sep. Admission |
| May | 2024 March 18 (Mon.) – April 10 (Wed.) | Until Oct. Admission |
| June | April 11 (Thu.) – May 10 (Fri.) | Until Nov. Admission |
| July | May 11 (Sat.) – June 10 (Mon.) | Until Dec. Admission |
| August | June 11 (Tue.) – July 10 (Wed.) | 2025 Until Jan. Admission |
| September | July 11 (Thu.) – August 10 (Sat.) | Until Jan. Admission |
| October | August 11 (Sun.) – September 10 (Tue.) | Until Apr. Admission |
| November | September 11 (Wed.) – October 10 (Thu.) | Until Apr. Admission |
| December | October 11 (Fri.) – November 10 (Sun.) | Until May Admission |
| 2025 January | November 11 (Mon.) – December 4 (Wed.) | Until June Admission |
| February/March | Application is not accepted. | |

For April Admission:

- The applications will be accepted at the counter of the Childcare and Admission Section or through the online application.
- The reception for bringing documents on the holiday will take place only on November 26 (Sun.) at the Adachi City Office.
- Reception hours at the counter of the Childcare and Admission Section are from 9:00 a.m. to 4:00 p.m.
- Application documents submitted through online will be checked by the Childcare and Admission Section, and after checking, we may contact you for additional documents.

For the Admission on and after May :

- Applications will be accepted at the counter of the Childcare and Admission Section or through the online application.
- Reception hours at the counter of the Childcare and Admission Section are from 8:30 a.m. to 5:00 p.m.
- ✳️ If you apply at the counter, application documents must arrive by August 9 (Fri.) for September admission, November 8 (Fri.) for December admission.
- On the holiday open days of the city office (the 4th Sunday of each month), we accept the application at the extraordinary reception desk of the Childcare and Admission Section from 9:00 a.m. to 4:00 p.m.
- Application documents submitted through online will be checked by the Childcare and Admission Section, and after checking, we may contact you for additional documents.

2. About documents to be submitted

- ① Check List for submitted documents
- ② Application for Certification for Education / Childcare Benefit (Certification of “Need for Childcare”) and (combined) Application for Use of Childcare Facilities
- ③ Family Status Declaration Letter
- ④ Documents to prove that you cannot take care of the said child at home. (Refer to Table 1)
※It is required for both mother and father. Translation to Japanese is required if the proof is written in foreign languages.
- ⑤ Documents to prove the municipal residents’ tax amount for FY2023
 - For those who are not the resident of Adachi city as of January 1st, 2023, in principle, it is not necessary to submit the taxation (exemption) certificate of FY2023 residents’ tax because confirmation of the municipal residents’ tax is performed through information inquiry to other municipalities using the information linkage system.
 - For those who are not registered as a resident of Japan as of January 1, 2023, it is required to submit a copy of the income certificate or the like for the period from January 2022 to December 2022 in order to calculate the amount equivalent to the residents’ tax for the fiscal year 2023.
 - For those who do not agree the information inquiry to the other municipality through information linkage system, it is required to submit either “FY2023 Residents’ Taxation (exemption) Certificate or “Residents’ Tax Payment Notice” (a photocopy acceptable. It is required for both parents).
 - If parents/guardians have not filed residents’ tax return, please file in due course.
- ⑥ Private Accredited Kodomoen Facility Confirmation Certificate (Only when applying to Private Accredited Kodomoen)
※Please get an explanation at Private Accredited Kodomoen and obtain an issuance from Kodomoen. The form of Confirmation Certificate is available at each Private Accredited Kodomoen.
- ⑦ Other documents (Refer to Table 2)
Only when you submit the documents for applicable items, additional points may be given (or no subtraction effected) to your implementation standard index for childcare.
※Necessary forms for application can be obtained at the Childcare and Admission Section and, only for April admission, at Adachi Welfare Offices (excluding Chubu 1st Welfare Section and 2nd Welfare Section) and at each Approved Nursery School, or Municipal Accredited Kodomoen. (The form can also be downloaded from the Adachi City website.)

3. Regarding the number of recruitments

Information on the number of recruitments will be announced at the Childcare and Admission Section and, on the Adachi City Website.

- ◎ For April admission, it will be kept announced from the beginning of November 2023 to December 19, 2023.
- ◎ For admission on and after May, it will be kept announced from the first day to the last day of the month before the month of use.

【Inquiries】 Adachi City Office 1-17-1 Chuo-Honcho, Adachi-ku 120-8510

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| Inquiring Call Adachi | TEL 03-3880-0039 FAX 03-3880-0041 |
| Adachi City Childcare and Admission Section, Admission 1st~3rd Subsection | TEL 03-3880-5263 (direct) FAX 03-3880-5703 |
| Child Support Center, “GENKI” (On interviews with children in need of developmental support) | TEL 03-5681-0134 (direct) FAX 03-3852-2864 |

PC: <https://www.city.adachi.tokyo.jp/>

(Table 1)

| No. | Situation of Parents/Guardians | Documents to be submitted |
|-----|---|--|
| 1 | Working full-time or part-time etc. (Including on the childcare leave) | <p>Work Certificate (The certified date must be within 3 months of the deadline date of the application.)</p> <ul style="list-style-type: none"> • To be certified by the employer. • If the actual work records are not filled in except for the period immediately after the start of employment, or if the actual records filled in are not more than 1 month old, the index may become low. Therefore, as soon as the work records are determined, submit proof (salary slip, etc.) that shows the work records (working days, salary). • If you are on childcare leave, the column for taking childcare leave must be filled in. (You must reinstate by the first day of the month following the month of admission.) |
| 2 | Self-employed or Side job, etc. | <p>◎Self-employed---Work Certificate and the documents to prove self-employment. For the proof of self-employment, refer to the items listed below.</p> <p>◎Side job---Work Certificate and the documents showing income.</p> |
| 3 | Already got a job (full-time or part-time, etc.) | <p>Work Certificate (The certified date must be within 3 months of the deadline date of the application.)</p> <ul style="list-style-type: none"> • To be proved by the workplace where you were offered a job. • Re-submit the Work Certificate after having started employment. |
| 4 | Planning to start own business | Work Certificate and a copy of documents that prove the start-up of the business. |
| 5 | From 2 months before childbirth to 2 months after childbirth | Copy of the Maternal and Child Health Handbook (The cover page and the page that can certify the date of delivery or the expected date of birth.) |
| 6 | Parents/Guardians are ill or have a mental or physical disability. | Medical Certificate of the parents/guardians (The certified date must be within 6 months of the deadline date of the application) or a copy of the Physically Disabled Certificate of the parents/guardians. |
| 7 | Nursing or caring for a relative within the second degree of relationship | <p>Medical Certificate of the corresponding person (The certified date must be within 6 months of the deadline date of the application) or a copy of the Physically Disabled Certificate or the Certificate of the Insured Person for Long-Term Care Insurance, etc.</p> <ul style="list-style-type: none"> • Please write details of nursing or caring in the Family Status Declaration Letter (back side) as well. |
| 8 | Attending school currently, or admission has been decided. (Culture courses or the like are excluded.) | Student Registration Certificate (The certified date must be within 3 months of the deadline date of the application.) If you cannot submit it in the form created by Adachi City, a Student Registration Certificate in the school form is acceptable (time schedules, etc. may be requested separately). |
| 9 | During job search activities | <ul style="list-style-type: none"> • Submit the Work Certificate after starting work. • If you correspond to numbers 1 or 2 in Table 2, submit the relevant documents. ※ If we cannot confirm that parents/guardians have started to work within 3 months after admission to the nursery, the said child must withdraw from the facility. |
| 10 | Others | Please ask any questions to the Childcare and Admission Section. |

【About the proof of a self-employed business】

For self-employed applicants, the documents to be submitted differ depending on the business type. Please submit with reference to the following documents:

◆Sole proprietor:

Work Certificate + Copy of 【Page 1 and 2】 in the Final Tax Return for the most recent year
Copy of Notification of Opening Business
Copy of the Operating License, etc.

◆Corporate operator (executive):

Work Certificate + Copy of Explanatory Leaflet of Corporate Business Fact Sheet of the most recent year
Copy of the Certificate of Full Registry Records (The certified date must be within 6 months of the deadline date of the application.)
Copy of the Operating License, etc.

(Table 2)

| No. | Situation of the household | Documents to be submitted |
|-----|---|--|
| 1 | Parents/Guardians who are searching for a job, have been offered a job or plan to open a business, and have had prior working records for over one year (except for the case where the unemployment period exceeds 5 months as of the deadline date of the respective application). | Documents to confirm <u>the working records and working period</u> (start date and exit (or schedule to exit) date) of the previous job. (e.g.) Work Certificate in which the start date of employment and the exit date from employment are specified. |
| 2 | The leader of the livelihood (the largest taxpayer in the household) is under unemployment. (However, the said person must have a work record of one year or more within 3 months of the deadline date of the respective application.) | <ul style="list-style-type: none"> Any one of Separation Slip, Employment Insurance Recipient Certificate, or Work Certificate (with the exit date specified). Taxation Certificate of all parents/guardians for the most recent fiscal year (copy acceptable) |
| 3 | All parents/guardians are exempt from the residents' tax (except for the household receiving public assistance and the household whose tax payment obligation is in a foreign country). | Tax Exemption Certificate of all parents/ guardians (see※below.) (copy acceptable) ※The required fiscal year differs depending on the month of the admission request. Adm. request for Apr. to June, 2024: for FY 2023 Adm. request for July, 2024: for FY2023 or FY2024 Adm. request for Aug.2024 to Jan. 2025: for FY 2024 |
| 4 | Households receiving public assistance | Certificate of Public Assistance Recipient (issued by the Welfare Office that has jurisdiction over your place) ※The certified date must be within 3 months of the deadline date of the application. |
| 5 | One of the parents of the applying child does not exist. | Copy of the page showing the expiration date of the Child Support Allowance Certificate (cover page) and the page showing the name of the parents/guardians, or a copy of the Single Parent Medical Certificate (if none of the above are available, submit the Residence Certificate listing all members of the household). |
| 6 | One of the parents has been absent for longer than three consecutive months as of the deadline date of the relevant application (including the case that he or she has already been in a long-time absence and such absence is expected to become longer than 3 months). | Documents confirming the reason for a long-time of absence and the length of absence. (e.g.) Work Certificate that describes the inter-company transfer unaccompanied by family or the transfer to an overseas assignment, a proof of hospitalization, etc.) |
| 7 | In the same household, under Residence Certificate, there is a holder who has one of the following.: Physically Disabled Certificate, <i>Ai-no-Techo</i> , or Mental Disability Certificate. | Copy of the Disability Certificate (the one within the validity period.) |

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|----|---|---|
| 8 | <p>When parents/guardians agree to apply for childcare for children who need developmental support in the interview with the Genki, Child Support Center. ※Please contact the “Child Support Center GENKI” in advance for an interview. We will have a hearing about your child’s condition, and will have an interview as necessary. Note that during November 20 through December 5, 2023 (from 9 a.m. to 4 p.m., reception ending at 3:30 p.m.), an interview will be conducted at the Adachi City Office (no need for an appointment).</p> | <p>Copy of Application for Use of Childcare for Children in Need of Developmental Support (The one used at an interview at the Child Support Center GENKI)</p> |
| 9 | <p>At the time of application, if the child is attending the certified nursery school, the corporate-driven nursery facility, or the corporate on-site nursery, etc. for a fee and under a monthly contract (except for the childcare leave period).</p> | <p>Copy of the Acceptance Certificate or the contract and receipt of the childcare fee for the most recent month. ※The certified date must be within 3 months of the deadline date of the application. ※If you were on childcare leave at the time of application and reinstated after application, the points will not be added without submitting the work certificate with the written reinstatement date.</p> |
| 10 | <p>For children currently enrolled in the certified nursery school, the corporate-driven nursery facility, or the corporate in-house nursery and going to graduate from it due to the upper age limit, and they wish to enroll in April (April enrollment only).</p> | <p>Acceptance Certificate ※Certified within 3 months of the deadline date of the application.</p> |
| 11 | <p>Although there are children’s grandparents who are under 65 years old in the same household under the residence registration, they are unable to take care of the child in place of parents/guardians.</p> | <p>Documents to prove the reasons that the grandparents are unable to take care of the child (refer to Table 1 “documents to prove that you are unable to take care of the said child at home”). ※If you do not submit these documents, there may be a reduction in your index.</p> |
| 12 | <p>When parents/guardians are working at the Adachi City nursery facilities (nursery facilities that can adjust usage, uncertified nursery facilities (nurseries certified by the Tokyo Metropolitan Government), corporate-driven nursery facilities) or at the private kindergartens, as a licensed person such as a nursery teacher, nurse, or kindergarten teacher (including those who are going to reinstate from childcare leave) or such a job has already been offered.</p> | <p>Copy of qualification certificate or the like (nursery teacher/nurse license /kindergarten teacher license) and “Consent Form on the Priority Admission of Nursery Teacher, etc.” ※The Consent Form on the Priority Admission of Nursery Teacher, etc.” is distributed at the Childcare and Admission Section and can also be downloaded from the city’s website.</p> |