

# FY2025 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
2025 April	2024 November 20 (Wed.) – December 4 (Wed.)	2025 Until Sep. Admission
May	2025 March 18 (Tue.) – April 10 (Thu.)	Until Oct. Admission
June	April 11 (Fri.) – May 10 (Sat.)	Until Nov. Admission
July	May 11 (Sun.) – June 10 (Tue.)	Until Dec. Admission
August	June 11 (Wed.) – July 10 (Thu.)	2026 Until Jan. Admission
September	July 11 (Fri.) – August 10 (Sun.)	Until Jan. Admission
October	August 11 (Mon.) – September 10 (Wed.)	Until Apr. Admission
November	September 11 (Thu.) – October 10 (Fri.)	Until Apr. Admission
December	October 11 (Sat.) – November 10 (Mon.)	Until May Admission
2026 January	November 11 (Tue.) – December 3 (Wed.)	Until June Admission
<b>February/March</b>	<b>Application is not accepted.</b>	

- For April admission:**
- Applications will be accepted at the counter of the Childcare and Admission Section or through online application.
  - Reception hours at the counter of the Childcare and Admission Section are from 8:30 a.m. to 5:00 p.m.
  - Holiday reception in person with bringing application documents is available at Adachi city office only on November 24 (Sun.), from 9:00 a.m. to 4:00 p.m., at a temporary reception counter of the Childcare and Admission Section.
  - Application documents submitted 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 online application.
  - Reception hours at the counter of Childcare and Admission Section are from 8:30 a.m. to 5:00 p.m.
  - ※If you apply at the counter, application deadline for June admission is May 9 (Fri.) and August 8 (Fri.) for September admission.
  - On the holiday open days of the city office (the 4th Sunday of each month), applications will be accepted at a temporary reception desk of the Childcare and Admission Section from 9:00 a.m. to 4:00 p.m.
  - Application documents submitted 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 the documents to be submitted
- ② Application for Certification for the Education/Childcare Benefits (Certification of “Need for Childcare”) and (combined) Application for the 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 FY2024
  - For those who are not residents of Adachi city as of January 1, 2024, in principle, it is not necessary to submit the taxation (exemption) certificate of the 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 residents of Japan as of January 1, 2024, it is required to submit a copy of the income certificate or the like for the period from January 2023 to December 2023 in order to calculate the amount equivalent to the residents’ tax for the fiscal year 2023.
  - If you do not agree the information inquiry to the other municipality through information linkage system, you need to submit either “FY2024 Residents’ Taxation (exemption) Certificate or “Residents’ Tax Payment Notice” (photocopies acceptable and 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 instruction at the 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 Adachi 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’s Website.

- ◎ For April admission, it will be kept announced from the beginning of November 2024
- ◎ 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**

Inquiring Call Adachi	TEL 03-3880-0039 FAX 03-3880-0041
Admission 1st to 3rd Subsection, Childcare and Admission Section, Adachi City	TEL 03-3880-5263 (direct) FAX 03-3880-5703
Child Support Center, “GENKI” (inquiries 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 during childcare leave)	<p><b>Work Certificate</b> (The certified date must be within the last 3 months as of the deadline date of the application.)</p> <ul style="list-style-type: none"> <li>• To be certified by the employer.</li> <li>• 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).</li> <li>• If you are during 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.)</li> </ul>
2	Self-employed or Side job, etc.	<p>◎Self-employed···<b>Work Certificate and the documents to prove the self-employment.</b> For the proof of self-employment, refer to the items listed below this table.</p> <p>◎Side job·····<b>Work Certificate and the documents showing income.</b></p>
3	If you already have a job offer for a full time or part time.	<p><b>Work Certificate</b> (Certified date must be within the last 3 months as of the deadline date of application.)</p> <ul style="list-style-type: none"> <li>• To be proved by the workplace where you were offered a job.</li> <li>• Re-submit the Work Certificate after having started employment.</li> </ul>
4	Planning to start own business	<p><b>Work Certificate and a copy of documents that prove the start-up of business.</b></p>
5	From 2 months before childbirth to 2 months after childbirth	<p><b>Copy of Maternal and Child Health Handbook</b> (The cover page and the page that can certify the delivery date or the expected date of birth.)</p>
6	Parents/Guardians are ill or have a mental or physical disability.	<p><b>Medical Certificate of the parents/guardians</b> (The certified date must be within the last 6 months as of the deadline date of application.) or a <b>copy of Physically Disabled Certificate of the parents/guardians</b> (must be the one within the valid period)</p>
7	Nursing or caring for a relative within the second degree of relationship	<p><b>Medical Certificate of the said person</b> (The certified date must be within the last 6 months as of the deadline date of application) or a <b>copy of Physically Disabled Certificate or Certificate of Insured Person for Long-Term Care Insurance, etc.</b></p> <ul style="list-style-type: none"> <li>• Please write details of nursing or caring in the Family Status Declaration Letter (back side) as well.</li> </ul>
8	Attending school currently, or admission has been decided. (culture courses or the like are excluded.)	<p><b>Student Registration Certificate</b> (The certified date must be within the last 3 months as of the deadline date of application.) If you cannot submit in the form created by Adachi City, Student Registration Certificate in the school form is acceptable (time schedule, etc. may be requested separately).</p>
9	During Job search activities	<ul style="list-style-type: none"> <li>• Submit the <b>Work Certificate</b> after starting work.</li> <li>• If you correspond to numbers 1 or 2 in Table 2, submit the relevant documents.</li> <li>※ If we cannot confirm that the parents/guardians have started to work within 3 months after admission, the said child must withdraw from the facility.</li> </ul>
10	Others	<p>Please inquire any question to the Childcare and Admission Section.</p>

**【About the proof of 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 plus Copy of [Page 1 & 2] in the Final Tax Return for the most recent year  
Copy of Notification of Opening Business  
Copy of Operating License, etc.

◆Corporate operator (executive):

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

(Table 2)

No	Situation of household	Documents to be submitted
1	If the parents/guardians are searching for a job or have been offered a job, or plan to open a business, and they have prior working records for over one year. (except for the case where the unemployment period exceeds 5 months as of each deadline date of application.)	Documents to show <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	If the leader of the livelihood (the largest taxpayer in the household) is unemployed. (However, the said person must have a work record of one year or more within the last 3 months as of each deadline date of application.)	<ul style="list-style-type: none"> <li>Any one of the Separation Slip, the Employment Insurance Recipient Certificate or Work Certificate with the exit date being specified.</li> <li>Taxation Certificate of all the parents/guardians for the most recent fiscal year (copy acceptable)</li> </ul>
3	If all the parents/guardians are exempt from 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 admission request. Admission from Apr. to June, 2025: for FY 2024 Admission in July 2025: for FY2024 or FY2025 Admission from Aug.2025 to Jan. 2026: for FY 2025
4	If you are the household that is receiving public assistance.	Certificate of Public Assistance Recipient (issued by the Welfare Office under jurisdiction) ※The certified date must be within the last 3 months as of the deadline date of the application.
5	In the case that 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 parent/guardian, or a copy of the Single Parent Medical Certificate (if none of the above are available, Residence Certificate listing all members of the household). ※The Residence Certificate must be the one certified within the last three months as of the application deadline.
6	In the case that one of the parents has been absent for longer than three consecutive months as of the deadline date of each application (including the case that he or she has already been in long-time absence and such absence is expected to continue longer than 3 months ahead).	Documents confirming the reason for a long-time 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, or proof of hospitalization, etc.)
7	In the same household under Residence Certificate, if there is a holder who has one of the following.: Physically Disabled Certificate, <i>Ai-no-Techo</i> , or Certificate of Mental Disorder.	Copy of the Disability Certificate (the one within the validity period)

8	<p>If the parents/guardians agreed and decided to apply for childcare for children in need of developmental support.          ※Please contact “Child Support Center GENKI” in advance. We will ask you about your child’s conditions, and make an interview with the child as necessary.          Note that during November 20,2024 through December 4, 2024 (from 8:30 a.m. to 5:00 p.m., the reception ends 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 the Use of Childcare for Children in Need of Developmental Support (the one to be used at the time of interview at the Childcare and Admission Section or 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, 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 the last 3 months as 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 being mentioned.</p>
10	<p>If you wish April admission because the child who is currently attending the certified nursery school, the corporate-driven nursery facility, or the corporate in-house nursery will graduate from due to the upper age limit (April admission only).</p>	<p>Acceptance Certificate          ※Certified within the last 3 months as of the application deadline</p>
11	<p>Although there are a child’s grandparents who are under 65 years old in the same household under the residence record, if they cannot take care of the child in place of parents/guardians.</p>	<p>Documents to prove the reasons that the grandparents cannot take care of the child (refer to the documents to prove the difficulty of taking care of child at home”, as described in the table 1)          ※If you do not submit these documents, there will be a reduction in your index.</p>
12	<p>When the parents/guardians are working at the nursery facilities in Adachi City (such as nursery facilities that can adjust usage, uncertified nurseries (nursery certified by the Tokyo Metropolitan Government, etc.), 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 a job offer has already been provided.</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 Admissions Section and can also be downloaded from the city’s website.</p>