

FY2026 Application Guide for the 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
2026 April	2025 November 18 (Tue.) – December 3 (Wed.)	2026 Until Sep. Admission
May	2026 March 18 (Wed.) – April 10 (Fri.)	Until Oct. Admission
June	April 11 (Sat.) – May 10 (Sun.)	Until Nov. Admission
July	May 11 (Mon.) – June 10 (Wed.)	Until Dec. Admission
August	June 11 (Thu.) – July 10 (Fri.)	2027 Until Jan. Admission
September	July 11 (Sat.) – August 10 (Mon.)	Until Jan. Admission
October	August 11 (Tue.) – September 10 (Thu.)	Until Apr. Admission
November	September 11 (Fri.) – October 10 (Sat)	Until Apr. Admission
December	October 11 (Sun.) – November 10 (Tue.)	Until May Admission
2027 January	November 11 (Wed.) – December 3 (Thu.)	Until June Admission
February/March	Application is not accepted.	

- 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 23 (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 8 (Fri.) and October 9 (Fri.) for November 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. Documents to be Submitted

- ① Check Sheet for the Submission Documents
- 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 are unable to provide childcare at home (refer to Table 1)
※It is required for both mother and father. Translation to Japanese is required if documents are written in foreign languages.
- ⑤ Documents to prove the municipal residents’ tax amount for FY2025
 - For those who are not residents of Adachi city as of January 1, 2025, in principle, it is not necessary to submit the taxation (exemption) certificate of the residents’ tax since the confirmation of the municipal residents’ tax is performed through information inquiry to other municipalities using the information linkage system.
 - For those who were not registered as residents in Japan as of January 1, 2025, it is required to submit a copy of the income certificate or the like for the period from January 2024 to December 2024 in order to calculate the amount equivalent to the residents’ tax for the fiscal year 2024.
 - If you do not agree the information inquiry to the other municipality through information linkage system, you need to submit either “FY2025 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 you apply to the Private Accredited Kodomoen)
※Please have a guidance at the Private Accredited Kodomoen and receive it from Kodomoen. The 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 scores may be given (or no subtraction effected) to your standard index for childcare.
※Necessary forms for application can be obtained at the Childcare and Admission Section, and also 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 Available Places (Openings)

Information on the number of available places (openings) will be announced by 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 2025
- ◎ 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” (Matters regarding childcare for 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)	Employment Certificate (The certified must be dated within 3 months prior to the application deadline.) • 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 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.)
2	Self-employed or Side job (such as home job)	◎Self-employed··· Employment Certificate and the documents to prove the self-employment. For the proof of self-employment, refer to the items listed below this table. ◎Side job··· Employment Certificate and the documents that prove you are doing a side job (delivery note, etc.)
3	If you already have a job offer for a full time or part time.	Employment Certificate (The certificate must be dated within 3 months before the application deadline.) • To be proved by the workplace where you were offered a job. • Re-submit the Employment Certificate after having started employment.
4	Planning to start own business	Employment Certificate and a copy of documents that prove the start-up of 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 delivery date or the expected date of birth.)
6	Parents/Guardians are ill or have a mental or physical disability.	Medical Certificate of the parents/guardians (It must be dated within 6 months prior to the application deadline.) or a copy of Physically Disabled Certificate of the parents/guardians (must be the one within the valid period)
7	Nursing or caring for a relative within the second degree of relationship	Medical Certificate of the said person (The certified date must be within 6 months prior to the application deadline) or a copy of Physically Disabled Certificate or Certificate of Insured Person for Long-Term Care Insurance or the like. • 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 (It must be dated within 3 months prior to the application deadline.) If you are unable to submit in the form created by Adachi City, Student Registration Certificate in the school form is acceptable (time schedule, etc. may be separately requested)
9	During Job search activities	• Submit the Employment Certificate after starting work. • If you correspond to numbers 1 or 2 in Table 2, submit the relevant documents. ※ 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.
10	Others	Please inquire any question to the Childcare and Admission Section.

【About the Proof of the 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:

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

◆Company Owner (or Executive):

Employment Certificate plus Copy of the 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 prior to the application deadline)
Copy of the Operating License, or others.

(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 application deadline date.)	Documents to show <u>the working records and working period</u> (start date and exit date (or schedule to exit) of the previous job. (e.g.) Employment 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 records of one year or more within 3 months as of each application deadline.)	- Any one of the Separation Slip, the Employment Insurance Recipient Certificate, or Employment Certificate with the exit date being specified. - Taxation Certificate of all the parents/guardians for the most recent fiscal year (copy acceptable)
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). (Not required if they are Adachi City residents as of the application deadline)	Tax Exemption Certificate of all parents/guardians (see※below.) (copy acceptable) ※The required fiscal year for the certificate differs depending on the month of application. Application from Apr. 2026 to June, 2026 → FY2025 Application in July 2026 → FY2025 or FY2026 Application from Aug.2026 to Jan. 2027 → FY 2026
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 3 months prior to the application deadline.
5	If both parents or either parent of the applying child do not exist. (Not required if they are Adachi City residents as of the application deadline)	Copy of the page showing the expiration date of the Child Rearing 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, submit the Residence Certificate listing all members of the household). ※The Residence Certificate must be the one dated within three months as of the application deadline.
6	In the case where either parent 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.) Employment 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 according to the residence record, if there is a holder of 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	As a result of the interview at the Childcare and Admission Section, Child Support Center Genki, if the parents/guardians agreed to apply for the use of childcare for children who need developmental support. (Note: Please contact the Child Support Center GENKI in advance. We will make a hearing about the child's conditions and will conduct an interview as necessary.) Note that during November 18, 2025 through December 3, 2025 (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 (Appointment is not required).	Copy of the "Application for the Use of Childcare for Children in Need of Developmental Support" (Copy of the version used at during the interview conducted prior to admission at the Childcare and Admission Section or at the Child Support Center GENKI)
9	At the time of application, if the child is enrolled in a certified nursery school, a corporate-driven nursery facility, or a corporate on-site nursery under a monthly fee-based contract (except during the childcare leave period).	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 prior to the application deadline. ※If you were on childcare leave at the time of application and reinstated later, the score will not be added without submitting the employment certificate in which the reinstatement date is written.
10	If you wish to apply for April admission because your child, who is currently attending a certified nursery school, a corporate-driven nursery facility, or a corporate on-site nursery, will graduate due to reaching the upper age limit (April admission only).	Acceptance Certificate ※Certified within 3 months as of the application deadline
11	Even if there are grandparents under the age of 65 in the same household according to the residence record, they are unable to provide childcare on behalf of parents	Documents to prove that the grandparents are unable to provide childcare (refer to Table 1) ※If you do not submit the documents, there will be a reduction in your index.
12	If a parent/guardian is a qualified person such as a nursery teacher, nurse, or kindergarten teacher and is employed (include the status of the scheduled reinstatement from childcare leave) or has a confirmed offer of employment at the childcare facilities in Adachi City (such as the nurseries that manage enrollment adjustment, uncertified nurseries (Tokyo Metropolitan Government-certified nurseries, etc.), the corporate-driven nursery facilities), or at the private kindergartens	Copy of qualification certificate or (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 also can download from the city's website.