

# Application for Enrolling in Childcare Facilities

(For those interested in making use of day care centers) City of Sapporo

## 1. Eligibility

In 2015, a new system was introduced to support children and child rearing. To make use of daycare facilities (authorized daycare centers, Nintei Kodomo-en (centers for early childhood education and care) (organized by the childcare division)), group childcare-providing mom, small-scale childcare facilities, and in-house childcare facilities (authorized), you must apply to receive a certificate of approval to use childcare services that fall into categories 2 and 3.

Approval for childcare services will be issued for infants and young children living in Sapporo under pre-school age should both guardians need childcare because of any of the following reasons:

1. Guardians are at work (for 64 hours or more per month).
2. A guardian is pregnant and scheduled to deliver within eight weeks or has given birth within the past eight weeks.
3. A guardian(s) is/are ill, injured or physically/mentally disabled.
4. A guardian(s) is/are taking care of a family member or a relative living with them who is ill or physically/mentally disabled (for 64 hours or more per month).
5. A household is a victim of a disaster, such as a fire, an earthquake and damage caused by wind, flood, etc. and working to recover from the damage.
6. A guardian is busy seeking employment. (including preparations to launch a business)
7. A guardian attends school or job training (for 64 hours or more per month).
8. Abuse or domestic violence are suspected.
9. A guardian is granted approval for circumstances similar to those above.

## 2. Opening hours and periods of use

- (1) Although ordinary opening hours are between 7:00 a.m. and 6:00 p.m., two types of schedules (8 hours and 11 hours) for daycare service are available according to the guardians' working time.

Working hours (per month)	Category	Hours daycare service is available
120 hours or more	Daycare standard hours (11 hours)	Between 7:00 a.m. and 6:00 p.m.
64 to 119 hours	Daycare short hours (8 hours)	For eight hours determined separately by each facility between 8:00 a.m. and 5:00 p.m.

However, given the working situation there are cases where guardians falling under the working hour category for daycare short hours may opt to enroll their child for daycare standard hours. Contact the Health & Children Affairs Section of your local ward office for details.

Some facilities extend their opening hours according to the working hours and commuting time of guardians, when these are beyond normal opening hours, and night daycare centers provide services until midnight or 10:00 p.m. (only in Chuo and Nishi wards). Please contact the Children & Family Welfare Division of the ward office in your area for details. (A special application is required to make use of extended daycare services after admission to the relevant childcare facility.)

- (2) Eligibility for the daycare centers is restricted to children younger than elementary school age. (Eligibility for group childcare-providing mom, small-scale childcare facilities and in-house childcare facilities (authorized)) is until the end of the business year in which the child turns three.)

The eligibility period may differ depending on the reason for requiring childcare. (Refer to the “\*Note” mentioned below.)

For all applications, relevant documentation explaining the need for childcare should be submitted before the start of each new business year (requests for this documentation will be sent by post or through the daycare facility in which your child is currently enrolled).

- \*Note: 1. In the case childcare is necessary due to pregnancy or after childbirth (within eight weeks before giving birth and the end of the month in which the baby turns eight weeks old.)
2. In the case childcare is necessary due to job hunting, the eligibility period ends at the end of month in which falls the 90th day after admission to the childcare facility.
3. In the case childcare is necessary due to illness, injury or caring for the elderly, the period of eligibility is the period required for the treatment or care.
4. In the case childcare is necessary due to an earthquake, damage caused by wind, flooding or fire, or another disaster, the period of eligibility is the period over which damage takes to be repaired or nursing becomes available.
5. In the case childcare is necessary due to attendance at school or job training, the eligibility period ends at the end of month in which the training ends.

### 3. Screening and coordination procedures and the date to attend the childcare facility for the first time

Applications are accepted at any time, and the provision of daycare services will then be determined after screening and coordination. At authorized daycare centers, applications are formally accepted after screening and coordination procedures. At Nintei Kodomo-en (centers for early childhood education and care) (organized by the childcare division), group childcare-providing mom, small-scale childcare facilities and in-house childcare facilities (authorized), after screening and coordination procedures, the contract to use the daycare service will be made with the relevant facility.

The first day to attend the childcare facility is in principle the date the applicant requests. If there is no vacancy in the facility of the applicant’s choice at the requested date, the applicant will be placed on a waiting list.

### 4. Consultation, inquiries and applications

For more information, please contact the Children & Family Welfare Section of the regional ward office between 8:45 a.m. and 5:15 p.m. except on Saturdays, Sundays and national holidays.

Chuo Ward (Minami 3 Nishi 11)	Tel. 511-7224	Toyohira Ward (Hiragishi 6-10)	Tel. 822-2473
Kita Ward (Kita 25 Nishi 6)	Tel. 757-2563	Kiyota Ward (Hiraoka 1-1)	Tel. 889-2051
Higashi Ward (Kita 10 Higashi 7)	Tel. 711-3214	Minami Ward (Makomanai Saiwai-machi 1)	Tel. 522-5780
Shiroishi Ward (Hongo-dori 3 Kita)	Tel. 861-0336	Nishi Ward (Kotoni 2-7)	Tel. 621-4241
Atsubetsu Ward (Atsubetsu Chuo 1-5)	Tel. 895-2499	Teine Ward (Maeda 1-11)	Tel. 681-1211

### 5. Daycare center fees

- (1) Nursery school fees will be calculated based on your household’s income-based tax bracket (based on the user-charge) as well as the age of the child(ren) on the first day of

the business year (April 1) in which they enter the childcare facility, whether they are receiving standard time daycare or short-time daycare, and the number of children from your household in child care (fees are reduced when two or more children are enrolled at the same time).

- (2) Daycare fee brackets are determined by whether or not a household is levied for Municipal Tax. In cases where the household is taxed (including those taxed on a per capita basis only), the daycare fee bracket is determined by the amount of the per income levy of the Municipal Tax for the household.

Daycare center fees for fiscal year 2018

- Apr. 2018 – Aug. 2018: Municipal Tax amount for FY 2017 (derived from income during FY 2016)
- Sep. 2018 – Mar. 2019: Municipal Tax amount for FY 2018 (derived from income during FY 2017)

\*Parents who have been living together as long-term partners without a marriage certificate or who have separate registered addresses due to work assignment are included as part of the same household unit. Additionally, in the event that grandparents or other relatives are living with parents (or in the case of single-parent households, the mother or father), calculation of childcare fees may take into account the amount of Municipal Tax levied on the house-sharing grandparents/relatives if the combined revenue of the parent(s) does not meet a certain amount.

\*Calculation of Municipal Tax amount includes not only salary and/or business income, but also estate and stock share revenue, etc.

- (3) Individuals who did not have income during the one year periods of January to December 2016 or January to December 2017 must file tax returns for Municipal Tax in order to calculate the user-charge bracket. Individuals who do not file their tax return may be defaulted to the highest user-charge bracket.
- (4) Childcare fees are sometimes eligible for reduction or exemption in cases of financial difficulty due to reduced income resulting from lost employment (excluding cases where the job was quit for personal circumstance), illness, divorce, natural disaster, or other special unavoidable circumstances in accordance with leniency policy. In addition, there are cases where single parents who have not become single through divorce may eligible for widow's bereavement allowance.
- (5) Please note that overdue fee surcharges are applied to childcare fees (including long-term and temporary care fees) collected by the City of Sapporo for authorized childcare centers or the Center for Early Childhood Education and Care "Nijiro" that go unpaid for a certain period of time after the determined payment deadline, in addition to requiring payment of the originally due childcare fees.

## 6. Required documents

1. Application Form for Childcare Services for childcare categories 2 and 3
2. Documents which prove your child requires childcare (Attached Form 1)
3. A document for assessing your child's childcare fee (Attached Form 2)
4. Other required documents

\*Please contact the Children & Family Welfare Division of the ward office in your area since the documents required, except for the Application Form for Childcare Services for childcare categories 2 and 3, vary depending on family circumstances.

Attached Form 1 Documents which prove your child requires childcare (The specific documents required differ according to the reason for applying for childcare services. ◎ is a document that needs to be submitted, and ○ is a document that needs to be shown.)

Category			Required documents	Reasons for needing childcare					
Father	Mother	Others		Employed worker	Self-employed	Childbirth	Illness	Disability	School attendance, etc.
			Certificate of employment	◎					
			Business operation report		◎				
			Medical certificate				◎		
			Certificate of physical disability, psychiatric disorder or rehabilitation					○	
			Maternal and Child Health Handbook			○			
			Certificate of student status, etc.						◎
			Certificate of childcare leave	※					

\*Submit the applicable certificate in case of admission after the commencement of childcare leave.

Attached Form 2 Documents required for setting the daycare fee

○Applicants for admission between September 2017 and August 2018, refer to the chart below.

○Applicants for admission between September 2018 and August 2019, add 1 year to the dates which appear in the chart below.

Person whose document is required			Category	Required documents	
Father	Mother	Others			
			Individuals who have resident registration in Sapporo as of January 1, 2017	None	
			Individuals who have resident registration in a municipality outside of Sapporo as of January 1, 2017	Individuals who work for companies or public offices and pay Prefectural Tax	
				Individuals who work for companies and pay Prefectural Tax by themselves	Notice of Municipal Tax/Prefectural Tax (Special) Collection in FY 2017
				Individuals who own companies, stores, etc.	
			Individuals who have resident registration in a municipality outside of Sapporo as of January 1, 2017	Individuals who are exempt from Prefectural Tax	
				In cases when tax notices, etc. cannot be submitted or are lost.	Certificate of Municipal Tax/Prefectural Tax for FY 2017 ● Certificate detailing “the amount of income-based Municipal Tax/Prefectural Tax,” “total net income,” “breakdowns of deductions” and “the number of dependents” are required.
				No certification of Prefectural Tax due to residing abroad	
			Child(ren) whose brothers and sisters have already gone to kindergartens, etc. which have not transferred to the new system	Notification, certification of attendance at or decision on entering kindergarten, etc. related to the reduction due to multiple children	

**\* Since calculations for the fees for September and later will be based on the amount of income-based Municipal Tax in 2018, documents showing the Municipal Tax in 2018 are required for individuals who resided outside of Sapporo as of January 1, 2018.**

Note: Please consult the Children & Family Welfare Section of the regional ward office if you do not fall under any of the above categories.

## 2018 Standard List of Screening and Coordination for Authorized Childcare Facilities\*

\*Authorized daycare centers, Nintei Kodomo-en (centers for early childhood education and care), regionally based childcare programs

### Attached form 1

Reasons for guardians to require childcare				Father	Mother	
1	Working	Employees, self-employed (business owners)	Number of working days: 20 days or more	Monthly total working hours: 150 hrs or more	100	100
				Monthly total working hrs: 120 to 149 hrs	90	90
				Monthly total working hrs: 80 to 119 hrs	85	85
				Monthly total working hrs: 64 to 79 hrs	80	80
			Number of working days: 16 to 19 days	Monthly total working hours: 150 hrs or more	90	90
				Monthly total working hrs: 120 to 149 hrs	80	80
				Monthly total working hrs: 80 to 119 hrs	75	75
				Monthly total working hrs: 64 to 79 hrs	70	70
		Number of working days: less than 16 days	Monthly total working hrs: 150 hrs or more	80	80	
			Monthly total working hrs: 120 to 149 hrs	75	75	
			Monthly total working hrs: 64 to 119 hrs	70	70	
			Self-employed (assistants), home-workers	Number of working days: 20 days or more	Monthly total working hrs: 150 hrs or more	80
		Monthly total working hrs: 120 to 149 hrs			75	75
		Monthly total working hrs: 64 to 119 hrs			70	70
		Number of working days: less than 20 days		Monthly total working hrs: 150 hrs or more	70	70
				Monthly total working hrs: 120 to 149 hrs	65	65
Monthly total working hrs: 64 to 119 hrs	60			60		
Number of working days: less than 16 days	Monthly total working hrs: 150 hrs or more	60		60		
	Monthly total working hrs: 120 to 149 hrs	55		55		
Monthly total working hrs: 64 to 119 hrs	50	50				
2	Pregnant, childbirth	Pregnant and scheduled to deliver within eight weeks or has given birth within the past eight weeks		—	100	
3	Illness, disabled	Illness	Hospitalized	100	100	
			At-home treatment	Confined to bed constantly	100	100
				Hospital care is required several times every month	70	70
				At-home treatment other than those mentioned above	50	50
		Disabled	People with grade 1 or 2 physical disabilities, grade 1 or 2 mentally handicapped persons, grade A intellectually handicapped persons	100	100	
Grade 3 to 6 hearing impairment	70		70			
4	Caring for a family member living in the same household	It is difficult to take care of one's other child(ren) because of having to take a handicapped child(ren) to a center for orthopedically-impaired children.		80	80	
		Treatment and care at a hospital, etc. or treatment and care at home		70	70	
5	Working to recover from the damage caused by a disaster			100	100	
6	Intensively seeking employment (including preparation to launch a business)			50	50	
7	School attendance	Undergoing job training or in school. Monthly school attendance hrs: 120 hrs or more		80	80	
		Undergoing job training or in school. Monthly school attendance hrs: less than 120 hrs		70	70	
8	Abuse or domestic violence	Abuse (households for which a warning has been issued by the child guidance center's director, etc.)		999		
		Domestic violence (households for which protection orders have been issued by a family court)		100		
9	Using daycare facilities before taking childcare leave, and daycare is needed even after the childcare leave			70	70	
10	Reasons similar to those above	Going to school to learn Japanese		50	50	
		B-type ongoing support for seeking employment Monthly working hrs: 120 hrs or more		80	80	
		B-type ongoing support for seeking employment Monthly working hrs: less than 120 hrs		70	70	
		If the guardian is scheduled to start job seeking after placing his/her child(ren) into a daycare facility		50	50	
11	Out-of-jurisdiction	Registered address is outside of Sapporo (*1)		30		

**Attached form 2**

Item		Points	
1	Household types	Single-parent family	120
		When the need for childcare is clearly recognized, but it is difficult to determine the number of points for a guardian.	70
		Household with disabled person(s)	10
2	Households falling into daycare fee brackets B or C	10	
3	The main income earner is seeking employment (including preparations to launch a business), or will start job hunting after placing his/her child(ren) into a daycare facility, and the economic independence of the family (based on the guardian's income) is essential for the growth of child(ren).	20	
4 (*2)	a) Use of the daycare facilities after maternity or childcare leave	40	
	b) In the case of child(ren) whose siblings are already attending daycare facilities	80	
	c) In the case of child(ren) whose siblings are already attending daycare facilities and will need to continue attending a daycare facility after maternity leave or childcare leave ends	100	
	Application for more than one child at a time	30	
5	Should the director of the Health & Welfare Department determine an urgent need to attend a daycare facility following a protection order by a family court due to the risk of domestic violence.	100	
6	A children's nurse or other certified childcare giver is devoted to childcare duties at the childcare facility	150 or more hours worked monthly	70
		120-150 hours worked monthly	50
		64-120 hours worked monthly	30
7	Change in facility	Difficulty in commuting to daycare facilities due to having moved or other reasons	20
		Should the child(ren) need to change facility after exceeding the acceptable age for services or facilities (*4)	500 (999)
		Changing from daycare centers which are scheduled to close	500
		In other cases where the director of the Health & Welfare Department recognizes the needs for continued daycare.	500
8	Should the facility within a Nintei Kodomo-en (center for early childhood education and care) change from category 1 to category 2		999
		In the case that the child(ren) continue going to the same facility after its status changes from unauthorized to authorized. (*5)	999
9	In the case that a child already enrolled in an authorized childcare facility becomes eligible for temporary care at a Child Consultation Center and leaves the facility, and after finishing temporary care wishes to return to the facility within a one month period.	999	

Notes

**【Attached form1】**

\*1 The points for item 11 are in general not added elsewhere, however, in cases where a childcare facility changes status from unauthorized to authorized, these points are added to item 8 in Attached form 2.

**【Attached form 2】**

\*2 Points should only be added for only one corresponding item among a, b, and c; not compounded. Items b and c include cases where educational operations occur at the same facility.

\*3 If the child is currently receiving daycare service from a workplace daycare as part of a parent's employee benefits, points from this category shall not be added to the score - the situation is instead counted as an application for new enrollment. However, it is possible to apply the points in item 9 of Attached form 1.

\*4 Applies to young children who are at least 1 year 10 months of age at the time of transfer from an infant nursery center, and to those who are at least 3 years of age at the time of transfer from Community-based Childcare Programs or from category 3 authorized daycare centers. However, when children enter category 3 authorized daycare centers after having turned 3 years old, the points apply once screening and arrangements have been made for the start of use in the next business year.

When a day care facility (excluding Community-based Childcare Programs) has been changed into a joint facility (only those with the capacity to accept applicants) and that is the first choice of the applicant, 999 points are to be added to the score. (When choosing other joint facilities for the second choice or below, 999 are still added to the score.)

\*5 Applicable only in cases when the child(ren) are enrolled in the facility as of the final day before its status changes from unauthorized to authorized, and the parents wish to continue enrollment of their child(ren) at the same facility as a first choice (excluding the designated number of children of workers for daycare service in the facilities).

**Attached form 3**

If multiple applicants have the same total score, the points relating to "changing facilities" in both attached forms will be deducted. If the scores are still the same, priority will be given in the order below.

1	Siblings are already attending the facility.
2	Households with a low annual income
3	Households in a low income-based tax bracket
4	The child for whom an application is being made is disabled.
5	Households with multiple children
6	Nuclear households
7	Comprehensively judged according to the situation of the households



**Application for Approval for Childcare Services (daycare centers, Nintei Kodomo-en (centers for early childhood education and care) (organized by the childcare division), group childcare-providing mom, etc.)**  
 Date: \_\_\_\_\_

To the Mayor of Sapporo

I hereby apply for approval to use childcare services as detailed below so that my child may receive education or childcare services under the Child and Childrearing Support Act.

Child for who the application is being made	Name of child		Date of birth(mm/dd/yyyy)	Relationship with guardians
			“My Number”	
			/ /	
	1. Physical Disability <input type="checkbox"/> No Certificate <input type="checkbox"/> Yes                      (Details: _____ )			
2. Receiving outpatient <input type="checkbox"/> No Development Support <input type="checkbox"/> Yes                      (Details: _____ )				
3. Injuries or illness <input type="checkbox"/> No under medical treatment <input type="checkbox"/> Yes                      (Details: _____ )				
4. Allergies <input type="checkbox"/> No <input type="checkbox"/> Yes                      (Details: _____ )				
Approval number*				*Please fill in if approval has already been granted.

**<Family information>**

Name of the guardian	(Zip: - - )		Ward, Sapporo		
	Address :				
	Name	Date of birth	Name of company, school, etc		
		“My Number”			
	/ /	<input type="checkbox"/> Have a Certificate of the Physically Disability			
Daytime contact number	Father: - -	Mother: - -			
	Others (Relationship: ): - -				
Family members living together other than the above	Name	Relationship to guardian(s)	Date of birth	Employment details (name of company, under seeking employment, etc.), name of school (grade), name of the daycare facility where your child is currently enrolled, the name of the facility for which you are applying, presence and absence of handicaps (grade), etc.	
			“My Number”		
			/ /		
			/ /		
		/ /			

Separated family members in Japan *			/ /	<input type="checkbox"/> Transferred on business without family
				<input type="checkbox"/> Being in school <input type="checkbox"/> Other ( )
				Address
			/ /	<input type="checkbox"/> Transferred on business without family
				<input type="checkbox"/> Being in school <input type="checkbox"/> Other ( )
				Address
Family's current status	<input type="checkbox"/> Single parent		Period: Since (mm/yyyy)	Reason: <input type="checkbox"/> Divorce/ Bereavement
				<input type="checkbox"/> Unmarried
	<input type="checkbox"/> Receive benefits, such as welfare benefits or the benefit for Japanese orphans in China			
	Period: Since (mm/yyyy)			
	<input type="checkbox"/> Pregnant <input type="checkbox"/> No <input type="checkbox"/> Yes→Baby's estimated due date: (mm/dd/yyyy) <input type="checkbox"/> Acquire only maternity leave <input type="checkbox"/> Acquire childcare leave (until (mm/yyyy)) <input type="checkbox"/> Quit work before childbirth			
<input type="checkbox"/> Place of registered residence as of January 1, 2017 <input type="checkbox"/> Sapporo <input type="checkbox"/> Other municipalities ( )				

\*In the "Separated family members in Japan" section, write in family members who shared living expense such as guardians who are transferred on business without family or siblings who live separately to go to school.

<Preferred service hours>

① Service hours will be decided according to the guardians' working situation. However, please check which category of daycare you prefer.

<input type="checkbox"/>	Prefer standard daycare hours (11 hours) (7a.m. – 6 p.m.)
<input type="checkbox"/>	Prefer short daycare hours (8 hours) (Opening hours may differ depending on the facilities.)

② People who take care of your child(ren) during preferred time (Please check the applicable.)

<input type="checkbox"/> At home	<input type="checkbox"/> Parents/ Relatives	<input type="checkbox"/> Unauthorized daycare center	<input type="checkbox"/> Come with to company
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Temporary childcare		
<input type="checkbox"/> Others ( )			

③ Preferred facilities and period

Preferred facilities (except kindergarten) *	Name of facility (provider)		Reasons for guardians to require childcare	Inspection
	First choice			
	Second choice			Done/Not yet
	Third choice			Done/Not yet
	Fourth choice			Done/Not yet
	Fifth choice			Done/Not yet

Preferred period	From (mm/dd/yyyy) to (mm/dd/yyyy)
Application of siblings (preference for attendance to start at the same time ⇒ Yes or No)	<ul style="list-style-type: none"> <li>• When one is put on the waiting list and another is accepted. <ul style="list-style-type: none"> <li><input type="checkbox"/> Put all of them on the waiting list   <input type="checkbox"/> Enter one child</li> </ul> </li> <li>• When they have to go different facilities <ul style="list-style-type: none"> <li><input type="checkbox"/> Put all of them on the waiting list   <input type="checkbox"/> Enter the separate institute</li> </ul> </li> </ul>
Use of kindergarten	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of facility: _____ )
Application to kindergartens	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of facility: _____ ) *If you answer Yes, please select <input type="checkbox"/> Prefer a child daycare center <input type="checkbox"/> Prefer a kindergarten. (Please inform us to decline your application above.) <input type="checkbox"/> Other

④ Reason for requiring childcare

Guardians	Reason (Please check the applicable items.)
Father	<input type="checkbox"/> Working ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> School ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Illness or disability <input type="checkbox"/> Caring for a family member, etc. ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Disaster and working to recover from damage caused by a disaster <input type="checkbox"/> Seeking employment <input type="checkbox"/> Childcare leave <input type="checkbox"/> Others ( _____ )
Mother	<input type="checkbox"/> Working ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Pregnant, recently gave birth <input type="checkbox"/> School ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Illness or disability <input type="checkbox"/> Caring for a family member, etc. ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Disaster and working to recover from damage caused by a disaster <input type="checkbox"/> Seeking employment <input type="checkbox"/> Childcare leave <input type="checkbox"/> Others ( _____ )
Others (*) ( _____ )	<input type="checkbox"/> Working ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Pregnant, recently gave birth <input type="checkbox"/> School ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Illness or disability <input type="checkbox"/> Caring for a family member, etc. ( <input type="checkbox"/> For 120 hours or more per month, <input type="checkbox"/> For 64 to 119 hours per month ) <input type="checkbox"/> Disaster and working to recover from damage caused by a disaster <input type="checkbox"/> Seeking employment <input type="checkbox"/> Childcare leave <input type="checkbox"/> Others ( _____ )

\*“At work” indicates working time including break time, but not including commuting time.

\*When “other” is selected for guardian, complete the section of ( \_\_\_\_\_ ) with relationship.

< Agreement on providing your taxation information, approval for use of daycare facilities and screening and coordination procedures >

<p>I hereby agree to the following items upon making this application until the end of the approval process of the application.</p> <ol style="list-style-type: none"> <li>(1) Understand that the schedule will be as the following in the case of your application is for the entrance from April, 2019. <ul style="list-style-type: none"> <li>• First adjustment period (in principle from November to the designated deadline of first period) ⇒ Result notified in February.</li> <li>• Second adjustment period (from the day after the designated deadline of first period to the designated deadline of second period) ⇒ Result notified in March.</li> </ul> </li> <li>(2) The municipality accesses and/or collects my (and all members of the same household’s) Resident Tax information and information about my household.</li> <li>(3) Providing information on my daycare service fee calculated based on the taxation status etc. to my childcare service operator.</li> <li>(4) The information mentioned here may be provided to daycare facilities or kindergartens for the screening and coordination procedures or the operation of their facility</li> <li>(5) Approval will be cancelled if false reports are found to have been submitted.</li> </ol> <p style="text-align: center;">Signature of the guardian: _____</p>
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In principal, the daycare fee is determined by the income-based portion of the Municipal Tax levy for the guardian(s) or spouse(s). A guardian or spouse who does not have income must also file a tax return in order for the daycare fee to be determined. However, if one of the guardians or spouses are a dependent (spousal deduction) and if there are acceptable reasons that they cannot file a

tax return, they must sign below in order for it to be determined that their income is exempt from taxation.

Declaration of No Income	Individuals who did not have income during the one year period of January to December 2016, please sign below.	
	Name of individual with no income①	Name of individual with no income②

\*Please report accurately. If it is ascertained that you had income and were not exempt from taxes, the daycare fee will be changed and you will be charged retroactively.