

# 2018/2019 Sapporo City Entry Guide to Day Care Centers, Etc.

## 1. Information on the use of day care centers, etc.

When wishing to use day care centers such as authorized day care centers, centers for early childhood education and care (day care center functions), home childcare programs, small-scale childcare programs and (authorized) employer-provided childcare services, users are required to obtain type 2 or 3 certification from the municipal government in their area.

To obtain certification, parents have to prove why they need childcare services for their children. These children must live in Sapporo and must be aged 0 to under-6 as of April 1, 2018.

Certification period	This refers to the period during which parents can use day care centers, etc. depending on the reasons they have given for using such facilities.
Necessary childcare hours	Regular-time childcare (11 hours a day) or short-time childcare (8 hours a day) is available. When wishing longer childcare than the specified hours, users have to pay extended childcare fees.

### Reasons why parents need childcare services

	Reasons	Certification period	Necessary childcare hours *1	
			Regular-time	Short-time
1	Employment	By the end of the final month of employment	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
2	Pregnancy/Childbirth	From 8 weeks before the due date to the end of the month 8 weeks after the delivery date	Regular-time	
3	Illness/Injury	Period necessary for recuperation	Regular-time	
4	Nursing care for those who live with parents	Period necessary for nursing care	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
5	Disaster recovery	Period necessary for disaster recovery	120 hours or more/month	Regular-time
			64 hrs. or more but less than 120 hrs./month	Short-time
6	Job searching (including preparation for starting a business)	Around 3 months (by the end of the month including the 90th day)	Short-time	
7	Learning/Job training	By the end of the month of learning/job training period	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
8	Possibility of abuse or domestic violence	Varies by the situation of each household	Regular-time	
9	(In the case of continuous attendance) Childcare leave	In principle, by the end of the month in which childcare leave ends *2	Short-time	
10	Similar cases other than the above items	Varies by the reason given	Varies by the reason	

\*1 When falling under the category of regular-time childcare services, you can choose short-time childcare services at your request.

When falling under the category of short-time childcare services, you may choose regular-time childcare services by applying for special arrangements. If you wish to apply for special arrangements, please contact the Health & Children Affairs Section in your ward for details.

\*2 Childcare leave certification shall be by the end of the month in which the last day on which parents wish to take childcare leave falls. However, if a child for whom parents take childcare leave cannot use childcare services, you can extend childcare leave by six months upon application: When your child become 12 months old, you can take childcare leave until your child becomes 18 months old, and when your child become 18 months old, you can take childcare leave until your child becomes 24 months old.

## ■ ■ 2. Opening hours and eligible ages at day care centers, etc.

Opening hours and eligible ages vary by the childcare facility. For further details, see the List of Sapporo City Authorized Day Care Centers and Similar Facilities.

Some day care centers provide extended childcare services for children who need to be looked after longer than the specific hours due to their parents' working hours, commuting time or other circumstances. Some also provide night-time childcare services until 10:00 p.m. or 12:00 midnight (in Chuo-ku and Nishi-ku only). If you wish to use such services, please contact the Health & Children Affairs Section in your ward.

\*If you require extended childcare services, you are required to separately apply for them after entering day care.

## ■ ■ 3. Screening and entry date

Applications for childcare services are accepted at any time, and screening is conducted upon examining the contents of the applications. With the application deadline on Friday every week, applications two months ahead will be accepted and screened after the weekend. (Entry screening in the new fiscal year (April 1) will be conducted all together by setting an application period around November.)

Based on the screening standards, priority will be put to those who are in dire need of childcare services at the time of intended entry. Since applicants' situations are primarily taken into consideration in each screening, users are not decided on a first-come and first-served basis, nor is priority put to any of the choices applicants make (from the 1st choice to the 5th choice).

Whether an applicant is admitted to an authorized day care center is determined according to approved screening results. Based on the screening results, approved users conclude a usage agreement with childcare facilities, including centers for early childhood education and care (day care center functions), home childcare programs, small-scale childcare programs and (authorized) employer-provided childcare services.

The entry date shall be the date on which users wish to enter, in principle, but if there is no vacancy at the intended day care center, users have to wait until a place opens up.

For the flow from application to notification on screening results, see the next page information: Procedures from Use Application to Entry Decision.

**Applicants who are approved to use childcare-providing facilities but decline to use them will cause other applicants, day care centers and other facilities much trouble. Please enter only the names of childcare facilities your children can attend in the desired facility column of the application form.**

## ■ ■ 4. Trial childcare

Many day care centers and similar facilities provide trial childcare services where the childcare hours become gradually longer for children who have newly entered, so they can gradually adjust to the new routine.

Trial childcare periods vary by the child's condition, the family's situation, the intended day care center's policy and other factors. In the event parents have difficulty taking care of their children due to employment status or other reasons, they should discuss the issue with their childcare facility to find a solution.

When a parent starts a new job or childcare leave ends, children can receive trial childcare services at childcare facilities before parents begin working. (There is an upper limit to childcare hours in this system.) For further details, please inquire with the Health & Children Affairs Section in your ward.

## ■ ■ 5. Childcare fees

See the separate document 2018 (2019) Childcare Fees.

## 6. Procedures from application to entry decision

### Visit to facilities (parents)

Please visit your desired facilities with your children after a prior inquiry. Childcare policies vary depending on the childcare facility. Please visit the desired facilities before applying for them.

### Documents necessary to apply for childcare facilities (parents/Sapporo City)

The staff at the Health & Children Affairs Section in your ward will ask about your family conditions and give you the necessary application forms. According to the reasons applicants have given for receiving childcare services, some documents need to be prepared in advance: an employment certificate drawn up by your company and a medical certificate by your hospital.

### Application (parents) \*See the next page for the necessary documents.

[Documents to be submitted]

- Application for certification (for type 2 or 3 certification)
- Documents necessary to prove the reasons why parents need childcare (e.g., employment and medical certificates)
- Documents necessary to determine childcare fees (if applicable)
- (For entering the Social Security and Tax Number) documents to confirm your identity and personal number

Bring the above documents to the Health & Children Affairs Section in your ward and submit them.

### Issuance of certification (Sapporo City)

After confirming the reasons why users need childcare services with certain childcare hours, the Health & Children Affairs Section in your ward issues certification. \*Please note that certification proves applicants need childcare services, but does not admit their children to childcare facilities.

### Screening (Sapporo City)

The Health & Children Affairs Section in your ward conducts a screening for your applications, based on the Sapporo City screening standards. \*In the case you are approved for childcare services during the current fiscal year, an official will inform you of it by phone.

### Notification of screening results (Sapporo City)

When the municipal government admits applicants to childcare facilities, it will notify them of their approval. When it cannot admit them because of a lack of available spaces, it will notify them of their deferral. In case of a deferral, applicants are notified at the time of the first screening. \*When wishing to extend childcare leave, applicants may have to submit the deferral notice to their workplaces and the job-placement office.

### Entry decision (parents)

Parents have to contact the facility their child will enter to arrange an orientation session before the entry date.

(Since many parents and children are expected to enter on April 1, please wait for information on an orientation meeting held at each facility.)

### Entry deferral (parents)

In case of deferral, the facility you are waiting to enter will try to find a place for your child in the future.

In the event there are any changes to your family status or working conditions or you wish to change facility, please contact the Health & Children Affairs Section in your ward.

## 7. Documents necessary to apply for the use of childcare facilities

To apply for the use of childcare facilities, applicants are required to prepare application forms for type 2 or 3 certification and the following three documents. Please note that when the necessary documents are not completed by the due date, screening cannot be conducted.

- 1) Documents necessary to prove the reasons why parents need childcare services — Attached table 1
- 2) Documents necessary to determine childcare fees — Attached table 2
- 3) (For entering the Social Security and Tax Number (aka. My Number)) documents to confirm your identity and personal number

### 1) Documents necessary to prove the reasons why parents need childcare services

Either of the following documents is needed depending on the reason parents give for receiving childcare services. ⊙ to be submitted; ○ to be produced

Please prepare the documents necessary to prove the reason why you need childcare services on the date when you wish to start using childcare services. Excluding part-time employment for childcare and temporary absence from work for childcare, if there are any changes to employment conditions (such as workplaces or working hours) after an informal entry decision, the informal decision may be cancelled.

In any applicable category, parents have to annually submit the documents necessary to prove the reason why they need childcare services. (Parents are reminded separately by e-mail or via a childcare facility they are currently using that they have to submit the documents.)

**Attached table 1**

Category			Necessary documents	Reasons why parents need childcare services						
Father	Mother	Other		Employed	Self-employed	Childbirth	Illness	Injury	Job searching	Learning
			Employment certificate *1 (Same in the case of unofficial employment promise)	⊙						
			Childcare leave certificate *1	⊙*2						
			Declaration for business operation *1 ● Copy of the notice of business commencement, etc.		⊙					
			Maternity passbook (Copy of cover and due date)			○				
			Medical certificate *1				⊙			
			Physical/mental disability certificates; medical care handbook (Copy of name, grade and next judgment period)					○		
			Job searching status survey *1						⊙	
			School certificate *3 ● Curriculum such as schedule							⊙

\*1 When submitting the above documents, please use the forms designated by Sapporo City. Individual forms can be downloaded from the Sapporo City Application Form and Notices Download Service.

Sapporo City Application Form and Notices Download Service: <http://www3.city.sapporo.jp/download/shinsei/>

\*2 In the event you wish to use childcare services again to return to work after childcare leaves end, please submit this form.

\*2 There is no designated form for this. Please ask your school to issue a form.

## 2) Documents necessary to determine childcare fees

Attached table 2 [In the event you wish to enter childcare facilities from September 2018 to August 2019]

Person who has to submit documents			Categories	Necessary documents	
Father	Mother	Other			
			Those who have completed resident registration in Sapporo as of January 1, 2018	Nothing in principle *1	
			Those who have not completed resident registration in Sapporo as of January 1, 2018 *2	Those who have municipal inhabitant tax deducted from their income	1) Notices of 2018 municipal and prefectural inhabitant special collection taxes
				Those who pay municipal inhabitant tax by themselves	2) Notices of 2018 municipal and prefectural inhabitant taxes
				Those who are exempt from municipal inhabitant tax	3) Certificates of 2018 municipal and prefectural inhabitant taxes *Certificates showing an income-based residents' tax, total income, breakdown of deductions and the number and details of sustainers are needed.
				In case you cannot submit or have lost a tax notice or other cases	
			Those who cannot produce a tax statement because they were living abroad	Certificate of workplace (pay slip, etc.) *Documents and translation to certify annual income from January to December in 2017	
			Children whose brothers and sisters attend kindergartens or childcare facilities that do not need type 1 certificate	Written notification on tax reduction for households with more than one child, attendance certificate, entry decision notice, etc.	

\*1 Those who does not declare municipal and prefectural inhabitant taxes, or those who have registered their residency in Sapporo but on whom taxes are imposed in other municipalities in FY 2018, may have to submit some additional documents if Sapporo City cannot confirm their income status.

\*2 Those who have registered their residency in government-designated major cities have to submit document 3). If you don't fall under any items above, please consult with the Health & Children Affairs Section in your ward.

## 3) (For entering the Social Security and Tax Number) documents to confirm your identity and personal number

Based on the regulations of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures and the enforcement regulations of the Children and Child Rearing Support Act, applicants have to enter their Social Security and Tax Number (personal number) in certification procedures. When you submit applications, please be sure to enter your personal number and bring the following documents necessary to confirm your identity and personal number.

In case applicants have difficulty entering their personal number because they don't know it, or they don't have the documents necessary enough to confirm their identity and personal number, they can submit documents without entering their personal number. (In this case, Sapporo City will confirm their personal number based on the information of the Basic Resident Register.)

### Identity confirmation (of those who come to the window)

[Either of the following must be produced.]

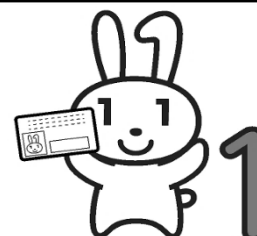
- Personal number card • Driver's license
- Photo ID card (employee ID card etc.)
- \*Documents including your name and birth date

[Two documents from the following must be produced.]

- Insurance card (national health insurance, health insurance, care insurance etc.)
- Receipt of utility charges
- Certificates regarding tax (tax certificate or withholding certificate)
- Copy of household registration appendix or copy of residence certificate
- Medical care certificates issued by Sapporo City
- ID card (employee ID card etc.)

Personal number identification (of all people whose personal numbers should be entered in the form)

- Personal number card
- Notification card
- Copy of residence certificate including personal numbers



\*In the event other persons than the children's parents apply for childcare services in their place, please inquire with a regional ward office.

## ■ ■ Consultation and inquiries about the entry of childcare facilities

Please contact the Children and Family Welfare Division, Health & Children Affairs Section in your ward. (Open from Monday to Friday except for national holidays; 8:45 to 17:15)

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-cho 1)	Tel. 522-5780
Shiroishi Ward (Nango-dori 1 Minami)	Tel. 861-0336	Nishi Ward (Kotoni 2-7)	Tel. 621-4242
Atsubetsu Ward (Atsubetsu Chuo 1-5)	Tel. 895-2499	Teine Ward (Maeda 1-11)	Tel. 681-1211

(Issued in September 2018)

# 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

as of April 1, 2019

## 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	
			Monthly total working hrs: 64 to 119 hrs	70	70	
		Self-employed (assistants)	Number of working days: 20 days or more	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
				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
				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			
	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. Treatment and care at a hospital, etc. or treatment and care at home	80	80		
5	Working to recover from the damage caused by a disaster		100	100		
6	Intensively seeking employment or preparing to launch a business (including who are planning those activity)		50	50		
7	School attendance	Undergoing job training or in school.	80	80		
		Monthly school attendance hrs: 120 hrs or more				
		Undergoing job training or in school. Monthly school attendance hrs: more than 64 but 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: more than 64 but less than 120 hrs	70	70		
11	Out-of-jurisdiction care	Registered address is outside of Sapporo (*1)	30			

Total standard

Annual Income category

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## 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 authorized daycare facilities	80
		c) In the case of child(ren) whose siblings are already attending the same Nintei Kodomo-en (center for early childhood education and care)	60
		d) 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	100
		e) 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	110
		120-149 hours worked monthly	80
		80-119 hours worked monthly	50
		64-79 hours worked monthly	30
7	Change in facility ※ 3	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)	400 (700)
		Changing from daycare centers which are scheduled to close	400
8	Should the facility within a Nintei Kodomo-en (center for early childhood education and care) change from category 1 to category 2	In other cases where the director of the Health & Welfare Department recognizes the needs for continued daycare.	400
		Should the facility within a Nintei Kodomo-en (center for early childhood education and care) change from category 1 to category 2	700
*5	In the case that the child(ren) continue going to the same facility after its status changes from unauthorized to authorized.		700
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.		700

Notes

【Attached form 1】

\*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.

However, in the case of applicant whose guardian(s) is/are working as a children's nurse or other certified childcare giver at childcare facility located in Sapporo, the child(ren) is/are considered and scored as being living in Sapporo.

【Attached form 2】

\*2 Points should only be added for only one corresponding item among a, b, c and d; not compounded. Items b and c include cases where educational operations occur at the same facility. When the applicant corresponds the both items of one of b, c or d, and e, add b, c or d and e won't be added.

\*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, 700 points are to be added to the score. (When choosing other joint facilities for the second choice or below, 700 are still added to the score.)

\*5 The applicant marked the item with 700 points take a priority over others, no matter what the total score is. In addition, the applicants who would like to change from the joint facility takes a priority over others for the capacity for the joint facility.

\*6 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 same facility.
2	Siblings are already attending the facility.
3	Households with a low annual income
4	Households in a low income-based tax bracket
5	The child for whom an application is being made is disabled.
6	Households with multiple children
7	Nuclear households
8	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.)**

To the Mayor of Sapporo,

Date: \_\_\_\_\_

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 whom the application is being made	Name of child		Date of birth (mm/dd/yyyy)	Relationship with guardians
			“My Number”	
			/ /	
	1. Physical Disability Certificate	<input type="checkbox"/> No • <input type="checkbox"/> Yes	(Details: _____)	
2. Receiving Outpatient Development Support	<input type="checkbox"/> No • <input type="checkbox"/> Yes	(Details: _____)		
3. Injuries or illness under medical treatment	<input type="checkbox"/> No • <input type="checkbox"/> Yes	(Details: _____)		
4. Allergies	<input type="checkbox"/> No • <input type="checkbox"/> Yes	(Details: _____)		

**<Family information>**

Name of the guardian	(Zip: - - ) Address : _____, _____ Ward, Sapporo			
	Name	Date of birth “My Number”		
		/ /		
		Name of company/school, presence of disability etc <input type="checkbox"/> Have a Certificate of the Physically Disability		
Daytime contact number	Father: - - - Others (Relationship: _____): - - -	Mother: - - -		
Family members living together other than the above *1	Name	Relationship to guardian(s)	Date of birth “My Number”	Employment details (name of company, under seeking employment, etc.), name of school (grade), name of the daycare facility, presence of handicaps(grade), etc.
			/ /	
			/ /	
			/ /	
			/ /	
			/ /	
Separated family members *2			/ /	<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: Since _____ (mm/yyyy) Reason: <input type="checkbox"/> Divorce/ Bereavement <input type="checkbox"/> Unmarried			
	Receiving child-care allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<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"/> Able to use car for commuting to institute <input type="checkbox"/> Yes <input type="checkbox"/> No ※It does not affect the selection result <input type="checkbox"/> Place of registered residence as of January 1, 2018 <input type="checkbox"/> Sapporo <input type="checkbox"/> Other municipalities ( _____ )			

\*1 In the “Family members living together other than above” section, write in all the family members living together even if the households differ on the resident registration.

\*2 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 services>**

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.)
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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 (↳ Name of institute : _____ ) <input type="checkbox"/> Kindergarten <input type="checkbox"/> Temporary childcare <input type="checkbox"/> Others
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**③ Preferred facilities and period**

Preferred facilities (except kindergarten)	Name of facility (provider)		Reason	Inspection
	First choice			Done/Not yet
	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 ⇒ <input type="checkbox"/> Yes <input type="checkbox"/> No)	<ul style="list-style-type: none"> <li>• When one is put on the waiting list and another is accepted. <input type="checkbox"/>Put all of them on the waiting list <input type="checkbox"/>Enter one child</li> <li>• When they have to go different facilities <input type="checkbox"/>Put all of them on the waiting list <input type="checkbox"/>Enter the separate institute (answer following question)</li> <li>• When you choose “Enter the separate institute” <input type="checkbox"/>Prefer to enter same institute together <input type="checkbox"/>Prioritize the choice order</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 (*2) ( _____ )	<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 ( _____ )

\*1 “At work” indicates working time including break time, but not including commuting time.

\*2 When “other” is selected for guardian, write in the section of ( \_\_\_\_\_ ) with relationship.

**[Agreement on providing your taxation information, approval for use of daycare facilities and screening and coordination procedures]**

I hereby agree to the following items upon making this application until the end of the approval process of the application.

- Understand that the schedule will be as the following in the case of your application is for the entrance from April, 2019.
  - First adjustment period (in principle from November to the designated deadline of first period)  
⇒ Result notified in February.
  - Second adjustment period (from the day after the designated deadline of first period to the designated deadline of second period)  
⇒ Result notified in March.
- The municipality accesses and/or collects my (and all members of the same household’s) Resident Tax information and information about my household.
- Providing information on my daycare service fee calculated based on the taxation status etc. to my childcare service operator.
- The information mentioned here may be provided to daycare facilities or kindergartens for the screening and coordination procedures or the operation of their facility
- Approval will be cancelled if false reports are found to have been submitted.

Signature of the guardian: \_\_\_\_\_

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 1 <sup>st</sup> to December 31 <sup>st</sup> 2017, please sign below.	
	Declaration of No Income	Declaration of No Income

\*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.