

For administrative purpose		
☐ 1. New application	☐ 2. Reapplication	
☐ ① Extended childcare Continuation of	☐ ② Transfer	
☐ ③ commute from other municipality	☐ ④ Out-of-City consultation	
Previous application status: ☐ Rejection ☐ Withdrawal		

[illegible]

* List **all members of your family** currently residing with you.

[illegible]

Preferred period for use of nursery school	From (YYYY-MM-DD)	Expected Move-in Date (if applicable)	YYYY-MM-DD
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©Grandparent status of the applicant child

Grandparent status of the applicant child				
Name			Address (If living together, enter "living together")	Occupation
Parent/ guardian ①	Grand father			
	Grand mother			
Parent/ guardian ②	Grand father			
	Grand mother			

For administrative purposes	YYYY-MM-DD
Identification (License/Individual number (My Number))	Receive

<Nursery School Eligibility and Coordination Division>									<Lifestyle-Support Division>		
Parent/Guardian 1			Parent/Guardian 2			System Entry					
Obtained	Verified	Enter 0/Enter 9	Obtained	Verified	Enter 0/Enter 9	Staff	Checked	Entered	Manager	Nursery manager	Interviewer

◎Status of grandparents living separately from the applicant child

Notes: *Be sure to confirm the following.

① 10 preferred nursery schools can be selected at maximum. However, those who live outside the City are not eligible to apply for municipal nursery schools.

② Please refer to the “Childcare Facility Code Table” in “An Admission Guide to Nursery Services for Your Child or Children”, and be sure to confirm the code number, the number of months for starting childcare for children below age 1, and notes outside the table (whether or not the child will be promoted to a higher grade) before describing the preferred nursery school.

③ Please make sure that there are no omissions or errors, as the facility to be used shall be adjusted by the following check boxes and preferred order described or submitted only.

④ **The main nursery school, branch nursery schools, and cooperative nursery schools are all treated as separate nursery schools (not treated as the same nursery school).**
Please be careful when describing the confirmation and preferred nursery schools (including the sibling preferred nursery school combination table).

⑤ When applying for one child, please describe in the list of preferred nursery schools only.
When applying for two or more children, please check the appropriate boxes below and describe in the list of preferred nursery schools.
(If the applicable item is “Other,” please submit the [Sibling Preferred Nursery School Combination Table].

<Confirmation> Please check one applicable box for your preference to apply for two or more children at the same time.

Prefer **all children** to enroll in nursery schools **at the same time**.

☐ Prefer to enroll in the same nursery school.

☒ Accept to enroll in different nursery schools.

☐ Prefer to enroll in nursery schools in accordance with the preferred order.

☐ Prefer to enroll in the same nursery school even if preferred order is low.

☐ Other
⇒ Please make sure to submit the [Sibling Preferred Nursery School Combination Table]. It is not required to describe the “Preferred Nursery School List” below.

Not necessary for enrolling in the nursery school at the same time
(prefer to enroll even if only one child is accepted).

* If an application is submitted during the parental leave of the applicant, the applicant has to return to work even if the applicant child’s enrollment in nursery school was not provisionally accepted. (Excluding nursery school transfers (choice of a nursery school of the lower preferred order) during parental leave.)

☐ Prefer to enroll in nursery schools in accordance with the preferred order.

☐ Prefer to enroll at the same nursery school even if preferred order is low, when all the children can enroll at the same time.

☐ Other (*Including the case where the enrollment of a particular child is preferred.)
⇒ Please make sure to submit the [Sibling Preferred Nursery School Combination Table]. It is not required to describe the “Preferred Nursery School List” below.

<List of Preferred Nursery Schools>

Name of the applicant child ①				Name of the applicant child ②				Name of the applicant child ③							
				If the preferred nursery school is the same as the applicant child ①, please check the right box (not necessary to describe in the following columns). ☐				If the preferred nursery school is the same as the applicant child ①, please check the right box (not necessary to describe in the following columns). ☐							
Preference	Code No.			Facility				Preference	Code No.			Facility			
1								1							
2								2							
3								3							
4								4							
5								5							
6								6							
7								7							
8								8							
9								9							
10								10							

		Parent/guardian ①		Parent/guardian ②	
Circle one which applies		Circle one which applies (Select all that apply) ☐ Employed ☐ Job offer ☐ Self-employed ☐ Seeking employment ☐ Birth ☐ In school ☐ Absent ☐ Illness ☐ Disabled ☐ Nursing care ☐ Natural disaster ☐ Other ()		Circle one which applies (Select all that apply) ☐ Employed ☐ Job offer ☐ Self-employed ☐ Seeking employment ☐ Birth ☐ In school ☐ Absent ☐ Illness ☐ Disabled ☐ Nursing care ☐ Natural disaster ☐ Other ()	
Employed/Job offer/Self-employed/In school	Name of business (School)	Describe all, if there are several applicable objects. *If the manager is a relative Relationship to the guardian ()		Describe all, if there are several applicable objects. *If the manager is a relative Relationship to the guardian ()	
Childcare leave	*Childcare leave during the enrollment "screening" (coordinate of use) refers to that based on the "Act on Child Care and Family Care Leave"				
	Intention for parental leave	☐ Prefer to return to work immediately. ☐ Extension of childcare leave is acceptable if the subject child cannot enroll in the preferred nursery school, etc.		☐ Prefer to return to work immediately. ☐ Extension of childcare leave is acceptable if the subject child cannot enroll in the preferred nursery school, etc.	
	* Applicants who have selected "Extension of parental leave is acceptable if the child cannot enroll in the preferred nursery school, etc." will be ranked lower in the selection order. When changing the selection to "Prefer to return to work immediately" within the application period, describe in the right column.				Prefer to return to work → immediately from the month of MM
	Applicant child leaving nursery	If applicant child leaves a nursery school, etc. before August 31, 2024, due to the acquisition of the parental leave by the applicant, describe in the following column. ◎Name of child that left () ◎Date left nursery: YYYY-MM			
Parenting hours	If taking parenting hours or shorted work hours	From YYYY-MM-DD Until YYYY-MM-DD Time: From Until (days/week)		From YYYY-MM-DD Until YYYY-MM-DD Time: From Until (days/week)	
	Number of days or hours upon acquisition (including plans)				
Birth	Is scheduled to give birth to a child other than the applicant: * Fill in details if your due date has been confirmed	* Immediately submit a "Change of Application Details/Cancellation Form" if the expected date of birth is known after the submission of the application.			
		Scheduled delivery date	YYYY-MM-DD		
		Leave before/after birth	Date: From Until		
		Plan after birth	☐ Childcare Leave ☐ Return to Work ☐ Seek employment ☐ Other ()		
		* Childcare leave if taken	Date: From Until		
Non-existence	Date of occurrence and reason	Relationship ()	Date: From ☐ Deceased ☐ Divorce ☐ Unmarried ☐ Missing ☐ Imprisoned ☐ Separated pending divorce ☐ Other ()		
	Person(s) living together other than guardian and child * Fill in if cohabitating with someone	Name () Relationship ()			
Illness/disability	Name of illness or disability	() Check if the above is a designated intractable disease ☐ →Attach a copy of the specific medical expense recipient certificate or a doctor's certificate. etc.		() Check if the above is a designated intractable disease ☐ →Attach a copy of the specific medical expense recipient certificate or a doctor's certificate. etc.	
	Welfare certificate (including those under application process)	☐ Physical disability certificate class (If applicable) Hearing impairment class ☐ Mental disability certificate class ☐ Intellectual disability certificate level		☐ Physical disability certificate class (If applicable) Hearing impairment class ☐ Mental disability certificate class ☐ Intellectual disability certificate level	
	Status	☐ Recovering at home ☐ Out patient treatment (times/month, times/week) ☐ Hospitalization (From date:)		☐ Recovering at home ☐ Out patient treatment (times/month, times/week) ☐ Hospitalization (From date:)	
	Name of hospital or facility				
	Nursing care	Are the guardians caring for any relatives?		☐ Yes → (Attach a declaration of care/nursing status and any necessary documents)	
Does anyone in the same household possess a Handbook for the Physically Disabled, Health and Welfare Handbook for the Mentally Disabled, or "Ai no Techo" Handbook?				☐ Yes → (copy attached)	
Are you currently receiving welfare assistance?		☐ Currently granted ☐ Under application process			

◎Status of child applicant [Please check applicable items and enter necessary items.]

Name of child	()	()
Current status of child care (For individuals, describe their names.)	1	_____ is taking care at home
	2	Accompanies _____ to place of employment (My child is admitted at a nursery of my workplace ☐)
	3	Is being cared for by _____. Please check the applicable facility type ☐ Authorized nursery school ☐ Non-authorized nursery schools and other facilities ☐ Private ☐ Kodomoen (nursery slot) ☐ Kodomoen (kindergarten slot)
	4	<2-3 above> Nursery fee Monthly amount ¥ From (date) _____ days/week Time: From _____ Until _____
Past status of childcare (Enter name of individual where applicable)	Was cared for by _____ in the past. ☐ Paid ☐ Free From _____ To _____ Location: _____	
Height and weight	() cm () g (Date: _____)	() cm () g (Date: _____)
Status of development	• Hold up head Around () months old • ☐ Not yet • Turn over Around () months old • ☐ Not yet • Crawling Around () months old • ☐ Not yet • Began walking Around () months old • ☐ Not yet	
Has the child had any serious illnesses or injuries	☐ No • ☐ Yes (☐ Treatment ☐ Observation ☐ Recovered) Condition / Hospital (_____) Date (years months)	
Does the child regularly visit a hospital or training facility, except for medical checkups?	☐ No • ☐ Yes (Name of hospital _____) Illness name (_____)	
Outpatient period/frequency	From (date): _____ (times/year/month/week)	
Does the child take medicine?	☐ No • ☐ Yes times/day	
Name of the medicine		
Allergies	☐ No (or unknown) • ☐ Yes (describe allergies if Yes)	
Symptom, allergen (Food or medicine), etc.		
Has the child ever had seizures?	☐ No • ☐ Yes (years months) ↳ Fever ☐ No • ☐ Yes Status/frequency (_____)	
Does the child have an "Ai no Techo" Handbook or a disability certificate?	☐ No • ☐ Yes Ai no Techo (level) Physical disability certificate (class) Certificate of Mental Disorder (class)	
Is medical treatment required?	☐ No ☐ Yes (_____)	
Describe any health or development concerns you may have upon enrollment	☐ No (or unknown) • ☐ Yes (describe allergies if Yes)	

For administrative purposes (Do not write in this space)

☆Memo Visitors [Father Mother Grandfather Grandmother Applicable children Uncle Aunt Other ()]

©Confirmation of Important Matters Regarding Enrollment Application

*For more details, refer to relevant pages of the Admission Guide

The items listed below are of particular importance for applications for enrollment in nursery schools.

Please check and confirm the relevant items carefully and obtain the consent of all guardians, then check the box and sign.

		Confirmed
1. To all applicants	- Please be sure to submit the necessary documents for the enrollment selection by the application deadline for the month of preferred enrollment in the nursery school. - No submission results in being ineligible for the enrollment selection. - Documents submitted after the deadline will be eligible for selection in the next round.	☐
	- If changes occur after you have applied (including the status of siblings already enrolled), please submit an "Application Change/Withdrawal Notification" and required documents. - For a child who has been provisionally accepted or enrolled in a nursery school without submitting the necessary documents, and/or there are any discrepancies between the provided information and the actual status, the provisional acceptance may be canceled or they may be asked to leave the nursery school.	☐
	- Adjustment for the facility use shall be done assuming the work situation (plan) at the time of application will continue after enrollment. - Therefore, if there is any discrepancy between the content of the work certificate submitted after the enrollment (number of working days hours, etc.) and the actual status, the child may be asked to leave the nursery school. - If there are any changes, please contact the person in charge of enrollment and make the necessary notifications immediately. - The index will be determined after reviewing the submitted documents, etc.	☐
	- The enrollment (transfer) application form for nursery schools or other facilities and for extended childcare service at municipal nursery schools are valid until the enrollment screening one year after the month of submission (excluding February and March admissions). - If enrollment is determined within the valid period, applications for other preferred schools indicated on the same form will be withdrawn. If you wish to transfer to another school after enrollment, you will need to reapply.	☐
	- If your application is successful, please participate in an interview and health examination by the end of the month prior to the enrollment. - The provisional enrollment may be cancelled if your child is unable to take part in the interview and health examination or if your child is judged to be incapable of participating in group daycare as a result of the health examination.	☐
	- Under certain circumstances, we may ask you to submit a medical certificate that states that the applying child is fit for group nursery care. Depending on the child's condition, enrollment may be put on hold if the child is unable to participate in group nursery care or if the nursery school is not ready to accommodate the child's needs. - Please note that we may share the information provided here with the applicable nursery or facility.	☐
	If the siblings of the child applying for enrollment (including children who are currently applying to transfer to another nursery school) have unpaid fees, this may be a disadvantage for selection of enrollment.	☐
	If a sibling who is already enrolled in the nursery school leaves before the applicant child enrolls, or if a sibling who is applying for enrollment at the same time as the applicant child withdraws their provisional acceptance or cancels their application, the provisional acceptance of the applicant child may be canceled or may be asked to leave the nursery school, because the status differs from that at the time of the selection.	☐
2. To applicants who have acquired childcare leave	- If the applicant's child is enrolled in a nursery school, the applicant shall return to work within the month of the enrollment, regardless of whether the parent is on parental leave for the applicant child or his/her sibling. For self-employed persons or those not enrolled in employment insurance, parental leave is treated as deemed leave. Therefore, please return to work by the earlier of the day after the end of the fiscal year in which the child turns one year old or the end of the month in which the child enrolls (except for transferring the nursery school (to the lower preferred order) during parental leave). - After returning to work, the parent must immediately submit the "Return to Work Certificate" prepared by the employer. "Returning to work" means returning to the same workplace where you were employed while on childcare leave and commencing work there. - If this return to work is not confirmed, the applicant's child will be asked to leave the nursery school. - In the case that the parent of the applicant child quits their job (including changing jobs) at the end of their parental leave, the provisional acceptance of the applicant child may be canceled or the child may be asked to leave the nursery school. Please be sure to consult with the person in charge of enrollment in advance.	☐
	For persons who have checked the "Extension of childcare leave is acceptable if the subject child cannot enroll in the preferred nursery school, etc." box on the third page of this application form, the selection order of such persons will be ranked lower.	☐
	Please be sure to confirm the procedures for parental leave benefits with the employer or "Hello Work." (Enrollment selection is not held in February and March in Setagaya City.)	☐
3. For those who have Childcare Hours/Shortened Working Hours for Childcare System at their place of employment	If you plan to use the "parenting hours/reduced working hours for parenting system" (including if you already use the system), and if the number of days you work per week is reduced, your application will be screened according to the number of working hours or days after the reduction.	☐
4. For those who use non-authorized nursery schools or temporary nursery services	- In the case of irregular use, if your actual usage does not reach three months, the City will confirm your actual usage record. In addition, an actual usage examination will be conducted six months after your submission, and if no resubmission is made, you will not be eligible for additional points even during the valid application period. - If you canceled your acceptance or changed the contract details within the valid application period, please notify us immediately.	☐
5. To applicants who wish to transfer	After submitting the application for transferring to a different nursery school and being provisionally accepted, the applicant child cannot return to the current nursery school.	☐
6. Consent to provide tax information	I give my consent to Setagaya City to confirm the status of resident registration and resident tax by official records to calculate childcare fees and other matters, and to notify the fees based on those information to the specific educational and nursery facilities.	☐

***The information provided here may be used for statistical surveys of enrollment in nursery facilities.**

I have confirmed 1 to 5 above and agreed with 6.

Date of Signature: YYYY-MM-DD

Name of Applicant Child: _____

Birth Date of Applicant Child: YYYY-MM-DD _____

* If you are applying for child siblings, please enter the name of each sibling in the "Name of applicant child" column.

Name of Parent / Guardian: _____

* Please be sure to sign by oneself.

◎ If you apply by post, please be sure to check this box as well in order to avoid failure to send documents.

Checklist of Documents to be Sent for Application to Enroll in Nursery School

All Applicants	1 Documents confirming personal ID numbers (A or B) * One parent or guardian as the representative				
	[A] Photocopy of Mynumber Card (both sides)		☐		
	[B] Copy of the Certificate of Residence showing the Individual Number or a Certificate of Items Stated in the Resident Register, and identification documents (★)				
	① One of the following, or Driver's license, Passport issued by Japan, Residence Card or Special Permanent Resident Certificate for foreigners ② Two of the following ★ Childcare Allowance Certificate, Certificate of Special Child Rearing Allowance Recipient, Pension Book, Basic Pension Number Notification, Public Medical Insurance Certificate (Health Insurance Certificate (including Social Insurance)), Nursing Insurance Certificate, Medical Certificate for Advanced Elderly, other documents issued by government offices which show applicant's full name and date of birth or address, as well as a utility payment receipt (electricity, gas, water, telephone) etc.				
	Enrollment (Transfer) Application Form for Nursery Schools and Other Facilities, and				
	2 Certification Application Form for Education / Childcare Benefits (for Eligible Class 2 and 3 certification)				
	All required items have been filled in (5 pages in total) * Please refer to the example of how to fill in the form shown in "Admission Guide to Nursery Services for Your Child or Children"		☐		
	[Page 2] Facility code No., age range for childcare, etc. have been confirmed.		☐		
	[Page 2] In the case of applying for more than one child at the same time, the preferred option has already been selected. (A combination table shall be attached if necessary.)		☐		
	[Page 5] The important items have been confirmed, and all applicable items have been checked and signed.		☐		
All Applicants	3 Documents confirming requirements (documents to prove the applicant's need for childcare)				
	Requirements	Required documents * Documents for each guardian are required.	Guardian ①	Guardian ②	
	Working	Employment	Work Certificate	☐	☐
		Self-employed	(1) Work Certificate	☐	☐
			(2) Objective documents related to applicant's employment * These are also required in the case of a company owner, a sole proprietor, as well as an employee of a business run by a relative within the third degree of kinship to the guardian.	☐	☐
	Childbirth	Photocopy of Child Health Handbook	☐	☐	
	Illness	Medical certificates prepared by doctors	☐	☐	
	Disabled	Photocopy of Physical Disability Handbook	☐	☐	
	Nursery care	(1) Declaration of nursing care status	☐	☐	
		(2) Attached documents regarding nursing care (Photocopies of doctor's certificates, physical disability handbook, etc.)	☐	☐	
	Schooling	Certificate of School Enrollment (Plan)	☐	☐	
	Seeking employment	Employment Guarantee Certificate	☐	☐	
	No-existence	Application for single-parent household regarding use of nursing school, etc. * Relevant applicants also must attach objective documentation.	☐	☐	
	Applicable applicants only	Application form for extended childcare at municipal nursery schools, etc. *For Setagaya city residents wishing to use the monthly extended childcare service at a municipal nursery school		☐	
		Combination Table for Siblings and Preferred Nursery Schools * In the case that applicants prefer conditions other than those listed on the second page of the application form		☐	
Certificate of Acceptance * Applicants currently leaving their children at unauthorized childcare facilities, etc. (multiple facilities possible)		☐			
Tax documents for determining child care fees * Required for applicants who were not registered as residents of Setagaya City as of January 1 of the previous year (for applications submitted between September and December, January 1 of the current year)		☐			
Others ()		☐			
Applicants from outside the city	Identification documents (all persons listed in the family status on page 1 of the application form)		☐		
	Statement of reasons for moving to Setagaya City		☐		
	Documents proving applicants' move to Setagaya City (any of the followings)		☐		
	Photocopy of the contract for purchase and sale of a house				
	Photocopy of a house lease agreement				
Statement of the intention to live together					