

☉ Checklist of important matters for Applications

The items listed below are particularly important for applications for enrollment in nursery schools. Please read all applicable items carefully to confirm understanding, check off the relevant box when finished, and sign the form.

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

		Relevant page
1. To all applicants		
Please submit the documents required for enrollment screening by the deadline of a preferred enrollment month. Your application will not be screened unless the documents are submitted. Documents submitted after the deadline will be screened in a subsequent screening.	<input type="checkbox"/> Confirmed	P. 15 P. 18 P. 19
If changes occur after you have applied (including the status of siblings already enrolled), please submit an "Application Change/Withdrawal Notification" and required documents. If these documents are not submitted or the content of the application is inconsistent with the truth, a provisional enrollment or decision to admit may be cancelled.	<input type="checkbox"/> Confirmed	P. 21
Enrollment (Transfer) Application Form for Nursery Schools and Other Facilities Application for Extended Nursery Care at a Municipal Nursery School and Tamon Kindergarten are valid for a period of 6 months after submission.	<input type="checkbox"/> Confirmed	P. 15
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.	<input type="checkbox"/> Confirmed	P. 13 P. 14
Under certain circumstances, we may ask you to submit a medical certificate that states that the applying child is fit for group nursery care. Please note that we may share the information provided here with the applicable nursery or facility.	<input type="checkbox"/> Confirmed	
Your application may be canceled or withdrawn if the content of the application changes from the time of application until graduation so that your situation at the time of application can be used as screening conditions for the enrollment month.	<input type="checkbox"/> Confirmed	
If you are in arrears with nursery fees and other payments for the applicant child and siblings, please ensure to settle the payment.	<input type="checkbox"/> Confirmed	P. 46
If a sibling currently enrolled has left the nursery school before the enrollment of the applicant child, or if you have canceled a concurrent application for enrollment of a sibling, your index differs from that at the time of screening. So, the enrollment of an applicant child who has been provisionally accepted may be canceled.	<input type="checkbox"/> Confirmed	/

		Relevant page
2. To applicants who have acquired childcare leave		
Returning to work means returning to work at the workplace where you took childcare leave from. So if you quit or change jobs during or after your period of childcare leave, or if we are unable to confirm that you have returned to work after taking childcare leave, the provisional enrollment will be cancelled or your child may become unable to attend the school.	<input type="checkbox"/> Confirmed	P. 22
Returning to work means starting actual work within the month when childcare begins at the enrolled facility. Confirmation that you return to work is required with a certificate of return of employment from the employer where you took childcare leave. Please be sure to return to work in the month stated in the Work Certificate submitted when you applied for enrollment, and submit a Certificate for Return to Employment when you return to work. Regardless of whether you are on childcare leave for the applicant child or his/her siblings, your child must leave the nursery school if you do not return to work.	<input type="checkbox"/> Confirmed	P. 22
If you selected "I wish to extend my childcare leave" under acquisition of childcare leave (or plan to do so) on p. 3 of the application, your screening will be given the lowest priority. Your application will be screened only when there is a vacancy at the desired nursery school after regular screening is completed. You may be granted provisional enrollment as a result.	<input type="checkbox"/> Confirmed	P. 23
Be sure to confirm the procedures with your HR representative at work if you wish to extend childcare leave.	<input type="checkbox"/> Confirmed	P. 23

		Relevant page
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. Are you going to use the Childcare Hours/Shortened Working Hours for Childcare System that involves a reduction in the number of weekly working days?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided	P. 24
Even if you answered [No] or [Undecided] in the above question, but your Work Certificate indicates a reduction in the number of weekly working days, your application will be screened based on a reduced number of working hours or days.	<input type="checkbox"/> Confirmed	
Even if you answered [No] or [Undecided] in the above question, your child's enrollment may be canceled (your child must leave the school) if your number of working days decreases in the latter period of enrollment, as it differs from the original standard index as of the screening process.	<input type="checkbox"/> Confirmed	

		Relevant page
4. To applicants who wish to transfer		
If your application is not successful, do you wish your child to continue attending the nursery school that they currently attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No	P. 17
If you apply for a transfer and are accepted for provisional enrollment, you cannot for any reason return to your previous nursery school.	<input type="checkbox"/> Confirmed	
If you decide to withdraw your application to transfer, be sure to submit an "Application Change/Withdrawal Notification" by the application deadline of the month you originally apply for enrollment.	<input type="checkbox"/> Confirmed	

		Relevant page
5. 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.	<input type="checkbox"/> Confirmed	Confirmed

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

I have confirmed 1 to 4 above and agreed with 5.

Name of applicant child (_____ , born on _____ MMDD, _____ YYYY)

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

Signature of applicant (guardian) (_____)

● If applying by postal mail, please be sure to check the following information and ensure that nothing is omitted from your application.

Checklist of documents required when applying by postal mail to enroll in a nursery school

1. Are you a resident of Setagaya City? (If you live outside Setagaya City, please apply for nursery care via your local municipality)	<input type="checkbox"/>			
2. Enrollment (Transfer) Application Form for Nursery Schools and Other Facilities and Certification Application Form/Education and Childcare Benefit Certification Form (for Eligible Class 2 and 3 certification)				
(1) Have you filled in all required items? (The form covers 5 pages in total) *Please also check the sample completed forms in An Admission Guide to Nursery Services for Your Child or Children.	<input type="checkbox"/>			
(2) (p.2) Have you checked that the codes and names of your preferred nursery facilities are correct? Have you checked the eligible ages, age limits and opening hours?	<input type="checkbox"/>			
(3) (p.2) If you are applying for the enrollment of two or more siblings, have you entered the correct conditions regarding their enrollment? *Please attach a separate sheet if necessary.	<input type="checkbox"/>			
(4) (p.5) Have you checked all applicable sections and signed them or impressed them with your seal where necessary?	<input type="checkbox"/>			
3. Please check that you have enclosed all required documents without any omissions. (Applications from which any required documents are omitted will be excluded from the screening process.)				
Required from all applicants	(1) Documents proving need of childcare	For each guardian		
	Required	Required documents	*A set of documents is required for each guardian	
			Head of household	Person who is not head of household
	Out-of-home work	Work Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Self-employed (*) Working at home	Work Certificate	<input type="checkbox"/>	<input type="checkbox"/>
		Objective document related to your employment	<input type="checkbox"/>	<input type="checkbox"/>
		Schedule (Record) *If your employment situation is irregular and changes by the day, week or month.	<input type="checkbox"/>	<input type="checkbox"/>
		*Situations in which a guardian runs their own company, is sole proprietor, or when a relative of the guardian in the third degree of kinship has their own business, are also considered to fall under "self-employed worker."		
	Childbirth	Copy of Maternal and Child Health Handbook	<input type="checkbox"/>	<input type="checkbox"/>
	Illness	Medical certificate from doctor	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled	Copy of Physical Disability Handbook	<input type="checkbox"/>	<input type="checkbox"/>
	Nursery care	Declaration of nursing care status	<input type="checkbox"/>	<input type="checkbox"/>
		Attached documents regarding nursing care	<input type="checkbox"/>	<input type="checkbox"/>
Medical certificate from doctor *Submit if required		<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Physical Disability Handbook *Submit if required		<input type="checkbox"/>	<input type="checkbox"/>	
Schooling	Declaration of school enrollment status	<input type="checkbox"/>	<input type="checkbox"/>	
	Student registration certificate	<input type="checkbox"/>	<input type="checkbox"/>	
	Timetable, annual curriculum etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Seeking employment	Proof of employment	<input type="checkbox"/>	<input type="checkbox"/>	
Required only from those applicants for whom this is relevant	(2) Other documents which you may need to submit if required			
		Certificate of Acceptance (if your child is currently taken care of at a non-authorized nursery facility) (multiple certificates may be submitted)	<input type="checkbox"/>	
		Documents concerning resident tax status * Required for persons who were not registered as residents of Setagaya City as of January 1 of the previous year (or January 1 of the current year in the event of an application being submitted between September and December)	<input type="checkbox"/>	
		Other documents ()	<input type="checkbox"/>	
Required from all applicants	(3) Documents for individual number (My Number) confirmation			
		Copy of "My Number (individual number) Card" (both sides) *Please submit the copies for one of the guardians, who represents both guardians	<input type="checkbox"/>	
		Or Copy of the Notification Card (both sides) AND a document providing identity verification *Please submit the copies for one of the guardians, who represents both guardians	<input type="checkbox"/>	
		* If the Notification Card is submitted, you must also attach a copy of a document required for identity verification: <1> A copy of 1 of the following documents is required: Driver's license, passport issued by Japan, or Residence Card or Special Permanent Resident Certificate for foreigners	<input type="checkbox"/>	
	<2> Copies of 2 or more of the following documents are required: Official Insurance Card (Health Insurance Certificate (Social insurance included), Nursing Insurance Certificate, Medical Certificate for Advanced Elderly), Pension Book, Childcare Allowance Certificate or Special Childcare Allowance Certificate, or a document issued by other government offices which shows your full name, date of birth or address, or the receipt for a utility (electricity, gas, water and telephone), etc.	<input type="checkbox"/>		
4. Application for Extended Nursery Care at a Municipal Nursery School and Other Facility * Submit this form if you need extended nursery care (monthly) at a municipal nursery school.		<input type="checkbox"/>		