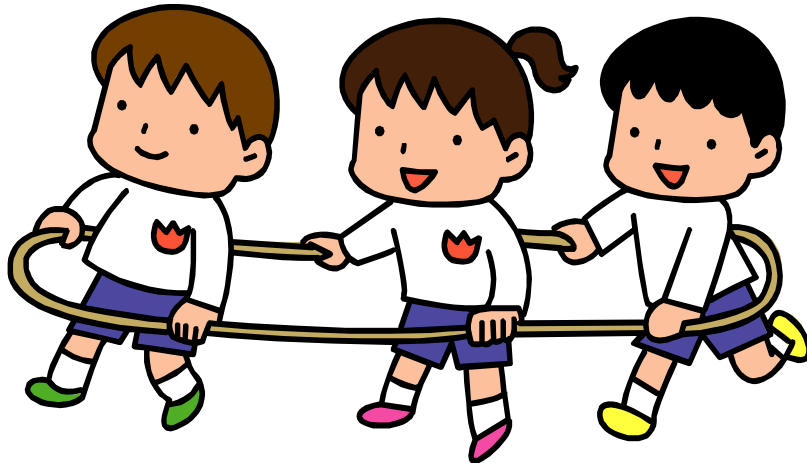


# FY 2019 Application Guide for Childcare Facilities and Services

**This is the Application Guide for Sendai City Childcare Facilities and Services starting from April 1, 2019 to March 16<sup>th</sup>, 2020. Please read it thoroughly before applying for childcare facilities and services.**



## Contact information for inquiries and applications

- Sendai City Aoba Ward Office Home Health Section, Child Care Subsection  
1-5-1 Kamisugi, Aoba-ku 980-8701 Tel. 022-225-7211 (Ext. 6763)  
(\*This section handles all the works related to childcare facilities and services in Aoba Ward except the areas which are **under** jurisdiction of the Miyagi General Branch Office.)  
  
-Miyagi General Branch Office, Public Health and Welfare Section, Child and Family Subsection  
5 Kannondo, Shimo-Ayashi, Aoba-ku 989-3125 Tel. 022-392-2111 (Ext. 5432)  
(\*This section handles works related to childcare facilities and services within the areas which are **under** jurisdiction of the Miyagi General Branch Office.)
- Sendai City Miyagino Ward Office Home Health Section, Child and Family Subsection  
2-12-35 Gorin, Miyagino-ku 983-8601 Tel. 022-291-2111 (Ext. 6763)
- Sendai City Wakabayashi Ward Office Home Health Section, Child and Family Subsection  
3-1 Hoshunin-mae-cho, Wakabayashi-ku 984-8601 Tel. 022-282-1111 (Ext. 6763)
- Sendai City Taihaku Ward Office Home Health Section, Child and Family Subsection  
3-1-15 Nagamachi-minami, Taihaku-ku 982-8601 Tel. 022-247-1111 (Ext. 6763)
- Sendai City Izumi Ward Office Home Health Section, Child and Family Subsection  
2-1-1 Izumi-chuo, Izumi-ku 981-3189 Tel. 022-372-3111 (Ext. 6763)

※Please see the “List of the Childcare Facilities and Services (Japanese only)” for the details about the Jurisdiction of each office.

## **1. The Application Process**

### **(1) Where to apply and Application Period**

Apply at any time during the Application Period to the Home Health Section of the ward office with jurisdiction over your first-choice childcare facility or service (Apply to the Public Health and Welfare Section of Miyagi General Branch Office if your first-choice childcare facility or service in the areas which are under jurisdiction of Miyagi General Branch Office (Here in after referred to as the “Public Health and Welfare Sections of Ward Offices etc.”)).

#### **【Application Period for April 1, 2019 Enrollment】**

**November 5, 2018 (Mon.) – December 5, 2018 (Wed.) at 5:00p.m.**

**\*Please allow enough time to submit applications as last-minute submission time will be crowded.**

#### **【Year-round Application】**

The following is the Application Period for rolling year-round application.

**If you wish to use the facilities and services from 1<sup>st</sup> day of the month, (except April 1<sup>st</sup>) apply by 5<sup>th</sup> of the preceding month. If you wish to use the facilities and services from 16<sup>th</sup> day of the month, apply by the 20<sup>th</sup> of the preceding month.**

**\*Applications are not accepted if you fail to submit all the required documents by the deadline, so please allow enough time to submit applications.**

**\*If you wish to change or add facilities or services to your choice of enrollment, please also notify the Public Health and Welfare Sections of Ward Offices etc. where you submitted your application by the above deadline (You can make changes by phone).**

**\*We request that the child’s guardian submit the form, as we will ask questions about the household’s circumstances to be used in determining Childcare Certification and assignment to a facility or service.**

### **(2) Prerequisite**

Those who meet ① and ② of the following prerequisite are able to apply for the childcare facilities and services.

① You and your child reside in Sendai as of the day you start using the childcare facilities and services. (In principal, you and your child must have Sendai City’s Certificate of Residence.)

② You must fall under any of the following reasons (Please see the page 3)

**\*The age of accepting children varies depending on each school, so please check the “List of the Childcare Facilities and Services in Sendai City (Japanese only)” before you apply.**

### **(3) If the Information on Your Application Changes**

If the information on your application form or attached documents (address, work circumstances, household circumstances, etc.) changes, please contact the Public Health and Welfare Sections of Ward Offices etc. to which you applied. After you have been assigned to a childcare facility or service, and it is confirmed that there is a discrepancy between the information on your application and the actual circumstances of your household and need for childcare, your assignment may be revoked.

**Be sure to contact us if you wish to change or withdraw your request to use a facility or service.**

**\*If your address, work circumstances, or household circumstances change after you begin using a childcare facility or service, please submit the “Application for Certificate of Need for Childcare and Use of Childcare Facilities and Services” along with the necessary documents to your childcare facility (or service) or the Public Health and Welfare Sections of Ward Offices etc. immediately.**

## **2. Childcare Facilities and Services**

Eligible childcare facilities and services are nursery schools, centers for early childhood education and care (nursery school only), home-like childcare service (nursery mothers), small-scale childcare service, and childcare facilities for company employees (which have openings for neighborhood children). If you wish to use childcare facilities and services, please read this application guide carefully. **Before applying to a facility or service, please tour the facility, confirm that you will be able to commute to and from the facility, learn about the facility’s practices, policies, and additional fees besides basic childcare fees as well as school lunch, especially if your child has allergies (If you decline to use the childcare facility or service which you requested and were assigned, you will have your**

priority on the list lowered within the eligible fiscal year).

※If you return to your hometown to give birth and wish to enroll your child in a childcare facility or service in another municipality, you may be eligible for regional admission. Please inquire at the Public Health and Welfare Sections of Ward Offices etc..

**【Information for Individual Childcare Facilities and Services】**

- A directory of childcare facilities and services in Sendai is available at the Home Health Section of each ward office and the Public Health and Welfare Section of the Miyagi General Branch Office. It contains detailed information about childcare facilities and services in Sendai, such as information on buildings and equipment, daily schedules, annual calendars of events, eligible ages for enrollment, locations, and more.
- You can also visit the following website for more detailed information on childcare facilities and services:
  - Sendai City Official Website  
 Kurashi-no-kyohoh(くらしの情報) > Kosodate(子育て) > Hoikusho・Yochien nado(保育所・幼稚園など)  
<http://www.city.sendai.jp/kurashi/kenkotofukushi/kosodate/hoikujo/index.html> (Japanese only)  
 If you would like to visit and observe a childcare facility or service, please contact the facility or service directly.

**【Other information on childcare facilities and services (for reference)】**

In addition to childcare facilities and services eligible for use under the new system, Sendai nursery rooms, unlicensed childcare facilities, and other facilities also exist. Childcare services are also available at kindergartens. Some kindergartens provide the same amount of childcare hours as childcare facilities. For details, please see the above website.



**Q. I live in outside of Sendai. Can I apply?**

**A. You can apply if you move to Sendai by the day you start using the childcare facilities or services.**

We may ask you to submit documents to prove who your new family members are who move with you to the new address. Certificate of Employment, are only considered valid if it shows your new address.

**Q. Can I apply for a childcare facility or service which is not in my Ward where I reside in?**

**A. You can apply for any childcare facilities or services in Sendai.**

You can write down childcare facilities or services that you wish to use in one application form, however. You need to submit the application to the Home Health Section of the Ward office with jurisdiction over your first-choice facility or service.

**3. Certification of Need for Childcare (Class 2 or Class 3)**

**(1) About the Certification of Need for Childcare**

In order to use childcare facilities and services, you must obtain a Certification of Need for Childcare (hereafter, “Childcare Certification”). “Childcare Certification” is classified into the three of the following categories; Class 1, Class 2, and Class 3 according to the age of children or need for childcare. You must obtain the “Class 2 of the Childcare Certification” or “Class 3 of the Childcare Certification” which will be issued by the City.

Categories	Age	Need for Childcare	Eligible Childcare facilities and Services
Class 1 <Standard Educational Hours> *Please apply to each facility directly.	3-5 years old	N/A	<ul style="list-style-type: none"> <li>• Kindergartens (*some kindergartens don’t need the “Childcare Certification”)</li> <li>• Centers for early childhood education and care (kindergarten only)</li> </ul>
Class 2 <Standard Childcare hours/limited Childcare hours>	3-5 years old	Required	<ul style="list-style-type: none"> <li>• Nursery schools</li> <li>• Centers for early childhood education and care (nursery school only)</li> </ul>

<p style="text-align: center;">Class 3</p> <p style="text-align: center;">&lt; Standard Childcare hours/limited Childcare hours &gt;</p> <p>*When your child turns 3 years old, the City of Sendai will change your child's category from class 2 to class 3, so you do not need to reapply.</p>	<p style="text-align: center;">0-2 years old</p>	<p style="text-align: center;">Required</p>	<ul style="list-style-type: none"> <li>• Nursery schools</li> <li>• Centers for early childhood education and care (nursery school only)</li> <li>• Home-like childcare service (nursery mothers)*</li> <li>• Small-scale childcare service*</li> <li>• Childcare facilities for company employee</li> </ul> <p>* use until the end of fiscal year in which your child turns 3 years old</p>
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## (2) Reasons for Childcare Certification

In order to obtain “Class 2 of the Childcare Certification” and “Class 3 of the Childcare Certificate, you must have the following reasons. If you have one of the following reasons and the city issues the “Childcare Certificate”, you are able to apply to use childcare facilities and services.

1. You are working 64 hours or more per month (includes self-employment, night shift, and working from home).
  - ※ If you are on childcare leave, you must resume work within two months from the day you start using a childcare facility or service.
  - ※ Volunteer activities, subsistence farming, neighborhood association officer etc., do not count as worked hours.
2. You are pregnant or have just given birth, and cannot look after your other children.
  - ※ The period of Childcare Certification is limited to the times childcare is necessary within the period from eight weeks before expected giving birth to the last day of the month which the following day of eight weeks after giving birth is in. If you pregnant with multiple babies, the period of Childcare Certification could be limited to 14 weeks before expected date of birth. Please notify us if it applies to you.
3. You become ill, are injured, or have a mental or physical disability.
4. You are providing care for other relatives in your home (64 hours and more per month).
5. You are recovering from a disaster such as a fire, storm, flood, or earthquake.
6. You are searching for a job. (Includes job searches that begin after you begin to use childcare facilities or services.)
  - ※ The period of Childcare Certification is up to 90 days or three months from the first day of the certification, whichever is the shortest period of time. By submitting the certificate of employment or any certificates to proof your working status, the period may be extended once you begin work.
7. You are attending school over 64 hours a month. (Includes studying, work training, which you commute to etc.)
8. You are absolutely unable to look after your children for other reasons similar to those above.

**\*If the period of Childcare Certification ends, or the above conditions cease to apply to you, you will no longer be able to use childcare facilities or services. If you continue to use the facilities or services, any other above conditions must apply to you and re-obtain the Class 2 or 3 of the Childcare Certification.**

### **Q. Can I only apply if I'm currently working?**

**A. It is also possible to apply if you are actively looking for work, sick, or for other reasons.**

However, if you use childcare facilities or services for childbirth, looking for work, or for entering school, there is a limit to the amount of time you can receive childcare. For more information about those limits, please see page three. If you wish to continue using childcare facilities and services after expiration of this period, it may be necessary to submit any documents (ex. Certificate of Employment) to proof that you still need to use the facility or services to them, and if you don't submit required documents, your child may be forced to quit their childcare services.

## (3) Number of Hours that Childcare is Needed

If you receive a Class 2 of Childcare Certification or Class 3 of Childcare Certification, **you will receive certification for the number of hours that you require childcare.** There are two types of certification of the hours when childcare is needed: **Certification of Need for Standard Childcare** and **Certification of Need for Limited Childcare.** The City of Sendai will determine the type of certification for each household based on the number of

hours that the household needs childcare or your working hours. **Each childcare facility and service has its own hours of availability. For details, please see the List of Childcare Facilities and Services.**

Childcare Facility/Service Hours of Availability **✘The hours shown are an example for a public nursery school. Hours vary by facility/service.**

(Example)	7:15 a.m.	8:30	4:30 p.m.	6:15	7:15
Certification of Need for Limited Childcare	<b>Extended Hours</b>		<b>Limited Use (maximum 8 hours)</b>		<b>Extended Hours</b>
	← (A) →		← (A) →		← (B) →
	Hours Available for Limited Childcare				
Certification of Need for Standard Childcare	<b>Standard Use (maximum 11 hours)</b>				<b>Extended Hours</b>
	← (A) →				← (B) →
	Hours Available for Standard Childcare				
	← Facility Hours →				

\*If you use the facility beyond the hours for which you have certification, you must pay a fee for extended hours. You cannot simply use the facility for 8 or 11 hours from your arrival without incurring additional fees.

\*Extended childcare fees differ in cases when families obtain Certification of Need for Standard Childcare (B), and use the facility beyond the hours for which you have certification, and in cases when the person who only obtained Certification of Need for Limited Childcare (A). Please contact each facility for respective extended childcare fees.

\*Please note that even if your childcare fees are reduced by a Reduction or a Waiver of Childcare Fees (Please refer to the back of the list of the amount (monthly) for the Reduction or Waiver of the Childcare Fees), extended childcare fees are not reduced by the system.



**Q. In what case can I can get a “Certification of Need for Standard Childcare” ?**

**A. In case where both parents are working 120 hours or more per month or if you have the following reasons; you are pregnant or giving birth, or recovering from a disaster such as a fire, storm, flood or earthquake.**

Even if you are working less than 120 hours per month, but still require the standard childcare hours due to considerations in communing times, you can get a **“Certification of Need for Standard Childcare.”** If you are attending school and have other reasons, you are also able to get a **“Certification of Need for Standard Childcare.”**

**Q. I am currently using (or applying for) childcare services as “Limited Childcare Hours”, but is it possible to change it to “Standard Childcare Hours” or vice versa?**

**A. It is possible to change the time you need childcare services by applying through your facility or services or your local ward office’s Home Health Section.** Please apply with the “Request for Changing the Certificate of Need for Childcare Report/Report for Changing in Family Condition” that are placed at the childcare facilities or local ward office’s Home Health Section etc. If you are applying to change the childcare hours, please remember that the form must be in by the 20<sup>th</sup> of the month prior to the change. If the day falls on a Saturday, Sunday or National Holiday, please apply by the following business day. You may need to submit some documents such as the Certificate of Employment.

Example) If you start using the facility or service as of April 1<sup>st</sup>, but wish to change Limited Childcare Hours” to “Standard Childcare Hours” as of May 1<sup>st</sup>, you need to apply for that change by April 20<sup>th</sup>.

**Q. Once I apply for childcare services, is it valid until my child actually enrolls in the facility?**

**A. It is valid within the eligible fiscal year (until the day of the last adjustment on admission on March 16, 2020) .**

Even if your application is turned down and your child is on the waiting list for childcare facilities and services, your child is still eligible for the future adjustment on admission (1<sup>st</sup> and 16<sup>th</sup> of every month) within the eligible fiscal year. However, please note that you need to reapply if your child is still on the waiting list and you still wish to use childcare facilities or services after April 1 of the next fiscal year.

#### **4. Childcare Fees**

Fees for using childcare facilities or services include “childcare fees” and “other fees that each facility or service charge you for.” Please contact each facility or service for the “fees that each facility or service charge you for.”

##### **(1) How Childcare Fees are Determined**

Fees for using childcare facilities or services are listed in the Childcare Fees (monthly) chart which is determined based on the New Child and Child-rearing Support System (separate from this document). These fees are usually determined based on the total local inhabitant taxes paid by the child’s parents.

- ※ Throughout this document, all the parts that are described as “parents” shall read as “guardians” if people other than the parents are the guardians of a child.
- ※ If the child’s parents are tax exempted and the child is also living with their grandparents or other relatives in the same home, childcare fees are determined based on the local inhabitant taxes paid by their grandparents or other relatives living with them. If you live in a double-family home and each of the households respectively make a living, you may be viewed and certified as a separate household, so please contact the Home and Health Section of ward offices.
- ※ **Childcare fees for April-August 2019 will be determined based on 2018 local inhabitant taxes (income from January to December, 2017), and childcare fees for September 2019-March 2020 will be determined based on 2019 local inhabitant taxes.**  
The amount of taxes for the purpose of determining childcare fees is the amount before applying deductions for dividends, special circumstances such as home loans, donations, foreign taxes, taxes on dividends, or taxes on transferred gains such as stocks.
- ※ Starting from FY 2018, rate of municipal taxes only for designated cities has changed from 6% to 8%. When calculating your childcare fees, we apply tax rate, which equivalent to 6%.
- ※ **In the event we are unable to confirm your status of inhabitant taxes due to your failure to file taxes or submit the requested documents, your childcare fees will be assessed in the highest applicable bracket.**
- ※ If you experience a disaster, lose your job (except if you quit for personal reasons), are an unmarried single parent household not receiving widow(er) deductions, or are deemed to have other special circumstances that make it necessary, you may be eligible for reduction of or exemption from childcare fees.

##### **(2) Payment of Childcare Fees**

For nursery schools: When your child enters nursery school, **fees will be deducted from your bank account** each month (after your child’s entrance has been decided an application for automatic deduction from your account will be sent). The deadline for paying fees (the day on which fees will be deducted from your account) is the last day of each month (or the next business day in the event that the last day of the month falls on a weekend or holiday).

For centers for early childhood education and care, home-like childcare service (nursery mother), small-scale childcare service, and childcare facilities for company employees: If you use the above mentioned facilities and services, you will pay childcare fees directly to the facility or service.

- ※ Childcare fees go toward the salaries of childcare workers, your child’s lunch, and the management of the facility, among other costs. For the sake of maintaining these things as well as the quality of services, please be sure to pay your fees by the deadline. **If you fail to pay your fees by the deadline, we may conduct an investigation of and seize your salary, savings, real estate, or other property.**

**Q. If my childcare certification changes from Class 3 to Class 2, will my childcare fees also change from the following month?**

**A. No, your childcare fees will not change from the following month.**

Your childcare certification will automatically change from Class 3 to Class 2 when your child turns 3 years old, but the childcare fees are determined by their age as of March 31, 2019, therefore this class change doesn’t affect your childcare fees. However, if they are attending a facility that has both nursery schools and kindergarten such as a center for early childhood education and care, and you apply for a change in other standard childcare or limited childcare hours, this could affect your childcare fee. Also, remember that the fiscal year for inhabitant tax starts in September, and since inhabitant tax which is required to determine the childcare fees, your fee may change at this time.

**Q. What kinds of fees are charged at each childcare facility or service?**

A. The fees include staple food fees, cost of leasing futons, school uniforms, or fees for disposing of diapers. For more information about what extra fees you may be charged, please contact your childcare facility directly.





**5. Criteria for Enrollment Priority**

If a child facility or service receives more applications than the number of spaces available, children in the greatest need of care will be given first priority for admission. Priority for admission is determined using the following criteria which take into account the need for childcare and the household circumstances.

**(1) Priority Standard Index on Admission for Childcare Facilities and Services**

The following chart is criteria for enrollment priority of childcare facilities and services which shows the parents' working condition using an index based on the number of working days and hours.

The highest point of this standard index is 10 and it is based on the following chart with the standard points given to each parent.

Household (Guardians') Circumstances				Standard Index
<b>Employed persons</b> ※You must work 64 hours or more per month.	5 days or more per week (If you work in shifts, you must work 20 days or more per month.)	Working hours per day	7 hours or more	<b>10</b>
			6 hour or more	<b>9</b>
			5 hours or more	<b>8</b>
			4 hours or more	<b>7</b>
			Less than 4 hours	<b>6</b>
	4 days or more per week (If you work in shifts, you must work 16 days or more per month.)	Working hours per day	7 hours or more	<b>8</b>
			6 hours or more	<b>7</b>
			5 hours or more	<b>6</b>
			4 hours or more	<b>5</b>
	3 days or less per week (If you work in shifts, you must work 15 days or more per month.)	Working hours per day	7 hours or more	<b>6</b>
6 hours or more			<b>5</b>	
You work 64 hours or more per month but only work less than the above hours per day.				<b>4</b>
<b>Self-employed persons</b> ※You must work 64 hours or more per month.	<b>Business owners</b>	Working hours per day	7 hours or more	<b>9</b>
			6 hours or more	<b>8</b>
			5 hours or more	<b>7</b>
			4 hours or more	<b>6</b>
			Less than 4 hours	<b>5</b>
	4 days or more per day (If you work in shifts, you must work 16 days or more per month.)	Working hours per day	7 hours or more	<b>7</b>
			6 hours or more	<b>6</b>
			5 hours or more	<b>5</b>
	3 days or less per day (If you work in shifts, you must work 15 days or less per month.)	Working hours per day	7 hours or more	<b>5</b>
			You work 64 hours or more per month but only work less than the above hours per day.	
<b>Family employee (Note 1)</b>	5 days or more per month (If you work in shifts, you must work 20 days or more per month.)	Working hours per day	7 hours or more	<b>8</b>
			6 hours or more	<b>7</b>
			5 hours or more	<b>6</b>
			4 hours or more	<b>5</b>
	4 days or more per week (If you work in shifts, you must work 16 days or more per month.)	Working hours per day	7 hours or more	<b>6</b>
6 hours or more			<b>5</b>	

		You work 64 hours or more per month but only work less than the above days and hours per day.	<b>4</b>	
	Additional (Note 2)	Due to jobs related to handling hazardous materials including large machinery, powerful drugs, fire, blades etc.), you are unable to look after your child during your own working hours.	<b>2</b>	
		In cases where your office is not located on the same premises as your house or adjacent area. (Including outside work)	<b>1</b>	
Side Business (If you earn 50,000 yen or more per month, you can apply in the “family employee” category. ) ※ You must work 64 hours or more per month.			<b>4</b>	
Giving birth to a child			<b>8</b>	
<b>Household (Guardians’) Circumstances</b>			<b>Standard Index</b>	
Illness and others	Inpatients	Up to one month and beyond	<b>10</b>	
		More than 2 weeks but less than one month	<b>8</b>	
	Outpatients	4 days or more per week	<b>6</b>	
	Home healthcare	Bedridden, infectious disease	<b>10</b>	
		Difficultly in managing daily life without someone’s help	<b>8</b>	
		Home healthcare (You are able to care for yourself even if some exercises or outings are restricted.)	<b>6</b>	
	Disability	Requires nursing care (Classified as approx. level 1 and 2, or level A)	<b>10</b>	
		Difficult to provide childcare (Classified as approx. level 3 or level A)	<b>7</b>	
		Cases like the ones above (Classified as level 4 and lower)	<b>4</b>	
Homecare/Nursing care/ Hospital visit/Nursing care facility visit/Chaperone for hospitalized family member  ※You must engage in the above duties at least 64 hours or more per month.		5 Days or More Per Week	Time required: 7 hours per day <b>10</b>	
			Time required: 4 hours per day <b>7</b>	
		4 Days or More Per Week	Time required: 7 hours per day <b>8</b>	
			Time required: 4 hours per day <b>5</b>	
		You provide nursing care or home care 64 hours or more per month but only work less than the above hours per day.	<b>4</b>	
Disasters (You are unable to provide childcare due to the reconstruction of your damaged housing by fire etc., and other disaster reconstruction.)			<b>10</b>	
Seeking Employment			<b>3</b>	
Enrollment in regular schools, technical schools, and others  ※You must go to school 64 hours or more per month.	5 days or more per week (If your school hours are not fixed, 20 days or more per month.)	School Hours Per Day	7 hours and more	<b>9</b>
			6 hours and more	<b>8</b>
			5 hours and more	<b>7</b>
			4 hours and more	<b>6</b>
			Less than 4 hours	<b>5</b>
	4 days or more per week (If your school hours are not fixed, 16 days or more per month.)	School Hours Per Day	7 hours and more	<b>7</b>
			6 hours and more	<b>6</b>
			5 hours and more	<b>5</b>
	3 days or more per week (If your school hours are not fixed, 15 days or less per month.)	School Hours Per Day	7 hours and more	<b>5</b>



	You go to school 64 hours and more, but school hours per day does not reach the above hours.	4
Absence of Parents (death, divorce, job transfer without family, missing, imprisonment, etc.)		10
Other (Similar to the above criteria)		3~10

Note 1: Both parents are self-employed for same business, only one person can be considered as business owner and another person as family employee.

Note 2: Depending on business type of self-employed parent, you may get additional point(s). However, the points are dependent on the amount of days and hours worked by the parent and the Standard Index System and shall not exceed 10 even with adding extra points from the Adjustment Index.

※If your work hours are not fixed, working hours are calculated on average.



**Q. If I don't go and look at the facility, will it affect my priority level?**

**A. It has no effect.**

Going to look at facilities have no effect on your priority, however it creates a good opportunity for you to ask questions about the daily life at the facility, have your questions answered, see school lunch for children who have allergies (some facilities may not be able to accept children with allergies depending on what kind of allergy they have.) For those reasons, we recommend visiting the facility. (For more information about visiting facilities, please see page 11.)

**Q. Does how fast I hand in my application, whether or not I applied last year, or the number of facilities I wrote on my application affect my Priority for the childcare facility?**

**A. This has no effect on priority level.**

For more information about the **Priority Standard Index**, please see page 6-8. Please see the "Adjustment Index Below" for more information.

**(2) "Adjustment Index" on the Child's Household Circumstances**

"Adjustment Index" is to indicate points added or subtracted to or from the standard index depending on the child's household circumstances such as financial or support situations.

Household Circumstances, Etc.		Adjustment Index
Low-income households	(1) Households on welfare, Inhabitant Tax exempted households	2
	(2) Household facing extreme financial difficulties (Note 3)	4
(3) In case the child's grandparents live in the same household and are under 65 years old and are able to help child-rearing		-1
(4) Single parent (Single mother households, Single father households, or similar circumstances)		3
(5) The child's sibling's enrollment circumstances (at the time of application, in case the child's sibling(s) is(are) using Nursery schools in Sendai City (Note 4), childcare facilities for company employees, or also applying for using any of the afore-mentioned facilities or services)		3
(6) Reapplication for children who had stopped using childcare facilities or services due to their mother's maternity leave from work		4
(7) In case the primary income earner of the child(ren) (Note 5) is searching for a job due to bankruptcy, being laid off, divorce, and bereavement etc. (Within 6 months from the day of the event that is directly related to losing the income)		2
(8) In cases where the guardian who applies for using childcare facilities or services, works at any of the childcare facilities in Sendai City as a childcare provider (or in cases where they support childcare, like school nurses or others) as of when they want to begin using childcare. (In these cases you must provide your Childcare Provider License.) (Note 6)		3

(9) In case your child finishes a nursery school which only accepts children younger than 3 years old, home-like childcare services (nursery mothers), small-scale childcare services, or childcare facilities for company employees., and you wish to continue using childcare facilities or services starting from April 1 of the following year when the child turns 3 years old. (Note 7)	<b>10</b>
(10) Special circumstances such as child abuse that can be considered adjustment to index is necessary	<b>1~20</b>

Note 3: Households facing extreme financial difficulties applies to households both (1) and (7).

Note 4: Childcare facilities and services in Sendai City is a collective term for nursery schools, centers for early childhood education and care (nursery school only), home-like childcare services (nursery mothers), small-scale childcare services, and childcare facilities for company employees (only for local people). Kindergartens, centers for early childhood education and care (kindergarten), “Temporary Childcare Service,” and non-certified childcare facilities (corporate childcare facilities and services included) are not included.

Note 5: Single Parents or in cases when only one parent is considered a dependent (for tax purposes).

Note 6: Application for changing a childcare facility is not applicable. Even if both parents are applicable to any of the above conditions, the index point 3 is the highest.

Note 7: Limited to Nursery schools which only accept children younger than 3 years old which are in the “List of Childcare Facilities and Services in Sendai City.”

※ You are only applicable for either (1) or (2).

※ You are only applicable for either (5) or (6).

※ In the event we are unable to confirm your status of inhabitant taxes due to your failure to file taxes or submit the requested document, you are not applicable for “Low Income Households” status.

### **(3) Priority Adjustment in Cases where the Index Assigned to You is the Same as Other Applicants**

**The following is criteria for enrollment priority in cases where the Standard Index and Adjustment Index assigned to you is the same as other applicants.**

1	If your assigned Standard Index is higher
2	If you are applicable for “Low Income Household” in adjustment index category (more priority is given to households which are assigned 4 points.)
3	If both of the child’s parents or one parent is (are) absent from home due to job transfer away from home and other reasons (except household which additional point for “single parent” in the adjustment index category is already applied.)
4	If you are using childcare facilities (note 7) other than “Childcare Facilities and Services in Sendai City” with fees as of the application deadline. (You must submit the certificates to prove that you are actually using that facility such as a Contract Agreement and others. The contract period must be more than one month including the application deadline.)
5	If your application for using childcare facilities or services within this FY has been accepted but not declined (except declining due to unavoidable reasons,)
6	If total household income is low.

Note 8: Facilities other than “Childcare Facilities and Services in Sendai City” indicates the following facilities and services: kindergartens, centers for early childhood education and care (kindergarten part), childcare facilities for company employees, temporary childcare service (if you are using the service on a continuous use basis, you are eligible. Free of charge as your household is on welfare or are exempted inhabitant tax, you are also eligible. If your relative or work place provides a childcare service to your child, you are considered ineligible.

※In the event we are unable to confirm your status of Inhabitant Taxes due to your failure to file taxes or submit the requested documents, you will be assigned a lower Adjustment Index.

If your child falls under the following category, we will give priority for admission.

- Requires disability childcare.
- Has been using uncertified childcare facilities or services which is subject to becoming certified childcare facilities and services OR who has been using kindergartens which are subject to becoming a center for early childhood education and care (nursery school only) but wish to continue using the facility or service.

- Changes in your child’s status of certification from category 1 to 2.
- Finished a nursery school which only accepts younger than 3 years old children, home-like childcare services (nursery mothers), small-scale childcare services, or childcare facilities for company employees (which also accept neighborhood children), and wish to use affiliated facilities of their previous facilities as priority enrollment set by them.

## **6. Life at Childcare Facilities and Services**

### ◎Childcare facilities and services’ hours

- In principle, you may use a childcare facility or service when it is necessary due to your work (including commuting and overtime), illness, or other circumstances.
- Consult with the facility or service about your working hours and commuting times and decide the times you will drop off and pick up your child before you begin using the facility or service.

### ◎Adjustment to Childcare

Nursery schools and other childcare facilities and services are places where children spend their time in groups. When children enter childcare, this change in environment has a profound effect on them both physically and mentally. For this reason, it is sometimes difficult for children to spend an entire day at the facility or service right from the beginning. Hours are gradually increased until the child can handle an entire day. (Every child is different, so the amount of time necessary to adjust to spending an entire day at a facility or service varies.)

### ◎Class Composition

Class composition is determined by each facility or service. Classes are not always determined by age; there are also mixed-age classes.

## **7. Forced withdrawal from childcare facilities and services**

Please note that if you fall under one of the following conditions after you start using the childcare facility and service, we will force you to withdraw from the childcare facility and service.

Example reasons for forced withdrawal from childcare facilities and services:

### ○Moving to residences which are outside of Sendai City

Living in Sendai City is one of the required conditions to use childcare facilities and services and therefore, if you move outside of Sendai City, you are no longer eligible to use them.

### ○Dismissal of Certification of Need for Childcare

You can’t continue using the childcare facility or service if you have no reason to use the service such as the following reasons: “I was using the childcare facility or service but I left my job (or work less than 64 hours per month)” or “I was using the childcare facility or service due to my illness, but I am fully recovered.” If there are changes in the reasons for childcare need, please immediately submit the document to proof those changes with “Notification of Changes in Childcare Certification and Notification of Change in Family Circumstances” to your childcare facility of service or the Home Health Section of the ward office where the childcare facility or service you are using is in. (For more detailed information about the “Reasons for Childcare Certification,” please check the page 3 of “Reasons for Childcare Certification.”)

### ○Expiration of the Period for the Childcare Certification

If you use the childcare facility or service with the reason of searching a job, giving birth to a child, or enrollment in schools, the length of the Childcare Certification Period will be limited. If you wish to continue using the facility or service, you must submit a document (ex. Certificate of Employment) as proof that you need to use a childcare facility or service to the office before your period for the Childcare Certification ends.

### ○Long absence from the facility or service

In principle, your child is asked to leave the nursery school if they are absent (from the facility) for over two months. Your child may also asked to leave the centers for early childhood education and care (nursery school only), home-like childcare services (nursery mothers), small-scale childcare services, and childcare facilities for company employees if there are absent for over two months (you must pay childcare facility and service fees during the period of your child’s absence.).



## ~Common Questions~

### ◆◆◆ About Requesting Facilities ◆◆◆

**Q. How many facilities am I able to request on the form?**

**A. You can write down as many as you like.**

However, if you use childcare facilities through us and then withdraw, it could make your priority on the list go down for the next year, so please only write down facilities that you feel that you can actually attend.

**Q. What are the differences between Nursery Schools, Centers for Early Childhood Education and Care, Home-like Childcare Services (Nursery Mothers), Small-Scale Childcare Services, and childcare facilities for company employees which have openings for neighborhood children?**

**A. The difference is that Centers for Early Childhood Education and Care (Kindergarten section) and Nursery Schools (excluding nursery school which only accept children younger than 3 years old) accept students until elementary school, and Home-like Childcare Services (Nursery Mothers), Small-Scale Childcare Services, and childcare facilities for company employees (which have openings for neighborhood children) usually take children until they are three years old.**

There are also many differences between the different facilities, one of which is the childcare service. Monthly childcare fees are same for all the facilities and services, but they may charge more for certain other services. For more details, please visit or contact each facility.

### ◆◆◆ Enrollment Adjustment (Admission Adjustment) ◆◆◆

**Q. My child is on the waiting list and just had a birthday. Does admission change according to age?**

**A. The admission adjustment within FY 2019 is determined based on your child age as of March 31, 2019.**

Please be careful when confirming openings and the number of children on the waiting list. Also, be aware that the fee for childcare will be determined based on your child's age as of the end of March, 2019.

For children who were born on April 1, 2018, the admission adjustment within FY 2019 will be done for the class for 1-year-olds. For children who were born after April 2, 2018, the admission adjustment within FY 2019 will be done for the class for 0-year-olds.

**Q. If my child's grandparent lives with us, will it negatively affect my application?**

**A. There is a chance that you will have your priority on the list lowered.**

If you are living with grandparents who are younger than 65 (from the point when you wish your child to start using the childcare facilities) and if the grandparents are physically able to care for the child and if you do not have documents that prove your child needs childcare (excluding statement for proving your job searching condition), your priority on the waiting list will go down -

1. Also, when we ask for your household's earnings, you need to include income no matter the age of the grandparent. (If the grandparent lived in Sendai as of January 1<sup>st</sup> of that year and registered as a resident of Sendai, you must include the Inhabitant Tax (exemption) Certificate). For more information about how the cost of childcare is determined when grandparents live in your household, please see page



## ◆◆◆ About Handing In Forms ◆◆◆

**Q. Do I need to hand in documents for my husband or wife, even if we live apart?**

**A. Even if you live apart, you need to provide their documents.**

Since not having all your documents in order will affect your priority, please make a note on the Certificate of Employment and on your Household (Guardians') Circumstance Form that you are living away from your spouse. If your spouse is a resident of Sendai as of January 1<sup>st</sup> and is registered as a resident of Sendai, you must also provide copies of their Inhabitant Tax (Exemption) Certificate.

**Q. I plan on divorcing my spouse. Do I have to provide you with copies of their Certificate of Employment?**

**A. Yes, there are times when you need to.**

If you are still in arbitration from the divorce but are living apart, the judge can issue a document that says that you are still in the process of divorce or other documents and you will be considered a single parent, so in that case you do not need documents related to your spouse's work. For more information, please see the Home Health Section at your local ward office etc..

**Q. If I got a roommate or changed my job after applying, what should I do?**

**A. Please quickly go to your local ward office Home Health Section and fill out a revised form right away.**

There is a change that having a roommate or changing your job may have an effect on your child's position on the waiting list or childcare fees. Please be aware that if you have changes to your living situation and do not tell us and we find out, we may withdraw your application entirely or ask you to pay retrospective charges for childcare fees.

**Q. I had an informal job offer. Do I need to submit some kind of documents?**

**A. Please submit the Certificate of Employment.**

At the time you want to put your child in childcare facilities and you work more than 64 hours a month can be proved from your Certificate of Employment then you will be treated the same way as if you were already working full time. (Your priority index will be treated the same way as if you were working full time.)

**Q. Can I apply by mail?**

**A. As a rule, we do not accept applications by mail.**

If you are living outside of the city, or it is difficult for you to come in to the office, or have a reason that makes it hard for you to go to your ward office, please discuss this matter with the Home Health Section of your ward office etc. where your top priority choice nursery school is located.

## ◆◆◆ About Applying with Siblings ◆◆◆

**Q. If I apply for childcare services with my children and only the older children can use the services, is it okay if I don't return to work until I can find childcare services for my younger child?**

**A. If only your older child is using services and the childcare facility for your younger child is not yet decided, you have to return to work from childcare leave within two months from the day the child starts using the facility or start working when you are looking for a job within three months.**

Please note that in general, depending on the reasons for childcare certificate, the period of the Childcare Certification is limited. (You may have to reapply if the period ends and provide new documents proving your situation to extend the period.)

**Q. My older child is currently using childcare services, but I am expecting another baby. Since I am planning on taking child-rearing leave to have my younger child, can my older child continue to use childcare services, or do they have to quit?**

**A. There is still a chance that your older child can use the facilities, depending on your application.**

When you apply for this, it is important to fill out the "Application for Continuous Use of the Childcare Facilities and Services (for Child-rearing Leave)" and submit it with the "Certificate of Employment" with the child-rearing leave period written on it.

After we determine your status and you are allowed to continue using childcare services, you may continue using those services for your older child generally until the month before your youngest child has turned one year old. In cases where your youngest child has turned one and is waiting for childcare it is possible to apply for a six month extension for your oldest child (It is also possible to apply for another six month extension for the child if they are still on the waiting list at 18 months old). At this time, even if it has been determined that your older child can continue to use services, and that your younger child can use childcare facilities; they may both only be able to use the facilities if you plan on returning to work. (Your date of return to work must be within two months of when your youngest child plans to enter childcare facilities.)



◆◆◆ Other Questions ◆◆◆

**Q. When am I able to go and visit the facilities?**

**A. Depending on the childcare facilities, they have specific times and dates that you can go.**

Considering the childcare schedule and different facility events, there are days they cannot accept visitors. If you would like to visit facilities other than home-like childcare services (Nursery Mothers) please directly contact the facility to see when you can visit. For home-like childcare services (Nursery Mothers) please contact the Family Health Section of the ward office etc. to confirm the phone number and times that are accepted for visiting the facilities. Please keep in mind that you may be touring facilities with other parents and children at that time.

**Q. At interviews for childcare facilities, what kinds of questions will I be asked?**

**A. You'll be asked questions about your child's health and development, your family situation, etc.**

When we take into account your child's situation (which includes their development, allergies, and other factors) the childcare facility may deem that their facility is not a good fit for your child. In that instance, the ward office's Home Health Section etc. will advise you have consultation with other organizations.

**Q. I would like to send my child to kindergarten, uncertified facility, or use temporary childcare services. What kind of paperwork should I do?**

**A. In this case, please directly contact the facility.**

Often it is necessary to fill out an application or register ahead of time, so please make sure to give yourself enough time to contact the facilities and complete the process before you want to begin using these services.



### 《Note》

Please read the notes below carefully. We will ask you to submit the Application Form for Using Childcare Facilities and Services / Application Form for Obtaining the Certification of Need for Childcare upon understanding of the items stated on this page. In addition, please keep this document properly as there are some items that are not directly related to the application process, but are needed after submitting the application form or when beginning to use the childcare facilities and services. Please read the necessary information whenever you have to check the information needed. (You can check the same information on Sendai City's Official Website.)

1. We ask the child's guardian to fill out the Application Form for Using Childcare Facilities and Services / Application Form for Obtaining the Certification of Need for Childcare thoroughly. If you apply for more than one child at the same time, you are required to submit the application form for each child. However, a pair of required documents can be used regardless of the number of children who applied.
2. Please be sure to submit all the required documents by the designated deadline. If you do not submit them by the deadline or even submit them after the deadline, the contents in them cannot be reflected in the application adjustment.
3. Please write the "childcare facilities or services that you wish to use" in order of descending priority on the column of the application form. Before applying to a facility or service, please tour the facility, confirm that you will be able to commute to and from the facility, and learn about the facility's practices and policies as well as school lunch especially if your child has allergies.
4. You may not use the childcare facilities or services that you wish to use if you fail to submit all the required documents by the deadline or too many people wish to use the same facility or service.
5. In order to confirm the reason for using the childcare facility or service, twice a year we will ask you to submit any documents to proof that you need to use them, after beginning to use the childcare facility or service.
6. We may contact your work place to confirm things that relates to your certificate of employment. We also ask you to read it carefully to see if there are no errors or mistakes before submitting.
7. If you are on childcare leave, you must return work within two months from the day you begin using a childcare facility or service. After returning to work, please submit the certificate of employment with the date which you return to work was on it. If you fail to submit the certificate, we will force you to withdraw from the childcare facilities and services. If you know that you will not return to work within two months from the day you begin using a childcare facility or service at the time of application, you cannot apply in the first place.
8. If you withdraw your application, please contact the Home and Health Section of the ward office which has jurisdiction over your first choice of childcare facility or service is located. If you decline to use the childcare facility or service which you requested and were assigned, you will have your priority on the list lowered within the period from the next admission adjustment to admission adjustment for the enrollment of March 16<sup>th</sup>, 2020.
9. If we find out false information on documents as been submitted to us or if you fail to contact us if the information on your application changes, we may revoke the decisions made on "issuing the Certificate of Need for Childcare", "informal assignment," "acceptance of enrollment", and "childcare fees."
10. We will access your Basic Resident Register and Sendai City's Inhabitant Taxation Status to check taxation information for all the household members as we determine the childcare fees and make the decision on enrollment priority.
11. We notify your childcare fees and other information which is included in your application or submitted documents to your childcare facility or service if necessary.
12. If you use childcare facilities or services for childbirth or are looking for work, there is a limit to the amount of time you can receive childcare. If you wish to continue using childcare facilities or services after the expiration of this period, it may be necessary to submit documents to prove that you still need to use the facility or service to the childcare facility or service, and if you don't submit the required documents, your child will need to withdraw from them. In addition, if you do not fall under the reasons for childcare need set by the City of Sendai after you start using the childcare facility or service, we will force you to withdraw from them. If you wish to continue using the childcare facility or service, you must submit any of the aforementioned documents as proof that you need to use them one month before the expiration of the period.
13. If your address, work circumstances, or household circumstances change after you begin using the childcare facility or service, please submit a Notification of Change in Family Circumstances along with the necessary documents to the facility or service (or Home and Health Section of each Ward Office).
14. We ask you to pay the fees within the designated due dates.