

# FY 2024 Application Guide for Childcare Facilities and Services

**This is the Application Guide for Sendai City Childcare Facilities and Services starting from April 1, 2024 to March 16, 2025. Please read it thoroughly before applying for childcare facilities and services.**

## ▪ Where to apply

- Apply to the Childcare and Benefit 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 if your first-choice childcare facility or service is in the areas in Aoba Ward that are under the jurisdiction of the Miyagi General Branch (Hereinafter referred to as the “Childcare and Benefit Sections of Ward Offices, etc.”))

※Please see page 24 for address and contact information.

## ▪ Application Period \*strict deadline

### 【Application Period for April 1, 2024 Enrollment】

- Primary Application Period

**November 2, 2023 (Thu.) – December 1, 2023 (Fri.) at 5:00 p.m.**

- Secondary Application Period

**December 4, 2023 (Mon.) – February 1, 2024 (Thu.) at 5:00 p.m.**

(Secondary application only accepts up to a few applicants.)

(Secondary applicants will be screened with applicants on the wait list for the primary application.)

### 【Year-round Application】

※Please see page 3.

\*Applications will not be accepted if you fail to submit all the required documents by the deadline. The city counter is also very much busy right before the deadline, so please submit your applications well in advance.

\*If you wish to change or add facilities or services to your choice of enrollment, please notify the Childcare and Benefit Sections of Ward Offices, etc. where you submitted your application by the above deadline (You can make changes by calling your local office).

\*You only need to apply once as the application is valid through the entirety of FY 2024.

\* For those who plan to move into Sendai City, you can apply even if you reside outside Sendai City at the time of application; however, you are required to reside within Sendai City by the date of use of childcare facilities. (In principle, the user’s resident record must be registered in the City).

## ▪ Application Guide Videos (Japanese language only)

**★★Application Guide Videos will be uploaded on the website below. Please give them a watch.★★**

<https://www.city.sendai.jp/nintechosa/kurashi/kenkotofukushi/kosodate/hoikujo/annai/hoikushisetsu.html>

- Application for using childcare facilities and services
- Guide Video 1 【Overview】
- Guide Video 2 【Required documents】
- Guide Video 3 【Note for filling in the form】
- Guide Video 4 【FAQ】



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### 1. Prior Check List

The followings are common items required for the application. Please check before submitting your application. In addition, you may be asked about other information specific to your family, so please make sure to prepare what you need to submit by checking this guide book or the official website of the City of Sendai.

#### ( 1 ) Prior confirmation

- 【3. Enrollment Procedure for Childcare Facilities and Services】 Page 4-6
- 【5. (1) Application requirements】 (Page 8)
- 【6. (1) Eligible childcare facilities and services】 (Page 8)
- 【14. Check list of things to be noted】 (Page 23) confirmation and consent.

#### ( 2 ) Documents to submit

- Application for Certification of Need for Childcare and Use of Childcare Facilities and Services  
( 【4 How to write Application for Certification of Need for Childcare and Use of Childcare Facilities and Services】 (Page 7) )
- Declaration of Family Circumstances  
(Fill in both sides)
- ‘My Number’ (Individual Number) form (Attached)
- Document to prove that you need to use childcare facilities and services  
(Circumstances of need for childcare as of the day when your child wish to enroll)  
(Documents which were certified within 6 months from the day when your child wish to enroll)  
(Page 3 on Appendix ‘Application for Certification of Need for Childcare and Use of Childcare Facilities and Services’)

#### ( 3 ) Where to submit your application

- To the Childcare and Benefit Sections of Ward Offices, etc., within the jurisdiction of your first-choice childcare facility or service
- Confirmation of deadlines. (Page 1 and 3)

In order to use home-visit childcare service, you need to submit material that proves your child has difficulty in group childcare settings in addition to the above. (See page 9 for more details)

★★Please use the “Procedure Guide of Sendai City” (Japanese only) as well.★★

<https://www.city.sendai.jp/system/shise/navi.html>



## 2. Application

### (1) Deadline overview for application (Year-round Application)

Use the facilities and services from:

- The 1st of a month (Except April 1) . . . . by 5th of the preceding month
- The 16th of a month . . . . . by 20th of the preceding month
- ※When the 5th or 20th of the month falls on a weekend or national holiday, the due date will be the preceding business day.
- ※ Please see page 1 for April 1 enrollment.

	Use from 1 <sup>st</sup> of a month	Use from 16 <sup>th</sup> of a month
April	—	March 19, 2024 (Tue)
May	April 5, 2024 (Fri)	April 19, 2024 (Fri)
June	May 2, 2024 (Thu)	May 20, 2024 (Mon)
July	June 5, 2024 (Wed.)	June 20, 2024 (Thu)
August	July 5, 2024 (Fri)	July 19, 2024 (Fri)
September	August 5, 2024 (Mon)	August 20, 2024 (Tue)
October	September 5, 2024 (Thu)	September 20, 2024 (Fri)
November	October 4, 2024 (Fri)	October 18, 2024 (Fri)
December	November 5, 2024 (Tue)	November 20, 2024 (Wed)
January	December 5, 2024 (Thu)	December 20, 2024 (Fri)
February	December 27, 2024 (Fri)	January 20, 2025 (Mon)
March	February 5, 2025 (Wed)	February 20, 2025 (Thu)

### (2) Submitting Application by Mail

Please mail in your application upon confirming and reading through the notes below.

#### 【Note】

- Please see page 24 for where to mail the application.
- **Please send in your application by the deadline date.** If you cannot submit all of the required documents by the deadline, it will disadvantage your eligibility for adjustment, or your applications will not be accepted.
- **Please apply well in advance, about one week before the deadline; if an application has insufficient documents or information it will need extra time to be completed.**
- You may be asked to visit a ward office for confirmation of the contents of submitted documents when necessary.
- We recommend you use certified mail as we are not responsible for any loss of the mail.

### (3) Electronic application

Electronic application is scheduled to open starting from the year-round application for FY2024. The date when reception opens will be announced on the website of the City of Sendai. (QR code on the cover page.)

\*To use the service starting from April 1, 2024, application must be made at a service counter or by mail.

### 3. Enrollment Procedure for Childcare Facilities and Services

#### (1) Using the facilities and services from April 1 (Primary admission adjustment)

Briefings will be held at the Childcare and Benefit Sections of Ward Offices, etc. In principle, please inquire to or visit the facilities you wish to use in advance.

##### Application submission

- Open from **November 2 (Thu) to December 1 (Fri), 2023 5:00 p.m.** ※Strict deadline ※Please apply as soon as possible
- Please submit (or mail in) an application to the Childcare and Benefit Sections of Ward Offices, etc. which holds jurisdiction over your first-choice childcare facilities or services by the deadline.
- ※Only documents which prove that you need to use a childcare facility or service that were issued after October 2023 are accepted

##### Admission adjustment

- **Early January**
- If a childcare facility or service receives more applications than their capacity, children in greatest need of care will be given highest priority for admission.

##### Notice of interview or wait list

- **Sent around January 15 (Mon)** ※Please let us know if you have not received the notice even after January 18 (Thu)

<If eligible to use the childcare facility of your choice>  
Notification for an interview and Determination notice of Certification of Need for Childcare<sup>\*1</sup> will be sent.

<If NOT eligible>  
Notification for wait list and Determination notice of Certification of Need for Childcare<sup>\*1</sup> will be sent. Secondary admission adjustment will be held. (Refer to page 5. No need to reapply.)

※1 The Determination notice of Certification of Need for Childcare will be sent out to those who have not obtained it before or already obtained but had changes in the certified period. (If one is expected to move into Sendai City is expected, the certificate will be sent after the move has been confirmed)

##### Interview

- **From January 22 (Mon) to around January 30 (Tue)**
- Please take your child with you to the interview at the childcare facility because you will be asked about the child's development, health and behavior.
- ※ Result of enrollment will not be determined at the time of the interview.

##### When possibility of admission is slim

The Childcare and Benefit Sections of Ward Offices, etc. may suggest you go to a specialist institution for consultations. (\*Refer to Q16 in Q&A on page 22)

##### Notice of Results

- **Sent around February 6 (Tue)**
- Interview result will be announced.
- ※For those who are certified to use small-scale childcare services, home-like childcare services (nursery mothers), or childcare facilities for company employees, or centers for early childhood education and care; please submit this notice to the facilities and services and enter a contract with them for your use.

##### Information Session

- **March**
- Information sessions will be held at prospected childcare facilities for enrollment.
- ※The date of information sessions will either be included in the notice of results sent to you early February, or you will be contacted directly by the childcare facility and service.

##### Enrollment

- **April 1 (Mon)**
- Childcare fees will be informed as follows: for small-scale childcare services, home-like childcare services (nursery mothers), childcare facilities for company employees, or centers for early childhood education and care **in late March**, and for nursery schools **in late April**.
- ※Notification will be sent to each childcare center or facility.

##### 【Note】

- If there are any changes to your family circumstances, childcare facilities that you wish to use, or to withdraw your application, please promptly contact the Childcare and Benefit Sections of Ward Offices, etc.
- If we find false information after adjustment for use, we may revoke your informal assignment.
- If any change arises on the schedule or other circumstances, information will be published on the website of the City of Sendai. (Please access the website using the QR code on the cover)
- Refer to page 9 for information on home-visit childcare services.

## (2) Using the facilities and services from April 1 (Secondary admission adjustment)

Briefings will be held at the Childcare and Benefit Sections of Ward Offices, etc. In principle, please inquire to or visit the facilities you wish to use in advance.

### Application submission

- Open from **December 4 (Mon) to February 1 (Thu), 2023 5:00 p.m.** ※ Strict deadline ※ Please apply as soon as possible. Please submit (or mail in) an application to the Childcare and Benefit Sections of Ward Offices etc. which holds jurisdiction over your first-choice childcare facilities or services by the deadline.
- ※ Only documents which prove that you need to use a childcare facility or service that were issued after October 2023 are accepted.

### Admission adjustment

- **Mid-February**  
If a childcare facility or service receives more applications than their capacity, children in greatest need of care will be given highest priority for admission. Secondary admission only accepts up to a few applicants depending on the available number after the Primary adjustment.

### Notice of interview or wait list

- **Sent around February 19 (Mon)** ※ Please let us know if you have not received the notice even after February 22 (Thu)

<If eligible to use the childcare facility of your choice>  
Notification for an interview and Determination notice of Certification of Need for Childcare<sup>※1</sup> will be sent.

<If NOT eligible.>  
Notification for wait list and Determination notice of Certification of Need for Childcare<sup>※1</sup> will be sent.

※ The secondary use may be adjusted after contacting you individually.

※1 The Determination notice of Certification of Need for Childcare will be sent out to those who have not obtained it before or already obtained but had changes in the certified period. (If one is expected to move into Sendai City is expected, the certificate will be sent after the move has been confirmed.)

### Interview

- **From February 26 (Mon) to around February 28 (Wed)**  
Please take your child with you to the interview at the childcare facility because you will be asked about the child's development, health and behavior.  
※ Result of the enrollment will not be determined at the time of the interview.

### When possibility of admission is slim

The Childcare and Benefit Sections of Ward Offices, etc. may suggest you go to a specialist institution for consultations.  
(\*Refer to Q16 in Q&A on page 22.)

### Notice of Results

- **Sent around March 5 (Tue)**  
Interview result will be announced.  
※ For those who are certified to use small-scale childcare services, home-like childcare services (nursery mothers), childcare facilities for company employees, or centers for early childhood education and care; please submit this notice to the facilities and services and enter a contract with them for your use.

### Information Session

- **March**  
Information sessions will be held at prospected childcare facilities for enrollment.  
※ The date of information sessions will either be included in the notice of results sent to you early March, or you will be contacted directly by the childcare facility and service.

### Enrollment

- **April 1 (Mon)**  
Childcare fees will be informed as follows: for small-scale childcare services, home-like childcare services (nursery mothers), childcare facilities for company employees, or centers for early childhood education and care in late March, and for nursery schools in late April.  
※ Notification will be sent to each childcare center or facility.

### 【Note】

- If there are any changes to your family circumstances, childcare facilities that you wish to use, or to withdraw your application, please promptly contact the Childcare and Benefit Sections of Ward Offices, etc.
- If we find false information after adjustment for use, we may revoke your informal assignment.
- If any change arises on the schedule or other circumstances, information will be published on the website of the City of Sendai. (Please access the website using the QR code on the cover)
- Refer to page 9 for information on home-visit childcare services.

### (3) Using the facilities and services from April 16 or after (year-round enrollment)

Briefings will be held at the Childcare and Benefit Sections of Ward Offices etc. In principle, please inquire to or visit the facilities you wish to use in advance.

#### Application submission

※Strict deadline

※if fall on a weekend or national holiday, the due date will be the preceding business day.

Use the facilities and services from:

- The 1st day of the months→by the 5th of the preceding month
- The 16th of the month→by the 20th of the preceding month ※When the due date of the month falls on a weekend or national holiday, a due date is the preceding business day. ※The deadline is NOT flexible.

Please submit (or mail) an application to the Childcare and Benefit Sections of Ward Offices, etc. which holds jurisdiction over your first-choice childcare facilities or services by the deadline. ※Only documents which prove that you need to use a childcare facility or service that were issued within 6 months of the day of certification are accepted.

#### Screening

Determination notice of Certification of Need for Childcare<sup>※1</sup> are sent to those who are eligible. However, the contents of the Certificate have no relation to the enrollment results.

※1 The “Determination notice of Certification of Need for Childcare” will be issued from October of 2023, if you need. The information will be announced at the official website of the City of Sendai once it is decided. About the details of certificate, you can see on the “Notice of Determination of Need for Childcare and Use of Childcare Facilities and Services” which was sent after the Screening.

#### Admission adjustment

If a childcare facility or service receives more applications than their capacity, children in greatest need of care will be given **highest** priority for admission.

#### Notice of interview

Those who are eligible to use the childcare facilities and services will be notified by phone about the interview by one or two weeks prior to the initial date of use.

#### Notice of wait list

Notice of wait list will be sent only once during the first admission adjustment to those who are not eligible. We will notify you only if any vacancies arose later. If you need to obtain the Notice with a different date than the preferred date of use, please submit an application for the issuing of a Notice of wait list for childcare facilities and services to the Childcare and Benefit Section of each Ward Office, etc. where you made an application.

#### Interview

Please take your child with you to the interview at the childcare facility because you will be asked about the child’s development, health and behavior.  
※ Result of the enrollment will not be determined at the time of the interview.

#### When possibility of admission is slim

The Childcare and Benefit Sections of Ward Offices etc. may suggest you go to a specialist institution for consultations.  
 (\*Refer to O16 in O&A on page 22.)

#### Notice of Results

##### ● Around a day before the day of use

Adjustment result will be notified based on result of interview.

※ For those who are certified to use small-scale childcare services, home-like childcare services (nursery mothers), childcare facilities for company employees, home-visit childcare services, or centers for early childhood education and care; please submit this notice to the facilities and services and enter a contract with them for your use.

#### Enrollment

##### ● 1st or 16th of the month

※Those who are not able to use childcare facilities or services due to full capacity may have the chance to enroll when there is an opening. Therefore, you do not need to reapply.

#### 【Note】

- If there are any changes to your family circumstances, childcare facilities where you wish to use, or to withdraw your application, please promptly contact the Childcare and Benefit Sections of Ward Offices, etc.
- If you are required to submit any documents to prove that you need to use the childcare facilities and services due to your family circumstances change and other reasons, you may not be eligible for admission adjustment until said documents are submitted.
- Please be sure to submit documents to prove that you need to use the childcare facilities and services by the due date. Please note that you will be screened with an index corresponding to your changed status for the period after the due date following the submission.
- If we find false information after adjustment for use, we may revoke your informal assignment.
- Refer to page 9 for home-visit childcare services.

# 4. How to Fill in the Application for Certification of Need for Childcare and Use of Childcare Facilities and Services

Support System for Children and Child-rearing

※ Please read the Application Guide carefully and complete the form.

① Please fill in the form upon confirmation.

② Age must be as of March 31, 2024.

【Reference】  
The age calculation as March 31, 2024 is as follows.

Age(year-old)	Born on
0	April 2, 2023 and after
1	April 2, 2022 to April 1, 2023
2	April 2, 2021 to April 1, 2022
3	April 2, 2020 to April 1, 2021
4	April 2, 2019 to April 1, 2020
5	April 2, 2018 to April 1, 2019

③ Refer to "(3) Number of Hours that Childcare is Needed" on page 13 of the Guide.

④ Please write down the period starting from your first preferred date of use at the childcare facilities and services up until your child's entrance into elementary school.  
※ The date to start using is either 1st or 16th of every month.

⑤ All family members' information must be written down. If you need more space, please write down the information for two persons in a single cell. If your the sibling(s) of your child is already using any facilities and services, please write down the name of said facility or service in the space provided to the right, next to their age. There is no need to write down the name of the applicant child.

⑥ If "Single-parent," "Living on social welfare," "Living with a person with disability," applies to you, the applicable box must be checked.

⑦ Information of the applicant child's grandparents. Select whether you are living together or separately. If living together, write down their information in section ⑤; if living separately, write down their information in this section.

⑧ If you are applying for multiple children at the same time, the use adjustment may result in only one of them being assigned, or both could use the facilities and services as long as they use different facilities. Please select your preferred option upon confirmation.

## Application For Certification of Need for Childcare and Use of Childcare Facilities and Services

Apply for Certification of Need For Childcare and Use of Childcare Facilities and Services in accordance with the Checklist on P23 of the FY2024 Application Guide.

I grant the City of Sendai access to information on the documents listed on P3 of this document for the purposes of deciding enrollment and determining childcare fees.  
※ If you disagree with the above statements, please cross them out with double lines. In which case, you will be required to submit the relevant documents separately.

\*This application form corresponding to the period of enrollment allocation from April 1, 2024 to March 16, 2025.

\*Please use a pen with permanent ink, such as an oil-based ballpoint pen. (Please do NOT use erasable ballpoint pens.)

\*As of the starting date at the childcare facility, the child and their guardian(s) must be living in Sendai City. (In principle, the user's resident record must be registered in Sendai).

(To) Mayor of the City of Sendai 〒 000-0000 (Postal Code) Date: 11 / 10 / 2023  
month day year

Guardian Address: 101, 1-1 OO-cho 1-chome, OO-ku, Sendai-shi

Name: MIYAGI Futoshi Contact number (Father): 000-0000-0000

Home phone: 000-000-0000 Contact number (Mother): 000-0000-0000

In hiragana Child's name	Child's date of birth	Child's age as of March 31, 2024	Sex	Present childcare situation
SENDAI Sumire	3 12 2019 month day year	3 years old	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> At home (Father/Mother/Grandfather/Grandmother/ ) <input checked="" type="checkbox"/> Kindergarten/Uncertified facility ( ) <input type="checkbox"/> Temporary childcare at childcare facilities ( ) <input type="checkbox"/> Other ( )

Desired number of hours for which childcare is needed:  Standard hours (Max:11 h)  Limited hours (Max:8 h)  
③ ※Please refer to the Application Guide P13 regarding necessary childcare hours

Childcare certification and desired childcare period:  (Starting from: mm/dd/yyyy) - (  Until before elementary /  Until: mm/dd/yyyy)

※If your child is not turned to be an eligible age in month for the facility as of the date to start using, you cannot fill in the form with the facility.

Names of desired childcare facilities	Selected	Visited
① ○○ nursery school ( aoba WardMGB*)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
② △△ nursery school ( miyagi WardMGB*)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
③ ( WardMGB)	<input type="checkbox"/>	<input type="checkbox"/>
④ ( WardMGB)	<input type="checkbox"/>	<input type="checkbox"/>
⑤ ( WardMGB)	<input type="checkbox"/>	<input type="checkbox"/>

Since each childcare facility and service have different eligible enrollment ages, please make sure to check the list of childcare facilities and services before filling in this category.

※If you have more than 10 choices please write the names of any additional facilities and whether you visit the schools and the order they are listed does not affect the priority of the allocation of your enrollment, as is Miyagi General Branch

Reason for childcare needs:  Employment  Pregnancy/Giving birth  Illness/Disability  Providing care  School  Job searching  
 Other ( )

Child's family background information: Guardians who work away from home also need to fill in this section. All family members who live at the same address also need to fill their information in even if their households are separated.

In hiragana Name	Relationship	Age	Name of workplace/school/childcare facility or kindergarten currently using (or intend to use) illness / etc. (Certificate of Employment (Assignment) No.) *
SENDAI Taro	father	2 25 1982 mm dd yyyy years old	42 Phone:
SENDAI Hanako	mother	2 25 1982 mm dd yyyy years old	39 Phone:
SENDAI Taichi	brother	2 25 1982 mm dd yyyy years old	6 Phone:
SENDAI Sakura	sister	2 25 1982 mm dd yyyy years old	2 Phone:

※If you apply to the case(s) below, please tick the box. (For required documents to be submitted, please refer to page 4).  
For single parents:  Divorced  Unmarried  Widowed  Other  
 Living on social welfare  Living with a person with a disability (If applicable, please refer to page 4, 6(2))

### Family Circumstances

⑦ 1. Grandparents' Circumstances  
(Please circle whether they are living in the same address as the child or separately. The address is only required if they are living separately to the child. (If they apply to "Other," please write the details.)

Living	Name	Address (if living separately)	Age	Working status
Living Together	SENDAI Ichiro	10-10 □□-cho, □□-ku, Sendai-shi	69 years old	Working (Retired)
Living Separately	SENDAI Kazuko	10-10 □□-cho, □□-ku, Sendai-shi	68 years old	Other ( )
Living Together	MIYAGI Futoshi		65 years old	Working (Retired)
Living Separately	MIYAGI Kaori		65 years old	Other ( )

⑧ 2. Applying with Siblings  
Please choose A or B => Please choose any one of 1 to 4 => Please choose ① or ②, if you choose other than 1.]

A. I wish for my children to be assigned to the same facility.

<input type="checkbox"/> 1 (Same time, same facility)	I only wish to use the service if all of my children can use the same facility at the same time. -You will have to wait until they are assigned to the same facility at the same time.
<input checked="" type="checkbox"/> 2 (Different times, same facility)	I do not mind if my children are assigned different times, as long as they can enter the same facility. -Your children will be assigned to the same facility, but at different times. -Your children will be assigned to the same facility, if a facility is available. -If one of your children is able to be assigned to the facility, the one assigned will begin using the service first. ※In the case that the children can be assigned to the different facilities at the same time, [Must choose ① or ②.] <input type="checkbox"/> ① I wish for the child (Name of the child: ) to be able to use the available facility with the highest ranking of my choices first, and for the sibling(s) of the child to wait until they can be assigned to the same facility. <input checked="" type="checkbox"/> ② I wish for the child who is able to be assigned to an available facility with the highest ranking of my choice to be assigned first, and for the sibling(s) of the child to wait until they are assigned to the same facility.
<input type="checkbox"/> 3 (Same time, different facilities)	I do not mind if my children are assigned to different facilities, as long as they can enter at the same time. -Your children may be assigned to each different facility if they can start to enter the different facilities at the same time period. -Your children have to wait until they are assigned at the same time. ※In the case that children can be assigned to the same facility at the same time by getting lower ranking choices. 【Must choose ① or ②.】 <input type="checkbox"/> ① I wish that my children are assigned to the available facilities with the highest ranking of my choices, even if they were assigned to different facilities. <input type="checkbox"/> ② I wish to prioritize that my children are assigned to the same facility.
<input type="checkbox"/> 4 (Different times and different facilities)	I do not mind if my children are assigned to different facilities at different times. -Your children may be assigned to different facilities, and the time of entering may be different. -If one of your children was able to be assigned to the facility, the one that is given a time slot will begin using the service first. ※In the case that children can be assigned to the same facility at the same time by getting lower ranking choices. 【Must choose ① or ②.】 <input type="checkbox"/> ① I wish that my children are assigned to the available facilities with the highest ranking of my choices, even if they were assigned to different facilities. <input type="checkbox"/> ② I wish to prioritize that my children are assigned to the same facility.

B. I wish to use the childcare facilities even if my children are assigned to different facilities.

## 5. Things to Note at the Time of Application

### (1) Application Requirements

Those who meet the following prerequisites are eligible to apply for childcare facilities and services.

- 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 a Resident Record in Sendai City.)
- You must fulfil under any of the reasons constituting a need for childcare. (Please see the page 13.)

- ※ The age of children accepted vary depending on each facility or service, so please check the “FY 2024 List of the Childcare Facilities and Services in Sendai City (Japanese only)” before you apply.
- ※ 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.

### (2) 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 Childcare and Benefit Sections of Ward Offices, etc. to which you submitted your application to. 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 application and assignment, etc. may be revoked.

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

### (3) Withdrawal after Announcement of Assignment

Please promptly contact the Childcare and Benefit Sections of Ward Offices, etc. when withdrawing for an inevitable reason. Your prompt action enables other applicants to be adjusted for use.

If you withdraw from your assigned childcare facilities, it will make your priority on the application for other facilities go down, so please only write down facilities you can actually attend.

### (4) Application for ‘Admission Adjustment of Childcare Facilities and Services’

This application is to be submitted when you can extend your childcare leave and apply to get lower priority on the wait list after the admission adjustment.

We may assign you to a childcare facility or service that you wish to use regardless of low priority on the wait list. You need to submit this application for each fiscal year when the period which you wish to get lower priority for crosses into the following fiscal year.

## 6. Eligible Childcare Facilities and Services

### (1) Childcare Facilities and Services Where You can Apply

The facilities and services stated in the chart from ① to ⑥ on page 11 are eligible for application. (Except Extended childcare services and Kindergarten of Center for Early Childhood Education and Care (Class 1))

※ For further information for each childcare facilities and services, please see “FY2024 List of the Childcare Facilities and Services in Sendai City.”

※ You can also refer to information of each nursery schools and childcare service on the official website of the City of Sendai. <http://www.city.sendai.jp/kurashi/kenkotofukushi/kosodate/hoikujo/index.html>  
Kurashi-no-joho “くらしの情報” > Kenko-to-Fukushi “健康と福祉” > Kosodate “子育て” > Kosodate-sesaku “子育て施策” > Azukeru “あずける” > Teiki teki ni riyo suru kyoiku-hoiku service “定期的に利用する教育・保育サービス等” >

※ If you would like to visit and observe a childcare facility or service, please contact the facility or service directly. For visting home-like childcare service (nursery mothers), please inquire at the Childcare and Benefit Section of the Ward Office, etc.

### (2) Other Childcare Facilities and Services (For reference)

There are various childcare services other than those that were mentioned above. Please see page 14 for further information.



### (3) Regional child daycare services guide (Eligible to use until the end of FY for 0 ~3 years old)

#### ○ Small-Scale Childcare

Small-Scale Childcare Services type A (All licensed childcare workers)  
Small-Scale Childcare Services type B (More than 2/3 are licensed childcare workers)

Relatively small scale group (capacity of 6 to 19 children) with generous staffing system: is characterized with being able to provide highly attentive childcare in a warm atmosphere.

##### 《 Childcare worker's voice 》

- Class composition is not determined by age, so children are able to interact with those of different ages; older children take care of younger children, and learn to foster compassion for others.
- Childcare workers can pay close attention to every single child, recognize their respective state of development, and support affiliated facilities after their graduation from the childcare service.
- Because the number of childcare workers are more generous than the staffing standards of large-scale nursery schools, childcare workers can pay close attention to each child, making it possible for us to provide individualized care to your child.
- Since the children are closer to the teachers, a trusting relationship can be built with ease.



#### ○ Home-like Childcare

Home-like Childcare Services  
(1 Nursery Mother, Capacity of 1 to 5 children)  
Small-Scale Childcare Services type C  
(2 Nursery Mothers, Capacity of 6 to 10 children)

Home-like childcare workers' (nursery mothers) who passed the examination of the City of Sendai and finished specialized training, provide childcare service tailored to state of development for each child under a home-like atmosphere.

##### 《 Childcare worker's voice 》

- Since there are many childcare workers for the number of children, the interpersonal relationship between children and childcare workers is very close, and we are able to take care of children while offering affection to them.
- As many childcare workers have experience of raising a child or has a childcare license, guardians can entrust their child with no concerns.
- Because of our close relationship with the guardians, we have received comments from not only children but also guardians saying that they feel supported.
- We go to nearby park to play because of the lack of a yard at the kindergarten. Children are able to interact with the area, and I think it was a very good experience for them.
- As there are many opportunities for us to have one-on-one conversations with the guardians, we can communicate with each other about the state of children.



#### ○ Childcare facilities for company employees

Childcare facilities for company employees are open to both employee's children and children of the general public. Childcare facilities for company employees are managed by highly motivated companies that offer dual support between work and childcare.

#### ○ Home-visit childcare services

This service provides one-on-one childcare at guardians' homes for children who need individual care because group childcare setting is deemed extremely difficult due to disabilities or illness. Regarding required documents and admission adjustment, there are differences between nursery schools, other regional childcare daycare services, and centers for early childhood education and care, so please check the details from the QR code below.

Home-visit childcare services website



## ● 3 year-olds' Graduating from childcare services

Regional child daycare services (home-like childcare services, small-scale childcare services, and childcare facilities for company employees (for neighborhood children) are eligible for use until March 31st of the FY in which your child turns 3 years old. In the case that you wish to continue using childcare services after graduating from childcare service at 3 years old, you may do so by using the following methods.

As per the objective of the home-visit childcare service, you may continue to use home-visit childcare service if group childcare setting continues to be difficult for your child after they graduates from a childcare service at 3 years old.

### Use of Nursery schools ▪ Centers for Early Childhood Education and Care (Nursery school only)

#### **Priority will be increased for use admission adjustment!**

In the case that guardians wish to continue using nursery schools, centers for early childhood education and care (nursery school only), after graduating from regional child daycare services at 3 years old, you need to apply at the Childcare and Benefit Sections of Ward Offices etc. where your first-choice childcare facility is located. When admission adjustment for nursery schools, centers for early childhood education and care (nursery school only) is conducted, priority will be increased. (Additional 10 points on the adjustment index.)

Almost all applicants are able to use childcare facilities and services after finishing childcare services, due to priority enrollment of affiliated facilities and additional points on the adjustment index (**The transfer rate of FY 2023 is 97.4%.**)

- ※ In the case where you are unable to use childcare facilities or services even with additional points on the adjustment index due to a lack of space at the childcare facility or service that you wish to use, please consider applying to as many childcare facilities and services as possible.

### Use of Kindergartens, Centers for Early Childhood Education and Care (Kindergarten only) which provide Extended childcare services.

Although the hours vary depending on the facility, all kindergartens and centers for early childhood education and care (kindergarten) in Sendai city provide the same level of childcare services, with childcare facilities as “Extended childcare services” before and after normal school hours and summer vacations with an extended holiday period etc., children can receive kindergarten education and childcare services at the same time.

- ※ Please directly apply to kindergartens, centers for early childhood education and care (kindergarten only) which you wish to use.

## ● Setting of affiliated facilities

Some regional child daycare services have affiliated facilities which give priority admission to those who desire it, after graduating from childcare facilities and services. Please check the information of childcare facilities with affiliated facilities on the “List of Regional child daycare service companies which have affiliated facilities who accept childcare services graduates”, or the official website of the City of Sendai.









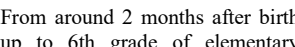
- ※ In the event that nursery schools, centers for early childhood education and care (nursery school only) are designated as affiliated facilities, admission adjustment may be implemented due to the number of children accepted.

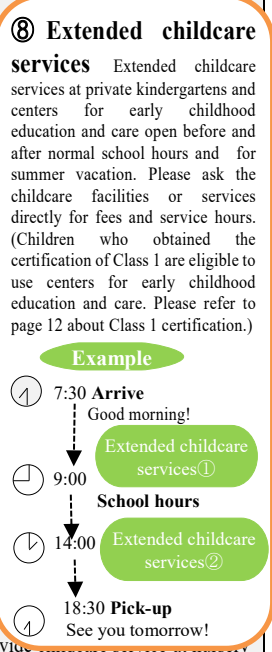
★★Please visit the website below and for the PR video of small-scale childcare services.★★

<https://www.city.sendai.jp/nintechosa/kurashi/kenkotofukushi/kosodate/hoikujo/annai/hoikushisetsu.html>  
(Japanese language only)



## (4) Types of childcare facilities and services

	Eligible age (Class)						Childcare Fees
	0 year old	1 year old	2 years old	3 years old	4 years old	5 years old	
<b>① Nursery schools</b> Child welfare facilities which provide healthy and enriching living environments and education for children who need care due to guardians' work schedule.							Childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc. (Free for 3 years and older.)
<b>② Small-Scale Childcare Services</b> Relatively small scale circumstance (capacity of 6 to 19 children) with highly attentive childcare. In type A, all of the childcare workers are licensed, and type B is more than 2/3 of the childcare workers are licensed.	 <p>Eligible age depends on each facility.</p>						Childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc.
<b>③ Home-like Childcare Services (nursery mothers)</b> Nursery mothers provide childcare service with small number of children under a home-like atmosphere. They provide detailed childcare service in line with the life rhythm, process of development, mental state of each child. There is home-like childcare services which one nursery mother proceed childcare up to 5 children, and small-scale childcare services type C which 2 of nursery mothers provide childcare for up to 10 children.	 <p>Eligible age depends on each facility.</p>						Childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc.
<b>④ Childcare facilities for company employees (with openings for neighborhood children)</b> Some childcare facilities for company employees are open for children who also need childcare in the same area. There is nursery school type with a capacity of more than 20 children, and small scale type with a capacity of less than 19 children. Small scale type is divided into type A in which all childcare workers are licensed, and type B in which more than 1/2 of the childcare workers are licensed.	 <p>Eligible age depends on each facility. Childcare for children who live in the area will be available until 2 years old.</p>						For children who live in the area, childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc.
<b>⑤ Home-visit childcare services</b> This service provides one-on-one childcare at guardians' homes for children who needs individual care because group childcare setting is deemed extremely difficult due to disabilities or illness.							Childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc.
<b>⑥ Centers for Early Childhood Education and Care</b> Centers for early childhood education and care function as both a kindergarten and nursery school. Facilities provide childcare for children under 3 years old, and education and childcare for children 3 years and older, whether guardians work or not.	 <p>Eligible age depends on each facility. Extended childcare services are only available for children who obtained Class 1 of the Childcare Certification.</p>						Childcare fees are determined based on the total inhabitant taxes on income basis paid by guardians, etc. (Free for children in 3 years and older classes. ※Free for children who obtained Class 1 of the Childcare Certification, after turning 3 years old.) Some facilities may charge extra fees for the increasing quality of education and childcare, or actual expense for activities such as excursions.
<b>⑦ Kindergartens</b> This is a "school" which educate mainly through various kinds of play, and can foster the foundations of life and study at elementary school. There are facilities that operate in the current system and facilities that operate in the new system. ※Please apply directly.	 <p>Some kindergartens are able to accept children even after they turned 3 years old.</p>						<b>Kindergartens of the current system</b> ⇒Free for children who are 3 years old or above, up to 25,700 yen per month. <b>Kindergartens of the new system</b> ⇒Free for children who are 3 years old or above. Some facilities may charge extra fees for the increasing quality of education and childcare, or actual expense for activities such as excursions.
<b>⑧ Extended childcare services</b> Extended childcare services at private kindergartens and centers for early childhood education and care open before and after normal school hours and for summer vacation. Please ask the childcare facilities or services directly for fees and service hours. (Children who obtained the certification of Class 1 are eligible to use centers for early childhood education and care. Please refer to page 12 about Class 1 certification.)							
<b>⑨ Temporary Childcare Services</b> Temporary Childcare Services provide facilities for people who are unable to care for their children temporarily, due to work, temporary work, illness, ceremonial occasions and other private reasons. ※Please apply directly.	 <p>From around 4 months after birth. (It depends on each facility.) In principle for healthy children residing in Sendai city who are not eligible for admission to nursery facilities.</p>						○Childcare fees (per day) Younger than 3 years old:2,400 yen 3 years or older :1,200 yen ※ In the case of half-day use fee is half of the listed amount. ※Free for Households on welfare, Inhabitant Tax exempted households. ○Lunch fees:300 yen
<b>⑩ Sendai Sukesuku ("Healthy Growth") Support Project</b> Sendai Sukesuku ("healthy growth") Support project is operated by the City of Sendai, and is a childcare support activity between a person who needs childcare (user), and a person who can take care of the child (support member) and is implemented under a mutually trusting relationship. If you wish to use this service, you need to attend to a briefing session of enrollment and register as a member (Free of charge). ※Please apply directly.	 <p>From around 2 months after birth up to 6th grade of elementary school.</p>						Monday to Friday 7:00 – 20:00 : 700 yen/hour Saturday, Sunday, holidays, year-end and new year period, and hours other than above : 800 yen /hour Besides above fees, you need to pay support member the actual expenses of support activities, such as transportation fees, snack fees and meals fees.

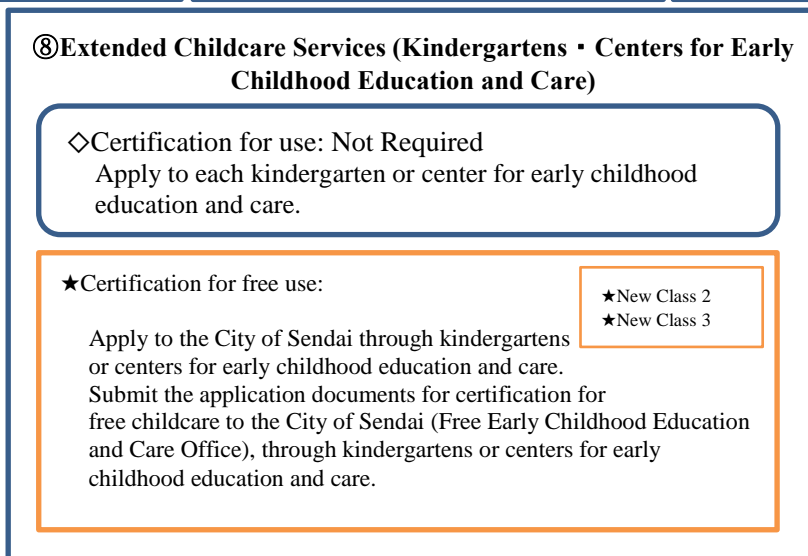
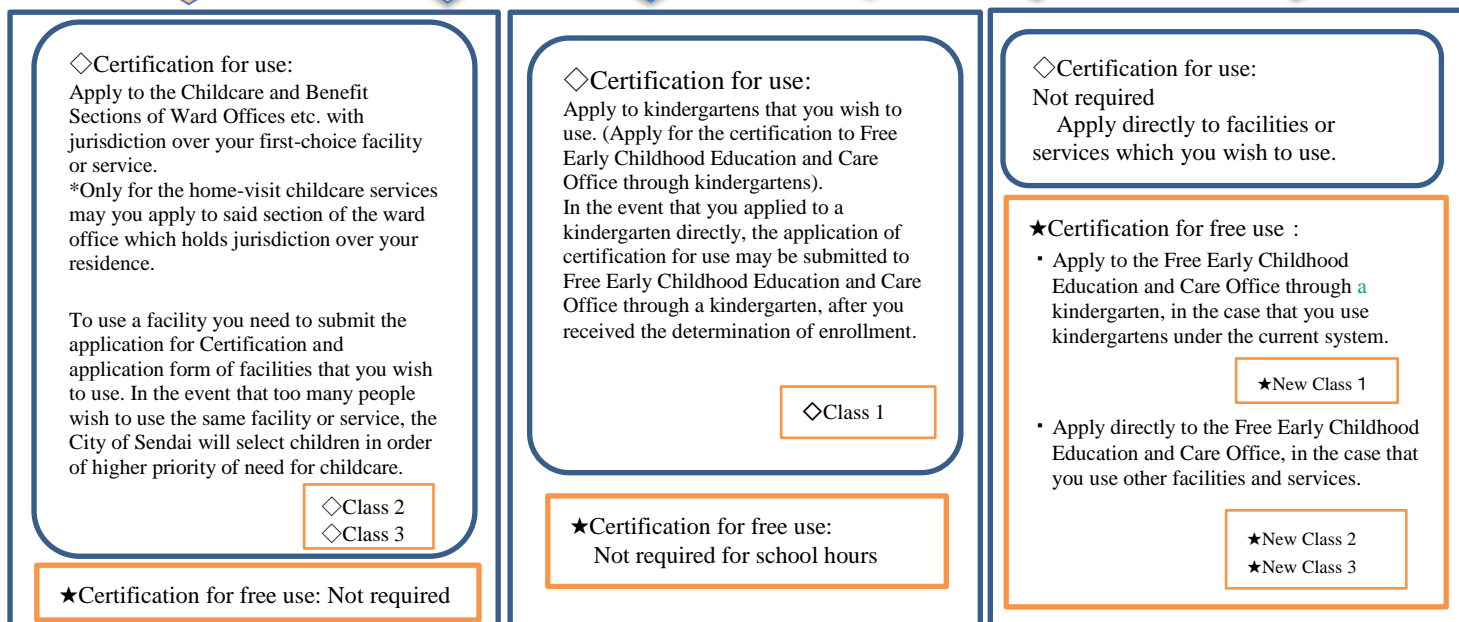
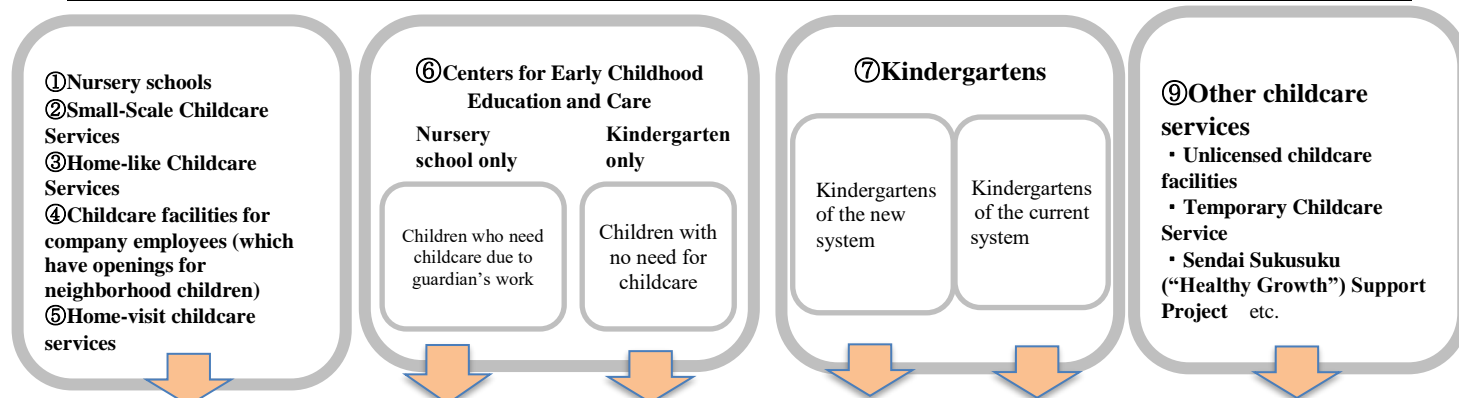


## 7. Certification of Need for Childcare

### (1) Types of Certification of Need for Childcare

Certification of Need for Childcare (hereafter, “Childcare Certification”) and application procedures are different, according to the childcare facility and services which you wish to use. Childcare Certification is categorized into 3 classes based on the child’s age and childcare needs. ※Refer to the next page about childcare needs.

Types of Certification	Class categories		
◇Certification for use (Childcare Certification)	<b>Class 1</b> (Age 3 years or older No need for childcare)	<b>Class 2</b> (Age 3 years or older Need for childcare)	<b>Class 3</b> (Younger than 3 years old Need for childcare)
★Certification for free use (Certification of Use of Childcare Facilities and Services)	<b>New Class 1</b> (Age 3 years or older No need for childcare)	<b>New Class 2</b> (Age 3 years or older Need for childcare)	<b>New Class 3</b> (Younger than 3 years old Need for childcare • Inhabitant Tax exempted households)



## (2) Reasons for Childcare Needs

In order to obtain Class 2 or 3 of the Childcare Certificate, a need of childcare is required and the following reasons must be applicable to you.

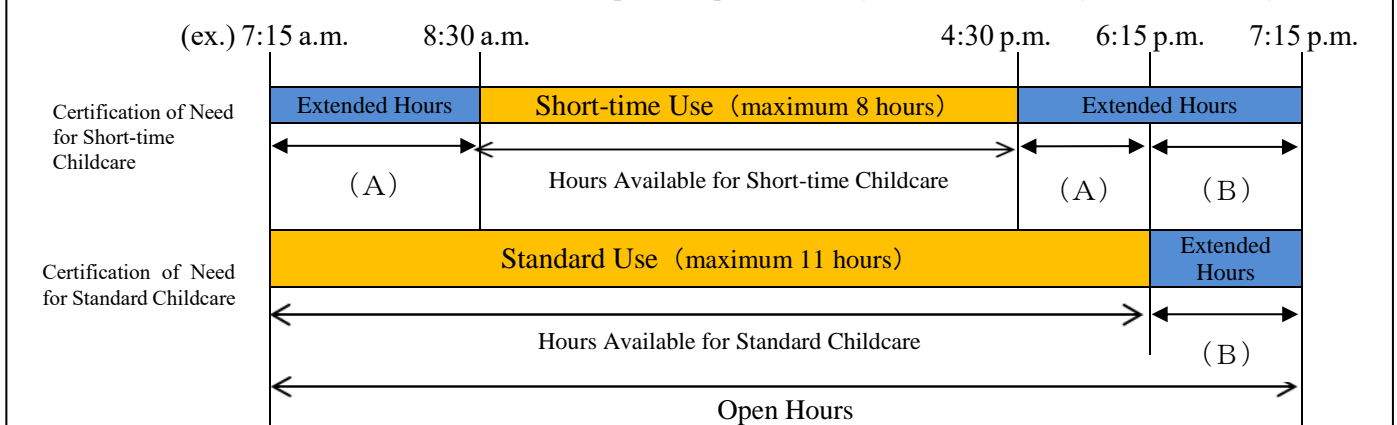
※ If the period of Childcare Certification ends, or reasons for child care needs cease to apply, you will no longer be able to use childcare facilities or services. If you continue to use the facilities or services, any of the following reasons must become newly applicable to you and you must re-obtain the Class 2 or 3 of the Childcare Certification.

	Reasons	Contents
1	Employment	Working 64 hours or more per month. (includes self-employment, night shift, and side job) *Working hours excludes break time during work. ※ You are eligible to apply if you are on childcare leave and will resume work within two months from the initial day of use of child care facilities and services (You cannot apply without any plan of resuming work.) ※ Please be aware of when you will return to work if you are admitted to continue taking a childcare leave. ※ Non-income labor does not count as working hours. (ex. Volunteer activities, subsistence farming, neighborhood association officer etc.)
2	Pregnancy /Giving birth	During pregnancy or having just given birth, and cannot look after your other children ※ The period of Childcare Certification is from eight weeks before expected giving birth to the last day of the month in which the following day of eight weeks after giving birth is. If you are pregnant with multiple babies, the period of Childcare Certification could be extended to 14 weeks before the expected date of birth. ※ Please notify us if you are working or are expected to work during the period when taking maternity leave is possible before giving birth.
3	Ill · Disability	Having difficulty looking after your children at home due to illness, injury, or a mental or physical disability
4	Providing care	Providing care for 64 hours and more per month for relatives at home.
5	Recovery from a disaster	In recovery from a disaster such as a fire, storm, flood, or earthquake
6	Job searching	Searching for a job. ※ The period of Childcare Certification lasts until the end of the month after 90 days or three months whichever is the shorter period have passed from the first day of certification.
7	Attending school	Attending school for more than 64 hours a month (Includes studying, training etc. where commute is required)
8	Other	Being absolutely unable to look after your children for other reasons similar to those above

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

Depending on each household condition such as the amount of time which childcare is needed or commuting time, there are two types of certification of childcare hours: “Certification of Need for Standard Childcare,” and “Certification of Need for Short-time Childcare.” (As an estimate, standard use hours are applicable to those working 120 hours per month or more, or are pregnant or giving birth.) For available time slot, you can find the available time on the “FY2023 List of the Childcare Facilities and Services in Sendai City.”

【Concept of usage】 ※ The hours shown are an example for a public nursery school. Hours vary between facility/service.



- ※ For Childcare Fees for both short-time and standard hours, refer to the appendix “FY 2024 Childcare Fees (monthly fees).”
- ※ Extended childcare fees will differ in the following cases: one obtained Certification of Need for Standard Childcare (B) and use the facility beyond the hours for which, or one obtained only obtained Certification of Need for Short-time Childcare (A) and use the facility during the standard hours.
- ※ Reduction for childcare fees or free-early childhood education and care system is not applicable to childcare fees for extended hours use.
- ※ In order to shift the using time between standard hours and short-time hours, please submit the “Notification of Changes in Childcare Certification and Notification of Change in Family Circumstances” by the 20<sup>th</sup> of the preceding month of which you wish to change. (the preceding business day when the 20<sup>th</sup> falls on a weekend or national holiday)

## 8. Various Childcare Services

Please refer to the official website of the City of Sendai details for regulations of the system and facilities.  
(Websites mentioned below are all in Japanese.)

### ○ Limited-period Childcare

The City of Sendai provides “Limited-period Childcare” which is limited to a period of two years, at nursery rooms of new childcare facilities and services, for children up to age 5 years old, which have not reached capacity.

Eligible age begins from children 1 or 2 years old.

Please refer to the official website of the City of Sendai for information the facilities and childcare period.

<https://www.city.sendai.jp/nintechosa/kurashi/kenkotofukushi/kosodate/hoikujo/oshirase/kikangenteihoiku.html>



### ○ Temporary Childcare Services at Nursery schools, Centers for Early Childhood Education and Care

Nursery schools, and centers for early childhood education and care provide childcare services for guardians who are not available to care for their child for 64 hours or more per month, due to work, temporary work, illness, ceremonial occasions and other private reasons.

For details on capacity and vacancy, please ask the facilities directly.

<https://www.city.sendai.jp/kodomokankyosebi/kurashi/kenkotofukushi/kosodate/azukari/azukari/hoikujonado.html>



### ○ Company-led Daycare Services

Company-led daycare services provide company led childcare services which correspond to the diverse work styles of employees. Facilities are open to not only company employees, but also for children who live the same area, in the case that the facilities are set as a regional type.

For more details on capacity and vacancy, please ask the facilities directly.

<https://www.city.sendai.jp/kodomo-kankyosebi/kigyosyudogata.html>



### ○ Childcare Services on Holidays

Childcare service facilities provide childcare, in the event that guardians need childcare services on Sundays, or holidays due to work or illness.

<https://www.city.sendai.jp/kodomo-kankyosebi/kurashi/kenkotofukushi/kosodate/hoikujo/hoikujo/kyujitsu.html>



### ○ Promotion of Acceptance of 2 years olds at Childcare Services

A childcare service for children who are 2 years old (of Class 3 certification) who need childcare due to guardian’s work and other reasons, at private kindergartens in Sendai City by staff who have childcare provider licenses. After your child turns 3 years old during the period of use, your child is eligible to enroll in kindergartens.

<https://www.city.sendai.jp/kyufu/kurashi/kenkotofukushi/kosodate/nisaiji/nisaiji.html>



### ○ Special Needs Childcare Services

The City provides Special Needs Childcare Services (PLUS Support for Childcare) for children who need special aid on a regular basis such as childcare, medical care due to physical or mental disabilities, or accommodation on activities.

<https://www.city.sendai.jp/une/kurashi/kenkotofukushi/kosodate/shogai/hoiku/shogaiji.html>



© For more information about childcare support, refer to the following website:

<https://www.city.sendai.jp/kurashi/kenkotofukushi/kosodate/azukari/index.html>



## 9. Criteria for Enrollment Priority

The need for childcare and the household circumstances will be indexed based on the following criteria. If a childcare facility or service receives more applications than their capacity, children with the highest index will be given first priority for admission.

### (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
Employed persons ※You must work 64 hours or more excluding break time during work per month.	5 days or more per week (If you work irregularly, you must work 20 days or more per month.)	Working hours per day	7 hours or more	10
			6 hour or more	9
			5 hours or more	8
			4 hours or more	7
			Less than 4 hours	6
	4 days or more per week (If you work irregularly, you must work 16 days or more per month.)	Working hours per day	7 hours or more	8
			6 hours or more	7
			5 hours or more	6
	3 days or less per week (If you work irregularly, you must work 15 days or less per month.)	Working hours per day	7 hours or more	6
			6 hours or more	5
You work 64 hours or more per month but work less than the above hours per day.				4
Self-employed persons ※You must work 64 hours or more excluding break time during work per month.	Business owners	Working hours per day	7 hours or more	9
			6 hours or more	8
			5 hours or more	7
			4 hours or more	6
			Less than 4 hours	5
	4 days per week (If you work irregularly, you must work 16 days or more per month.)	Working hours per day	7 hours or more	7
			6 hours or more	6
			5 hours or more	5
	3 days or less per week (If you work irregularly, you must work 15 days or less per month.)	Working hours per day	7 hours or more	5
			You work 64 hours or more per month but only work less than the above hours per day.	
Family employee (Note 1)	5 days or more per week (If you work irregularly, you must work 20 days or more per month.)	Working hours per day	7 hours or more	8
			6 hours or more	7
			5 hours or more	6
			4 hours or more	5
	4 days or more per week (If you work irregularly, you must work 16 days or more per month.)	Working hours per day	7 hours or more	6
			6 hours or more	5
You work 64 hours or more per month but only work less than the above days and hours per day.				4
Additional point (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.			2
	In cases where your office is not located on the same premises as your house or adjacent area. (Including outside work)			1
Side job (If you earn 50,000 yen or more on average per month, you can apply in the "family employee" category.) ※You must work 64 hours or more per month.				4

Household (Guardians') Circumstances			Standard Index	
Childbirth (Note 3) (the period begins 8 weeks (14 weeks for multiple pregnancies) prior to the due date and ends on the last day of the month 8 weeks after the day following the child's birth.)			8	
Illness and others	Inpatients	Up to one month and beyond	10	
		More than 2 weeks but less than one month	8	
	Outpatients	4 days or more per week	6	
	Home healthcare	Bedridden, infectious disease, etc.	10	
		Difficultly in managing daily life without someone's help	8	
		Home healthcare (You are able to care for yourself even if activities such as exercising or outings are restricted.)	6	
	Disability	Requires nursing care (Classified as approx. level 1 and 2, or level A)	10	
		Difficult to provide childcare (Classified as approx. level 3 or level B)	7	
Cases similar to the ones above (Classified as level 4 and lower)		4		
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	10	
		Time required: 4 hours per day	7	
	4 days or less per week	Time required: 7 hours per day	8	
		Time required: 4 hours per day	5	
		You provide nursing care or home care 64 hours or more per month but only work less than the above hours per day.	4	
Disasters (You are unable to provide childcare due to the reconstruction of your damaged housing by fire etc., and other disaster reconstruction.)			10	
Seeking Employment			3	
Enrollment in schools, technical schools etc.  ※You must go to school 64 hours or more per month.	5 days or more per week (If your school hours are irregular, 20 days or more per month.)	School Hours Per Day	7 hours and more	9
			6 hours and more	8
			5 hours and more	7
			4 hours and more	6
			Less than 4 hours	5
	4 days per week (If your school hours are irregular, 16 days or more per month.)	School Hours Per Day	7 hours and more	7
			6 hours and more	6
			5 hours and more	5
	3 days or less per week (If your school hours are irregular, 15 days or less per month.)	School Hours Per Day	7 hours and more	5
			You go to school 64 hours and more, but school hours per day does not reach the above hours.	
Absence of Parents (death, divorce, job transfer without family, missing, imprisonment, etc.)			10	
Other (Similar to the above criteria)			3~10	

Note 1: If both parents are self-employed for the same business, only one person can be considered as the business owner, while the other person will be considered as a family employee.

Note 2: You may get additional point(s) depending on the business type of the self-employed parent. However, the total points with the additional points shall not exceed the Standard Index for employed persons.

Note 3: Please submit a Certificate of Employment if you are working or are expected to work or are expected to return to work, nevertheless during the available period of taking maternity leave.

※If your work hours are irregular, working hours are calculated on an average basis.



## (2) “Adjustment Index” on the Child’s Household Circumstances

This is to indicate points added to or subtracted from the standard index depending on the child’s household circumstances such as financial or nursing support situations.

Household Circumstances, etc.		Adjustment Index
Low-income households (Note 3)	(1) Households on welfare, Inhabitant Tax exempted households	2
	(2) Household facing extreme financial difficulties (Note1, 2)	4
(3) In case the child’s grandparents live in the same household and are under 65 years old and are able to assist in child-rearing.		-1
(4) Single parent (Single mother households, Single father households, or similar circumstances)		3
(5) In case the child’s sibling(s) is(are) using childcare facilities and services in Sendai City (Note 3), childcare facilities for company employees, or also applying to use any of the afore-mentioned facilities or services as of the preferred date of use at the application due date.		3
(6) In case of siblings using childcare facilities and services in Sendai City or childcare facilities for company employees, and are applying for a transfer only to any of the aforementioned facilities where other siblings are enrolled as of the application due date.		1
(7) Reapplication for children who had stopped using childcare facilities or services due to their mother’s maternity leave		4
(8) In the case where the child(ren)’s guardian who is also the primary income earner is searching for a job due to reasons such as bankruptcy, being laid off, divorce, or the death of their partner (Note 4) (Within 6 months from the day of the event that is directly related to losing the income)		2
(9) In case where the guardian who applied to use childcare facilities or services works as a childcare provider (or school nurses or others who are equivalent to childcare supporter under a criteria for facility and operation) at certified childcare facilities in Miyagi Prefecture, childcare facilities for company employees, or non-certified childcare facilities receiving subsidy from the City of Sendai as of when they want to begin using childcare. (Note 5)		3
(10) In case your child graduated from a nursery school which only accepts children younger than 3 years old, small-scale childcare service, home-like childcare service (nursery mothers), or a childcare facility for company employee, 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 6)		10
(11) Special circumstances such as risk of abuse, where additional adjustment to the index is necessary		1~20

Note 1: A household is defined as all members who are living in the same residence such as grandparent(s) regardless of the separation of household on the resident registry.

Note 2: This is defined as when both (1) and (8) are applicable.

Note 3: The followings are not included: Kindergartens, centers for early childhood education and care (kindergarten), temporary childcare service, and non-certified childcare facilities (company childcare facilities and services for employees included).

Note 4: Single parents or one of parents is considered a dependent (qualified spouse for deduction etc.)

Note 5: Application for changing a childcare facility is not applicable. Even if both parents fulfill any of the above conditions, the maximum amount of index points is 3.

Note 6: Limited to the Childcare Facilities and Services are in the “FY 2024 List of the Childcare Facilities and Services in Sendai City (Japanese only)” ※ You are only applicable for either (1) or (2), or either (5) or (7).

## (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 “Siblings” in adjustment index (5) category is applicable to you
2	If your assigned Standard Index is higher
3	If you fit into the “Low Income Household” category in adjustment index category (more priority is given to households which are assigned 4 points.)
4	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 has already been applied.)
5	If you are using childcare facilities other than “Childcare Facilities and Services in Sendai City” (Note 1) with fees (include when your child(ren) is eligible for receiving a free childcare or early childhood education) as of the application deadline. (Note 2)
6	If you have not declined any approved use of childcare facilities or services within this FY (except declining due to unavoidable reasons).
7	If your total household income is lower (Note 3).

Note 1: 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), corporate childcare facilities and services, temporary childcare service (continuing use of childcare), and non-certified childcare facilities. ※Households on welfare or exempted resident tax who apply to free use of the facilities and services are also eligible if they are users.

Note 2: You must submit documents of proof such as the Certificate of Enrollment or the Contract Agreement.

The contract period must be more than one month including the application deadline.

Note 3: Household includes grandparents of the child who live in the same home despite their separated resident record register.

In the event we are unable to confirm the total income of all household members, your priority adjustment in this criteria will be set to the lowest.

## 10. Childcare Fees

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

### (1) How Childcare Fees are Determined

Childcare fees are determined based on the total inhabitant taxes on income basis paid by the child’s parents. For detailed information on Childcare Fees, please see the attached appendix “FY2024 Childcare Fees (monthly fees).”

- Childcare fees for April-August FY 2024 will be determined based on FY 2023 local inhabitant taxes (income from January to December, 2022), and childcare fees for September 2024-March 2025 will be determined based on FY 2024 local inhabitant taxes (income from January to December, 2023). Also, 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, or donations etc.
- For households with a single parent or multiple children, there is a system for the reduction of childcare fees.
- ※ If you experience a disaster, lose your job (except if you quit for personal reasons), or are deemed to have other special circumstances that make it necessary, you may be eligible for reduction of or exemption from childcare fees.
- ※ If the child’s parents are tax exempted and the child is also applied as a dependent of their grandparents or other relatives living in the same home on the taxation law, the amount of the inhabitant tax per-income levy of their grandparents or other relatives living with them will be totaled. 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 Childcare and Benefit Sections of Ward Offices etc.
- ※ **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. In the case that your taxation status can be confirmed after you filed taxes or submitted the required documents, the childcare fee will be changed retrospectively for the eligible term.**

### (2) Payment of Childcare Fees

Childcare Fees go toward the salaries of childcare workers and the management of the facility, among other costs. Therefore, the fees are charged on a monthly basis and cannot be reduced for a period during which you do not use the childcare services due to the the child’s absence or short-time childcare as a result of adjustment period, etc. For classes of age 3 years or older, childcare fees are free of charge; however, you are required to pay meals fees which are determined by each facility, such as rice, bread, side dishes and snacks. For the sake of maintaining the quality of services, please be sure to pay your fees, etc. by the deadline.

**If fees are not paid by the deadline, you may be subject to seizure of salary, savings, or property assets.**

If your childcare fee payment is not made by the due date, you will be charged overdue fees or late payment charges for the number of days in arrear based on the laws and regulations.

#### 【For nursery schools】

Generally speaking, the fees will be deducted from your bank account each month (after your child’s enrollment 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 public nursery schools, food expenses and extended childcare fees will also be deducted automatically from your account with the childcare fees.

For private nursery schools, please contact your nursery school directly for the extended childcare fees and food expenses as only childcare fees will be deducted.

#### 【For centers for early childhood education and care, small-scale childcare services, home-like childcare services (nursery mother), childcare facilities for company employees, and home-visit childcare services】

You will be paying all of childcare fees directly to the facility or service.

#### ○ FY2024 Childcare Fees (monthly fees)

<https://www.city.sendai.jp/nintechosa/kurashi/kenkotofukushi/kosodate/hoikujo/annai/hoikushisetsu.html>

(Japanese text only)



## 11. 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.

You need to 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 (Adjustment Period)

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, and hours are gradually increased until the child can handle an entire day. Please discuss with your childcare facility to adjust care hours adapting to your child(ren)'s need. Please note that you are required to pay the full regular childcare fees during the period.

- Class Composition

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

## 12. Withdrawal from Childcare Facilities and Services

After you start using the childcare facility and service, you might have to withdraw from the childcare facility and service.

### 【Example reasons for forced withdrawal from childcare facilities and services】

- Moving out of Sendai City

Living in Sendai City is one of the required conditions to use childcare facilities and services

- Dismissal of Certification of Need for Childcare

If there are changes in the reasons for childcare need, please immediately submit the document to prove the changes with “Notification of Changes in Childcare Certification and Notification of Change in Family Circumstances” to your childcare facility or service or the Childcare and Benefit Section of the ward office, etc. where the childcare facility or service you are using is located in. (For more detailed information about the “Reasons for Childcare Certification,” refer to page 13 “(2) Reasons for Childcare Certification.”

- Expiration of the Limited Period for 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, and you cannot continue using the facility or service after the Certification period ends. 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 by one month before your period for the Childcare Certification ends.

- Lengthened absence from the facility or service (over two months)

In the case that your child is enrolled in a nursery school, in principal, he or she will be dismissed from the nursery school. The same principle may apply to centers for early childhood education and care, small-scale childcare services, home-like childcare services (nursery mothers).



## 13. Frequently Asked Questions

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

**Q1. How many facilities am I able to request on the form?**

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

However, if you withdraw from your assigned childcare facilities, it could make your priority on the list go down for the eligible year, so please only write down facilities that you can actually attend.

**Q2. 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. 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 accept children until the end of the fiscal year in which they reached three years old. [Refer to P11]**

There are also many differences between all 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.

**Q3. When can I visit the facilities?**

**A. Each childcare facility has their own specific times and dates when you can visit.**

Considering childcare schedule and different facility events, there are days when 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 Childcare and Benefit 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.

**Q4. I would like to send my child to kindergarten, uncertified facility, or use temporary childcare services. What kind of paperwork do I need?**

**A. Please directly contact the facility.**

Prior application or registration might be required, so please contact the facilities and complete the process well in advance of the day which you want to begin using these services.



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

**Q5. My child's birthday just passed. Does admission change according to age?**

**A. The admission adjustment within FY 2024 is determined based on your child age as of March 31, 2024.**

Please keep that in mind when confirming openings and the number of children on the wait list. Also, be aware that the fee for childcare will be determined based on your child's age as of the end of March, 2024.

For children who were born on April 1, 2023, the admission adjustment within FY 2024 will be done for the class for 1-year-olds. For children who were born after April 2, 2023, the admission adjustment within FY 2024 will be done for the class for 0-year-olds.

**Q6. If my child's grandparent lives with us, will it a disadvantage to my application?**

**A. Your priority on the list may be lowered. [Refer to P17]**

If you are living with grandparents (regardless of the separation of household on the resident registry) who are younger than 65 (from the point when you wish your child to start using the childcare facilities) and they are able to care for the child; you do not have documents that prove your child needs childcare (excluding statement for proving your job searching condition), your priority on the wait list will be -1. Also, when we ask for your household's earnings, you need to include their income regardless of the grandparent's age. (If one's resident is registered as outside Sendai as of January 1st of that year, a Inhabitant Tax (exemption) Certificate is required.)

**Q7. 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, 2025).**

[Refer to P3]

Even if your child is on the wait list for childcare facilities and services by the adjustment, your child is still eligible for future adjustments on admission (1st and 16th of every month) within the eligible fiscal year. However, please note that you need to reapply if your child is still on the wait list and you still wish to use childcare facilities or services after April 1, 2025.

## ◆◆◆ About Handing in Forms ◆◆◆

### **Q8. Do I need to hand in documents for guardian(s) who work away from home?**

#### **A. Yes, you need to provide their documents even if you live apart.**

Since insufficient documents will affect your priority, please write the Certificate of Employment and Household Circumstance Form so that those prove you are living away from your spouse. If your spouse is a resident of outside Sendai as of January 1, you must also provide copies of their Inhabitant Tax (Exemption) Certificate.

### **Q9. There are changes on the status of members living together or my job after I applied, what should I do?**

#### **A. Please promptly contact the Childcare and Benefit Sections of Ward Offices etc. and fill out a revised form.**

These change may affect your child's priority on the wait list or childcare fees. Please be aware that if there were changes to your living situation, and you did not tell us and we find out, we may withdraw your application entirely or ask you to pay retrospective charges for childcare fees.

### **Q10. I have an informal job offer. Do I need to submit any documents?**

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

In case that your Certificate of Employment proves that you work more than 64 hours a month at the time of use childcare facilities, you will be treated the same as if you were already working full time. (Your priority index will be the same as that of full-time employment.)

### **Q11. Can I apply without having a job?**

#### **A. You can apply if you are job searching, ill, or for other reasons. 【Refer to P13】**

However, if you use childcare facilities or services for the purpose of childbirth, looking for work, or for schooling, there is a limit to the amount of time you can receive childcare. If you wish to continue using childcare facilities and services after the expiration of this period, please submit any documents (ex. Certificate of Employment) to proof that you still need to use the facility or services. If you do not submit the required documents, your child will be forced to leave their childcare services in principle.

### **Q12. Divorce is expected. Do I have to provide with any documents of my spouse such as their Certificate of Employment?**

#### **A. They may be required.**

If you are already live apart, documents about a divorce by agreement, such as a contract with lawyer or certificate of pending at a case issued by the family court that proves the arbitration will enable you to be considered a single parent and receive the same treatment in determination of child care fees and enrollment adjustment. In case you cannot submit such documents, other proof such as your spouse's Certificate of Employment will be required. For more information, please ask the Childcare and Benefit Sections of Ward Offices, etc.

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

### **Q13. Currently, my older child is using a childcare facility. Can I apply to the same facility for my younger child?**

#### **A. If the child's siblings are using the childcare facilities in Sendai City, 3 points will be added to your adjustment index and you will be prioritized. However, the facility might not be able to fulfil your request, due to non-vacancy of the facility where you want to apply.**

Some of guardians uses other childcare services within the same facilities, such as a kindergarten of centers for early childhood education and care or temporary childcare service.

### **Q14. My older child is currently using childcare services, but I am expecting another baby. If I take a child-rearing leave for my younger child, does my older child have to leave the facilities?**

#### **A. There is a possibility that your older child can use the facilities through application.**

In order to apply for this, submitting the "Application for Continuous Use of the Childcare Facilities and Services (for Child-rearing Leave)" and the "Certificate of Employment" written the child-rearing leave period are required.

Afterwards, if you received permission to continue using childcare services by screening, you may continue to use those services for your older child generally until the end of the month before your youngest child turns 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 an additional six month extension (maximum) for the child if they are still on the wait list at 18 months old). Also, in the case where your younger child is given permission to use childcare facilities while your older child continues to use the services, you may have to return to work before the period of continuing use for your older child expires. (You must return to work within two months of when your youngest child began to use childcare facilities.)

### **Q15. If I apply for childcare services with my children and only the older child was accepted. Is it okay if I do not return to work until I found childcare service for my younger child?**

**A. Even in the case that only your older child is permitted to use the facility and service and your younger child is not, you have to return to work from childcare leave within two months, or begin to work within three months when you are job searching from the day the child started using the facility and service.**



**Q16. What kinds of questions will I be asked at interviews for childcare facilities?**

**A. Your child's health and development, your family situation, etc. may be asked**

It is possible that we might consider the facility to be a poor match for your child according to your child's situation (includes their development and other factors), or the environment of the childcare facility as not safe enough to provide care. In such cases, the Childcare and Benefit Sections of Ward Offices, etc. may advise you to have consultation with other organizations.

**Q17. Can I apply even if I lived outside of Sendai?**

**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 when moving to the new address. Documents such as Certificate of Employment are valid only if it shows your new address.

**Q18. Can I apply for a childcare facility or service which is not in the ward that I reside in?**

**A. Yes, you can.**

You can write down multiple childcare facilities or services that you wish to use in one application form. However, you need to submit the application to the Childcare and Benefit Sections of Ward Offices etc. with jurisdiction over your first-choice facility or service.

**Q19. In what case can I get a "Certification of Need for Standard Childcare"? [Refer to P13]**

**A. In the 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, etc.**

If you are working less than 120 hours per month but still require the standard childcare hours due to considerations in commute time, or if you are attending school and have other reasonable reasons which is admitted as the childcare use is needed, you may receive a "Certification of Need for Standard Childcare."

**Q20. I am currently using (or applying for) childcare services as "Short-time Childcare Hours," but is it possible to change it to "Standard Childcare Hours" or vice versa?**

**A. Yes, it is. Please consult with the Childcare and Benefit Section of the Ward Office where you applied.**

Please submit the "Request for Changing the Certification of Need for Childcare Report/Report for Changing in Family Condition" that are available at the childcare facilities or the Childcare and Benefit Sections of Ward Offices, etc. If you are applying to change the childcare hours, please remember that the form must be handed in by the 20th of the month prior to the change. (If the day falls on a Saturday, Sunday or National Holiday, please apply by the previous business day.) You may need to submit some documents, such as the Certificate of Employment). E.g. If you start using the facility or service as of April 1, but wish to change from Short-time Childcare Hours" to "Standard Childcare Hours" as of May 1, you need to apply for that change by April 20.

**Q21. If my childcare certification changes from Class 3 to Class 2, will my childcare fees also change from the following month?**

**A. No, the fees will not change.**

Your childcare certification will automatically change from Class 3 to Class 2 when your child turns 3 years old; but as childcare fees are determined by their age as of March 31, 2024, this class change doesn't affect your childcare fees. However, your childcare fee is subjected to change 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 short-time childcare hours. Since the fiscal year for inhabitant tax which is required to determine the childcare fees starts in September, your fee may also change at that time.

**Q22. What kinds of fees are charged at each childcare facility or service?**

**A. The fees include foods and drinks (for children 3 years and older), cost of leasing futons, school uniforms, or fees for disposing of diapers. [Refer to P18]**

For more information about what extra fees you may be charged, please contact your childcare facility directly.

## 14. Check list of things to be noted

Please read the notes below carefully. We will ask you to submit the Application for Certification of Need for Childcare and Use of Childcare Facilities and Services upon understanding the items stated on this page. In addition, please keep this document properly so that you can check as needed, as there are some items that will be required after submitting the application form or when beginning to use the childcare facilities and services. (Sendai City's Official Website also provides the same information.)

1. We ask the child's guardian to complete the Application for Certification of Need for Childcare and Use of Childcare Facilities and Services upon reading through the guide and sample form. If you apply for more than one child at the same time, you are required to submit the application form for each child.
2. Please be sure to submit all the required documents by the designated deadline. If you fail to submit or do not comply with the deadline, the contents in the documents will not 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 visit the facility, confirm that your child 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 might not be able to use the childcare facilities or services that you wish to use if they received too many applications exceeding their capacity, or other circumstances.
5. Living in Sendai City (in principal, you and your child must have a Resident Record in Sendai City) is required as of the date when you start using childcare facilities and services.
6. In order to confirm the reason for using the childcare facility or service, we will ask you to submit any documents to prove that you need to use them, after beginning to use the childcare facility or service.
7. We may contact your work place to confirm things that relate to your certificate of employment. We also ask you to read it through carefully to see if there are any errors or incompleteness before submitting.
8. You must return to work within two months from the day when your child begin to use a childcare facility or service if you are on childcare leave. After returning to work, please submit the Certificate of Employment specifying the date which you returned to work. If you fail to submit the Certificate of Employment, 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 when you began using a childcare facility or service at the time of application or you have no intention of returning to work, you cannot apply in the first place.
9. If you withdraw your application, please promptly contact the Childcare and Benefit Sections of Ward Offices, etc. which you submitted the application to. If you decline to use the childcare facility or service which you requested and were assigned without compelling reasons, your priority on the list will be lowered during the period from the following admission adjustment to admission adjustment for the enrollment of March 16, 2025. Moreover, the Notification for wait list will not be issued in this case.
10. If you applied to use childcare facilities and services for 2 fiscal years, was permitted to use it in the middle of the fiscal year, and began using the childcare facilities and services in the middle of the fiscal year, the application for the following fiscal year will be withdrawn.
11. If we found false information on submitted documents or if you fail to contact us despite the fact that information on your application has been changed, we may revoke the decisions made on "issuing the Certification of Need for Childcare," "informal assignment," "acceptance of enrollment," and "childcare fees."
12. If you use childcare facilities or services for the sake of childbirth or job searching, there is a limit to the amount of time of which you can receive childcare. If you fail to submit the required documents within a valid period, regardless of your wish to continue using child care facilities and services, your child will need to withdraw from them and cannot use the facilities and services from the following date of expiration. In addition, if the reasons for childcare need set by the City of Sendai no longer apply to you after you started using the childcare facility or service, you must withdraw from them. If you wish to continue using the childcare facility or service, you must submit any documents that proves your need to use the service one month before the expiration of the period.
13. If your address, circumstances of work or household change after you began using the childcare facility or service, please promptly submit a Notification of Change in Family Circumstances along with the necessary documents to the facility or service (or the Childcare and Benefit Sections of Ward Offices etc.) A change of address or other circumstances may affect determination on your childcare fee or priority. If we found that any change has been made without notifying us, we may retroactively revoke the decisions made on informal assignment, or childcare fees.
14. If you wish to begin using the childcare facility or service more than one month after the date of application, your application result notification may be delayed to the day before the starting day at the latest regardless of the date of application based on the Child and Child Support Act (Article 20-6), as the screening process takes longer to complete.
15. We will access your Basic Resident Register and Sendai City's Inhabitant Taxation Status to check taxation information for all household members as we determine childcare fees and make decision on enrollment priority. Also, Inhabitant taxation status at other municipalities of the child's guardians and all household members will be investigated if needed.
16. We will provide your (prospective) childcare facility or service with your childcare fees and other information on your application or submitted documents (which include Declaration of Family Circumstances and any document that proves your need to use childcare facilities and services) if necessary.
17. Please pay the fees within the designated due dates. If you fail to do so without special circumstances, we will investigate your workplace or financial institutions where you own accounts. We may seize your property (savings, salary, credits (life insurance), real estate) without prior notice.
18. If your childcare fee payment is not made by the due date, you will be charged overdue fees or late payment charges for the number of days in arrear based on laws and regulations.
19. In principle, childcare fees will be deducted from your bank account.
20. When there is an increase in childcare fees, we will ask you to pay the difference from the amount that was already paid.

## 15. Inquiries

### 【 Contact information for inquiries and applications 】

Please make inquiries to the Childcare Subsection of the Childcare and Benefit Section of each Ward Office or the Childcare and Benefit Subsection of the Public Health and Welfare Section of Miyagi General Branch.

Ward	Postal code	Address	Phone number	Extension
Aoba Ward Office	980-8701	1-5-1 Kamisugi, Aoba-ku	022-225-7211	6763
Aoba Ward Office Miyagi General Branch	989-3125	5 Shimo-Ayashi Kannondo, Aoba-ku	022-392-2111	5444
Miyagino Ward Office	983-8601	2-12-35 Gorin, Miyagino-ku	022-291-2111	6763
Wakabayashi Ward Office	984-8601	3-1 Hoshunin-mae-cho, Wakabayashi-ku	022-282-1111	6763
Taihaku Ward Office	982-8601	3-1-15 Nagamachi-minami, Taihaku-ku	022-247-1111	6763
Izumi Ward Office	981-3189	2-1-1 Izumi-chuo, Izumi-ku	022-372-3111	6763

- Apply to the Childcare and Benefit Section of the ward office with jurisdiction over your first-choice childcare facility or service.
- You may apply to the Childcare and Benefit Section of your ward office for the home-visit childcare services.
- This is NOT determined on a first-come-first-served basis. However, we recommend you apply well in advance of the deadline.



### 【 Publisher / Inquiries for this entire scheme 】

Childcare Approval Coordination Subsection, Childcare Approval and Subsidy Section,  
Children and Young People Bureau, City of Sendai  
(7<sup>th</sup> floor of Kamisugi Building) 1-5-12 Kamisugi, Aoba-ku 980-0011

TEL: 022-214-8655

