

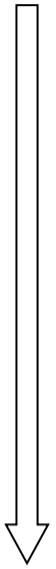
<Enrollment Procedure for Childcare Facilities and Services>

(Year round enrollment)

① Briefing for application



② Application submission (effective within this Fiscal Year)



③ Certification of Need for Childcare reviewed Certificate of Need for Childcare sent



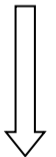
④ Enrollment Priority Determination Notification of interview



⑤ Interview



⑥ Notice of Results sent Briefing session at childcare facility Make a contract



⑦ Start use of childcare facility

Briefings are given at the Home Health Section of each ward office and Home Health Section of the Miyagi General Branch.

Child's guardian must submit the application to the Home Health Section of the ward office or Miyagi General Branch which holds jurisdiction over your first-choice childcare facility or service. Then, a city officer will check your application form along with all of the attached documents and also ask about your family circumstances.

※ You can start use of a childcare facility or service on one of two dates of every month, the 1st or 16th. Please check the application deadline and make sure to submit the application by the deadline.

【Application Deadline】

※If the deadline falls on a Saturday, Sunday, or National holiday, the deadline will become previous business day.

- 1st of the month enrollment ⇒ 5th of the previous month
- 16th of the month enrollment ⇒ 20th of the previous month

- ◇ Only Certificates of Employment or any documents which prove that you need to use a childcare facility or service, that have been issued within six months from the day you wish to start use of the facility or service, are accepted.
- ◇ Applications will not be accepted if you cannot submit all of the required documents by the deadline.
- ◇ If you wish to use centers for early childhood education, home-like childcare services, small-scale childcare services or childcare facilities for company employees, please visit them before you apply.

Certificate of Need for Childcare are sent to those who are eligible. However, the contents of the Certificate have no relation to the enrollment results.

Enrollment adjustment will only be done if there are openings for childcare facilities or services. If a child facility or service receives more applications than the number of spaces available, children in the greatest need of care will be given first priority for admission. We will contact you if you are eligible for getting an interview.

- ◇ As a result of all the application screenings, for those who may be able to use childcare facilities or services and who also are eligible for getting an interview, we will call you about one week before the day your child can start use of the facility or service.
- ◇ As a result of all the application screenings, for those who will not be able to use childcare facilities or services, we will send you a "Notice of waiting list for childcare facilities and services." Should any vacancies arise, we will notify you later if you will be able to use the childcare facility or service. Please note that the waiting notice will only be sent to you once, so if you need to obtain the Notice with a different date, please submit an application for the issuing of a Notice of waiting list for childcare facilities and services to the Home Health Section of each Ward Office or Public Health and Welfare Section of the Miyagi Branch Office.

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.

※ **The result of the enrollment will not be determined at the time of the interview.**

- ◇ The Home Health Section of each Ward Office or the Public Health and Welfare Section of the Miyagi General Branch, may suggest you go to a specialist institution to have a consultation.

Based on the result of the interview, we will notify you with the final decision.

- ◇ For those who receive an informal enrollment approval for centers for early childhood education, home-like childcare services, small-scale childcare services and childcare facilities for company employees, please hand in this notice to the childcare facility or service and make a contract.
- ◇ Briefing sessions will be held at the above facilities.

Your child may start using their determined childcare facility or service on the 1st or 16th day of the month.

Those who are not able to use childcare facilities or services due to no openings, may have a chance to use them from the middle of the year when there will be openings. In that case, you do not need to reapply.

【Note】

- ※ Basically, if you decline to use the childcare facility or service which you requested and were assigned, you may have your priority on the list lowered for future enrollment determination (except unavoidable reasons).
- ※ If there are any changes in your family circumstances, childcare facilities or services, contents of application, or if you withdraw your application, please contact the Home and Health Section of the ward office and the Public Health and Welfare Section of the Miyagi General Branch which has jurisdiction over your childcare facility or service as soon as possible.
- ※ If we find false information in documents submitted to us after enrollment, we may revoke any informal assignments.