

Please read before application surely.

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【Contact】 Childcare Division of Hirosaki City
 ☎ 0 3 6 – 8 5 5 1
 1 – 1 Kamishirogane-cho Hirosaki City
 TEL 0 1 7 2 – 3 5 – 1 1 3 1 (Direct Line)

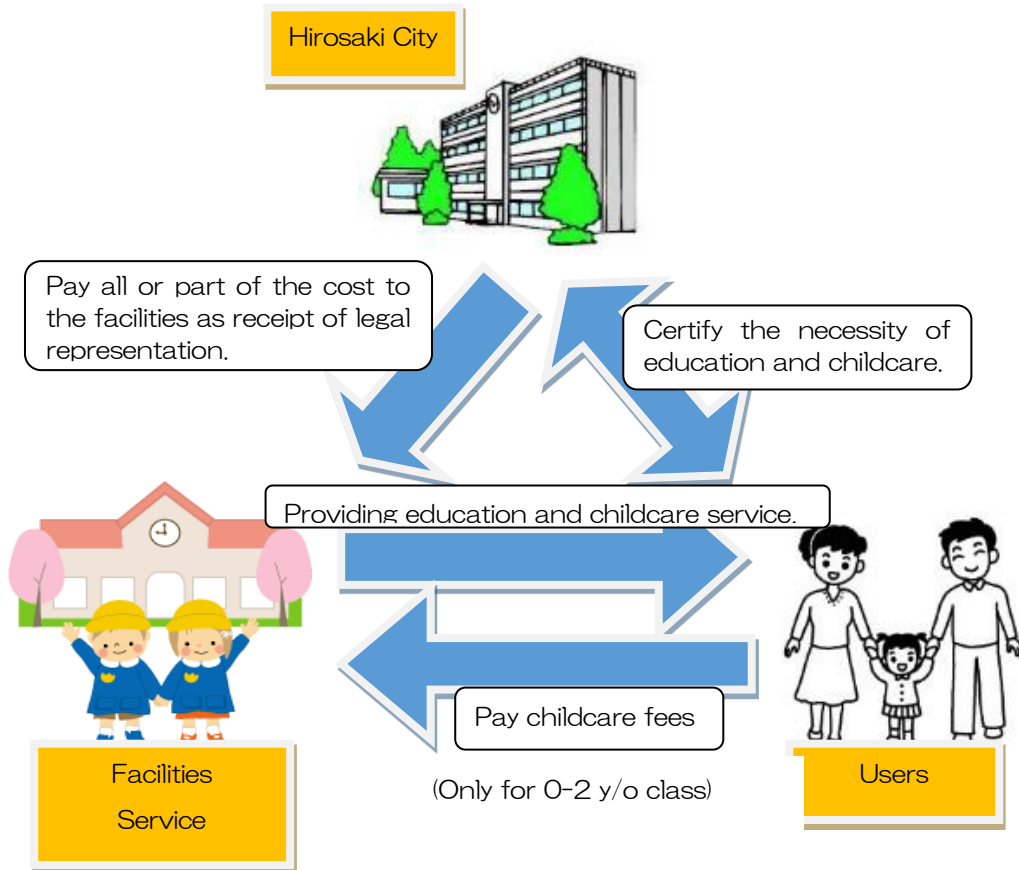
Education • Childcare Benefit Certification System

◆Benefit System

When you use facility which is applicable to benefit system, prefecture or city government will pay all or part of the cost for education and childcare.

This benefit system is “Receipt of legal representation” that benefit costs are not paid to guardians, but to the education and childcare facilities directly to cover the cost certainly. (Kindergartens adopted the new Comprehensive Support System for children and child rearing, and Authorized Kodomo-en are applicable.)

Receipt of legal representation



◆Education • Childcare benefit Certification

You have to submit the application form to apply the preferred facilities. Depending on the reason for requiring childcare, Hirosaki City will process and certify the necessity and the duration of childcare needed with standards determined by government.

Depending on your type of approved classification, the kinds of childcare facilities and services that you are eligible to use may vary.

●Type of Approved Classification

	Standard of Certification	Necessity of Childcare	Education/Childcare Hours	Applicable Facilities
Eligible Class 1	Education for Children age over 3 y/o	NO (Require education only)	Standard Education (4hours)	<input type="checkbox"/> Kindergartens <input type="checkbox"/> Authorized Kodomo-en (Education/Kindergarten Quota)
Eligible Class 2	Childcare for Children age over 3 y/o	YES (Require childcare only)	Standard Time Childcare(11hours) Short Time Childcare (8hours)	<input type="checkbox"/> Authorized Kodomo-en (Childcare/Nursery School Quota) <input type="checkbox"/> Nursery School
Eligible Class 3	Childcare for Children age under 3 y/o	YES (Require childcare only)	Standard Time Childcare(11hours) Short Time Childcare (8hours)	<input type="checkbox"/> Authorized Kodomo-en (Childcare/Nursery School Quota) <input type="checkbox"/> Nursery School <input type="checkbox"/> (*Regional Childcare Services)

※The available age and childcare hours may vary depends on the facilities.

※There is no facilities provide regional childcare services in Hirosaki City.

※There are not only Authorized Facilities (Kindergartens/Nursery School/Authorized Kodomo-en), but also Non-Authorized Facilities (including Company-led Nursery School). If you prefer to apply to Non-Authorized Facilities, please apply directly to the facility.

※Those who wish to apply to Kindergartens or Authorized Kodomo-en with Eligible Class 1, please contact your preferred facility and check the availability. If it's available, you have to submit the application form to the facility 7days prior to the first date of use.

※Please check P.24 to check about Kindergartens that have not adopted New System for children and child-rearing.

Application for Education • Childcare Facility

1. Those who can apply Eligible Class 2 • 3

Either of the following reasons below is required for applying childcare.

The reason for applying childcare

- ① Guardians who go to work
- ② Guardians who will be giving birth
- ③ Guardians who are sick or who have mental or physical disability
- ④ Guardians who have to take care of sick or disabled relatives throughout the day
- ⑤ Guardians who have to do restoration and reconstruction due to disaster
- ⑥ Guardians who are currently looking for job
- ⑦ Guardians who are in school or under vocational training (not include correspondence school, hobby or culture classes)
- ⑨ Guardians who suffered from domestic violence
- ⑩ Situation similar to one of the aforementioned circumstances

※If there is no capacity of preferred facilities, the applying child cannot be enrolled in the preferred facility even the applicant have above reasons for applying childcare.

※If preferred facility does not have enough size of childcare rooms or the number of nursery teachers, there are cases that the applying child may not be enrolled in the preferred facility even there is capacity.

For Guardians planning to have parental leave or return to work

If it's new application, the child can be enrolled in a Kindergarten or Authorized Kodomo-en with Certificate of Eligible Class 1. Since guardians under parental leave are able to take care of their child at home, they are not eligible to apply a Nursery School or an Authorized Kodomo-en with Certificate of Eligible Class 2 or 3 during parental leave.

Guardians cannot apply with the reason for parental leave, but guardians can apply when they return to work from parental leave. And the reason for applying childcare will be ①Guardians who go to work.

The date of returning to work	Applicable date of admission
From 1 st to 15 th of the month	From 1 st of previous month of the returning date
From 16 th to the end of the month	From 1 st of the month of the returning date

◆ **Classifications of the required duration of childcare** Eligible Class 2・3

○ Eligible Class 2 and 3 are classified as “Standard Childcare” and “Short Time Childcare” in accordance with the required duration of childcare. The childcare fees differ with classifications of required duration of childcare as well. If the required duration of childcare is less than 48 hours per month, you cannot get certificate of the necessity of childcare and cannot apply.

Standard Child-care ⇒	Extend Time (Extra fees)	Max. of 11 hours per day	Extend Time (Extra fees)
Short Time Child-care ⇒	Extend Time (Extra fees)	Max. of 8 hours per day	Extend Time (Extra fees)

Standard Childcare Max. of 11 hours per day (Required duration of childcare is 120 hours/month or more)	① Working ② Pregnancy/Childbirth ③ Guardian’s sick or disability ④ Nursing/Caring for relatives ⑤ Disaster recovery ⑥ School or Training attendance ⑦ Abuse・Domestic Violence ⑧ Other special reason
Short Time Childcare Max. of 11 hours per day (Required duration of childcare is more than 48 hours/month at least or less than 120 hours/month)	① Working ② Nursing/Caring for relatives ③ Job-seeking ④ School or Training attendance ⑤ Other special reason

※ If the reason for applying childcare of one of guardians correspond “Short Time Childcare”, then the classification will be “Short Time Childcare”.

※ Even if the classification is “Standard Childcare”, you can choose “Short Time Childcare” by request.

○ Validity period of education and childcare benefit certification as below.

Eligible Class 1・2 ⇒ Before entering primary school

Eligible Class 3 ⇒ Until 2 days before the 3 y/o birthday

However, validity period is different in following cases.

In principal, admission will be revoked when the certification is expired.

Reasons for applying childcare	Validity period of education・childcare benefit certification
Job-seeking	90 days (3 months)
School/Training attendance	Until the last day of the graduation month
Pregnancy/Childbirth	【Start】 The first day of the month containing the date on which 8 weeks before due date (expected date) 【End】 The last day of the month containing the date on which 8 weeks passed after due date (expected date)
Continuous use during parental leave	The last day of the month containing the date of 1 y/o birthday ※ Only if older siblings are admitted before parental leave, he/she can continue using the facility with Eligible Class 2 or 3.

2. Applying Procedures (Eligible Class 2・3)

Preparing

Please get the Application Guide, Form and Required Documents from the Childcare Division in Hirosaki City Hall, Childcare Facilities or printout from the website of Hirosaki City.

※Before Application, please contact and visit your preferred facilities.

Application

Please submit application Form and Documents to the Childcare Division by the deadline.

※Please submit all completed required documents together. If there are any incomplete documents, Hirosaki City cannot accept the application.

※About required documents, please check P.6-P.8 ※About deadline, please check P.9

Hirosaki City will screen application documents.

※We will send the result of screening around 20th of previous month of the applying month.

Non-Acceptance

You will receive “Certification of Childcare Necessity” and “Notification of Non-acceptance” .

※ “Notification of Non-acceptance” will be sent only for the first time.

※The Application is valid within the same fiscal year, and application will be screened every month.

Acceptance

You will receive a “Certification of Childcare Necessity” , “Notification of Admission” and “Notification of Childcare Fees” .

Please contact with the Facility and prepare for admission.

Start Using

If you would like to decline the admission, please take procedure of decline by the scheduled deadline

Changes about Application

○Change applying facility

Please submit “Notification of Change” to the Childcare Division by the deadline.

○Change about household or contents of certification

Please check required documents on P.15-P.16.

※The change may effect to the screening of next month, so please take procedure immediately

○Cancellation of application

When you don't need apply childcare anymore, please cancel the application at the Childcare Division. nter of Childcare Division.

After admission...

○The case of any change of household situation

Please submit required documents. ※P.15-P.16

※The changes will be reflected to the certification or childcare fees from next month of the procedure.

○Application for facility transfer

Please submit application form and required documents to the Childcare Division by the deadline. ※After confirmation of transfer, you are not able to go back to the original facility anymore.

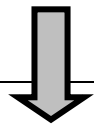
○Leaving the facility Nursery School...Please submit “Notification of leaving” at least one day in advance before leaving. Authorized Kodomo-en...Please take a leaving procedure with the facility.

3. Required Documents for Application

Please submit all completed documents together. Eligible Class 1 • 2 • 3

※All documents are required for each child.

Required Documents	Eligible Class 1 ⇒Submit to the facility	Eligible Class 2 • 3 ⇒Submit to the Childcare Division
Qualification Application Form for Education • Childcare Benefit Certificate/ Childcare Admission Application Form	Required	Required
Documents proving childcare necessity	Not Required	Required ※ Please check required documents below
Consent Form	Required	Required



Documentation proving childcare Necessity Eligible Class 2 • 3

※Required for each parent

The reason or requiring childcare		Required Documents
Working	Employee	<input type="checkbox"/> Employment Certificate
	Self-employed/farmer (Including helping parent' s home or working at home)	<input type="checkbox"/> Employment Certificate
Pregnancy /Child birth	From 8 weeks before due date to the end of the month containing the date on which 8 weeks passed after due date	<input type="checkbox"/> Copies of the Maternity Handbook (Front page and the page of due date), <input type="checkbox"/> Written Pledge
Sickness Disability	Sickness	<input type="checkbox"/> Medical Certificate
	Disability (over grade 3)	<input type="checkbox"/> Physically Disability certificate handbook, Mentally Disability certificate handbook, or Special Education handbook
Nursing Caring for relatives	Guardians nurse or care relatives	<input type="checkbox"/> Nursing/ Caring situation Report <input type="checkbox"/> Nursing care insurance certificate, Medical certificate
Disaster Recovery	Dealing with recovery from disaster	<input type="checkbox"/> Disaster Victim Certificate
Job-seeking	90Days (3Months)	<input type="checkbox"/> Written Pledge <input type="checkbox"/> Reception Slip of Public Employment Security Office, Copy of Recruiting AD
School/Training attendance	Until the last day of graduation month	<input type="checkbox"/> Certification of School/vocational training curriculum, Written Pledge

Please submit all required documents. Please submit one of the list

※ If you apply for more than one child at the same time, it' s possible to submit the copy of required documents for them.

(3) Further Document may needed depends on household situation

(Not only for new applications, also require for transfer applications)

Eligible Class 1 • 2 • 3

Circumstances	Required Documentation
Applying Child has any disabilities	<p>Select</p> <ul style="list-style-type: none"> • Physically or Mentally Disability certificate handbook • Special Treatment Handbook • Certification of special child rearing allowance • Medical Certificate or Written Opinion of Doctor
Applying Child lives with Supporter under Duty under 65y/o (Eligible Class 2 • 3)	Documents to prove that the Supporter under Duty cannot take care of the child. (Please check required documents on P.6) ※Except Job-seeking.
Those who live in the same household is a holder of physically and mentally disability handbook	<p>Select (Copy)</p> <ul style="list-style-type: none"> • Physically or Mentally Disability certificate handbook • Special Treatment certificate handbook • Special child rearing allowance certificate/ basic disability pension certificate
Another pre-school age sibling is enrolled in following facilities	<p>Certificate of Enrollment at Kindergarten</p> <ul style="list-style-type: none"> ① Kindergarten attached to School of Medicine Hirosaki University ② Kindergarten division of special support school ③ Short-term therapeutic institution for emotionally disability children ④ Welfare service for handicapped children <p>(Child development support/medical child development support)</p> <ul style="list-style-type: none"> ⑤ Company-led childcare facility
Applying Child has siblings living separately, but share the same livelihood.	Written petition about siblings share livelihood
Non-residents of Hirosaki City applying for a facility in Hirosaki	<p>(Select)</p> <ul style="list-style-type: none"> • Copy of lease agreement • Construction Contracts • Certificate of plan to live together
Grandparents living in the same address, but separate livelihood	<p>Receipts of Electricity charge or water charge for each livelihood</p> <p>※Even in case living in two-family house, separated house or household separation, we will assume the same livelihood. Please submit the above documents to proof separate livelihood.</p>

※ Supporter under Duty means Grandparents, Great-Grandparents or Older Siblings

(4) The Tax Documents for determining childcare fees

(Require for each parent) Eligible Class 1 • 2 • 3

Select

- Individual number card (My Number Card)
- Notification of Individual number
- Residence Certification with individual number

※In order to calculate childcare fees, Childcare Division will acquire your income and tax information with Individual number. If you had your address outside Hirosaki City, Childcare Division will acquire the information from municipality of your address.

(5) Required Identity Verification Documents

When you apply, please bring documents below for identity verification.

(1) In case that the same household member come to submit the application documentation

①Identity Verification Documents (ex: Driver' s license)

(2) In case that the person who is not the same household member come to submit the application documentation

①Power of attorney

②Identity Verification Documents of the person who come to submit the application documentation (ex: Driver' s license)

【Those who plan to move in Hirosaki City and apply to the facility located in Hirosaki City 】

Generally, you have to take procedure for applying the childcare facility at the counter of the municipality where your address located. However, if you are planning to move in Hirosaki City by 1st of applying month and it' s possible to prove the address in Hirosaki City, you can apply directly to Hirosaki City.

Documents proving the address in Hirosaki City (Select)

- Copy of lease agreement
- Construction Contracts
- Certification of plan to move in

※ If you cannot submit the document above, please apply at the municipality where your address located (Wide Area Application).→P13-14

※ Please noted that if you cannot verify the address in Hirosaki City on 1st of applying month, your application will be invalid.

4. Date of Admission/ Application deadline/ Screening Eligible Class2 • 3

◆The date of admission and application deadline

In principle, new admission for Eligible Class 2 • 3 begins from the 1st of each month. If the documents are uncompleted, we will not accept it. Please inspect preferred facilities with applying child in advance and submit the application document as soon as possible.

Application Deadline

<Applying for Feb/Mar/Apr 2024>

From 1st -28th Dec 2023(on weekday from 8:30am-5:00pm)

- ※ On 9th Dec(Sat) • 10th Dec(Sun)2023 from 8:30am-5:00pm, we accept application only at the counter of Childcare Division in Hirosaki City Hall.
- ※ Application deadline of April is 28th Dec, however in case that facilities still have capacity or some applicants decline the admission after screening, we accept additional application.
We will inform on public information brochure *Koho Hirosaki* and the website of Hirosaki City in advance.
- ※ Those who are planning to apply for April beforehand, please apply within the period mentioned above (1st-28th Dec)

<Applying for May or later in 2024>

By 15th of previous month of applying month (until 5:00pm)

(In case 15th is on Sat/Sun/public holiday, deadline is the previous business day)

※ If you submit on or after 16th, the application will be accepted for next application month.

◆Screening (coordination of childcare placement)

Admission will be decided based on defined standards of Education/Childcare Screening of Hirosaki City.

There is capacity for each facilities and allowable range has been established.

The screening index will be determined based on application document and admission will be assigned with respect to the priority rankings of each applicants.

As for Nursery School, Childcare Division will send the screening result to guardians.

As for Authorized Kodomo-en, guardians and admitted facility will make a contract based on the screening result.

There are cases when applying child cannot be admitted to any preferred facility. Upon applying, please consider about the case your child cannot be admitted and how to deal with it. →P11

◆ Notice of Screening Result

• Childcare Division will send the screening result (being admitted or not) to guardians by mail. The schedule of notification is below.

<Application for April 2024>

Applications submitted in Dec

Regardless of the result, we will send the screening result in the beginning of Feb by mail. In case that applying child cannot be admitted for the first screening, we will have second screening with additional application and sent the result in the end of Feb only if applying child is admitted.

In case there are vacancies after second screening because of cancellation or leaving from facility, we will have third screening with additional applications and send the result in the end of Mar only if applying child is admitted.

Additional Application

Additional applications will be screened as second screening.

Regardless of the result, we will send the screening result in the end of Feb by mail. In case there are vacancies after second screening because of cancellation or leaving from facility, we will have third screening with additional applications and send the result in the end of Mar only if applying child is admitted.

<Application for May or later in 2024>

Regardless of the result, we will send the screening result by mail around 20th of previous month of applying month.

- After getting the result of admission, please contact the facility and get prepared for the admission.
- If you plan to decline the admission, please take procedure at the Childcare Division by the designated deadline.
- In case that your child cannot be admitted, your application will continue to be screened each month during the same fiscal year. However, please note that after 1st notification of the screening result, we will not send the result until your child is admitted. In addition, when you would like to change the applying facility or cancel the application, please take proper procedure at the Child-care Division.

(Deadline of changing procedure is as same as that of application)

◆ Reception Place of Application

OHirosaki City Hall Childcare Division

Olwaki Branch Public Welfare Division

OSouma Branch Public Welfare Division

5. In case that applying child cannot be admitted Eligible Class2 • 3

◆ Procedure for changing the contents of application

We accept the change of preferred facility or adding preferred facility any time. Please consider some preferred facilities near your address or on the way to working and so on.

You can check the availability of preferred facilities not only on website of Hirosaki City, but also by phone or at the Childcare Division.

※For admission, the preferred facility must meet the conditions such as capacity, the size of childcare rooms (for children under 2 y/o) and the number of nursery teachers.

If the preferred facility does not meet either one of those conditions, applying child cannot be admitted even the priority is high.

※The availability information on the website does not mention the capacity for those who will return from parental leave and the number of nursery teachers. When you would like to check the number of nursery teachers or other details, please contact the Childcare Division.

※The deadline of change of application contents is as same as application deadline.

◆ Use Kindergartens/Authorized Kodomo-en as Eligible Class 1

3 y/o Children are applicable for Eligible Class 1 to use Kindergartens or Authorized Kodomo-en. The education time for Eligible Class 1 is shorter than that of Eligible Class 2 and 3, but the child can combine use extended hours childcare service for longer time.

Please refer to the list of facilities to check the detail of Kindergartens and Authorized Kodomo-en. For application of Eligible Class 1, please apply directly to the facility. For more details, please contact the facility.

◆ Use Unauthorized Childcare Facilities

On “The list of education/childcare facilities in Hirosaki City” , you can check information of unauthorized childcare facilities. For applying to unauthorized childcare facilities, please apply directory to the facility. For details, please contact the facility.

◆ Use Temporary Childcare Service

When you cannot take care the child temporary because of emergency, sickness, working or for refresh, you can use temporary childcare service. The number of available days, time and price are different for each facility (reservation is needed).

We published “the list of Temporary Childcare service in Hirosaki City” on the website, but for details and latest information, please contact the facility directly.

6. Points to note about application

(1) Visit your preferred facilities before applying

Please visit your preferred facilities with applying child in advance to check the details of the facility and childcare.

Please contact the facilities directly and check the visiting time, etc.

(2) Screening Priority

Childcare Division will determine the priority of childcare necessity based on the application documents. (P.26-27)

If you have any situation changes after the application document submitted, please submit required documents immediately to the Childcare Division. (P.15-16)

(3) Beginning Date of Admission for New Born Baby

Even in case that admission has been confirmed as guardians return to work after childbirth, applying child cannot start using until 8 weeks passed from the date of birth. Therefore, there is case that the child has to start using from middle of the month or the child cannot start using within the month. (※Even in this case, the childcare fees is the full amount of the month.) Please contact to the facility to check the beginning date of use.

(4) Application during Parental Leave

You cannot apply newly during your parental leave because parental leave is not an applicable reason of facility use. (As it seems you are able to take care of the child at home.) For Application, you have to submit employment certificate mention the date of returning to work.

※Applicable date of returning to work - P.3

(5) Gradual Entry

Children who start using facility for the first time will have the term of gradual entry (temporary short time childcare) to adjust to communal life.

Please contact the facility to check the time and term of gradual entry.

(6) Facility Transfer

In case that you apply to transfer and admitted, you have to leave the original facility. You have to apply the facility again next month even you decline to transfer and prefer to stay.

7. Wide Area Application • Application for a non-residents of Hirosaki City

What is Wide Area Application?

Wide Area Application is application for using facility located outside municipality of your address because of household situation (Childbirth in home town/ Job transfer, etc.) The municipality and Hirosaki City will consult and screen the application. Some municipalities do not accept wide area application, so please contact the municipality where your preferred facility is and check whether it is applicable or not.

For resident of Hirosaki City applying for a facility located outside of Hirosaki City

Please apply at Hirosaki City. Required Document (※1) is as same as the application for a facility in Hirosaki City.

About the deadline of wide area application, please ask the Childcare Division.

Preferred Municipality : _____ Application Month : _____
 Deadline : _____ YY _____ MM _____ DD

For non-resident of Hirosaki City applying for a facility located within Hirosaki City

Please apply at the municipality of your address. Please contact the municipality and check required document and deadline.

Preferred Municipality : _____ Application Month : _____
 Deadline : _____ YY _____ MM _____ DD

For those who are planning to move out or move in

The procedure is different depending on your address on the 1st of the applying month.

Situation on the 1st of the applying month	Address in Hirosaki City	Address outside Hirosaki City
Preferred facility located in Hirosaki City	Apply at Hirosaki City (※2)	Apply at the municipality where your address located
Preferred facility located outside Hirosaki City	Apply for wide area application at Hirosaki City	Apply at the municipality where your address located (※3)

Address on the 1st : _____ Application Month : _____
 Deadline : _____ YY _____ MM _____ DD
 Scheduled Date of Move IN/OUT : _____ YY _____ MM _____ DD
 Preferred Facility : _____

- ※1 In principal, you will need to use application form of Hirosaki City. However, in some cases, you need to use application form of the municipality where you wish to apply even if you are a resident of Hirosaki City. Please contact the municipality in advance.
- ※2 Only in case that you can submit the certification of address in Hirosaki as of 1st of applying month.(Require either of copy of the lease agreement, construction contracts or certificate of will to live together) In case that you cannot verify the address in Hirosaki City as of 1st of applying month, your application will be invalid. The admission will be revoked as well. →P.8
- ※3 Please contact the municipality of your address in advance and check if it' s possible to apply or not. In case that you cannot apply before moving in the municipality, you may need to apply for wide area application at Hirosaki City.

The Difference from normal application (Points to note)

- The application deadline and required documentation may be different. Please contact the municipality where your address or the facility located in advance.
- The screening priority will be low because We will screen applications for wide area after screening the applications of Hirosaki City residents.
- The municipality of your address will determine the childcare fees and collect it.
- The screening result may be sent belatedly.
- Even in case that wide area application is possible, you may not be able to apply due to your reason and household situation. If you wish to apply outside Hirosaki City, please contact the municipality as soon as possible.
- Wide area application will be consulted every fiscal year. Please note that there are cases you may not able to continue using the same facility next fiscal year depends on the situation of the facility.
- In case that you move in or out after admission, you have to take procedure of application at the municipality you moved in. The document issued by the municipality will be required.

Procedures to change Education • Childcare Benefit Certification (/Facility Use Benefit Certification)

Whenever there are following changes for Education • Childcare benefit Certification (/Facility Use Benefit certification), please submit required documents. Depending on changes, the childcare fees, time and term of facility usage may be changed. If there are any changes, please take procedure immediately. If you miss the deadline, you may not be able to change it from your preferred month.

There are cases that Childcare Division may ask you to submit required documents, and if you didn't submit required documents, or submit/report false information, the Education • Childcare Benefit Certification may be revoked. (Once it's revoked, you cannot use the facility)

You can get the [Application Form for Change of Education • Childcare Benefit Certification] [Employment Certification] from the Childcare Division, the facility you are using, or download from the website of Hirosaki City.

<Common for Eligible Class 1-3>

【Changes of Household Situation】 Please submit following documents.

(In some cases, other documents may be required as well)

Contents of Change		Required Documents
Change Address	Move within Hirosaki City	Application Form for Change of Education • Childcare Benefit Certification(/Facility Use Benefit Certification) Certification of Childcare Necessity
	Move to outside Hirosaki City	※If you would like to continue to use the same facility after moving-out, please contact the Childcare Division
Change Name	Child or Guardians	Application Form for Change of Education • Childcare Benefit Certification (/Facility Use Benefit Certification) Certification of Childcare Necessity
Change of Household Situation	Divorce	Application Form for Change of Education • Childcare Benefit Certification (/Facility Use Benefit Certification) ※In case that guardian's marriage, Employment Certification of the marriage partner is required as well.
	Separation for preparing divorce (only in case of separate address)	
	Marriage	
	Other Changes (ex: Change guardians)	
Other	Child, Guardians or the other household members received Disability Certificate Handbook	Copy of Physically/Mentally Disability Certificate Handbook, Special Treatment Certificate Handbook, Special Child Rearing Allowance Certificate/Basic Disability Pension Certificate

〈Common for Eligible Class 2 • 3〉

【Change of Childcare Necessity】

Please submit following documents with Application Form for Change of Education • Childcare Certification and Certification of Childcare Necessity.

(In some cases, other documents may be required as well)

Contents of Change	Required Documents
<ul style="list-style-type: none"> • New Employment • Job Transfer • Returning from Parental Leave 	<p>Required Employment Certification</p> <p>※If childcare time is not changed, Application Form for Change of Education • Childcare Benefit Certification is not needed.</p>
Job-Seeking (/Resignation)	<p>Required Written Pledge (Job-Seeking Report)</p> <p>Select Copy of Reception Slip of Public Employment Security Office or Recruiting AD</p> <p>※Validity period of job-seeking is 90 days. The childcare time will be short time.</p>
Pregnancy/Childbirth	<p>Required</p> <ul style="list-style-type: none"> • Copy of Maternity Handbook (Front Cover and The page of due date) • Written Pledge (Job-Seeking Report) <p>※Validity period of pregnancy/childbirth is from the month containing the date 8 weeks before due date to the last day of the month containing the date on which 8 weeks passed after due date.</p>
Parental Leave	<p>Required</p> <ul style="list-style-type: none"> • Employment Certification (mention the term of parental leave) • Written Pledge (Job-Seeking Report) <p>※Validity period of parental leave is until the last day of the month of 1 y/o birthday of applicable child. The childcare time will be short time.</p>
Guardian' s Sickness/Disability	<p>【Sickness】 Required Medical Certificate</p> <p>【Disability】</p> <p>Select Physically/Mentally Disability Certificate Handbook, Special Treatment Certification Handbook</p>
Nursing/Caring for relatives	<p>Required Nursing/Caring Situation Report</p> <p>Select Nursing care Insurance Certificate, Medical Certificate</p> <p>※Childcare Division will determine the childcare time based on the report</p>
School or Training Attendance	<p>Required</p> <ul style="list-style-type: none"> • School/Vocational Training Curriculum Certification • Written Pledge (Job-Seeking Report) <p>※Validity period of School or Training Attendance is until the last day of graduation month</p>

Childcare Fees

1. Determination of Childcare Fees

Childcare Fees are determined based on following items. Class Age 0-2 y/o

(1) The Class Age on the 1st date of fiscal year (for FY2024, Class Age on 31st Mar 2024)

Even if the child turns to 3 y/o within the fiscal year, the childcare fees will not change until next fiscal year, but eligible class will change from 3 to 2 automatically.

(2) Total Amount of Municipal Residents Tax of Guardians

- Childcare Fees for April-August 2024

- …Based on **Municipal Residents Tax of FY 2023**

- Childcare Fees for September 2024-March 2025

- …Based on **Municipal Residents Tax of FY 2024**

- ※ Upon calculating childcare fees, tax deduction (such as Housing-loan deduction) will not be applied.
- ※ If total amount of taxable income of parents is less than ¥760,000 (for single parent-less than ¥380,000) and the child lives together with relative who is a supporter under duty (ex: grandparents) and head of livelihood, childcare fees will be calculated based on the total amount of Municipal Residents Tax of parents and the relative.
- ※ Regarding the actual head of livelihood, Childcare Division will determine based on the following standards and household situation.

Standards for determining the head of household

- ① Grandparents support the child as dependents under 16 y/o
- ② In case that total amount of taxable income of parents is less than ¥760,000 (for single parent-less than ¥380,000) and grandparent is the head of livelihood.
- ③ Other circumstances (Determined with situation comprehensively)

※ Supporter under duty might be grandparents, great-grandparents or older siblings

- ※ In some cases that the child lives together with grandparents after admission, childcare fees may change.
- ※ If documents certify livelihood separation are not submitted, Childcare Division will regard as the same livelihood.

(3) The applying child has siblings⇒In some cases, childcare fees may change.

If the household has 2 or more pre-school children who are simultaneously enrolled in childcare facility (Kindergartens, Nursery School, Authorized Kodomo-en etc.), the childcare fees of second children or under will be reduced.

In case that the pre-school child is enrolled in following facilities, Certification of enrollment is required to submit.

- ① Kindergarten attached to School of Medicine Hirosaki University
- ② Kindergarten division of special support school
- ③ Short-term therapeutic institution for emotionally disability children
- ④ Welfare service for handicapped children(Child development support/medical child development support)
- ⑤ Company-led childcare facility

For the households with annual taxable income under ¥360,000 (depending on municipal resident' s tax) and the single-parent households, there is no limit for multiple sibling deduction. In some cases that there are siblings who live separately but the same livelihood, confirmation documents that prove the same household are required.

※[The same livelihood] means that siblings live separately, but live together during vacation and receive remittance for school, living or medical treatment from parents.

If there is applicable siblings, please fill the name on household part of application form and submit Written Motion (about the same livelihood siblings) as well.

◆In following cases, the childcare fees may be changed.

- Changing guardians because of marriage or divorce
-Please submit a change notification from.
- Delay to filling a tax return or amending tax return
-The childcare fees may be changed retroactively.
- Living together with grandparents or person with disabilities.

For calculating childcare fees, Childcare Division will check your tax information from Residents Tax Division while the child is using childcare facility. Municipal Income Tax Levy means the taxable salary income amount or the earned income deduction necessary expense from earnings. If parents haven' t filed a tax return, the childcare fees may be calculated based on the highest amount.

2. Free Pre-School Education and Childcare Fees • Meal Fees (side dishes and snacks)

◆ Free Pre-School Education and Childcare Fees

- Eligible Children (Age as of April 1st): 3 to 5 years old
- Facilities: Nursery School/Authorized Kodomo-en (Eligible Class 2)
 - ※ From April after turning 3 y/o
- Facilities: Kindergartens/Authorized Kodomo-en (Eligible Class 1)
 - ※ From the date turning to 3 y/o

◆ Meal Fees (side dishes and snacks)

- Regarding above mentioned eligible children, meal fees are the actual cost around ¥4,700. However, Meal Fees may vary depending on facilities. Please check with the facility about the price of meal fees.
- Please check with the facility about payment on absence.

◆ Exemption of Meal Fees

- If total amount of guardians residents tax under ¥57,700 (The total amount of guardians Municipal Residents Tax under ¥77,101 for the child who is Eligible Class 1, Single-parent households or households with disabled person) or third child, Meal Fees will be exempt.
- Regarding children who get exemption, Childcare Division will send “Notification of Meal Fees Exemption” mentions exemption months.
 - ※ If there is another head of livelihood, Meal Fees will be calculated include the tax of another head of livelihood.
 - ※ Definition of third child is below.

For Eligible Class 1

…The third child count from older child who is in or under third grade of elementary school in the same household.

For Eligible Class 2 (3 y/o as of April)

…The third child count from older pre-school child in the same household.

3. Payment of Childcare Fees

(1) For Nursery School

① Pay by Bank Transfer

If you prefer to pay childcare fees by bank transfer, please submit “Bank Transfer Request Form” at Banking institution, counter of Tax Payment Division, Childcare Division of Hirosaki City Hall, or Iwaki/Souma Branch.

At the counter of Tax Payment Division or Childcare Division of Hirosaki City Hall, you can apply with Cash Card (PIN number is required). Some Banking Institutions are not applicable, please check applicable Banking Institution below.

- | | |
|---|--|
| <ul style="list-style-type: none">• Aomori Bank• Akita Bank• Aoimori-Shinyo Bank• Tsugaru-Hirosaki Agriculture Cooperative• Tsugaru-Mirai Agriculture Cooperative• Souma Village Agriculture Cooperative• Tohoku Labor Bank• Japan Post Bank | <ul style="list-style-type: none">• Michinoku Bank• Touoh-Shinyo Bank• Aomori-Ken Credit Union |
|---|--|

If older siblings already applied to bank transfer, new admitted child's childcare fee will be paid from the same bank account automatically.

② Pay by Payment Slip

In principle, please pay directory to Nursery School with payment slip. The payment slip will be handed out from the Nursery School. Payment of Childcare Fees must be made by the deadline of payment. Outstanding payment of childcare fees will inflict loss on management of Nursery School.

Longtime outstanding of childcare fees is subject to seizure, and application of next child will deprioritize.

(2) For Authorized Kodomo-en

Please pay childcare fees directory to the facility. Please follow the payment regulation of the facility and payment must be made by the deadline.

FAQ

Q : Is it possible to apply if I only submit Application Form by the deadline?

A : Not only Application Form, documents about guardians and grandparents living together are also required. Regarding required documents, please check P.6-8. In some cases that you cannot submit required documents by the deadline, application cannot be accepted. Please prepare documents with time to spare.

Q : If all required documentation is submitted, will the applying child be admitted certainly?

A : There are capacities determined for each facilities. Childcare Division will screen application and determine the admission in order of high priority of childcare necessity. After screening, we will send the result to applicants.

In case of overcapacity, shortage of nursery teacher and the size of childcare rooms, applying child cannot be admitted to preferred facility on preferred month.

When you apply, please consider in case that your children cannot be admitted.

Q : How can I check the availabilities of preferred facilities for Eligible Class 2 • 3

A : Please refer to availabilities information pasted on website of Hirosaki City. However, availabilities can be changed because of cancellation or leaving etc. In some cases that facility operation standards is not met, the applying child cannot be admitted even if there is capacity. If you have any question, please contact Childcare Division. →P.11

Q : How can I visit and inspect the preferred facilities?

A : Please contact your preferred facilities directly. When you visit the facility, please visit with the child.

When you visit facilities, please check about the contents of childcare service, what you need to prepare, expenses other than childcare fees, and so on.

If your children have any chronic disease, allergy, developmental delay and consideration, please inform the facility.

Q : After Application, how can I know the result of screening?

A : After screening, Childcare Division will send the result to guardians by mail. Regarding “Notification of Non-Acceptance” , we will send it only after first screening. Next screening and after, we will send the result only for admission. Regarding the period of sending result is around 20th after application deadline. ※The period is different for application of February, March and April. We cannot answer the inquiry of result before sending the result.

Q : I received “Certification of Childcare Necessity” with screening result. What is “Certification of Childcare Necessity” ?

A : ” Certification of Childcare Necessity” certifies the reason of childcare necessity and the duration of required childcare based on the standard determined by government. Sometimes, facility ask guardians to present “Certification of Childcare Necessity” .

Q : In case that the applying child cannot be admitted to any facility, do I need to apply for next month again?

A : We will screen applications every month unless the application is canceled or changed. The application is valid within the fiscal year. However, if there is any change of application, please submit required documents. ⇒ (P.15-16)

In case that applying child is determined to use the facility as Eligible Class1 after applied for Eligible Class 2 or 3, the application of Eligible Class 2 or 3 will be cancelled automatically.

Therefore, if you would like to apply for Eligible Class 2 or 3, please submit application form and required documentation again.

When you would like to cancel or change the application, please make sure that you submit required documents to Childcare Division.

Q : On the application form, applicants can fill out 3 preferred facilities. Do I need to fill out 3 facilities?

A : Filling out only first preferred facility is fine. But, as the child may not be admitted, we recommend to fill out second and third facilities if applicable. Depending on screening, the applying child may be admitted to second or third preferred facility.

Q: What is Extend-Hours Childcare and Childcare for Weekends/Public Holidays

A : 「Extend-Hours Childcare」 is the childcare service over “Standard Childcare” or “Short Time Childcare” in case that guardians have inevitable reason (ex: Working).

Regarding the extend-hours childcare fees, please ask the facility.

「Childcare for Weekends/Public Holidays」 is the childcare service on weekends or public holidays in case that guardians have inevitable reason (ex: Working).

Using the service because of the same reason as Education and Childcare Benefit Certification is free of charge, but using the service with other reason will be the same as “Temporary Childcare Service” and cost money. It is possible to use the service of another facility, but please contact the facility about details.

Q : What is Temporary Childcare Service?

A : Temporary Childcare Service is the childcare service for the children who cannot be taken care at home temporary and aimed at child who is not admitted to any childcare facilities. Please check “The Facilities and Contents List of Temporary Childcare Service” from website of Hirosaki City. For more details, please contact the facility.

Q : I’ m living outside Hirosaki City, but can I apply to the facility within Hirosaki City as Eligible Class 2 or 3?

A : Regarding the procedure, please contact the municipality where your address located first. The municipality will determine the childcare fees.

Q : I’ m living in Hirosaki City, but can I apply to the facility outside of Hirosaki City as Eligible Class ?

A : Some municipalities do not accept a wide area application, so please contact Hirosaki City first. The deadline of application may vary by municipality.

Q : How can I know the childcare fees for Eligible Class 3 in advance?

A : The childcare fees based on Municipal Residents Tax of parents. (If there is another head of household, her/his tax amount will be included) If you have a document to check the Municipal Residents Tax (Income tax certificate etc.), please refer to the table of childcare fees (Eligible Class 2 • 3)

Parents will be required to bear expenses other than childcare fees. Regarding the details of expenses, please contact the facility.

Even if you inquire about your Municipal Residents Tax amount to know the childcare fees before application, Childcare Division cannot check and answer. We will notice the childcare fees upon sending the results of screening.

Q : When I want to transfer the facility after admission, how can I apply to transfer?

A : For applying transfer, please submit application form and required documents as same as new application.

Unless the reason of transfer is unavoidable, the priority of screening will be low.

Please note that once the admission of transfer is confirmed, you have to leave the original facility whatever. Even in case that you decline to be transferred.

Date of Survey		Preffered Facility				
		Name of Applying Child				
Criteria of Screening						
Situation of Guardians					Standard Index	
Large Classification	Small Classification	Amount of Childcare	Situation	Father	Mother	
Working	Employee/ Self-employed /Farmer (Family Employee)	Standard Time Childcare	Working more than 160 Hours/Month	10	10	
			Working more than 120 Hours - less than 160 Hours/Month	9	9	
		Short Time Childcare	Working more than 64 Hours - less than 120 Hours/Month	8	8	
			Working more than 48 Hours - less than 64 Hours/Month	7	7	
	Working at home	Standard Time Childcare	Working more than 160 Hours/Month	7	7	
			Working more than 120 Hours - less than 160 Hours/Month	6	6	
		Short Time Childcare	Working more than 64 Hours - less than 120 Hours/Month	5	5	
			Working more than 48 Hours - less than 64 Hours/Month	4	4	
Pregnancy/ChildBirth		Standard Time Childcare	Mother takes leave for childbirth (include stillbirth)		8	
Sickness/ Disability	Stay in Hospital	Standard Time Childcare	Hospitalisation(Home Treatment) for more than 1 month	10	10	
	Stay at Home		Bedridden	10	10	
	Disability		Doctor certify that patient cannot take care the child	8	8	
			Physically/Mentally Disability (Class 1 or 2) or Special Education handbook	10	10	
			Physically/Mentally Disability (Class 3)	8	8	
Nursing/ Caring for relatives	Sickness and Nursing of relatives	Standard Time Childcare	Nursing/Caring more than 160 Hours/Month	9	9	
			Nursing/Caring more than 120 Hours - less than 160 Hours/Month	8	8	
		Short Time Childcare	Nursing/Caring more than 64 Hours - less than 120 Hours/Month	7	7	
			Nursing/Caring more than 48 Hours - less than 64 Hours/Month	6	6	
Disaster Recovery	Disaster	Standard Time Childcare	Recovering from disaster	10	10	
Job-Seeking		Short Time Childcare	Impossible to take care the child for Job-seeking or Preparing for starting a business	1	1	
School/Training Attendance	Standard Time Childcare	School/Training Attendance more than 160 Hours/Month		8	8	
		School/Training Attendance more than 120 Hours - less than 160 Hours/Month		7	7	
	Short Time Childcare	School/Training Attendance more than 64 Hours - less than 120 Hours/Month		6	6	
		School/Training Attendance more than 48 Hours - less than 64 Hours/Month		5	5	
Abuse/Domestic Violence		Standard Time Childcare	There are risks of Abuse/Domestic Violence	10	10	
Other Special Reason	Standard Time Childcare		Separate from the child because of Death, Devorce or Detention etc.	10	10	
	Standard /Short Time Childcare		Situation similar to one of the aforementioned circumstances			
Total (Standard Index A)						
The amount of required childcare : Standard Time • Short Time						

※On following table, [Childcare Facilities] include Education/Childcare Facilities and Municipal-level childcare services

No.	Contents	Screening Index			
		House hold	Father	Mother	Child
1	Single-parent or No-parents	5			
2	One of parents is business cachelor	2			
3	Welfare household	1			
4	Living together with grandparents under 65 y/o (no-job and healty)	-1			
5	Household member has physically/mentally disability handbook or special education certificate handbook	1			
6	Requireing independence support because just after devorce or bereavement	2			
7	Applying to transfer the facility	-1			
8	Returning towork from parental leave (before and after 1month and half from application month)		3	3	
9	Returning towork from the same as parental leave (before and after 1month and half from application month)		2	2	
10	Workplace attached to house		-1	-1	
11	Nursung/Caring relatives live separately ※Only in case the patient is ald age or live alone		1	1	
12	School attendance with correspondence course		-1	-1	
13	Not the head of farm or self employed		-1	-1	
14	Helping parent's house because of avoidable reason(ex:sickness etc.)		2	2	
15	Start working newly (before and after 1month and half from application month)		1	1	
16	The child has disability and doctor certify that using childcare facility is good for growth				3
17	Applying for the facility siblings are already using				5
18	Transfer from facility for Eligible Class 3 to the facility for Eligible Class 2				1
19	Transfer from facility has age limit ※Only on April				3
20	There are pre-school siblings did not apply to childcare facility in the same household ※For over 1 y/o				-1
21	Siblings apply to the same childcare facility				1
Total (Screening Index B)					
Standard Index A		Screening Index B		Total Index A+B	
In case that the child cannot be admitted					
Remarks					
Investigator					

How to check the Municipal Residents Tax

Childcare Fees are determined based on the total amount of Municipal Residents Tax paid by the parents/guardians who live in the same household as the child. You can estimate the childcare fees based on income-based levy from a document of tax information and table for childcare fees.

Childcare Fees for FY2024

Childcare Fees for Apr-Aug 2024-----based on tax of FY2023

Childcare Fees for Sep 2024-Mar 2025-----based on tax of FY2024

Documents to check the amount of Municipal Residents Tax

(1) Those who are working as employee and deducted the tax from salary (office worker/public servant)

Please check **Municipal Income-based levy⑥** on the Notification of Municipal Residents Tax to be deducted (Distributed from your workplace/employer)

However, when we calculate the childcare fees, the **special deduction** such as **Donation deduction**, **Housing-loan deduction**, **Dividend deduction**, **Foreign tax deduction**, **Capital gains tax deduction on stock sales** are not applied.

Municipal Income-based levy⑥ is the amount after deduction mentioned above, so you have to add the amount of deduction when you estimate the childcare fees.

Municipal Income-Based Levy (For calculating the childcare fees)

$$= \text{Municipal Income-Based Levy⑥} + \text{Deductions}$$

令和 年度 給与所得等に係る市市民税・県民税特別徴収税額の決定・変更通知書 (納税義務者用)		市 納付額	
所得	給与収入 給与所得(源泉 徴収税控除後) その他の所得計	市 税額控除額④	納付額
	主たる給与 以外の合算 所得区分	県 所得割額⑤	7月分
	総所得金額①	市 均等割額⑦	9月分
所得控除	雑 損 医療費 社会保険料 小規模企業共済 生命保険料 地震保険料	県 税額控除額⑤	6月分
	障・寡・ひ・勤 配偶者特別 扶 養 基 礎 所得控除合計②	市 均等割額⑦	10月分
	(摘要)	特別徴収税額⑧	11月分
	Deductions (※)	控除不足額⑨	12月分
		既 当 額⑩	1月分
		既納付額⑪	2月分
		在り納付額⑫-⑬-⑭	3月分
		変更前税額⑬	4月分
		増減額⑬-⑭	5月分
		変 更 月	月 5月分

※Only **Donation deduction** and **Housing-loan deduction** is mentioned on the remarks column, so if you get special deduction such as **Dividend deduction**, **Foreign tax deduction**, **Transfer stock and other assets deduction**, please check at the counter of Municipal Tax Division.

○**Tax Credit deduction⑤** is include not only deductions mentioned above, and also include “Adjusted deduction amount” that can be deducted when calculate the childcare fees.

Municipal Income-Based Levy⑥

$$= \text{Income-Based Levy Before deduction④} - \text{Tax Credit deduction⑤}$$

(2) Those who pay the Municipal Residents Tax by oneself.

The childcare fees are calculated based on the income-based levy after deducting adjusted deduction amount.

※Income-Based Levy (total income+ forest income+ separate taxation+ stock transfer income+ dividend deduction+ futures trading)

※Income Tax Certificate of Hirosaki City does not specify the special deduction such as donation deduction, housing-loan deduction, dividend deduction, foreign tax deduction, stock transfer income deduction. If you get deductions mentioned above, please check with the Municipal Tax Division individually.

令和 5年度 所得・課税証明書

住所	[REDACTED]			生年月日	[REDACTED]
氏名	[REDACTED]				
令和 4年分所得					
合計所得金額	3,576,000円	所得控除計	1,301,945円	税額控除前所得割	136,440円
給与所得	3,576,000円	配偶者特別控除	0円	調整控除額	1,500円
総所得金額等の合計額	3,576,000円	扶養控除	0円	寄附金税額控除	33,601円
【以下余白】		特定 0人	0円	【以下余白】	
		老人 0人	0円		
		他 0人	0円		
		【以下余白】			
		扶養控除	0円		
		特別 0人	0円		
		他 0人	0円		
		本人障害非該当	0円		
		の			
		寡・ひ・勤非該当	0円	減免前所得割	101,300円
		社会保険料控除	724,819円	所得割減免	0円
		内		所得割	101,300円
		小規模共済掛金控除	108,000円	軽減前均等割	3,500円
		生命保険料控除	39,126円	均等割軽減	0円
		基礎控除	430,000円	均等割減免	0円
		【以下余白】		均等割	3,500円
給与収入	5,021,040円	課税標準計	2,274,000円	均等割減免	0円
うち専従者給与収入	0円	課税総所得	2,274,000円	均等割減免	0円
公的年金収入	0円	課税分離譲渡所得等	0円	均等割減免	0円
		課税山林所得	0円	均等割	3,500円
		【以下余白】			
		課税標準計	2,274,000円	市県民税額	173,800円
		課税総所得	2,274,000円	控除不足額	0円
		課税分離譲渡所得等	0円	16歳未満の扶養親族の数	0人
		課税山林所得	0円	同一生計配偶者(控除対象配偶者除く):	無
		【以下余白】			

(3) The base date of tax is January 1st of each year, so if your address is not in Hirosaki City on January 1st, please get income tax certificate from the municipality where your address was located on January 1st.

Reception for Income Tax Certificate

The general counter of Citizen Division, the counter of Municipal Tax Division, Public Welfare Division of Iwaki Branch, Public Welfare Division of Souma Branch, Each Branch Office, The general counter on the third floor of HIRORO, Jotou Branch of Citizen Division (in Gakushu-center)

CAUTION !!

Final determination of childcare fees will be noticed by sending Notification of Childcare Fees after screening.

Contents mentioned above are just reference and not definitive information.