

○ Enrolling in an Authorized Daycare Center / Certified Childcare Center / Small-Scale Nursery

(ninka hoikusho ▪ nintei kodomoen (hoikusho-bubun) ▪ shoukibo hoikujigyou shisetsu e no nyūsho)

In this handbook, the phrase “childcare facility” refers to Izumo City’s Authorized Daycare Centers, Certified Childcare Centers, and Small-Scale Nurseries. Childcare centers are institutions that provide childcare on behalf of parents/guardians who are incapable of caring for their child at home due to issues such as work or illness. As such, simply wanting to introduce your child to large group settings, for example, will not be deemed a valid reason to enroll your child in a childcare center.

■ Certification of Need for Childcare

Applicants to childcare centers are required to receive approval of the child’s need for childcare assistance (hereinafter referred to as “Certified Need for Childcare”). If your request is approved, Izumo City will issue you a certificate called “shikyū nintei-shō”. If you do not have this certificate, you cannot enroll your child at a childcare facility. If necessary, contact the designated section for your residential area (listed at the end of this section).

■ Officially Recognized Need for Childcare

Childcare facilities accept children who cannot be cared for by any of their parents/guardians due to any of the reasons mentioned below:

- ① Work duties that meet or exceed 48 hours a month.
- ② Pregnancy or recent childbirth.
(※ The enrollment period is calculated from your expected delivery date, and lasts from whichever month it is 8 months prior to your expected delivery date, until the end of whichever month it is 8 weeks from the day AFTER you give birth (date of birth + 1 day + 8 weeks + → until end of that month). If you give birth earlier than expected, your child’s enrollment period may be shortened.)
- ③ Illness, injury, or mental disability.
- ④ Regularly caring for a family member who is ill or has a disability.
- ⑤ Recovering from a natural disaster (e.g., fire, storm, or flood).
- ⑥ Job searching (you will have 90 days to acquire a job and start work from the date of your child’s enrollment.).
- ⑦ Attending school or work training.
- ⑧ Child abuse or domestic violence.
- ⑨ If specially approved of by the city.

■ Amount of Childcare Need

In addition to Certified Need for Childcare, we also require our applicants to specify the reasons and their working hours to confirm the needed duration of enrollment (or the time needed for childcare assistance, referred to below as “Amount of Childcare Need”). Amount of Childcare Need is split into two categories based on duration: “Full-day” and “Part-time”.

- ① Applicants designated to the “Full-day” track can receive up to 11 hours in 1 day of childcare assistance.
- ② Applicants who are on the “Part-time” track can receive a maximum of 8 hours in 1 day of childcare assistance.
※It is possible that these duration limits can be extended for applicants who are seeking extended hours for their childcare assistance. Time outside of the hours of operation for childcare centers are deemed extended hours.

Amount of Childcare Need is decided based on the parents/guardians’ reasons for seeking childcare assistance and the parents/guardians’ hours spent at work. If either of the parents/guardians is deemed to be qualified for the Part-time track, the applicant will receive the Part-time childcare. Furthermore, if the applicant is seeking Part-time childcare assistance despite meeting the requirements for Full-day duration, the applicant will be granted Part-time childcare assistance.

■ Documents Necessary for Applying

- ① Financial Support Qualification Application for Education or Childcare Fees / Enrollment Application (kyōiku hoiku kyūfu nintei shineishoken nyūsho mōshikomisho): one copy per applying child.
- ② Documents that certify the applicant's need for childcare assistance (concerning the child's parents/guardians or grandparents living in the same household who are under 65 years of age)

※It is possible to apply without providing documents concerning the child's grandparents that set out reasons for the need for childcare assistance, but please be aware that the priority of your application will be lowered.

No.	Reason for Requiring Childcare	Necessary Documents	Notes
1	Work at a company, governmental office, etc. exceeding 48 hours a month	Certificate of Employment (Shūrō (yotei) shōmei-sho)	<p>[Izumo City Designated Forms]</p> <p>◆If you are employed by a company or a government office, please request a certificate from your employer.</p> <p>◆If you have not started working yet, please submit your Certificate of Employment after you have started work.</p> <p>◆If you are engaged in self-employment, agriculture, fishery, etc., please request certification from your suppliers or your district's commissioned welfare volunteer.</p> <p>◆If you are working from home, please request certification from your clients.</p> <p>◆Documentation verifying pre- and post-childbirth or childcare leave acquisition. You will be requested to submit a recovery plan certificate one month before enrollment.</p>
	Self-employment/farming/fishing business exceeding 48 hours a month		
	Home industry/side job exceeding 48 hours a month		
	※Applicants who are returning to work from post-childbirth or childcare leave mid-way through the fiscal year.		
2	Pregnancy or recent childbirth	(Documents that certify the need for childcare) Copy of Mother & Child Handbook (boshi kenkō techō)	Please submit a copy in which the mother's name and expected delivery date are visible.
3	Illness, injury or mental disability	(Documents that certify the need for childcare) Copy of medical certificate from your physician / medical practitioner or disability card (kakushu shōgaisha techō).	Medical certificates (Izumo City Designated Form) require proof from your physician.
4	Regularly caring for a family member who is ill or has a disability	(Documents that certify the need for childcare) Copy of the family member's medical certificate, disability card (kakushu shōgaisha techō), approved care insurance certificate (kaigo hoken-sho nintei-zumi), etc.	Medical certificates (Izumo City Designated Form) require proof from the family member's physician.
5	Recovering from a natural disaster	(Documents that certify the need for childcare) Documents showing the circumstances (risai shōmeisho).	
6	Job searching	(Documents that certify the need for childcare)	
7	Attending school or work training	(Documents that certify the need for childcare) Copy of your school-issued student identification card (gakuseishō) or proof of enrollment. Copy of documentation showing curriculum or enrollment in a work training course.	<p>If you were not enrolled in school at the time of application, please submit your notice of acceptance (gōkaku tsūchisho). After you have begun your studies, please submit proof of enrollment.</p> <p>If you are submitting your course curriculum, please be sure that the document indicates class duration and class meeting times.</p>
8	Child abuse • Domestic violence	Please consult with the Hoiku Yōchien-ka hoiku-gakari at Izumo City Hall.	

- ③ Consent Form and Written Pledge (dōishoken & seiyakusho)
- ④ Personal Number (My Number) Declaration Form (kojin bangō shinkokusho)

When submitting the documents, you will need (i) the guardian's My Number Card or equivalent and (ii) the driver's license or equivalent of the person who comes to the service counter
- ⑤ Daycare Enrollment Application Checklist (hoikusho nyūsho mōshikomi chekku hyō)
- ⑥ Documents necessary for determining daycare fees

If applying before you have moved to Izumo: Applicants who are paying taxes in a different municipality will be required to submit documentation indicating the payment of taxes from their municipality (shotoku kazei shōmeisho).

※These documents will also be required from grandparents or other relatives living in the same household.

If the child's parents/guardians paid municipal inhabitant tax (jūminzei) to Izumo City, submitting these documents will not be necessary.
- ⑦ Other (In cases when the child has a disability, etc.)

Copies of documents explaining the disability, copy of Certificate of Support Aid for Special-needs Children (tokubetsu jidō fuyō teate) or a medical certificate (shindanshō) (only forms designated by the city are applicable) ※These documents are optional

However, if you are registered as a taxpayer in Izumo City, or were registered as taxpayer outside Izumo City and completed the moving procedures before applying, submitting these documents will not be necessary

■ Application Period

Please gather all necessary documents and submit them between the 1st and the 12th (the previous working day if the City Hall is closed on the 12th) of the month preceding the desired month of enrollment. Please contact Child Care & Early Education Division (Hoiku Yōchien-ka) for monthly application deadlines.

Reservation applications are also accepted from those wishing to have their child enrolled after they return to work from maternity leave/childcare leave.

For those who wish to enroll their child for the following year, the necessary documents are available from the end of October. Applications are accepted by the city starting in mid-November.

■ Enrollment Decision

If applications exceed vacancies at childcare centers, enrollment will be decided by selecting children in order of eligibility based on an enrollment index, which is calculated from the submitted documents. Please also note that your child may not get a place at your preferred childcare center due to overcrowding and other factors.

Selections will be made at a meeting taking place around the 20th of the month preceding the desired month of enrollment in childcare.

■ Application & Inquiries

Izumo City Hall	Hoiku Yōchien-ka Nyu-en-gakari	Tel. 21-6964
Hirata Administrative Center	Shimin Sābisu-ka	Tel. 63-5567
Sada Administrative Center	Shimin Sābisu-ka	Tel. 84-0111
Taki Administrative Center	Shimin Sābisu-ka	Tel. 86-3116
Koryō Administrative Center	Shimin Sābisu-ka	Tel. 43-1215
Taisha Administrative Center	Shimin Sābisu-ka	Tel. 53-3116
Hikawa Administrative Center	Shimin Sābisu-ka	Tel. 73-9110