

Daycare Center Enrollment Guide (FY 2024)

保育所の手引き (2024 年度)

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Contact 問合せ

Child Care & Early Education Division 保育幼稚園課

(TEL : 0853-21-6964)

1. Application Deadlines (2024) 【受付期間】

	選考対象	Announcement of Accepting New Applications (Plan) (Reception・Website) 空き状況公開（予定）	Application Deadline ※切	Decision on Enrollment 結果発送日
1st Application Period (1次募集)	To start childcare from April 4月入所	Nov 24, 2023 (Fri.)	Nov 15, 2023 (Wed) ～ Dec 1, 2023 (Fri).	Jan 4, 2024 (Thu.)
2nd Application Period (2次募集)	To start childcare from April or for those who want to reserve childcare starting between May and March after returning from employment leave due to childbirth 4月入所・5月以降予約	Jan 04, 2024 (Thu.)	Jan.6 (Fri) 2024 ～ Jan 19 (Fri) 2024	Feb 9, 2024 (Fri.)
3rd Application Period (3次募集)	To start daycare from April or for those who want to reserve childcare starting between May and the March after returning from employment leave due to childbirth 4月入所・5月以降予約	Feb 9, 2024 (Fri.)	Feb 9 2024 (Fri.) ～ Feb 20, 2024 (Tue.).	Mar 3., 2024 (Tue.)

Month You Want to Start Childcare 入所希望月	Application Announcement (rough date) (Reception・Website) 入所可能状況公開日 (窓口・HP)	Application Period 申込受付期間	Outcome Notification (rough date) 選考結果発送日
5月 May.2023～	Around the 7 th of every month 毎月7日頃	Apr. 1 (Mon) – 12 (Fri.)	Around the 20 th of every month 毎月20日頃
6月 June～		May. 1 (Wed.) – 10 (Fri.)	
7月 July～		June. 3 (Mon) – 12 (Wed.)	
8月 August～		July. 1 (Mon) – 12 (Fri.)	
9月 Sept.～		Aug. 1 (Thu) – 9 (Fri.)	
10月 October～		Sep. 2 (Mon) – 12 (Thu.)	
11月 November～		Oct. 1 (Tue.) – 11(Fri.)	
12月 December～		Nov. 1 (Wed) – 12 (Tue.)	
1月 Jan.2024～		Dec. 2 (Mon.) – 12 (Thu.)	
2月 February～		Jan. 6 (Mon) – 10 (Fri)	
3月 March～		Feb. 3 (Mon) – 10 (Mon)	

2. Age Range for Each Class 【学齢】

CLASS AGE (age as of April 1)	ELIGIBILITY	CLASS - Terminology in Japanese
0 Years old	Babies born on or after April 2, 2023	Baby (Yōji/幼児)
1 Years old	Children born between April 2, 2022 and April 1, 2023	
2 Years old	Children born between April 2, 2021 and April 1, 2022	
3 Years old	Children born between April 2, 2020 and April 1, 2021	3 Years Old class (Nenshō/年少)
4 Years old	Children born between April 2, 2019 and April 1, 2020	4 Years Old class (Nenchū/年中)
5 Years old	Children born between April 2, 2018 and April 1, 2019	5 Years Old class (Nenchō/年長)

3. Certification for Certified Education/Childcare Facilities

【認定区分】

Certification Types 認定区分		Certification Type 1 1号認定	Certification Type 2 2号認定	Certification Type 3 3号認定
Eligible Age 対象年齢		Child who is 3 years old and above 3歳児～小学校就学前まで	From the day before 3rd birthday to the day before starting school 3歳の誕生日の前日～小学校 就学前まで	From age 0 to two days before 3rd birthday 0歳～3歳の誕生日の2日前ま で
申込 対象	Kindergarten 幼稚園	3～5 years old	—	—
	Daycare Center 保育所	—	3～5 years old	0～2 years old
	Certified Childcare Center 認定こども園	(Kindergarten function) 3～5 years old	(Nursery Function) 3～5 years old	(Nursery Function) 0～2 years old
Utilization hours 利用時間		4 hours (Standard Educational service hours)	Standard childcare service hours (max of 11hours/day) or Short time daycare usage (max of 8 hours/day)	Standard childcare service hours (max of 11hours/day) or Short time daycare usage (max of 8 hours/day)

Regarding the use of Kindertartens 幼稚園の利用について

Please contact the Child Care & Early Education Division regarding applications for kindertartens (TEL 0853-21-6964) or, contact the kindertgarten directly. It's possible to enroll in kindertgarten even if your current work situation does not render the use of a kindertgarten "necessary".

幼稚園の入園申込については保育幼稚園課（TEL0853-21-6964）又は各幼稚園にお問い合わせください。就労等の「保育の必要性」がなくても入園可能です。

4. Reasons for childcare ・ Eligibility ・ Required Childcare Hours

【事由・保育認定期間・保育必要量】

Reason 事由	Approval Period 保育認定期間	Required Childcare Hours 保育必要量	
		Standard childcare service hours.(Max 11 hours in a day) 保育標準時間	Short-time childcare service hours. (Max 8 hours in a day) 保育短時間
Work for 48 hours or more per month 月48時間以上の就労	Maximum until the child starts school 最長就学前まで	more than 120 hours of work per month 月120時間以上の就労	more than 48 and less than 120 hours of work per month 月48時間以上120時間未満の就労
Pregnancy or childbirth (産前産後)	“From 8 weeks prior to giving birth until the end of the month that falls 8 weeks after giving birth ※1 出産予定日の前後8週の属する月の初日から月末まで ※1	All 全て	-
Illness or disability (疾病・負傷・障がい)	Until deemed necessary 必要な期間	All 全て	-
Caring for Someone due to illness, disability, etc. (介護・看護)	Until deemed necessary 必要な期間	more than 120 hours of caring for someone per month 月120時間以上の介護等	less than 120 hours of caring for someone per month 月120時間未満の介護等
Disaster recovery (災害復旧)	Until deemed necessary 必要な期間	All 全て	-
Job Seeking (求職活動)	The end of the month that falls 90 days after your employment begins. ※2 開始日から90日を経過する日の月末まで ※2	All 全て	-
Study (就学／職業訓練)	Until graduation 卒業（修了）するまでの期間	more than 120 hours of study per month 月120時間以上の就学等	less than 120 hours of study per month 月120時間未満の就学等
Child abuse・Domestic violence (児童虐待・DV)	Until deemed necessary 必要な期間	All 全て	-

※ 1 Once this period is over, the enrolled child may no longer attend the childcare facility. If you wish for your child to remain enrolled, you must reapply. This will begin the application process from the beginning.

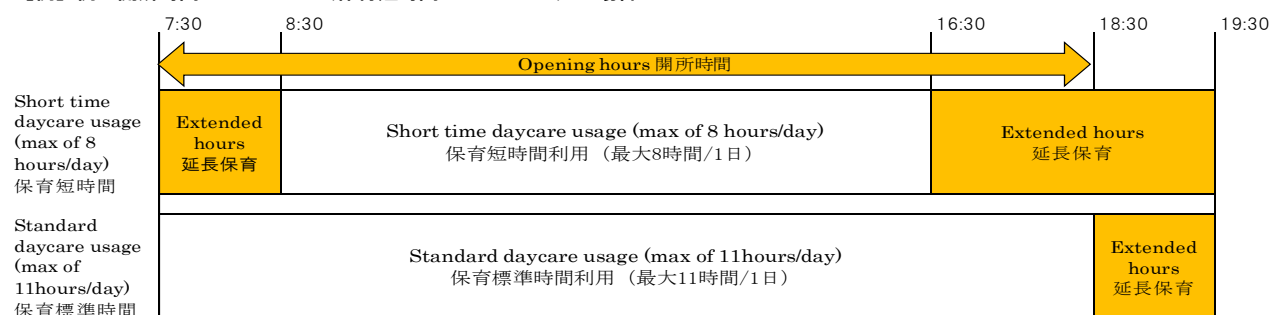
期間満了後は退園となります。引き続き在園を希望する場合は、再度、入園申込みをしてください。あらためて入園調整（選考）します。

※ 2 If you will be working for 48 hours a month, or more, after enrollment in childcare, please submit “Proof of Employment”. There have been instances where failure to submit this document has resulted in children losing their place in the childcare facility if other eligibility requirements are not met.

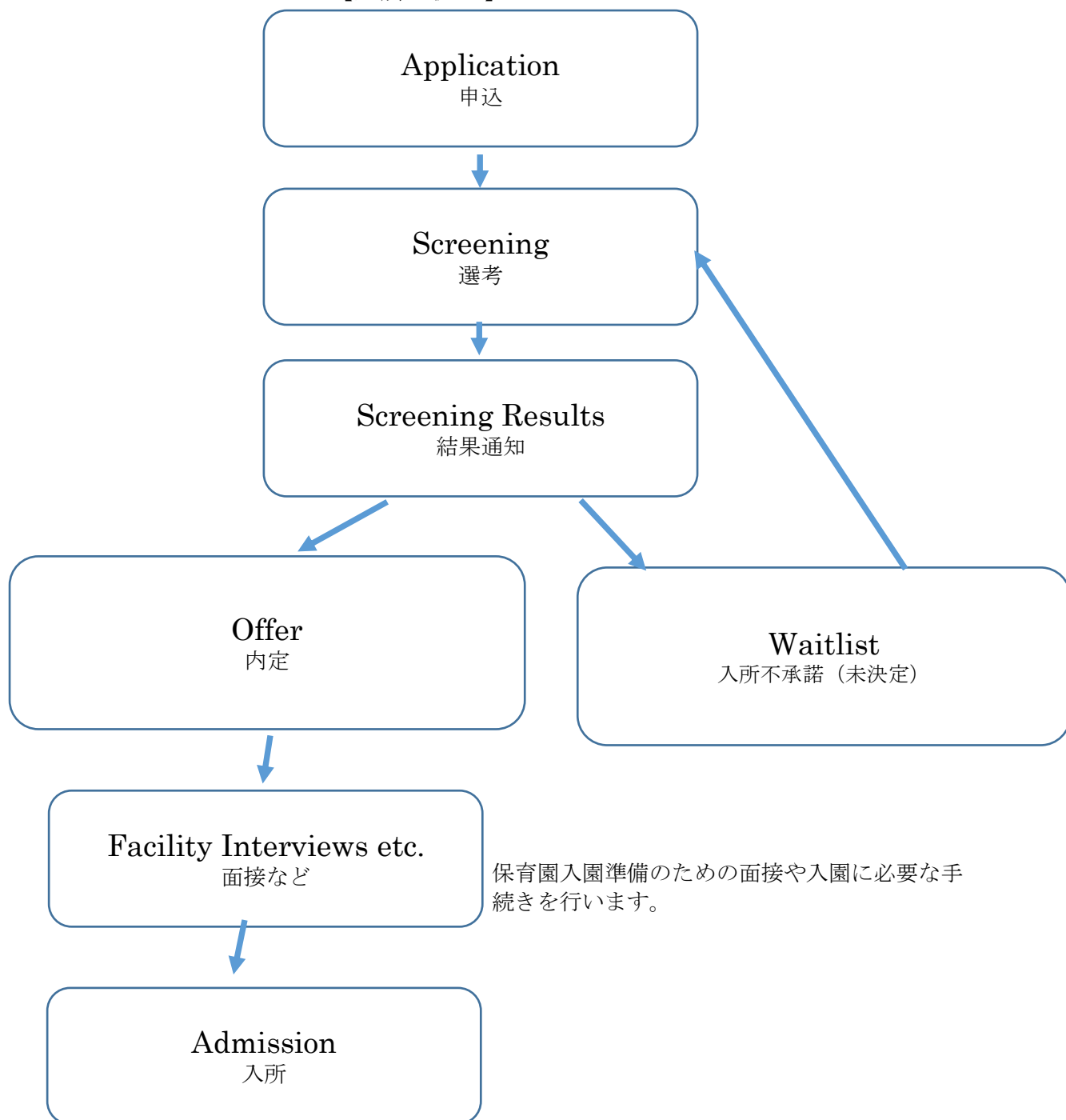
入園後90 日以内に月48 時間以上勤務の条件を満たす「就労（内定）証明書」を提出してください。なお、提出されず、他の保育認定事由にも該当しない場合は退園となります。

【Ex.】 standard childcare service hours 7:30～18:30 (short-time childcare service hours 8:30～16:30)

【例】例：開所時間 7:30～18:30（保育短時間 8:30～16:30）の場合



5. Admission Process 【入所の流れ】



Gradual Transition Period at Daycare Centers (*Narashi-hoiku*) ならし保育

A Gradual Transition Period is a system whereby children start attending daycare for short periods of time each day, gradually staying at daycare for longer every day. This is so children can become accustomed to the environment without putting too much stress on them. The exact times vary between facilities and age-groups, but the gradual transition period usually lasts about 2 weeks from enrollment. While your child is engaged in a gradual transition period, you will need to bring your child home early from daycare. During this period, the fees applicable for a full day at the facility will be charged.

保育園等に無理なくなじめるよう、短い保育時間から徐々に通常の保育時間にしていく「ならし保育」を行います。ならし保育の期間は、園や児童によって異なりますが、入園初日から概ね2週間程度です。この期間中は、早めのお迎えが必要となります。なお、ならし保育の期間も、正規の保育料がかかります。

6. Required Documents 【入所申込みに必要な書類】

Applications are not processed on a first-come, first-served basis.

入園は先着順ではありません。

1. Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application

令和5年度保育所入所申込書

It is necessary to complete 1 application per child.

子ども1人につき1枚必要です。

2. Necessary documents for childcare applicants

保育を必要とする事由を証明する書類

Reason 保育を必要とする事由	Required Documents 書類	
Employment over 48 hours per month 月48時間以上の就労	Certification of Employment or Planned Employment 「就労（予定）証明書」	
Pregnancy or childbirth 産前産後	Statement of Reasons for Childcare Need 「保育を必要とする事由申立書」	Copy of Mother and Child Health Handbook (the parts with names of parents and baby's due date) 「母子健康手帳（コピー）」
Being ill or disabled 疾病・負傷・障がい		A doctor's note/medical certificate※, Identification Booklet for the Physically Disabled / Medical Treatment Booklet / Identification Booklet for the Mentally Disabled / Copy of Nursing Insurance Card with a Certification of Need 医師の診断書※、身体障がい者手帳・療育手帳・精神障がい者保健福祉手帳・認定済の介護保険証のコピー
Caring for someone with illness, disability or other condition 介護・看護		Medical Certificate (Nursing Care) or copy of Physical Disability Certificate・Nursing Insurance Certificate 被介護者の「診断書」又は「各種障がい者手帳・介護保険証(認定済)等（コピー）」
Disaster recovery 災害復旧		Disaster Victim Certificate 「り災証明書」
Study 就学・職業訓練		Copy of student ID or other document proving you are enrolled 学生証（コピー）または在学を証明できる書類
Seeking for a job 求職活動	Notification of Jobseeking 「求職活動報告書」	
Child abuse・Domestic violence 児童虐待・DV	Please consult with Hoiku Youchien ka. 保育幼稚園課へご相談ください。	

※You are also required to submit these documents if your parents live with you and are under the age of 65 in order for the daycare to access your application. If you cannot provide these documents, your application will suffer a point reduction.

期間満了後は退園となります。引き続き在園を希望する場合は、再度、入園申込みをしてください。あらためて入園調整（選考）します。

3. Consent Form and Written Pledge 同意書兼誓約書

4. Personal Number (My Number) Declaration Form 個人番号(マイナンバー)申告書

※Regarding Identity Verification (Number Confirmation + proof of ID)

マイナンバーの確認時に必要なもの

①Number Confirmation…My Number Card(either guardian's); Notification Card (either guardian's); etc.

番号確認…マイナンバーカード（父母）、通知カード（父母）等

②Identity Confirmation…Driver's license; Residence Card (zairyū kado); etc.

本人（来庁者）確認…確認免許証、在留カード等

5. Others（その他）

7. Procedures after Applying (Waiting Period)

【利用申込み後について】

If your circumstances change, you do not follow the prescribed procedures to amend your information, and your child subsequently receives a place at a daycare, the offer may be rescinded if it is discovered that your application is inaccurate. If your circumstances change, please contact the Childcare & Early Education Department as soon as possible.

変更の申請がなく、その後入園が決定した場合は、事実と異なることから決定取消しとなる場合があります。利用申込みの内容に変更があった場合は、速やかに保育幼稚園課へ連絡をしてください。

Required Change 変更内容	Documents Required for Submission 必要書類
Change contact number or residential address (address, name, family member etc.) 連絡先又は住民票の内容に変更があったとき（住所・氏名・家族構成等）	Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application 教育・保育給付認定申請書
Change reason why childcare is needed, “You were searching for work, but decided on somewhere to work”, “You quit your job and are looking for work etc.” 保育を必要とする理由が変わったとき、就労時間、求職中であったが勤務先が決まったとき、仕事を辞めたとき等	【Quitting job (From employed to job seeking)】 Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application+Notification of Jobseeking 【離職（就労から求職活動）】 教育・保育給付認定申請書＋求職活動報告書 【Change job・From job seeking to employed】 Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application+Certification of Employment or Planned Employment 【転職・求職活動から就労】 教育・保育給付認定申請書＋就労証明書 【Unpaid Maternity leave】 Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application+Statement of Reasons for Childcare Need+Copy of Mother and Child Health Handbook (the parts with names of parents and baby's due date) 【出産のため離職】 教育・保育給付認定申請書＋保育を必要とする事由申立書＋母子健康手帳(写) 【Quitting job during Daycare Enrollment】 Notification of Daycare Enrollment Offer Decline 【予約内定中の離職】 保育所入所内定辞退届
Change in your household (remarriage, divorce etc.) 家庭状況が変わった（婚姻・離婚等）	【Remarriage】 Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application+relative)Necessary documents for submission for childcare+Consent Form and Written Pledge+Personal Number (My Number) Declaration Form 【婚姻】 教育・保育給付認定申請書＋（配偶者の）保育を必要とする事由を証明する書類＋同意書兼誓約書＋個人番号（マイナンバー）申告書 【Divorce】 Financial Support Qualification Application for institutional, regional, and other childcare fees・Daycare Enrollment Application+Koseki (if the Childcare and Early Education Division can confirm the divorce, you do not need to submit a koseki.) 【離婚】 教育・保育給付認定申請書＋戸籍抄本（保育幼稚園課で離婚が確認できる場合は不要）
Want to change your preferred daycare center 希望園の変更	Notification of Childcare Facility (Daycare/Certified Childcare Center) Enrollment Preference Change 保育所入所希望変更届
No longer require your application for childcare 申込の必要がなくなったとき	Childcare Enrollment Application Withdrawal Notification 保育所入所申込取下届

8. Changing Childcare Facilities 【利用施設の変更（転園）】

It is possible to apply to change childcare facilities if you move houses, or there are other special circumstances. Please contact the Childcare & Early Education Division with regards to what paperwork is necessary.

転居など特別な事情がある場合は、転園の申込みができます。必要な提出書類については、保育幼稚園課にお問い合わせください。

9. Childcare Fees 【基本保育料の算定方法】

The calculation of the hourly basic care fee is based on the residence tax of the following persons:

- i) Father
- ii) Mother
- iii) Main earner

If both parents are municipal tax-exempted, we will consider the highest municipal tax per income levy of the person living together who is a linear relative (grandparents, etc.).

Note that residence tax amount of either married parents living apart, or unmarried parents living together will also be considered.

基本保育料は、保護者の市民税所得割額によって算定されます。

算定の対象となる保護者

ア 父

イ 母

ウ 家計の主宰者

父、母の合計収入額が120万円未満の場合は、父母以外の同居の直系血族（祖父母等）のうち最も収入額が高い方

なお、父母が別居している場合や、離婚後同居している場合も両親が算定の対象となります。

Childcare fees are decided on a monthly basis however if your child misses daycare due to personal circumstances, you are still liable to pay fees.

A child's "class age" is determined by their age on the 1st of April of the current financial year.

保育料は月額で決定しており、都合によりお休みした場合や月の途中で退園した場合も保育料は変わりません。年齢は児童の入園した年度の4月1日時点（クラス年齢）で判定します。

Fees for class groups of ages 3-5 are free (0 yen).

3～5 歳児クラスの児童は、保育料は無料です。

The tuition calculation is revised every year in September, to more accurately reflect the most recent tax information. Therefore, fees are subject to differ from the September childcare fee.

最新の税額で保育料を算定するためには基準年度の変更が必要になります。

毎年9 月分の保育料の算定から基準年度の変更を行うため、9 月分から保育料が変わることがあります。



※1 The taxation of Residence Tax per income levy of FY 2023 is based on income as of January 1, 2022 to December 31, 2022.

※2 The taxation of Residence Tax per income levy if FY 2024 is based on income as of January 1, 2023 to December 31, 2023.



10. Daycare Meal Fees 【給食費の徴収について】

Based on the policy to make pre-school education and childcare services free, childcare services for children from 3-year-old to 5-year-old classes are free of charge. You will, however, be charged for school meal fees.

3～5 歳児クラスの児童は、幼児教育・保育の無償化により保育料は無料となりますが、給食費は徴収します。

School meal fees vary by facility. However, at public daycare facilities (Naoe, Susa, and Kubota), school meal fees are collected by the city just as the daycare fees are.

給食費は各施設が徴収します。ただし、公立保育園（直江、須佐、窪田）については、保育料と同様に市が徴収します。

For children from 0~2 years old, for whom daycare fees are applied, the cost of school meals is included in the final fee so in principal there is no need to pay for school meals separately.

保育料を徴収する0～2歳児クラスの児童は、保育料に給食費が含まれますので、原則給食費の支払いは不要です。

11. Payment of Childcare Fees 【納付方法】

Please make payment by automatic bank transfer. 保育料の納付は口座振替をお願いします。

Use a “Application for Automatic Withdrawal of School Lunch Fees” (出雲市保育所保育料口座振替依頼書) to set up automatic withdrawal from a bank account in the financial institutions. Please go to the counter at your bank and use the slip to set up the bank transfer.

「出雲市保育所保育料口座振替依頼書」に必要事項を記入し、口座振替を希望する金融機関又は郵便局に提出してください。

Each month's fee must be paid by its due date.

月々の保育料等は納付期限内にお支払ください。

Childcare fees are deducted from bank account at the end of the month for that previous month's childcare service (except for December, when tuition is deducted on the 27th). If that day falls on a weekend or banking holiday, the transfer will take place on the next business day.

保育所保育料の納付期限（口座振替日）

保育月の翌月末日（ただし、11月分は12月27日）金融機関の休業日の場合は翌営業日

Fees for 保育実施 月	Fee Withdrawal Date (Bank Transfer) 納期限(口座振替日)		Fees for 保育実施 月	Fee Withdrawal Date (Bank Transfer) 納期限(口座振替日)	
April	May.31	(Fri..)	October	December.2	(Mon.)
May	July.1	(Mon.)	November	December.27	(Fri.)
June	July.31	(Wed.)	December	January. 31	(Fri.)
July	September.2	(Mon.)	January	February.28	(Fri.)
August	September.30	(Mon.)	February	March.31	(Mon.)
September	October.31	(Thu.)	March	April.30	(Wed.)

Certified Childcare Center: Fees, etc. are collected at respective childcare facilities. For details, please contact the facility.

認定こども園：各施設が徴収します。納付方法は各施設にご確認ください。

12. Location for payment 【納付場所】

Financial institutions designated by Izumo City, convenience store payments, smartphone applications such as PayPay and LINEpay.

出雲市指定金融機関、コンビニエンスストア収納の委託を受けた収納代行業者が契約するコンビニエンスストア本部直営店及びフランチャイズ加盟店、スマートフォンアプリPayPay、LINEPay

13. Other Fees (Monthly Expenses Other Than Tuition Fees and Daycare Meals)

【その他費用（保育料・給食費以外に毎月かかる費用）】

(1) Parents and Teachers Association (PTA) fee 保護者の会会費

Parents and Teachers Association's activities vary from facility to facility.

保護者の会は園ごとに活動内容が異なります。

(2) Other fees and expenses 諸費

There may be fees for picture books, field trips, etc.

Each childcare facility has its own program, so please contact them directly for more details.

絵本代、遠足代等の諸費がかかることがあります。園ごとに内容が異なりますので、詳しくは直接園にお問合せください。