

# Fiscal Year 2024 [Reiwa 6 nendo]

磐田市保育園等入園案内・英語

## Application Guide for Iwata City *Hoikuen* [Nursery School] and others

This guide describes the matters and procedures required to apply for *Hoikuen*, *Kodomoen* (*Hoikuen* section) and *Chiikigata Hoiku* of Iwata City. If you are going to enroll your child, please be sure to read this information. Regarding the documents, please complete all the forms and submit them by the deadline.

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### Fiscal Year 2024, Class according to the birthdate

CLASS	DATE OF BIRTH
Age 0	From [R5 nen] 2023/April/02 ~ *Please check the age month that can apply according to the preschool.
Age 1	From [R4 nen] 2022/April/02 to [R5 nen] 2023/April/01
Age 2	From [R3 nen] 2021/April/02 to [R4 nen] 2022/April/01
Age 3	From [R2 nen] 2020/April/02 to [R3 nen] 2021/April/01
Age 4	From [H31 nen] 2019/April/02 to [R2 nen] 2020/April/01
Age 5	From [H30 nen] 2018/April/02 to [H31 nen] 2019/April/01

### Information

Iwata City Office Kodomo-bu Yōchien Hoikuen-ka  
Un’ei Shien Group: 0538-37-2754



Click here for frequently asked questions



## 1 保育園等に入園申し込みできる方について Who can apply for admission to Hoikuen etc.

Parents/guardians can apply if they require childcare for any of the following reasons:

Reasons for requiring childcare	Parent / guardian's situation	Available period (Period of certification)
Working	Working hours are <u>64 hours a month or more</u>	Period in which parents are working continuously.
Pregnancy / Childbirth	Before and after childbirth	Two months before and after the expected delivery month. ※ 1
Illness / Disability	Have illness, injury, or disability	Until the guardian recovers from the illness, etc.
Nursing / Caring	Are constantly nursing or caring for a relative	Until there is no need for care or nursing care.
Disaster Recovery	Are involved in recovery from disasters such as fires etc.	Until the recovery is complete.
Job Hunting	Are continually looking for a job (including preparation to start a business)	The end of the month on which 90 days have passed since the effective date. ※ 2
(Parents) Attending School	Are attending university, vocational training school, vocational school (etc.) for more than 64 hours a month.	Until the end of the month of the scheduled graduation date.
Abuse / Domestic Violence	When necessary to prevent child abuse / Domestic Violence	Period considered necessary.

※ 1 After the period expires, the child has to leave preschool. If you wish your child to continue to attend the preschool, please apply for admission again. Admission (selection) will be adjusted again.

※ 2 Within 90 days after your child enters preschool, please submit a “*Shūrō (naitei) shōmei-sho* [Certificate of employment (or promise of employment)]” that meets the condition that you are working 64 hours or more a month. If you do not submit that certificate and if your situation does not correspond to any other reasons that require childcare, the enrollment of child will be canceled. In addition, when the child is in the “waiting list [*nyūen horyū*]” and one of the parents is not working, the submission of “*Kyūshoku katsudō shinkoku-sho ken seiyaku-sho* [Employment Seeking Declaration and Term of Pledge]” is needed every 3 months to check the status of job search activities.

◎ Please note that applying from the above reasons, may not be able to enter nursery if there is no vacancy available.

## 2 教育・保育給付の認定申請について Application for “*Kyōiku hoiku kyūfu no nintei* [Certification of education/ childcare benefits]”

For your child to be able to go to a *Hoikuen*, etc. you need application for certification of education/childcare benefits under item 2 or 3 [2 gō or 3 gō nintei] and application for admission.

### (1) 認定区分について Classification of Certification.

Classification	Target Age	Hours Available / Type	Main available facilities
2 gō nintei	From 3 years old to before entering <i>Shōgakkō</i> [Elementary school]	“ <i>Hoiku hyōjun jikan</i> [Standard time childcare]” (Maximum 11 hours) or “ <i>Hoiku tanjikan</i> [Short time childcare]” (Maximum 8 hours)	<i>Hoikuen</i> <i>Nintei Kodomoen (Hoikuen Section)</i>
3 gō nintei	From 0 to 2 years old	“ <i>Hoiku tanjikan</i> [Short time childcare]” (Maximum 8 hours)	<i>Hoikuen</i> <i>Nintei Kodomoen (Hoikuen Section)</i> <i>Chiikigata Hoiku</i>

◆ After applying, as a result of examination of your case conducted by Iwata City, we will send a mail “*Shikyū Ninteishō* [Grant Approval Certificate]” to those who fall under the reasons for requiring childcare (**Note that is not a notification of admission decision [vacancy confirmation]**).

## (2) 保育必要量について **Childcare requirements.**

Approvals of 2 *gō* and 3 *gō* are divided into “Standard time childcare” and “Short time childcare” depending on the parents’ working hours and the reasons why childcare is required. The handling of childcare tuition and extended childcare also differs depending on this category.

The daily available time is maximum to 11 hours for Standard time and maximum to 8 hours for Short time childcare. The required amount of childcare is the maximum available time, and the actual hours of use will be based on the “range of childcare required” according to each family.

Reasons for requiring childcare	Standard time childcare / Short time childcare	Remarks
Working	Standard or Short time	Case by case judgment according to working hours.
Pregnancy / Childbirth	As a rule, Standard time	Short time is possible if there is a request from the parent/guardian.
Illness / Disability	Standard or Short time	Case by case judgment according to the degree of illness or disability.
Nursing / Caring	Standard or Short time	Case by case judgment according to the content of long-term care / nursing.
Disaster Recovery	As a rule, Standard time	Short time is also possible if there is a request from the parent/ guardian.
Job Hunting	As a rule, Short time	Standard time is possible only if there is an objective and rational reason.
(Parents) Attending School	Standard or Short time	Case by case judgment according to the time required to attend school.
Abuse / Domestic Violence	As a rule, Standard time	Short time is also possible if there is a request from the parent/ guardian.
Childcare leave	As a rule, Short time	Standard time is also possible only if there is an objective and rational reason

- ◆ If the child stays beyond the childcare hours set by the preschool, you will be charged an “extended childcare fee” (which varies from preschool).
- ◆ The hours for Short time approved childcare use vary according to the preschool. For details, please see the "Fiscal Year 2024 - Iwata City Information on *Hoikuen*, *Yōchien* etc. " and fill in the time settings of your 1st preschool choice.
- ◆ If you wish to change the required amount of childcare after the “*Shikyū nintei* [Grant Approval]” has been decided, you will need to complete the procedure for applying for a change. The deadline is the 20th of each month (or the previous weekday if the 20th falls on a Saturday, Sunday, or holiday), and the change will be applied from the following month.

## 3 入園申込みについて **Application for preschool admission**

### (1) 申込みから決定までの流れ **The process from application to decision (vacancy confirmation).**

Application for certification and Application for preschool admission	Please submit all application documents during the reception period.
Decision of “ <i>Shikyū nintei</i> [Grant Approval]” (2 <i>gō</i> or 3 <i>gō</i> )	We will mail you a “ <i>Shikyū Ninteishō</i> [certificate]” within 30 days of your application. ※For enrollment application for April 2024 (1 <sup>st</sup> application period), due to the large number of applications, the <i>Shikyū Ninteishō</i> [certificate] will be issued by the end of January 2024.
Vacancy adjustment (selection of new children)	It will be held in the middle of two months before the month you want to enter.
Notification of admission adjustment result	We will notify you at the end of the month, that is, two months before the month that you want to join.
(In case of <i>naitei</i> [vacancy confirmed])	We will send you a “ <i>Hoikuen-tō nyūen shōdaku tsūchisho</i> [Notification of confirmation of vacancy in <i>Hoikuen</i> (etc.)]” by mail.
(In case, application has been in <i>horyū</i> [waiting list])	Only for the first time, we will mail you a “ <i>Hoikuen-tō nyūen horyū tsūchisho</i> [Notification of waiting list for <i>Hoikuen</i> (etc.)]” ※ <b>From the next month onward, we will notify you only when the vacancy is confirmed.</b>
Interview (only for those who confirmed the vacancy)	We will conduct interviews to prepare for admission to the <i>Hoikuen</i> and necessary procedures for admission.
Admission decision (only for those who have confirmed the vacancy)	The child will enter from 1st of the month that wants to join.

- ◆ Please see page 7 for details on admission decisions.
- ◆ Admission is not on a first-come, first-served basis. Admission adjustments will be made based on the usage adjustment index table.

**(2) 受付時間 Reception time**

8:30 am to 5:15 pm (closed on Saturdays, Sundays, and national holidays)

※Please use electronic application outside of reception time.

**(3) 受付場所 Reception place***Iwata City Office Kodomo-bu Yōchien Hoikuen-ka, (Ai Plaza 3rd floor).*

Click here for recruitment situation

**(4) 受付期間 Reception period**

There is an application period according to the month that you want to enroll.

※**Attention, applications cannot be accepted outside of this period.**

※ Please let us know, if the guardian is suddenly ill, injured (etc.), or has other unavoidable circumstance.

※If your desired month of admission is January or later, applications can be accepted from October.

※If you wish to change the reasons for needing childcare, please do so within the application period.

**(5) 希望園・きょうだい区分変更期間 Period for changing desired preschool and sibling classification**Changes to the desired preschool and sibling classification can be made at the *Yōchien Hoikuen-ka* counter work or by phone.

Desired month of admission	Application period	Recruitment situation Date of publication	Desired preschool Period for changing sibling application classification	Result notification in 2024
APRIL	[1 <sup>st</sup> application period] 2023/Oct/02 (Mon)~ 2023/Oct/31 (Tue)	2023/Nov/24 (Fri)	2023/Nov/27 (Mon) ~ Dec/01 (Fri). ※ Limited to once per person during the period.	End of Jan
	[2 <sup>nd</sup> application period] 2023/Nov/01 (Wed)~ 2024/Jan/31 (Wed)	2024/Jan/26 (Fri)	2024/Jan/29 (Mon) ~ Feb/02 (Fri). ※ Limited to once per person during the period.	End of Feb
MAY	Within 2024/Feb	2024/Mar/07 (Thu)	2024/Mar/07 (Thu) ~ Mar/11 (Mon)	End of Mar
JUNE	Within 2024/Mar	Apr/08 (Mon)	Apr/08 (Mon) ~ 10 (Wed)	End of Apr
JULY	Within 2024/Apr	May/10 (Fri)	May/10 (Fri) ~ 14 (Tue)	End of May
AUGUST	Within 2024/May	Jun/07 (Fri)	Jun/07 (Fri) ~ 11 (Tue)	End of Jun
SEPTEMBER	Within 2024/Jun	Jul/08 (Mon)	Jul/08 (Mon) ~ 10 (Wed)	End of Jul
OCTOBER	Within 2024/Jul	Aug/08 (Thu)	Aug/08 (Thu) ~ 13 (Tue)	End of Aug
NOVEMBER	Within 2024/Aug	Sep/06 (Fri)	Sep/06 (Fri) ~ 10 (Tue)	End of Sep
DECEMBER	Within 2024/Sep	Oct/08 (Tue)	Oct/08 (Tue) ~ 10 (Thu)	End of Oct
JANUARY	Within 2024/Oct	Nov/08 (Fri)	Nov/08 (Fri) ~ 12 (Tue)	End of Nov
FEBRUARY	Within 2024/Oct to Nov	Dec/06 (Fri)	Dec/06 (Fri) ~ 10 (Tue)	End of Dec
MARCH	Within 2024/Oct to Dec	2025/Jan/08 (Wed)	2025/Jan/08 (Wed) ~ 10 (Fri)	End of 2025/Jan

※**Attention: Note that changes cannot be made outside of this period.**

## 4 申込みに必要な書類について Documents required for application

### (1) 全ての方が必要な書類 Required documents for everybody.

1	Application form for certification of education and childcare benefits for children and Application form for admission to <i>Hoikuen</i> (etc.).	One form for each child. ※ Necessary documents when applying ① For My Number confirmation → My Number Card (both parents), Notification Card (both parents), Certificate of residence with My Number. ② ID (of who came to apply) → Driver's license, My Number Card, <i>Zairyū Card</i> , etc. As general rule, you will be required to enter your My Number, but applications can be accepted even if you do not fill it out.
2	Questionnaire for Iwata City <i>Hoikuen</i> etc. admission	One form is required for each child.
3	Application confirmation sheet	Please read it, mark each item and fill in the applicant's name.
4	Documents certifying the need of childcare	Those who will submit the documents are the parents of the child, grandparents under the age of 65 living together (separate households, separate buildings on the same site and adjacent land are also considered living together). The required documents differ depending on the situation. Please confirm the table below for details.

【保育を必要とすることを証明する書類

Documents  proving that childcare is required】

		Shūjō shōmei-sho [Certificate of employment]	Copy of Kakuteishinkō-sho [Final tax return]	Kyūshoku katsudō shinkoku-sho ken seiyaku-sho [Job search declaration form and Term of pledge]	※ Mōshitesho [Declaration]	※ Declaration + Attached documents				
						Shindansho [Medical Certificate] (Please use the city's official form.)	Copy of Boshi Techō Mother and child health record book (Cover + expected delivery date pages)	Copy of disability certificate/rehabilitation certificate/nursing care insurance card	Copy of school enrollment certificate etc. and copy of curriculum	Copy of Kankei kikan [Notifications from related organizations, etc.]
Working	Is employed (or the job was confirmed)	<input type="radio"/>								
	Self-employed/Agriculture, Forestry and Fisheries	<input type="radio"/>	<input type="radio"/>							
	<i>Naishoku</i> [Piecework at home]	<input type="radio"/>								
Pregnancy / Childbirth					<input type="radio"/>		<input type="radio"/>			
Illness / Injury					<input type="radio"/>	<input type="radio"/>				
Disability					<input type="radio"/>			<input type="radio"/>		
Nursing / Caring	Nursing for people with deficiency and person in need of long-term care, etc.				<input type="radio"/>			<input type="radio"/>		
	Nursing care (etc.) other than person with disabilities or person requiring care.				<input type="radio"/>	<input type="radio"/>				
Disaster Recovery					<input type="radio"/>					
Job Hunting				<input type="radio"/>						
(Parents) Attending School					<input type="radio"/>				<input type="radio"/>	

- ◆ If grandparents under the age of 65 who live together do not submit necessary documentation, adjustment points will be deducted.
- ◆ New admissions are not possible due to “childcare leave” reason. → Please apply under the reason “Working” after childcare leave.
- ◆ Among the “documents proving the need for childcare”, some documents can also be used when applying for a confirmation of continued enrollment at *Hōkago Jidō Kurabu* [After school children's club] or *Hoikuen*. If necessary, please take measures such as keeping a copy of the information on hand. Please check the expiration date (etc.) of the documents with the place where you are submitting them.

( 2 ) 保育料算定等に必要書類(該当する方のみ) **Documents required for childcare fee calculation, etc. (Only for family that fits)**

Childcare fees are calculated based on the guardian's *Shiminzei* [Municipal tax] amount. For those who have moved (etc.) and were not registered as residents in Iwata City as of January 1, 2023, please obtain the documents listed in the table below from the municipality where you were registered as a resident and submit them. The documents to be submitted vary depending on the address change period and the desired month of admission.

【令和5年1月2日以降に磐田市に転入された方が必要な書類 **Documents required for those who moved to Iwata City on or after January 2, 2023**】

Desired month of admission	Those who were registered as residents in Iwata City between January 2, 2023 and January 1, 2024.	Those who have registered as residents in Iwata City on or after January 2, 2024.
From April to August	<ul style="list-style-type: none"> <li>●Fiscal Year 2023 [R5 <i>nendo</i>] Copy of <i>Shikuchōson minzei shotoku kazei-tō shōmeisho</i> [Municipal taxation certificate-income] of 2022. (A copy of (<i>Shotoku</i> [Income] in 2022.)</li> </ul>	<ul style="list-style-type: none"> <li>●Fiscal Year 2023 [R5 <i>nendo</i>] Copy of <i>Shikuchōson minzei shotoku kazei-tō shōmeisho</i> [Municipal taxation certificate-income] of 2022. (A copy of (<i>Shotoku</i> [Income] in 2022.)</li> <li>●Fiscal Year 2024 [R6 <i>nendo</i>] Copy of <i>Shikuchōson minzei shotoku kazei-tō shōmeisho</i> [Municipal taxation certificate-income] of 2023. (A copy of (<i>Shotoku</i> [Income] in 2023.)</li> </ul>
From September to March	<p>Not required</p> <p>※ If your “Municipal tax statement” was not done, must do it and present a copy.</p>	<ul style="list-style-type: none"> <li>●Fiscal Year 2024 [R6 <i>nendo</i>] Copy of <i>Shikuchōson minzei shotoku kazei-tō shōmeisho</i> [Municipal taxation certificate-income] of 2023. (A copy of (<i>Shotoku</i> [Income] in 2023.)</li> </ul>

- ◆ The 2024 [R6 *nendo*] *Shikuchōson minzei shotoku kazei-tō shōmeisho* [Municipal taxation certificate-income] (income during 2023) is scheduled to be issued around June 2024. When comes the issue period, please get the certificate at the municipality where you moved in and submit it as soon as possible.
- ◆ Although the name of document can be different depending on the city, ward, town, or village, please submit a certificate that shows the *Shikuchōson minzei kazei gaku* [Municipal taxation]."
- ◆ Even if you are registered as a resident of Iwata City, if you have no income and the municipal tax statement was not done, please submit a "*Hikazei shōmei-sho* [Tax Exemption Certificate]" or "*Shiminzei kenminzei shinkoku-sho no utsushi* [Copy of your Municipal and prefectural tax]."
- ◆ With the introduction of the My Number system, My Number may be used to share information when calculating childcare fees etc.
- ◆ Depending on the city tax declaration of your earnings status and household situation, you may be required to submit other documents.

( 3 ) 磐田市外にお住まいの方の申込みについて **Applications for those living outside Iwata City.**

- ① For those planning to move to Iwata City: Please, apply directly to Iwata City.
  - ◆ Please complete and submit all required documents within the application period (see page 3).
    - ※ You will need to submit documents that can confirm the new address of the purchase and sale contract, rental contract etc.
    - ※ Please write when you plan to move in and new address in the margin of the application form.
  - ◆ Admission adjustment (selection) will be done using the same criteria as for Iwata City residents.
  - ◆ Iwata City will contact you regarding whether or not your child will be admitted.
  - ※ **If your child is admitted to a preschool in Iwata City, please complete the transfer procedures to Iwata City by the 20th of the month before the month of admission.**
  - ※ **If you do not move to Iwata City, your admission will be canceled.**
- ② For those who do not plan to move to Iwata City: Apply through the municipality where you live.
  - ◆ Applications for certification and admission to preschool must be made at the municipality where you live.
  - ◆ For the required documents, please use the format of the municipality where you live.
  - ◆ After receiving the application documents from the municipality where you live, Iwata City will make preschool admission adjustments (selection).
    - ※ The priority will be lower than for those living in Iwata City.
  - ◆ We will contact you through the municipality where you live regarding whether or not your child will be able to enter the preschool.

## 5 申込みの際の注意点について Points to keep in mind when applying

### (1) 認定申請及び入園申込みの前に **Before applying for preschool approval qualification and admission.**

As childcare content varies by preschool, please visit the preschool before applying for admission. In addition to childcare and school lunch fees, some preschools require separate fees such as parent membership fees, gym uniforms (etc.), so the required expenses will vary depending on the preschool.

Please contact the preschool directly in advance if you would like to visit it.

### (2) 希望園の記入について **About filling out the desired preschool.**

The admission application form has columns for 1st to 5th preschool preferences. If you have more than 6th choice, please fill out another application form.

※There is no limit to the number of desired preschools listed, but there is a possibility that your child will be admitted to a preschool even if your preference is low. Please fill in the names of the preschools that your child will definitely attend.

### (3) お子様の発達や行動、食物アレルギー等について心配がある場合 **If you are worried about your child's development, behavior, food allergies, etc.**

If you have any concerns about your child's development (speech delay, hyperactivity, etc.) or health (food allergies, medical history, etc.), please be sure to visit the desired preschool and consult the responsible of preschool before applying. Please note that we may not be able to accept your child's admission due to the preschool not having a suitable system for accepting the child, we ask please to contact us as soon as possible with plenty of time.

### (4) 医療的ケアが必要な場合 **If medical care is required.**

We support group living in *Yōchien*, *Hoikuen*, etc. for children who require medical care on a daily life.

The conditions for receiving medical care are that children must be able to live together in a group, that their medical conditions and health conditions are stable, and that medical care is provided by their parents/guardians at home.

Please note that we may not be able to accommodate your request due to staffing and equipment (etc.), so if you wish to receive medical care at *Hoikuen* (etc.), please consult with the "Medical Care Child (etc.) Coordinator" regarding the provision of medical care before applying for admission.

【Medical care available at *Yōchien*, *Hoikuen*, etc.】

Tube feeding, sputum suction, urinary catheterization, fecal disposal through a colostomy, insulin injection (injection/pump)

【Contact information for medical care child (etc.) coordinator】

◆ *Iwata-shi Shōgai-sha Sōdan Shien Sentā*  
*Iwata-shi Kounodai 57 - 7 iPlaza 3<sup>rd</sup> floor.*

TEL (0538) 84-6661

FAX (0538) 84-6661

◆ *Iwata-shi Nanbu Shōgaisha Sōdan Shien Sentā*  
*Iwata-shi Kamiōnogō 51 (Iwata-shi Kyūkan Sentā)*

TEL (0538) 24-7766

FAX (0538) 36-8001

### (5) 育児休業の取り扱い **In case of childcare leave.**

Those who are currently on childcare leave can apply for approval qualification and admission on the condition that will return for work on the month of the child admission (or before). After entering the preschool, you will be asked to submit a "*Fukushoku shōmeisho* [Certificate of return to work]". If you are not able to return to work within the month of admission (or before), your enrollment will be cancelled. If you apply for admission by shortening the period of childcare leave and if your child is admitted to a childcare facility, be sure to shorten your childcare leave and return to work during the month of enrollment.

Also, the child already admitted can continue in preschool during Parents childcare leave on condition that will return for the same job (before giving birth).



## 6 入園申込み後について After applying for preschool admission

If there are any changes in the details of your application, please contact *Yōchien Hoikuen-ka* immediately.

- ① When the reason for requiring childcare changes, work hours, seek for a job and the employment has been decided, quit the job (etc.) have changed.
  - ※In all cases, the relevant certificates (etc.) must be submitted. (See page 4)
  - ※If you do not communicate the changes and the admission is subsequently decided, your admission may be canceled because the real situation is different.
  - ※If you wish to change the reasons for needing childcare, please do so within the application period. However, only the 1<sup>st</sup> application period of applications for admission in April will be accepted until December 1, 2023 (Friday).
- ② When changing the desired preschool
  - ※ Changes can be made during each month's "Period for changing desired preschool and sibling classification."
- ③ When there is a change in contact information or in the contents of the *Jūmin'hyō* [Certificate of Residence] details (address, name, family composition, etc.)
- ④ When there is no longer a need for application.

## 7 入園決定後について After admission has been decided

### (1) 入園決定について Admission decision.

The general assessment is made being considered the employment and family situation of parents or guardians, the admission situation of siblings, etc. and admission will be decided for the family with the highest need of preschool admission. The adjustment index (adjustment score) is published on the Iwata City website.

The results will be notified in the "*Hoikuentō nyūen shōdaku tsūchisho* [Notification of confirmation of vacancy in *Hoikuen* (etc.)]" or the "*Hoikuen-tō nyūen horyū tsūchisho* [Notification of waiting list for *Hoikuen* (etc.)]". From the month after the "Notification of waiting list for *Hoikuen* (etc.)" is sent, notification will only be sent when the admission decision is made. But the application remains valid and admission adjustments will continue until the end of the fiscal year (April/1 to March/31 of next year). When you receive the "Notification of confirmation of vacancy in *Hoikuen* (etc.)" the Parents should contact the corresponding preschool and proceed the admission procedures.

### (2) 内定辞退について Declining an offer of preschool admission

When waive a confirmed vacancy without just reason, etc. or take actions that interfere with the fair selection for admission, there will be a reduction of point in the adjustment score within the fiscal year. The "Notification of waiting list for *Hoikuen* (etc.)" is a notification for those whose admission has been put on hold in the admission adjustments and who have not been offered an admission offer. Therefore, we cannot issue that notification to those who have declined the offer.

## 8 入園後について After entering preschool

### (1) ならし保育について Child adaptation period [*Narashi hoiku*].

For the children can get used to the preschool [*Narashi hoiku*] comfortably, at the beginning it will be a few hours and the workload will increase as the adaptation. The period of *Narashi hoiku* depends on the nursery and the child, about 2 weeks from the first day the child enters the preschool. Early pick-up is required during this period. Regular monthly tuition will be charged during this period.

### (2) 利用施設の変更(転園)を希望する場合 In case of change the preschool you attend [*Ten'en*].

If you wish to transfer due to change of address or other reasons, you will need to apply for transfer. Please contact *Yōchien Hoikuen-ka* for the required submission documents. ※Priority will be given to new applicants for admission adjustment (selection), so we may not be able to meet your wishes.

### (3) 市外へ転出する場合 In case of move out of the city.

If you move out of the city after enrolling, you can continue to attend your current *Hoikuen* etc. until the end of the fiscal year. However, please be sure to consult with us in advance, as you may not be eligible if you are on childcare leave or are retiring due to a change of address etc. If intend to continue attending the same preschool in the next month onwards after address change, it is necessary application for "*Kyūfu nintei* [Benefits certification]" and application for admission at the municipality you are moving to.



## 9 保育料算定・副食費免除判定について **Childcare fee calculation/determination of side meal fee exemption**

### (1) 決定方法等について **Definition method etc.**

- ① It is calculated based on the total amount of “*Shiminzei shotoku warigaku* [Municipal graded income tax] of guardians (parents, etc.).
- ② When the parents, etc. are exempt of Municipal tax [*Shiminzei hikazei*] and the grandparents living together pays the municipal tax (even, separated householder, separate buildings on the same site are also considered living together) is calculated according to the grandparents’ municipal tax.
- ③ The total amount of “*Shiminzei shotoku warigaku*” used for monthly fee calculation **is before the deduction of: *Haitō kōjo, Gaikoku zeigaku kōjo, Jūtaku shutoku (etc.) tokubetsu kōjo, Jūtaku taishin kaishū tokubetsu kōjo, Haitō wari, Kabu jōto wari oyobi kifu-kin kōjo.***
- ④ The full monthly fee will be charged. Even in case of absence, regardless of the reason or cancellation of enrollment during (middle) of the month, the childcare fees will not change.

**The monthly fee is determined by the child's age class on April/1 (class according to the birthdate) of the fiscal year of entry in the preschool.**

### (2) 副食費の免除について(3～5歳児クラス) **Exemption from side meal fees (for class age 3 to 5).**

Due to the free childcare education and childcare, the following people will be exempt from paying side meal fees.

- ① Those who are in level 4-1-2 or lower on the childcare fee table (page 9).  
※However, except for single-parent family, etc. is applicable for family with “*Shiminzei shotoku wari kazei-gaku* [Municipal graded income taxation amount]” less than 57,700 yen.
- ② From the third child (if there are two or more siblings attending classes from 0 to 5 years old).

### (3) 保育料の算定・副食費免除の判定について **Childcare fees calculation and side meal subsidy evaluation.**

The amount from April to August will be determined based on the guardians’ “*Shiminzei gaku* [Municipal tax]” amount for the FY2023.

The amount from September to March will be determined based on the guardians’ “*Shiminzei gaku* [Municipal tax]” amount for the FY2024.

※Every year in September, the monthly fee and meal subsidy amount are recalculate.

If your childcare fee changes, we will send you a “*Hoiku-ryō henkō kettei tsūchisho* [Notification of childcare fee change decision]” by mail.

Those who are eligible for side meal fee exemption will be mailed a “*Fuku shokuhi menjo tsūchisho* [Notification of side meal fee exemption]”.

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Calculated and determined based on the tax amount of the Fiscal Year 2023 – R5 <i>nendo</i> .					Calculated and determined based on the tax amount of the Fiscal Year 2024 – R6 <i>nendo</i> .						

### 4) 保育料・副食費免除の変更について **Changes in exemptions for childcare fees and side meal fees.**

When for any reason the amount of municipal tax changes (as for dependent statement, etc.), there is a case of change in the monthly fee and/or meal expenses subsidy. In this case, **there may be an addition or refund of the difference amount retroactively according to the month of Municipal Tax change.**

※**Application required, please contact by phone at *Yōchien Hoikuen-ka* for consultation.**

※**The applicable period is within the applicable fiscal year, there is no retroactive process over previous years.**

※**When the family member changes due to marriage, divorce, etc. the childcare fee and meal expense may also change. Please notify by submitting the form [*Jidō no katei jōkyō-tō no henkō todoke* [Notification of Changes in Child's Home Status, etc.]...**

### 5) 同一世帯の障がい児(者)について **Children with disabilities in the same household, living together.**

There are cases of getting a discount on the monthly fee, submitting a copy of: *Shintai Shōgaisha Techō, Ryōiku techō, Seishin Shōgaisha Hoken Fukushi Techō.*

# 10 令和6年度 磐田市保育料表 Fiscal Year 2024 Iwata City Fee Table

Monthly (Unit / yen)

Level (Burden part)		Classification		Monthly fee paid by user ( ) fee of 2 <sup>nd</sup> child	
				0 to 2 year old class	
				Standard Time	Short Time
# 1 #	1st level	<i>Seikatsu Hogo Household</i> (Public Assistance Act Household)		0	0
# 2 #	Level 2-1	Municipal tax exempt households ( ¥ 0)	Single-parent households, etc.	0 ( 0 )	0 ( 0 )
# 2 2	Level 2-2		Other than single-parent households, etc.	0 ( 0 )	0 ( 0 )
# 3 1	Level 3-1	Less than 48,600 yen	Single-parent households, etc.	4,200 ( 0 )	4,100 ( 0 )
# 3 2	Level 3-2		Other than single-parent households, etc.	8,900 ( 4,450 )	8,700 ( 4,350 )
4 1 1	Level 4-1-1	48,600 yen or more and less than 77,101 yen	Single-parent households, etc.	9,000 ( 0 )	8,800 ( 0 )
4 1 2	Level 4-1-2		Other than single-parent households, etc.	19,000 ( 9,500 )	18,600 ( 9,300 )
# 4 2	Level 4-2	77,101 yen or more and less than 97,000 yen		19,000 ( 9,500 )	18,600 ( 9,300 )
# 5 #	Level 5	97,000 yen or more and less than 169,000 yen		29,300 ( 14,650 )	28,700 ( 14,350 )
# 6 #	Level 6	169,000 yen or more and less than 301,000 yen		40,400 ( 20,200 )	39,500 ( 19,750 )
# 7 #	Level 7	301,000 yen or more less than 397,000 yen		46,800 ( 23,400 )	45,600 ( 22,800 )
# 8 #	Level 8	397,000 yen or more		60,800 ( 30,400 )	59,200 ( 29,600 )

※ Standard time childcare: up to 11 hours of usage time  
Short time childcare: up to 8 hours of usage time.

(REMARKS)

- 1 These childcare fees are applicable to users attending *Hoikuen, Nintei Kodomoen (Hoikuen-bu)* or *Chiiki-gata Hoiku facilities*.
- 2 If your child has a sibling who attends preschool between the age of 0 and before entering elementary school (5-year-old class [*Nenchō*]), starting with the eldest child, the second child is half price (amount in parentheses), and the third and subsequent children will be free. For family with "*Shiminzei shotoku wari kazei-gaku* [Municipal graded income taxation amount]" less than 57,700 yen (single-parent family, etc. less than 77,101 yen) there is no age limit for multiple sibling discount.
- 3 In addition to this childcare fee, actual expenses for teaching materials (etc.) will be collected.
- 4 With the implementation of free early childhood education and childcare, childcare fees are free for *Shiminzei Hikazei* [Municipal Tax Exempt] households for 0 to 2 year old classes and for 3 to 5 year old classes.

# 11 提出書類記入例 Example of filling out documents to be submitted

子どものための教育・保育給付認定申請書兼保育所等入園申込書・申請

For Iwata City Mayor  
and Iwata City Welfare Office Director  
As follows, I am applying for *Kyouiku and Hoiku Kyutu* Certification.

Please fill out carefully with a black ballpoint pen. Please do not use pencils, erasable ballpoint pens, etc. Please draw a double line over the correction and write the correct information in the margin. Do not use correction tape or correction pens.

I also authorize to verify the information on Municipal Tax (of all family members), the family situation and communicate the amount of the user's fee defined based on this information to the educational institution and others. When the request is for *Youchien, Nintei Kodomoen*, fill in the name of the institution who wants to join in the 1st option field.

Child (applicant)	Current address	〒 438 - 0077 Iwata-shi Kounodai		丁目	57	番地	7	号														
	MyNumber	1	2	3	4	5	1	2	3	4	5	1	2	Birth date	<input type="checkbox"/> Heisei <input checked="" type="checkbox"/> Reiwa	Year	4	M	5	D	1	2
	フリガナ	イワタ ハルコ		Gender	<input type="checkbox"/> M <input checked="" type="checkbox"/> F		Age in April/1	1		Years old												
	Child's full name	Iwata Haruko		Fill in the code according to the list of nursery, etc., page 15 of this application guide.																		

Admission	施設コード 施設名 Nursery Code and Name	Code	Name	Reason for requesting	
		第1希望 1st option	1 2	000 Hoikuen	Because my older sister is in this preschool.
		第2希望 2nd option	2 2	XXX Hoikuen	Because it is close to my house / work and is convenient for commuting to the preschool.
		第3希望 3rd option	1 5	△△△ Hoikuen	Because it is close to her mother's workplace and convenient for commuting.

The established schedule of Standard time/Short time is different according to the nursery, etc. Please see the 2024 Information on Iwata City Nursery Schools, Kindergartens, etc., check the time settings for your first choice, and check the box.

When requesting more than 6 nurseries, etc. options, use one more application form.

Period	Year	6	Month	4	day	1	to	Year	7	month	3	day	31
Day of use	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat						Time	8:00 to 18:00					
Required time	<input checked="" type="checkbox"/> 基準時間 Standard time (max. 11 hrs)						<input type="checkbox"/> 短時間 Short time (max. 11 hrs)						

- 保護者登録者 Registered parent  Father  Mother  Other
- 連絡先優先者 Phone contact priority  Father  Mother  Other

Fill in the date of year R7/month 3/day 31th. However, if there is a specified period for childbirth, illness, etc., please fill in the final date of that period (reason).

父 Father	フリガナ	イワタ ユウジ																			
	氏名	Iwata Yuuji																			
	Full name	<input type="checkbox"/> Absent, single-mother household																			
	MyNumber	1	2	3	4	5	6	2	3	4	5	8	9	Birth date	<input type="checkbox"/> Shouwa <input checked="" type="checkbox"/> Heisei	Year	5	M	1	D	1
別居している場合の住所	Address if live separately		Iwata-shi Kounodai 57-7																		
別居している場合の住所	Address in 2021/Jan/1		Iwata-shi Kounodai 57-7																		
連絡先	Phone Nr. (don't use hyphens, fill from left side)		0 9 0 1 2 3 4 * * * *																		

If you have siblings, it should be the same person.

母 Mother	フリガナ	イワタ アイコ																			
	氏名	Iwata Aiko																			
	Full name	<input type="checkbox"/> Absent, single-father household																			
	MyNumber	1	2	3	4	5	1	2	3	4	5	6	7	Birth date	<input type="checkbox"/> Shouwa <input checked="" type="checkbox"/> Heisei	Year	6	M	6	D	2
別居している場合の住所	Address if live separately		Iwata-shi Kounodai 57-7																		
別居している場合の住所	Address in 2023/Jan/1		Iwata-shi Kounodai 57-7																		
連絡先	Phone Nr. (don't use hyphens, fill from left side)		0 9 0 1 1 1 4 * * * *																		

# Example of filling out the forms

申請児童以外の児童 Child's siblings	児童との続柄 Relationship	フリガナ Full name	Birth date	Age in April/1	School code	School name	生計関係 Livelihood
Child's siblings	Ani (older brother)	イワタ ユウスケ Iwata Yuusuke	<input checked="" type="checkbox"/> Heisei <input type="checkbox"/> Reiwa 26 Y 6 M 28 D	9		〇〇 Shōgakko	<input checked="" type="checkbox"/> Together <input type="checkbox"/> None
	Ane (older sister)	イワタ トモコ Iwata Tomiko	<input checked="" type="checkbox"/> Heisei <input type="checkbox"/> Reiwa 30 Y 8 M 13 D	5	1 2	〇〇 Hoikuen	<input checked="" type="checkbox"/> Together <input type="checkbox"/> None
	Otouto (younger brother)	イワタ リョウスケ Iwata Ryousuke	<input type="checkbox"/> Heisei <input checked="" type="checkbox"/> Reiwa 5 Y 9 M 10 D	0		Waiting for vacancy 〇〇 Hoikuen	<input checked="" type="checkbox"/> Together <input type="checkbox"/> None

Household status	生活保護受給の有無 Receive Seikatsu hogo	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	開始年月日 Starting date	<input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa	〇〇 M 〇〇 D	
	ひとり親家庭の適用 Single-parent family	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	開始年月日 Starting date			
	障害世帯の適用 Family member has a disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	理由 Reason			

If there siblings already attending the preschool you are applying for, points will be added to your score, so please be sure to write down the code and preschool name, etc.

父方祖父 Paternal grandfather	フリガナ Full name	イワタ タクヤ Iwata Takuya	Birth date	<input checked="" type="checkbox"/> Showa <input type="checkbox"/> Heisei 26 Y 10 M 10 D	Age in April/1	72 Years old
	Address	Iwata-shi Shimonobe 48 <input type="checkbox"/> 同居 Live together <input type="checkbox"/> 同一敷地内 Same site <input type="checkbox"/> 隣接地 Adjacent land <input checked="" type="checkbox"/> 市内 In Iwata City <input type="checkbox"/> 市外 Another City <input type="checkbox"/> 県外 Another Prefecture (ken)				
	Work schedule	〇〇 hrs 〇〇 min. to 〇〇 hrs 〇〇 min. Total 〇〇 hours <input checked="" type="checkbox"/> Does not work				
	Other					

父方祖母 Paternal grandmother	フリガナ Full name	イワタ シズカ Iwata Shizuka	Birth date	<input checked="" type="checkbox"/> Showa <input type="checkbox"/> Heisei 33 Y 11 M 16 D	Age in April/1	65 Years old
	Address	<input checked="" type="checkbox"/> Same as above <input type="checkbox"/> 同居 Live together <input type="checkbox"/> 同一敷地内 Same site <input type="checkbox"/> 隣接地 Adjacent land <input checked="" type="checkbox"/> 市内 In Iwata City <input type="checkbox"/> 市外 Another City <input type="checkbox"/> 県外 Another Prefecture (ken)				
	Work schedule	〇〇 hrs 〇〇 min. to 〇〇 hrs 〇〇 min. Total 〇〇 hours <input checked="" type="checkbox"/> Does not work				
	Other					

母方祖父 Maternal grandfather	フリガナ Full name		Birth date	<input type="checkbox"/> Showa <input type="checkbox"/> Heisei 〇〇 Y 〇〇 M 〇〇 D	Age in April/1	〇〇 Years old
	Address	<input type="checkbox"/> 同居 Live together <input type="checkbox"/> 同一敷地内 Same site <input type="checkbox"/> 隣接地 Adjacent land <input type="checkbox"/> 市内 In Iwata City <input type="checkbox"/> 市外 Another City <input type="checkbox"/> 県外 Another Prefecture (ken)				
	Work schedule	〇〇 hrs 〇〇 min. to 〇〇 hrs 〇〇 min. Total 〇〇 hours <input type="checkbox"/> Does not work				
	Other					

母方祖母 Maternal grandmother	フリガナ Full name	スズキ チエコ Suzuki Tieko	Birth date	<input checked="" type="checkbox"/> Showa <input type="checkbox"/> Heisei 46 Y 11 M 16 D	Age in April/1	52 Years old
	Address	<input type="checkbox"/> Same as above Iwata-shi Kounodai 57-7 <input type="checkbox"/> 同居 Live together <input checked="" type="checkbox"/> 同一敷地内 Same site <input type="checkbox"/> 隣接地 Adjacent land <input type="checkbox"/> 市内 In Iwata City <input type="checkbox"/> 市外 Another City <input type="checkbox"/> 県外 Another Prefecture (ken)				
	Work schedule	8 hrs 30 min. to 17 hrs 30 min. Total 8.0 hours <input type="checkbox"/> Does not work				
	Other					

※磐田市記 Even in the case of separate households, separate buildings on the same premises, or adjacent properties, the person will be considered "living together with the child" when making admission adjustments.

受理日	受付番号	年	月	日
子				
父基本				
1	2	3	4	5
				6
				きょうだい
				歳
				歳
				歳

Template

保育の実施を必要とする理由

**Reason(s) for requiring childcare.**

申込児童名

Child's Name: **Iwata Haruko**

父親の状況 Father's situation	<input checked="" type="checkbox"/> 就労中 Working	<b>正社員/Seishain</b> パート/Part-time アルバイト/Arubaito 派遣社員/Haken shain 非常勤/Hijokin 契約員/Keiyaku shain 内職/Naishoku 自営/Self-employed 農業/Agriculture 保険外交/Hoken gaikō その他/other ( )			
	<input type="checkbox"/> 求職中 Seeking for job	勤務先内定/ Has a job confirmed		求職活動中/Currently seeking for a job	
	<input type="checkbox"/> 疾病・障害 Illness, Disability	<input type="checkbox"/> 介護・看護 Nursing, Caring	<input type="checkbox"/> 災害復旧 Disaster recovery	<input type="checkbox"/> 就学 Attend/enter school	
	<input type="checkbox"/> 不在 Absent	<input type="checkbox"/> その他 Other ( )			
母親の状況 Mother's situation	<input checked="" type="checkbox"/> 就労中 Working	<b>派遣社員/Haken shain</b> 非常勤/Hijokin 正社員/Seishain パート/Part-time アルバイト/Arubaito 契約員/Keiyaku shain 内職/Naishoku 自営/Self-employed 農業/Agriculture 保険外交/Hoken gaikō その他/other ( )			
	<input type="checkbox"/> 求職中 Seeking for job	勤務先内定/Has a job confirmed		求職活動中/Currently seeking for a job	
	<input type="checkbox"/> 疾病・障害 Illness, Disability	<input type="checkbox"/> 介護・看護 Nursing, Caring	<input type="checkbox"/> 災害復旧 Disaster recovery	<input type="checkbox"/> 就学 Attend / enter school	<input type="checkbox"/> 妊娠・出産 Pregnancy, Childbirth
	<input type="checkbox"/> 不在 Absent	<input type="checkbox"/> その他 Other ( )			

**児童の状況等 Child's situation, etc.**

保育状況 Childcare situation	<input checked="" type="checkbox"/> 自宅で見ている Taking care at home	父 Father <b>母 Mother</b> その他 Other (保育者名 Who is taking care of child: 児童との続柄 Relationship with the child : )	
	<input type="checkbox"/> 自宅外に預けている Other place besides home	公立幼稚園 Public kindergarten 認可外保育園 Ninkagai hoikuen 一時保育 Temporary childcare ___days/week 週何日	私立幼稚園 Private kindergarten 親族 Family member 知人 Friend その他 Other ( )
	保育者または保育所名 Name who is taking care of or Daycare Center name:		利用開始年月 Start using from ___Year ___Month
	所在地 Address		Phone:
	保育時間 Childcare hours from ___:___ to ___:___		保育料 (月額) Childcare fee: _____ yen per month.
	<input type="checkbox"/> 職場で保育している Childcare at work.	店舗内 Inside the store 休憩室 Rest area 自宅 Home (職場と同じ場所 Same place as work) その他 Other ( )	
健康状況 Health condition	発育発達状況 Developmental status	<input checked="" type="checkbox"/> 順調 Normal <input type="checkbox"/> その他 Other ( )	
	健診の受診 The child did Medical examination?	<input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes (4か月健診 4 month exam) (10か月健診 10 month exam) (1歳6か月健診 1 year 6 month exam) (3歳児健診 3 year exam)	
	相談・治療している医療機関等 Is a hospital/clinic consulting or undergoing treatment?	<input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes 医療機関名 Hospital/clinic's name: <b>XXX Clinic</b> 通院回数 If yes, how many times: <b>1 (once)</b> 週 a week / <b>1 月 a month</b> / 年 a year	
	手帳の有無 Has Disability Booklet?	<input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes (身体障害者手帳 Shintai shōgaisha techō 療育手帳 Ryōiku techō)	

入園にあたり配慮が必要なこと Special care needed when joining: Ex: **None or Allergy of XXX.**

**Allergy to eggs. Eggs themselves cannot be eaten, but processed products such as cakes can be eaten. The symptom of allergy is eczema.**

**My child may have developmental delays and may not be able to answer questions.**

**家庭の状況等 Family situation, etc.**

送迎予定者 Who's going to drop/pick-up	<input type="checkbox"/> 父 Father <input checked="" type="checkbox"/> 母 Mother <input type="checkbox"/> 祖父 Grandfather <input type="checkbox"/> 祖母 Grandmother <input type="checkbox"/> その他 Other	送迎手段 Transportation	<input checked="" type="checkbox"/> 自動車 Car <input type="checkbox"/> 自転車 Bicycle <input type="checkbox"/> 徒歩 Walk
保護者不在時の連絡先 Emergency contact when parents are absent	氏名 Full name	People other than parents.	続柄 Relationship
	住所 Address		連絡先 Phone
	<b>Suzuki Tieko</b>		<b>Grandmother</b>
	<b>Iwata-shi Kounodai 57-7</b>		<b>XXX-XXXX-XXXX</b>

(Continue on the reverse side)

入園希望月に入園できなかった場合の予定 When the child cannot enroll in the month you want to enroll.

<input checked="" type="checkbox"/> 育児休暇延長 Parental leave can be extended until (令和 6 年[Year] 11 月[Month] [November 2024])
<input type="checkbox"/> 保護者が保育する Parents will care (父 Father / 母 Mother) <input type="checkbox"/> 保護者以外が保育する Person other than parents (続柄 Relationship: )
<input type="checkbox"/> 認可外保育施設 Ninkagai Hoiku Shisetsu <input type="checkbox"/> 一時預かり Temporary childcare <input type="checkbox"/> 企業内託児所 Company's nursery
<input type="checkbox"/> 幼稚園 Kindergarten [Yochien] <input type="checkbox"/> その他 Other ( )

連帯保証人 ※連帯保証人は、原則として①配偶者②祖父母③親族のいずれかをお願いします。

Guarantor, as a rule, should be ①spouse ②grandparents ③a relative.

今回入園申請する児童の保育園利用料等について、保護者が完納することを保証します。万が一滞納したい場合は、私が責任を持って納入いたします。I guarantee that parents/guardians will fully pay the Hoikuen usage fees for child applying for admission. In case of non-payment, I assume the responsibility to make the payment.	
令和 Reiwa <u>XX</u> 年 Year <u>XX</u> 月 Month <u>XX</u> 日 Day	
連帯保証人 Guarantor 氏名 Name: <u>Iwata Aiko</u>	Relationship with householder: <u>Wife</u>
住所 Address: <u>Iwata-shi Kounodai 57-7</u>	Phone: <u>XXX-XXXX-XXXX</u>

※以下は、該当する方のみご記入ください。※Please fill out the information below only if applicable.

[育児休暇から復帰予定で申請する場合]上のお子様保育等(※1)に在園している場合は選択不要です。該当するいずれか1つにチェック☑してください。 **[IF YOU ARE APPLYING DUE TO RETURN TO WORK AFTER THE CHILDCARE LEAVE]**, if your older child is enrolled in a daycare facility (※1), you do not need to make a selection. Please check ☑ the one that applies.

<input checked="" type="checkbox"/> 直ちに復帰を希望している、又は、保育施設等に入所が決まれば復帰したい。I intend to return to work immediately, or as soon as my child are admitted to a childcare facility (etc.), I wish to return to work
<input type="checkbox"/> 直ちに復帰を希望しておらず、利用調整において減点となることを承知している。I do not intend to return immediately, and I am aware that points will be reduced in the vacancy adjustment.

(※1) 保育園等とは、認可保育園、設定こども園(保育園部)、地域型保育をいいます。(※1) Hoikuen, etc. refers to Ninka Hoikuen, Nintei Kodmoen (Hoikuen-bu), and Chiiki-gata childcare.

[きょうだいで申請する場合] **[WHEN APPLYING FOR SIBLINGS]** 希望するものを1つ選択しチェック☑してください。Select only one ☑.

<input type="checkbox"/> A 同時期・同施設の入園ができなければ入園希望しない。I'm not interested in admission, if it is not possible to enter at the same time and in the same preschool.
<input type="checkbox"/> B 別施設での入園でも良いが、同時期でなければ入園を希望しない。It can be in different preschools, but they must be at the same hour.
<input type="checkbox"/> C 別時期の入園でも良いが、同施設でなければ入園を希望しない。It can be at different hours, but they must be in the same preschool.
<input checked="" type="checkbox"/> D 別施設・別時期の入園でも、入園を希望する。The preschool and the admission period can be different from each other.

C・Dを選択した場合のみ、希望するものを1つ選択しチェック☑してください。

**IF YOU CHOSE OPTIONS C OR D, PLEASE SELECT ☑ ONE OF THE OPTIONS BELOW.**

<input type="checkbox"/> 1 本児が内定しなければ利用は希望しない。I'm not interested in the vacancy if the child of this application does not get the vacancy.
<input checked="" type="checkbox"/> 2 本児以外【児童名: 磐田 亮佑】が内定しなければ利用は希望しない。I'm not interested in the vacancy if the other child [name: Iwata Ryousuke] doesn't get the vacancy.
<input type="checkbox"/> 3 どちらの子が先でも良い。Either child can enroll (join) first.
※2・3を選択した方は、申請児童が入園できるまでの保育の予定を記載してください。If you chose options 2 or 3, fill in where the children will be cared until get the vacancy. 認可外施設(〇〇園)を利用する。My child is going to use the Ninkagai Hoikuen xxx.

[土曜保育を希望する場合] **[IF YOU WISH TO USE THE PRESCHOOL ON SATURDAYS]**

利用頻度等について希望するものを1つ選択しチェック☑してください。Select only one ☑.

<input type="checkbox"/> 毎週 Weekly <input type="checkbox"/> 隔週 Every other week <input checked="" type="checkbox"/> その他 Others <u>シフトによる According to company's schedule</u>
保育希望時間 Desired childcare hours: From <u>8:00</u> to <u>17:00</u> .

園に空きがあるが、利用者多数等のやむを得ない理由により土曜保育に限って利用できない場合について、下記のうち希望する方を1つ選択しチェック☑してください。If there is a vacancy in the preschool but cannot use it only on Saturday due to unavoidable reasons such as a large number of children, please select and mark ☑ only one of the following.

<input type="checkbox"/> A 土曜保育が利用できる園を待つ。I will wait for a preschool where Saturday childcare is available.
<input checked="" type="checkbox"/> B 土曜保育が利用できなくても、園に空きがあれば入園を希望する。※土曜保育が利用できない期間の保育の予定を記載してください。Even if childcare is not available on Saturdays, I would like to enter the preschool if there is vacancy. ※Please fill in your childcare schedule during the period when Saturday childcare is not available. 一時預かりを利用する。My child is going to use the Ichiji Azukari Service (temporary assistance).

※園によって土曜保育の実施状況が異なりますので、希望する園の状況を確認のうえご記入ください。※The implementation status of childcare on Saturdays differs depending on the nursery, please check the situation of your desired nursery school before filling out the form.

Application Confirmation Checklist

申込児童名・Child's name:  
 \_\_\_\_\_  
 \_\_\_\_\_

内容を確認していただいた項目にチェック☑してください。Please check  the items that you have confirmed the contents.

確認事項 Checklist		Check	
入園申込みについて Application for preschool admission	1	申込み前に、「保育園等入園案内」を必ずお読みください。 Before applying, I read the "Iwata City Nursery School [Hoikuen] (etc.) Admission Guide".	
	2	申請書及び必要書類に記載された内容（記載がない場合も含む）が事実と異なる場合、支給認定および入園調整結果が取り消される場合があります。 If the contents written in the application form and required documents (including cases where they are not mentioned) are different from the facts, the application/admission adjustment results may be cancelled.	
	3	幼稚園保育園課の入園・保育料賦課徴収等の事務に必要な場合、下記の個人情報を確認することに同意します。※必要とする情報：住所・世帯構成・世帯の課税状況・児童扶養手当受給・特別児童扶養手当受給・身体障害者手帳・療育手帳・生活保護受給等にかかる情報。 I agree to confirm the following personal information when necessary to the Department of Yochien Hoikuen-ka's admission/quit procedures, childcare fee levy/collection (etc.). ※Required information on: address, family members, family taxation [Kaze], Single-parent situation [Jidō fuyō teate], special child rearing allowance [Tokubetsu jidō fuyō teate], Certificate of physical disability [Shintai shōgaisha techō], Certificate for people with intellectual disabilities [Ryōiku techō], Seikatsu hogo, etc.	
	4	保育を必要とすることを証明する書類の内容について、発行元に照会することがあります。 We may inquire with the issuer regarding the contents of the document proving the need for childcare (Employer's certificate, etc.)	
	5	児童のアレルギーや障がいについては、程度に関わらず必ず申し出てください（「保育園等入園調査書」の「児童の状況等」に必ず記載してください）。 Regarding children's allergies and/or disabilities, please be sure to report them to the preschool regardless of the severity. (Fill in the "Children's situation, etc." of the "Hoikuen (etc.) admission survey form").	
	6	児童に重篤なアレルギー、病気や障がいなどがある場合は、必ず事前に利用希望園等を訪問し、受け入れ状況を確認した上で申し込みをしてください（訪問園等への優先利用を約束するものではありません）。 If your child has a serious allergy, illness, or disability, it is necessary to schedule and visit the preschool with the child, to confirm that they have the appropriate structure, employee, etc. The visit to the preschool does not compromise the priority of admission.	
	7	申込み状況に変更があった場合は、必ず幼稚園保育園課へご連絡ください。 When there is a change in the content filled in the application forms, please be sure to inform the Yochien Hoikuen-ka [Department].	
	8	育児休暇中に入園申込みする場合、入園した月内に職場復帰することが条件となります。入園後も引き続き育児休暇を取得する予定の方は、保育が必要な事由に該当しないため、入園申込みはできません。 If you apply for admission to a preschool during childcare leave, the mother must return to work within the month of enrollment. After returning to work, please submit a "Certificate of Return to Work." If the child joins the preschool and the mother intends to continue in maternity leave, the child will not be able to enroll.	
	9	正当な理由なく希望保育施設の入園内定を辞退するなど、公正な選考に支障を来す様な行為を行った場合は、年度内の調整点数が指数表のとおり、減点になります。なお、内定を辞退された方には『保留通知』は交付することができません。 When giving up or refusing a confirmed vacancy without justifiable reason, if you take actions that may interfere with a fair selection for admission, the adjusted points for the school year will be deducted according to the index table. Please note that a "Hoikuen (etc.) admission waiting list notice [horyū tsūchi]" cannot be issued to those who decline the offer.	
	10	今回の入園申込みの有効期間は、年度末までです。翌年度以降も引き続き保育園等に入園を希望される場合は、再度、申請書の提出が必要です。 The validity period of this admission application in until the end of the School Year (Apr/1st to Mar/31st). If you wish to continue enrollment for the next School Year, you must submit the application again.	
入園後について After being admitted	1	保育を必要とする事由がなくなった場合は、保育園等は退園となります。 When you no longer have the requirements to use the Nursery School [Hoikuen] etc., enrollment will be canceled.	
	2	保育を必要とする事由については必要に応じ調査し、書類の提出をお願いすることがあります We may investigate the reasons why childcare is required and ask you to submit documents as necessary.	
	3	お子様が保育園等に慣れるまで、慣らし保育（保育時間の短縮）を実施させていただきます。 Until the child gets used to the Nursery School (etc.), the narashi hoiku [adaptation period] is provided. At the beginning it will be only few hours a day.	
	4	保育を必要とする事由や家庭状況等（住所・同居・別居など）が変更になった場合は、速やかに園または幼稚園保育園課に届出書をご提出ください。 When changing the reasons for application, family member (moved to live together or separated), change of address, etc. immediately submit the change form to the preschool or Yochien Hoikuen-ka.	
	5	出産休暇・育児休暇を取得する場合には、園または幼稚園保育園課へ証明書をご提出ください。 If you wish to take maternity leave or childcare leave, please submit document(s) to the preschool or Yochien Hoikuen-ka.	
	6	保育料、給食費は、必ず期限内に納付してください。 Please be sure to pay childcare fees and school lunch fees by the deadline.	
	7	退園する場合には、早急に園または幼稚園保育園課に退園届を提出してください。 If you wish to quit the Nursery school, please submit a notice of quitting to the nursery school [Taien Todoke] to the preschool or to the Yochien Hoikuen-ka as soon as possible.	
	8	保育料の日割り計算はありません。月途中の退園でも、1か月分の保育料がかかります。 Upon cancellation of enrollment, there is no fee calculation per day, regardless of the reason the full amount of 1 month is charged.	

上記事項について、すべて確認し承諾します。I will comply and agree with all the above matters.

Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Guardian's Name 保護者署名 : \_\_\_\_\_

## 12 Fiscal Year 2024 List of Nursery Schools, etc. Codes of Iwata City

For detailed information about preschools, please see pages 2 to 9 of the "FY2024 - Iwata City Information on Hoikuen, Yōchien, etc."

<b>Nintei Kodomoen</b>		<b>Hoikuen</b>		<b>Chiikigata Hoiku</b>	
Institution Code	Institution (Facility) Name	Institution Code	Institution Name	Institution Code	Institution Name
<b>01</b>	Ōfuji Kodomoen	<b>17</b>	Iwata Kita Hoikuen	<b>32</b>	Hiyoko Hoikuen
<b>02</b>	Iwata Nakayoshi Kodomoen	<b>18</b>	Toyoda Kita Hoikuen	<b>33</b>	Haatofuru Hoikuen
<b>03</b>	Toyoda Minami Kodomoen	<b>19</b>	Toyoda Nishi Hoikuen	<b>34</b>	Ringo Hoikuen
<b>04</b>	Seijō Kodomoen	<b>20</b>	Kōnotori Hoikuen	<b>35</b>	Happy Hoikuen
<b>05</b>	Toyooka Kodomoen	<b>21</b>	Izumi Hoikuen	<b>36</b>	Iwata Nobiyaka Hoikuen
<b>06</b>	Fukude Kodomoen	<b>22</b>	Izumi Daini Hoikuen	<b>37</b>	Happy Daini Hoikuen
<b>07</b>	Ryūyō Higashi Kodomoen	<b>23</b>	Izumi Daisan Hoikuen	<b>38</b>	Shiki no Kaze Hoikuen
<b>08</b>	Ninomiya Kodomoen	<b>24</b>	Nishikai Hoikuen	<b>39</b>	Shingai Hiyoko Hoikuen
<b>09</b>	Tatsunoko Yōchien	<b>25</b>	Kaze no Mori Hoikuen	<b>40</b>	Happy Daisan Hoikuen
<b>10</b>	Seirei Kodomoen Kōnotori Toyoda	<b>26</b>	Nakaizumi Hoikuen	<b>41</b>	Yuuai Hoikuen
<b>11</b>	Seirei Kodomoen Kōnotori Higashi	<b>27</b>	Riiza Preschool	<b>42</b>	Noppo Hoikuen
<b>12</b>	Seirei Kodomoen Kōnotori Tomigaoka	<b>28</b>	Toyoda Minami Hoikuen	<b>43</b>	Niji-iro Hoikusho
<b>13</b>	Kosodate Center Minamishima	<b>29</b>	Himawari Hoikuen	<b>44</b>	Yuuya no Sato Aimu Hoikuen
<b>14</b>	Kosodate Center Tomigaoka	<b>30</b>	Buddy Hoikuen		
<b>15</b>	Hirose Kodomoen	<b>31</b>	Meiwa Ryūyō Hoikuen		
<b>16</b>	Iwata Kodomoen				

※ *Nintei Kodomoen* (code 01 to 05) is only for children aged 3 to 5 (class according to birthdate).

※ *Chiikigata Hoiku* (code 32 to 44) is only for children aged 0 to 2 (class according to birthdate).

## 13 電子申請での申込みについて How to apply electronically

Applications for admission can also be submitted electronically. You can apply for admission to *Hoikuen* etc. from your smartphone or computer. Please check the following notes (etc.) before submitting your application electronically.

Attention required on electronic application

- ◆ Once the submission is complete (transmission is sent), you will receive an application completion email. Please configure your settings to receive emails from "no-reply@logoform.jp".
- ◆ If you are applying for siblings, you will need to apply for each child individually.
- ◆ Applications for *Hoikuen* outside of the city cannot be submitted electronically.
- ◆ It is necessary to upload the applicant's (parent's) identity verification document and documents indicating the need for childcare (e.g. employment certificate). If the submitted documents are incomplete (etc.), we may not be able to accept your request, or you may be at a disadvantage when adjusting usage.



### How to apply

Please apply using the QR code on the right or the URL below.  
URL <https://logoform.jp/form/dWNN/hoikuen6>

