

Dear Parents and Guardians

Nursery Division of Child Future Department of Toyohashi City

About submitting your current situation notification (Genkyo todoke) for 2025 Fiscal Year. (Reiwa 7
nendo)

令和 7 年度 現況届の提出について

In accordance with Article 22 of the Child and Child Raising Support Act and Article 9 of the Act's enforcement regulations, individuals who receive educational/childcare authorization and whose children attend nurseries schools or certified child education centers are required to submit a Current Situation Notification (Genkyou-todoke) once per year. This is an important notification which is related to your current household situation and reasons for needing childcare services in order to continue using those services and determine your childcare fees from September 2025 onward.

In this year, the city is preparing to send forms directly to all families around later on June 2025, and we expect the submission deadline to be sometime around the end of July 2025. When submitting the forms, please make sure to also submit documents such as a Certificate of Employment (Shuurou Shoumei-sho), a Medical Certificate (Shindan-sho), etc., that prove your need for childcare services. In order to have all documents prepared to submit together by the deadline, please contact your employer, doctor, etc., and make preparations in advance. (Check behind this notice to more details.)

《Attention》

- ① If both parents/guardians pick employment as their reason for needing childcare, they will both have to submit their own Certificates of Employment.
- ② To receive childcare authorization due to work, the guardian must work at least 64 hours (short stay) or at least 120 hours (standard stay) per month (excludes break time). You will need to change your reason for authorization if you cannot maintain the minimum number of working hours required per month.
- ③ We are only accepting official documents from the city. Others documents will not be accepted.
※Examples not accepted : Work statement(zaishoku shoumeisho) or company's form certificate of employment, hospital's form medical certificate.
- ④ If both parents are in the childcare leave, there might be a possibility of dropping out.

• As certificates take time, we ask to prepare in advance.

• In case of not submission, the child must drop out the current nursery.

Nursery Division Toyohashi city
Supervision: Admission Group
Phone: 0532-51-2374

About documents to be submitted with your *Genkyou-todoke*

Legal guardians (e.g., mother And father) must provide documents to prove they “need childcare services.”

(only one set of documents per guardian is needed if siblings are enrolled at the same time)

Please submit the documents that are applicable for your specific need for childcare services.

① – ⑤ are official documents from the city (you can download them from the official Toyohashi website)

If you are unable to download these documents, please contact City Hall's Nursery Division or the childcare facility your child is enrolled at.

Reason	Documents to be submitted
Employed 就 労	<p>< Salaried individuals (employed by a company, etc.) ></p> <p>Submit a Certificate of Employment (① <i>Shuurou Shoumei-sho</i> 就労証明書) to your place of employment, and once it has been completed there, submit it with your <i>Genkyou-todoke</i>.</p> <p>< Self-employed individuals ></p> <p>Submit a Certificate of Employment (① <i>Shuurou Shoumei-sho</i> 就労証明書) and a document to confirm the status of your business, e.g., a business permit (<i>Jigyō Kyōka-shō</i>), work contract, account book (<i>Choubō</i>), rental contract for office space, etc., pamphlet, website, or a copy of a final tax return (<i>Kakutei Shinkoku</i>), etc.</p>
Pregnancy/Childbirth 妊娠・出産	<p>Please submit copies of your Mother and Child Health Handbook (<i>Boshi Kenkou Techou</i>) (Copies of (注) on the cover/first page plus the page that shows delivery/expected delivery date) (注) = 「Date Issued 交付日」, 「No」, and 「Guardian Name 保護者氏名」</p> <p>* In the case of twins, etc., copies from all relevant <i>Boshi Kenkou Techou</i> are required</p>
Illness/Disability 疾病・障がい	<p>Please submit a Medical Certificate (② <i>Shindan-sho</i> 診断書), as well as a copy of your <i>Shougai-sha Techou/Ryouiku Techou</i> (障害者手帳・療育手帳) (only if you have one)</p>
Nursing/Caregiving 介護・看護	<p>Please submit a Medical Certificate (② <i>Shindan-sho</i> 診断書), as well as a copy of your <i>Shougai-sha Techou</i> (障害者手帳) (only if you have one)</p>
Job Hunting 求職活動	<p>Please submit a Job Hunting Declaration (③ <i>Kyuushoku Katsudou Moushitate-sho</i> 求職活動申立書)</p>
Attending School 就 学	<p>Please submit a document/copy of a document that confirms your period of enrollment (e.g., student ID or Certificate of Enrollment), as well as a document that confirms how many hours of class you have per month (e.g., school timetable)</p>
Other その他	<p>< Individuals on childcare leave in accordance with the Act on Childcare Leave, Nursing Leave, etc... ></p> <p>Please submit a Childcare Leave Situation Notification (④ <i>Ikuji Kyuugyou Joukyou-todoke</i> 育児休業状況届) as well as a document confirming the childcare leave period authorized by your company.</p> <p>< Situations not listed above (childcare leave based on the Local Public Service Act is included in the above) ></p> <p>Please submit a Written Declaration (⑤ <i>Moushitate-sho</i> 申立書) ※individuals who are taking care of their youngest child but plan to work/return to work within the same fiscal year as the month they enroll their child are eligible and can submit official document ⑤</p>

※Please contact the nursery school/childcare center at which your child is enrolled if you are having difficulty downloading documents. You

may also receive these documents in person at the City Hall's Nursery Division (East Building, 2F)

QR Code for
Toyohashi City
Website

