

Checklist for childcare facilities application (Certification Type 2・3)

Please make sure to submit THIS PAGE on TOP of all the pages

1st Choice facility	Date of Birth	Applicant Child name

Front: To avoid missing documents, please check the details on the "Admission guidebook" and mark the related boxes.

Back: Please check all the items, mark and sign in agreement.

Documents to submit			(All applicants) Attachment Check		市 記入欄																																																																					
Documents that all applicants need to submit	①Checklist for application for using childcare facilities (This) ※Make sure to fill the back side		☐																																																																							
	②Application for Certification of Education and Childcare Benefits		☐																																																																							
	③Application form for using childcare facilities		☐																																																																							
	④Copy of parent/guardian who will submit the application at the facility ※ Front and back However, those who qualify for both requirements mentioned below a copy isn't required ・ Submit directly to the Nursery Division window ・ The parent/guardian who will submit can show your MY NUMBER card at the window.		☐																																																																							
	⑤Documents proving that childcare cannot be provided at home (Both parents)		<table border="1"> <tr> <th colspan="2">Reason for needing childcare</th> <th>Documents to prove childcare need</th> <th>Father</th> <th>Mother</th> <th colspan="2">市 記入欄</th> </tr> <tr> <td rowspan="2">Employment</td> <td>(Employees)</td> <td>Employment certificate (Format 1)</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>(Self-employees)</td> <td>Employment certificate (Format 1) and copy of the most recent tax return first and second pages ※Those who haven't tax return receipt, submit the declaration of opening (Kojin) (Only for those who have declared it less than 1 year), authorization of business</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Pregnancy/Child birth</td> <td>Copy of maternal and child healthbook (Cover and page which have the due date)</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Illness/Deficiency</td> <td>Medical certificate (Format 2) and Copy of physical or intellectual notebook ※Only for those who have it</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Nursing/Caregiving</td> <td>Medical certificate (Format 2) and Copy of physical or intellectual notebook ※Only for those who have it</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Job Searching</td> <td>Job searching declaration (Format 3)</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Study</td> <td>Document proving your period at school/study schedule (School attendance certificate, class timetable)</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">Children are Leave</td> <td>(According to the law)</td> <td>Employment certificate (Format 1) or copy of a document proving the childcare leave period</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> <tr> <td>(Cases not mentioned above)</td> <td>Declaration (Format 4)</td> <td>☐</td> <td>☐</td> <td></td> <td></td> </tr> </table>		Reason for needing childcare		Documents to prove childcare need	Father	Mother	市 記入欄		Employment	(Employees)	Employment certificate (Format 1)	☐	☐			(Self-employees)	Employment certificate (Format 1) and copy of the most recent tax return first and second pages ※Those who haven't tax return receipt, submit the declaration of opening (Kojin) (Only for those who have declared it less than 1 year), authorization of business	☐	☐			Pregnancy/Child birth		Copy of maternal and child healthbook (Cover and page which have the due date)	☐	☐			Illness/Deficiency		Medical certificate (Format 2) and Copy of physical or intellectual notebook ※Only for those who have it	☐	☐			Nursing/Caregiving		Medical certificate (Format 2) and Copy of physical or intellectual notebook ※Only for those who have it	☐	☐			Job Searching		Job searching declaration (Format 3)	☐	☐			Study		Document proving your period at school/study schedule (School attendance certificate, class timetable)	☐	☐			Children are Leave	(According to the law)	Employment certificate (Format 1) or copy of a document proving the childcare leave period	☐	☐			(Cases not mentioned above)	Declaration (Format 4)	☐	☐				
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Documents to submit		該当者 (詳細は「入園のご案内」参照)	(Only who qualify) Attachment check	市 記入欄
該当者のみが提出する書類	ⒶCopy of residence card (Front and back) ※All members of the same household as the applicant child	・ All foreigners	☐	
	ⒷJuminhyo (Residence certificate) ※Full household, written relationship and chief of household ※Issued by the city which you live when applying	・ Those who doesn't live in Toyohashi when applying	☐	
	ⒸLarge family declaration	Those who qualify for both requirements (Not required if simultaneous admission or already have one child in a facility) ・ Applicant child will join the 0 to 2 years old class ・ Is the 2nd child of the household (Limited to the age of until the 1st March 31st after complete 22 years old)	☐	
	ⒹApplication form and letter of attorney for payment of benefits for collection of side dish expenses	Those who qualify for both requirements ・ Applicant child will join the 3 to 5 years old class ・ Is the 2nd child of the household (Limited to the age of until the 1st March 31st after complete 22 years old)	☐	
	ⒺCertificate of enrollment at a disability support facility or application for enrollment in a disability support facility	・ Sibling is using a disability support facility (Please submit the declaration if you can't provide the certificate by the deadline)	☐	
	Ⓕ Special needs childcare child status survey (New applicants only)	・ Those who wishes to receive special support	☐	
・ Those who have a divorce mediation in progress and the household is separated, who is a domestic violence victim and is receiving support from a public institution or shelter, additional documents may be required. More details in the "Admission Guidebook". ※If there is missing entry in the employment certificate, it may not be able to certify the childcare needs, and also, may negatively impact the score you receive that determines your childcare needs. ※If the content in the application forms, etc. differ from the truth, you may have your Education/Childcare benefits certification and the tentative decision/official decision for using childcare facilities canceled.				

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