

Check List for Nursery School Application Documents

保育所（園）の申込みに係る提出書類チェックシート【英語】

- ◆ This document does not need to be submitted. Please use it to check that you have all the necessary documents before submission.
- ◆ If you forget to submit your documents or they are incomplete, your information will not be reflected in the adjustment index score and you may be disadvantaged in the selection process or may not be eligible to receive a reduction/exemption of the childcare fee.
- ◆ Index points are calculated based on a review of each document, not on the mere submission of documents.
- ◆ Please refer to the "Guide to Nursery School Admissions" for the details on each documents.

(1) Documents proving your need for childcare			Checkbox		
			Father	Mother	
Employment (For those who work shifts, shift timetable)	Business man/parental leave Self-employed/business owner, etc.	Proof of Employment ①Proof of Employment ②Proof of operation (i.e. articles of incorporation)	☐	☐	
Pregnancy/child birth		①Copy of the page indicating the expected delivery date from the Maternal and Child Health Handbook ②Notification of an Expected Birth	☐	☐	
Sickness or disability of parent/guardian		Copy of medical certificate (stating that providing childcare is not possible, and the treatment period) or the Disabled Person's Handbook	☐	☐	
Nursing/caring for a person in the same household		①Nursing care status report ②Copy of medical certificate stating that nursing care is required	☐	☐	
Restoration after disaster		Disaster Victim Certificate	☐	☐	
Job seeking	Those seeking a job	Declaration of Job Seeking	☐	☐	
	Those starting a job (after application date)	Proof of Employment or Job Offer Letter (with days & hours of work)	☐	☐	
Schooling		①Copy of student ID card ②Class schedule, syllabus, etc.	☐	☐	
Other		Other documents appropriate to the situation requiring childcare	☐	☐	
(2) Application for Childcare Enrollment Application Form, and "Application for Certification of Education and Childcare" for Facility-type / Community-type Childcare Services <Form 1>			☐		
(3) Family Background Report <Form 2>			☐		
(4) Child's Health Report <Form 3>			☐		
(5) Terms and Agreement for Admission to Nursery School, Small-scale childcare services, and Centers for Early Childhood Education and Care <Form 4>			☐		
(6) Agreement Regarding Admission to Nursery Schools, etc. <Form 5>			☐		
(7) Document to confirm your My Number			Father	Mother	Child
①Copy of an identity document (From either the father or the mother)	Verified with 1 item : Both side of My Number Card or Driver's License Verified with 2 items : Health Insurance Card, Certificate of Child Rearing Allowance, or National Pension Book		☐	☐	☐
②Document to prove My Number (For the child, father, and mother)	One of the following: My Number Card, My Number Notification Card, a copy of Residence Certificate with My Number		☐	☐	☐
(8) Further documentation required depending on individual circumstances					
Single-parent households (Separated, unmarried)		①Declaration of single-parent household ②Copy of full Family Register Certificate	☐		
Similar to single-parent state (In divorce proceedings)		①Declaration of single-parent household ②Copy of Divorce Mediation Certificate	☐		
Receiving public assistance		Public Assistance Recipient Certificate	☐		
Main earner lost his/her employment, but has a job offer that will start after application date		Letter of release from the employer (Excl. resignation for personal reasons) Documents to confirm bankruptcy proceedings, if self-employed	☐		
Living with a Disability Certificate holder		Copy of the Certificate (Physical Disability/Mental Disability/Rehabilitation/Special Childrearing Allowance)	☐		
Father or mother is living separately due to work	Residence record is transferred	Proof of Employment (stating the duration of allocated work)	☐		
	Residence record is not transferred	①Proof of Employment (stating the duration of allocated work) ②Apartment contract, etc.	☐		
Parent/guardian is working as a childcare worker or teacher at a childcare facility in Matsudo City		①Proof of Employment ②Copy of childcare worker or kindergarten teacher's license (if it is not stated in the employment certificate)	☐		
Child is regularly placed in a non-subsidized daycare facility even though the childcare requirements are met		Copy of receipts for the childcare fees	☐		
Other preschool-age children in the household attend a different non-certified facility		Proof of enrollment from the said facility	☐		
Resident outside of Matsudo	Not moving-in to Matsudo	Out-of-Jurisdiction Facility Use Application (Apply at the city of your residence)	☐		
	Moving-in to Matsudo	①Out-of-Jurisdiction Facility Use Application ②Apartment contract, etc.	☐		
Those who are applying as a foster parent		Proof of your foster parent status, such as a "Foster Parent Registration Certificate" or a "Foster Care Placement Certificate"	☐		
Any of the household members are foreign nationals		Copy of Resident Card or Special Permanent Resident Certificate	☐		