

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	☐		

FY 2027 Childcare Enrollment Application Form, and “Application for Certification of Education and Childcare” for Facility-type / Community-type Childcare Services

To the Mayor of Matsudo City,

Date (YYYY/MM/DD):

Please obtain your
application number here ⇒
Matsudo City Online Application System



Application Number ※Required
obtained through online pre-application

I hereby apply for nursery school benefits and nursery school enrollment for my child.

Address	Matsudo City,				
Address as of Jan. 1, 2026	Father ☐ Within Matsudo / ☐ Other city ()	Address as of Jan. 1, 2027	Father ☐ Within Matsudo / ☐ Other city ()		
	Mother ☐ Within Matsudo / ☐ Other city ()		Mother ☐ Within Matsudo / ☐ Other city ()		
Phone Number	(Home)	(Father)	(Mother)		
Names of parents/guardians	Name	Relation to child	Date of birth	(1st line) Occupation/School	
			(YYYY/MM/DD)		
			(YYYY/MM/DD)		
Name of the child		Gender		My Number	
		M · F		(YYYY/MM/DD)	
Applicant's need for childcare services	☐ Yes Requesting childcare services at a nursery school due to parent/guardian employment or sickness, etc. (Check here also if you are simultaneously applying for kindergartens, etc.) ☐ No Planning to attend a kindergarten, etc. (Not applying for nursery school childcare services at this time)				

<Information regarding members of the household>

People who live in the same household (that are not mentioned above)	Name	Relation to child	Date of birth	Occupation/School
			(YYYY/MM/DD)	
			(YYYY/MM/DD)	
			(YYYY/MM/DD)	
			(YYYY/MM/DD)	
			(YYYY/MM/DD)	

<Desired childcare starting date and nursery school preferences>

※ Please refer to the list via the QR code at the bottom-right of this sheet to ensure that you fill the facility name and facility number correctly

Desired start date for childcare services	From (YYYY/MM/DD) / /			※If you wish to continue applying for childcare admission in the following year, you will need to re-apply.		
Names of the nursery schools you wish to apply to	Name	No.	Visit	Name	No.	Visit
	1st choice		Done / Not yet	6th choice		Done / Not yet
	2nd choice		Done / Not yet	7th choice		Done / Not yet
	3rd choice		Done / Not yet	8th choice		Done / Not yet
	4th choice		Done / Not yet	9th choice		Done / Not yet
	5th choice		Done / Not yet	10th choice		Done / Not yet

※If you have more than 10 preferences, please write all additional details on a separate A4-size piece of paper

※If you are simultaneously applying for nursery schools in Matsudo and nursery schools in other cities, you will need to submit one application form for each municipality.

※We will continue to adjust admissions during the same fiscal year (until March 2028), even after your desired month of the start childcare.

※If you list a facility that does not meet the age eligibility requirement, it will be automatically removed from your list.

List of
facility
name
& No.



※Please note that nursery school hours are shorter on Saturdays.

I also agree to share necessary information (such as the amount and breakdown of any late payment, place of work, income, bank account, etc.) with the relevant department in order to recover any outstanding or unpaid childcare fees, etc.

※The application number is necessary when applying in person or by mail. Please double-check that you have written the application number on the upper right corner on the front.
You can obtain the application number through the Matsudo City Online Application System's pre-application process.

FY 2027 Childcare Enrollment Application Form, and "Application for Certification of Education and Childcare" for Facility-type / Community-type Childcare Services

To the Mayor of Matsudo City,

Date (YYYY/MM/DD) 2026/11/1

Please obtain your
application number here ⇒
Matsudo City Online Application System



Application Number ※Required
obtained through online pre-application

0123456

I hereby apply for nursery school benefits and nursery school enrollment for my child.

Address	Matsudo City, Nemoto 387-5			
Address as of Jan. 1, 2026	Father ☐ Within Matsudo / ☒ Other city (OO City)	Address as of Jan. 1, 2027	Father ☒ Within Matsudo / ☐ Other city ()	
Phone Number	(Home) 047-123-4567 (Father) 090-1234-5678 (Mother) 090-1234-5678			
Names of parents/guardians	Name	Relation to child	Date of birth	(1st line) Occupation/School (2nd line) My Number
	マツド タロウ Taro Matsudo	Father	1986/01/01 (YYYY/MM/DD)	Business Person 1 2 3 4 5 6 7 8 4 3 2 1
	マツド ハナエ Hanae Matsudo	Mother	1987/02/01 (YYYY/MM/DD)	Business Person 5 6 7 8 9 1 2 3 4 5 6 7
Name of the child	マツド ハナコ Hanako Matsudo	Gender M ☐ F ☒	2019/06/01 (YYYY/MM/DD)	My Number 9 8 7 6 5 4 3 1 0 8 7 6
Applicant's need for childcare services	☒ Yes Requesting childcare services at a nursery school due to parent/guardian employment or sickness, etc. (Check here also if you are simultaneously applying for kindergartens, etc.) ☐ No Planning to attend a kindergarten, etc. (Not applying for nursery school childcare services at this time)			

<Information regarding members of the household>

People who live in the same household (that are not mentioned above)	Name	Relation to child	Date of birth	Occupation/School
	マツド ジロウ Jiro Matsudo	Brother	2015/05/01 (YYYY/MM/DD)	Matsudo Elementary School, 5th grade
	ネモト マツコ Matsuko Nemoto	Grand Mother	1956/03/01 (YYYY/MM/DD)	Unemployed
			(YYYY/MM/DD)	
			(YYYY/MM/DD)	

<Desired childcare starting date and nursery school preferences>

※ Please refer to the list via the QR code at the bottom-right of this sheet to ensure that you fill the facility name and facility number correctly.

Desired start date for childcare services	From (YYYY/MM/DD) 2027 / 4 / 1			※If you wish to continue applying for childcare admission in the following year, you will need to re-apply.		
Names of the nursery schools you wish to apply to	Name	No.	Visit	Name	No.	Visit
	1st choice Kitamatsudo Hoikusho	1	Done / Not yet	6th choice OO Hoikushitsu	☐	Done / Not yet
	2nd choice Koganehara Hoikusho	4	Done / Not yet	7th choice OO Hoikuen	☒	Done / Not yet
	3rd choice OO Hoikuen	△△	Done / Not yet	8th choice OO Room	☐	Done / Not yet
	4th choice OO Hoiku Room	☆☆	Done / Not yet	9th choice OO Hoikuen	☐	Done / Not yet
	5th choice OO Hoikuen	▲▲	Done / Not yet	10th choice OO Room	★★	Done / Not yet

※If you have more than 10 preferences, please write all additional details on a separate A4-size piece of paper

※If you are simultaneously applying for nursery schools in Matsudo and nursery schools in other cities, you will need to submit one application form for each municipality.

※We will continue to adjust admissions during the same fiscal year (until March 2028), even after your desired month of the start childcare.

※If you list a facility that does not meet the age eligibility requirement, it will be automatically removed from your list.

List of
facility
name
& No.



Applicant's reason(s)	※Check all applicable boxes	
	Father	Mother
	☒ Employment ☐ Job-seeking ☐ Sickness, Disability ☐ Providing nursing/long-term care for a family member ☐ Schooling (incl. job-training) ☐ Recovering after a disaster ☐ Not living together (divorced, etc.) ☐ Other ()	☒ Employment ☐ Job-seeking ☐ Sickness, Disability ☐ Providing nursing/long-term care for a family member ☐ Pregnancy or childbirth (Due date: /) ☐ Schooling (incl. job-training) ☐ Recovering after a disaster ☐ Not living together (divorced, etc.) ☐ Other ()
Days & Hours of request	Weekdays	Hours required
	M · T · W · Th · F	9 : 00 am ~ 6 : 00 pm
Saturday childcare	Yes · No	: ~ :

※Please note that nursery school hours are shorter on Saturdays.

※ I hereby acknowledge that the City may access my personal details (such as my 'Citizen's Tax Record', status re. the 'Receipt of Public Assistance/Child-rearing Allowance', and 'Disability Certificate' status, etc.) for the purpose of coordinating my use of childcare services and settling any late payments of childcare fees, etc. using my Individual "My Number".

I also agree to share necessary information (such as the amount and breakdown of any late payment, place of work, income, bank account, etc.) with the relevant department in order to recover any outstanding or unpaid childcare fees, etc.

Guardians' signatures (in print) ※Required

Year 2026 / Month 11 / Day 1

Father: Taro Matsudo

Mother: Hanae Matsudo

※The application number is necessary when applying in person or by mail.
 Please double-check that you have written the application number on the upper right corner on the front.
 You can obtain the application number through the Matsudo City Online Application System's pre-application process.

Family Background Report

1) Current childcare situation

- ☐ Either the mother or father, who is on a parental leave, takes care of the child (Planned return-to-work date : Y Y Y Y / M M / D D)
- ☐ Either parent takes care of their child while self-employed or working from home
- ☐ Either parent, who is currently seeking employment, takes care of the child
- ☐ Either parent takes the child with him/her and goes to work outside the home
- ☐ Grandparents, other relatives, or acquaintances take care of the child
- ☐ Using a kindergarten, licensed nursery school, or non-licensed childcare facility
- ☐ Name of the facility ()
 Since when (Y Y Y Y / M M / D D)
 Days in use (days per week / days per month)
 Hours in use (From : to :)
- ☐ Other ()

2) Is the mother currently pregnant?

※ If you are pregnant, you may be subject to "childbirth requirements" (childcare enrollment is granted until the end of the 2nd month after the month of delivery)

No / Yes

If your answer is

Yes

Estimated date of delivery Y Y Y Y / M M / D D

Multiple pregnancy (twins, etc.)? Yes / No

3) Are you currently receiving Public Assistance?

No / Yes

4) Grandparents' situation

		Name	Age	Address (if different from the child)	Live together	Other		Employed
Paternal	Grandfather				Y / N	Deceased	Cannot Contact	Y / N
	Grandmother				Y / N	Deceased	Cannot Contact	Y / N
Maternal	Grandfather				Y / N	Deceased	Cannot Contact	Y / N
	Grandmother				Y / N	Deceased	Cannot Contact	Y / N

※The grandparents/any relatives who are under the age of 65 and live in the same household (or live on the same premises) as the child must also submit documentation to prove their reasons for requiring childcare services, the same way the parents do. If this is not received, it will be considered that they are capable of providing childcare at home.

5) Commuting time and method of transportation

Father	[] hour(s) and [] minutes /each way	Train • Bus • Car • Motorcycle • Bicycle • On foot
	Route: The house → []	
Mother	[] hour(s) and [] minutes /each way	Train • Bus • Car • Motorcycle • Bicycle • On foot
	Route: The house → []	
Example	Route: The house → [Bicycle → JR Matsudo Sta. → JR Shinmatsudo Sta. → On foot → Office]	

6) The primary person who will drop-off/pick-up the child at nursery school

Father	•	Mother	•	Grand-father	•	Grand-mother	•	Other ()
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7) In the case that admission is not granted

- ☐ The mother or the father will take care of the child at home
- ☐ Extension of parental leave (until Y Y Y Y / M M / D D)
- ☐ Other ()
- ☐ Grandparents, other relatives, or acquaintances will take care of the child
- ☐ The mother / father will take the child to work

8) In the case of applying simultaneously with another child (brothers/sisters)

- If admission is granted
- ① only to the child on this application
- ② If admission is granted for all the children
- ☐ I wish to enroll even if only the child on this application is admitted
- ※Note: that child still needs to meet childcare requirements
- ☐ I do not wish to enroll unless all the children are admitted
- ☐ I wish to enroll in the facility that is higher on my list of choices, even if the siblings are put in different facilities
- ☐ I wish to enroll all the children in the same facility, even if the facility is further down on my list
- ☐ I do not wish to enroll unless all the children can be in the same facility

9) Parental leave situation (possibility of extension of parental leave period)

Please circle A or B if you are applying for the use of childcare after parental leave	A I plan to return to work as soon as my leave is over
	B Extension of parental leave is possible if my child cannot be admitted to the childcare facility of our choice →(Would like to change my preference to "returning to work immediately" from the [month / year] selection onward • Schedule of return to work undetermined) ☐ Please note that the household index points are deducted and will be given lower priority in the placement selection process. The application will still be reviewed. ☐ This does not guarantee of non-admission to a facility. If the facility is available, the child will be admitted.

※If you wish to change the possibility of extending the parental leave period after applying, please change the status through the Matsudo City Online Application System.

※If your parental leave is to be extended beyond the fiscal year, you must submit an application for the new fiscal year. (The fiscal year begins each April)

CHILD'S HEALTH REPORT <FORM 3 : 様式 3>

Fill-in Date: / /

Name of the child :

Date of birth :

YYYY / MM / DD

Age: _____ year(s) and _____ months old
(as of fill-in date)

Please be sure to provide accurate and detailed information about your child's health status, as this information is very important for the admission process. Admission may be revoked if it is found that the information on the application is insufficient, untrue or falsified.

⇒ ☐ **I agree** (Please check if you agree)

※Please contact the Nursery School Admissions Office (047-366-7351) anytime if there are any changes to your child's health condition after this report.

Place a check✓ next to all applicable items and provide specifics in parentheses () for the following.

Birth Conditions	Condition at birth	☐ Normal ☐ Premature ☐ Incubation ☐ Asphyxia ☐ Other ()		
	•Weight at birth () g •Current weight () kg •Current height () cm			
	•Gestation period () weeks •Baby's condition ☐ Normal ☐ Abnormal⇒Diagnosis ()			
	Current diet	☐ Breast milk ☐ Mix ☐ Baby formula ☐ Baby food (times/day: stage 1•2•3) ☐ Regular food		
Health Condition	What age was your child able to preform these actions for the first time?	• Held his/her head steady (at mo. old / not yet) • Rolled-over (at mo. old / not yet) • Sat without support (at mo. old / not yet) • Pulled him/her-self up (at mo. old / not yet) • Started walking (at mo. old / not yet)		
	Health checkups received	☐ 1 mo. ☐ 3-4mo. ☐ 6-7mo. ☐ 9-10mo. ☐ 1yr. ☐ 18mo. ☐ 3yr.		
	Record of health checkups	☐ No problem	☐ Point noted/observation-needed (describe what was noted and when) ()	
	Any congenital/chronic diseases, or developmental counseling	☐ No	☐ Yes ⇒ What (), Name of medical facility () Treatment receiving (), Point of concern (None / Yes:) Medication (Yes / No), Frequency of clinic visit (times/week•month•year)	
	History of consultations relating to physical/mental development	☐ No	☐ Yes ⇒ Diagnosis (), Name of medical facility () Content of consultation ()	
	Any major illnesses or injuries (incl. those undergoing treatment/observation)	☐ No	☐ Yes ⇒ When? (at yr, mo. old), Disease/injury name () Name of medical facility (), Matters to be considered (None / Yes:)	
	Any allergies, etc.	☐ No	☐ Yes ⇒ Allergy type () Note: Use of EpiPen / Asthma / Atopy / Other ()	
	Any convulsions or seizures	☐ No	☐ Yes ⇒ (times), (at yr. mo. old), Cause ()	
Has a Disability or Rehabilitation Certificate, etc.	☐ No	☐ Yes ⇒ Rehabilitation (grade:) / Physical (grade:) / Daycare Beneficiary Certificate / Certified recipient of Special Childrearing Allowance		
Immunizations	Check box for completed vaccinations			
	☐ Hib (Haemophilus Influenzae type B) ☐ Infant Pneumococcus ☐ Rota ☐ D P T - I P V (Diphtheria-Pertussis-Tetanus-Imovax Polio) ☐ D P T - I P V + Hib ☐ Japanese Encephalitis 1st term ☐ Hepatitis B ☐ B C G ☐ Chicken Pox ☐ MR (Measles & Rubella) 1st term ☐ Mumps ☐ MR (Measles & Rubella) 2nd term			
Development	Circle Yes or No for each point below to answer whether it applies to your child		0 - 1 yr old graders	2- 5 yr. old graders
	① Does your child laugh out loud?		Yes•No	Yes•No
	② Does your child respond or look around when called?		Yes•No	Yes•No
	③ Does your child point to the thing he/she wants?		Yes•No	Yes•No
	④ Does your child understand simple words (i.e. "come here" and "give me", etc.) from the adults?		Yes•No	Yes•No
	⑤ Does your child say at least 3 different words that have a meaning? (i.e. "mommy" and "yum-yum", etc.)		Yes•No	Yes•No
	⑥ Can your child understand and follow simple commands, such as "get me ○○", etc.?		Yes•No	Yes•No
	⑦ Does your child speak 2-word sentences? (i.e. "Puppy came" and "I'm hungry", etc.)		Yes•No	Yes•No
	⑧ Does your child use (or try to use) a spoon/chopsticks to feed him/her-self?		Yes•No	Yes•No
	⑨ Has your child troubled you with his/her stubbornness, tantrums, and/or screams?		No•Yes	No•Yes
	⑩ Do you have any concerns for your child upon living in a group/communal living?		No•Yes	No•Yes
	⑪ Does your child tell (or try to tell) you what they have experienced?			Yes•No
	⑫ Can your child play following rules and keeping promises?			Yes•No
	⑬ Has your child troubled you because he/she is restless, moving around and cannot stay in one place, forcing you to keep an eye on them constantly?			No•Yes
※ If you answered "Yes" to any of ⑨, ⑩, and/or ⑬ above, please describe in detail.				

※Depending on your child's situation, we may also ask you to submit a Child Health Questionnaire (Form 3-2)

Terms and Agreement for Admission to Nursery Schools, Small-scale Childcare Services, and Centers for Early Childhood Education and Care

I hereby acknowledge that I have read and understood the terms listed below. (Check each box on the right)

1 Application for nursery school admission		☒
1	Please check with the desired facility beforehand to understand their childcare outline, what expenses they directly collect and which methods of drop-off/pick-up (i.e. car, bicycle, on foot) are allowed, etc. at that facility.	☐
2	You must submit all required documentation by the designated due date, otherwise the application may not be reviewed for admission. Applications must be submitted every fiscal year. (The fiscal year begins each April)	☐
3	The documents submitted at the time of application will be shared with the childcare facility where admission has been determined.	☐
4	The admissions office is to be informed immediately of any changes to the details (e.g. your reasons for requiring childcare, address, family/employment situation, and health condition, etc.) provided in the admissions application. Admissions approval, and the Certificate of Approved Classification for Education and Childcare, may be revoked if the information provided in the application is found to differ from your actual circumstances. In particular, if your reasons for requiring childcare have changed since the time of application (e.g. if you quit your job or if your certificate of residence has been transferred) your application will be re-examined.	☐
5	Requesting support for childcare on the grounds of pregnancy is limited to the period from the time of pregnancy notification (after receiving Boshi Techo) to 2 months after the month of delivery. A separate application procedure is required to apply for nursery school admissions after this period, even in the case that childcare support is still required.	☐
6	When applying for a nursery school while on parental leave, please note that you are required to return to your previous workplace by the first business day of the month following your child's admission. You must submit a Certificate of Reinstatement promptly after going back to work. If you retire without returning to work after taking parental leave or if your post-leave work style differs from your pre-leave work style, your case will not be considered for reinstatement. In those cases, your child may be withdrawn from the nursery school or your admissions approval may be revoked.	☐
7	Your application will continue to be examined each month during the same fiscal year.	☐
8	Your child is not allowed to return to the original nursery school once a provisional decision for a transfer is given. If the transfer is no longer necessary, please be sure to cancel the application.	☐
9	Be sure to inform us of your child's health conditions (speech/behavioral development, allergy, and illness under treatment, etc.), of whether or not you possess a Certificate of Physical Disability, etc. (including cases where the child is undergoing consultation with his/her doctor in preparation for application), and of any medical care necessities, etc., truthfully when submitting the application. Inform the childcare facility as well when visiting for a facility tour. Failure to do so may result in the cancellation of the admission offer or admission approval.	☐
2 After nursery school admission		
1	You must submit a Notice of Change document if there have been any changes to the information provided in the initial application documents. If your reasons or the hours for which you require childcare have changed, submission of a Notification of Education and Childcare Grant Approval Change is required. Information on the application documents, including the household situation and health conditions are to be shared between the city and the facility.	☐
2	Your child will be withdrawn from the nursery school if there are no longer any substantial grounds for receiving childcare support.	☐
3	Temporary leave from a childcare facility is allowed for up to 2 months from the first day of absence. In principle, nursery school fees will be charged even during this time of leave.	☐
4	You must follow the guidelines that each facility has established, and submit all necessary documentation by the set due date. Your child may be asked to leave the facility if any rules are not observed.	☐
5	If your reason for requesting childcare services at a nursery school is "currently seeking employment," your child will be withdrawn from the nursery school at the end of the third month. Your child can continue to use the nursery school only if there is a legitimate reason for requiring childcare, such as if the caregiver receives an informal job offer, etc., and necessary documents to support this claim can be confirmed. If those documents are not submitted by the end of the second month of the job-seeking period, your childcare services eligibility will be lost.	☐
6	Your child may be forced to leave the nursery school if unreasonable demands are continuously made (of which are deemed to interfere with school management).	☐
3 Childcare fees after nursery school admission		
1	Childcare fees, etc. are calculated according to the taxes paid by the child's household. In the case that the parents are divorced but living in the same household, or live separately but still maintain rights to custody, the tax amounts of both parents will be combined when calculating childcare fees. In the case of single-parent households, the tax amount of the child's grandparents living together in the same household may be added to calculate the childcare fee.	☐
2	In principle, childcare fees are not charged retroactively beyond the fiscal year. However, changes in your household taxes, employment condition, or household situation, etc. within a fiscal year will require an adjustment of childcare fees, so please notify us immediately of any such changes.	☐
3	Late charges may be incurred if childcare fee payments are delayed. If the payment is not made in full even after the issuance of a Letter of Reminder and a Letter of Demand, your property may be seized to settle the outstanding payment. By consenting to this, you agree that fee payment information will be shared with the relevant organizations and city departments.	☐
4 Your child's health		
1	Depending on the child's health condition, a review meeting may be held to determine whether or not the child can be admitted. Please note that the city may request you to submit a medical certificate, etc. (the applicant will be responsible for any fees incurred) issued by your child's home-doctor stating it is possible for the child to be cared for in group childcare.	☐
2	Your application will not be accepted if there are inconsistencies between the child's health information provided at the point of application and the doctor's medical statement (including instructions for the medical care).	☐
3	You must notify the admission office when there are significant changes in your child's health. An offer of admission may be revoked if your child's health condition is deemed unsuitable for the group nursing environment. If it is determined that group childcare is difficult due to changes in the child's health after admission, the child may be withdrawn from the center and/or transferred to another facility.	☐

(↓ Continued on Reverse Side)

4	Each nursery school, etc. has policies regarding health and the prevention of illness in the group nursing environment. In the case that a guardian does not observe these policies, the nursery school may decline their child's admission.	☐
5	There are cases where the city must contact a related medical institution (attending doctor) and/or a public health nurse, etc., if the city needs to learn more about the child's health conditions, such as for reviewing the conditions of a disease or details of medical treatment, etc. for admission assessment and for childcare after admission.	☐
6	If the child regularly visits a facility other than the nursery school, etc. such as a Child Development Center, etc., the city may contact said facility directly as needed to inquire how the child is doing there.	☐
7	There may be cases where the child and the parent will be asked to hold an interview with a city official to discuss the child's health condition in-person before the admission assessment.	☐
8	After making a request for a facility transfer, the city may contact your child's former childcare facility to share his/her health history and childcare situations, etc. with the new facility. We may also share information among childcare facilities as needed.	☐

I hereby request the matters below. (Check each box on the right)

5 Agreement Regarding Non-payment of Childcare Fees (Allocating the Child Allowance received from the Mayor of Matsudo for non-payment of childcare fees)		
1	In the event that the childcare fee, extended childcare fee, school lunch fee and other actual expenses are unpaid or have been paid overdue, I request to pay for these expenses on the provision date of Child Allowance, with the full amount of the Child Allowance received from the Mayor of Matsudo City, based on this application form, until full payment is made. (Pursuant to the provisions of Article 21 paragraph 1 and 2 of the Child Allowance Law)	☐
2	In accordance with the above request, I agree to use the Child Allowance to be received from the Mayor of Matsudo City to pay for unpaid childcare fees, etc., in the following order: (1) school lunch fees, (2) actual expenses (i.e. event fees, etc.), (3) extended childcare fees, (4) childcare fees, and (5) various overdue charges. (Pursuant to Article 490 of the Civil Code)	☐

Year_____ Month_____ Day_____

Address: Matsudo City,

Parent's Name (Father): _____ Parent's Name (Mother): _____

ATT: Parents/guardians

Matsudo City, Child Services Dept.,
Director General of Childcare Div.

Regarding “Agreement Regarding Admission to Nursery Schools, etc.”

Matsudo City requires all parents/guardians to agree to and sign the "Form 5: Agreement Regarding Admission to Nursery Schools, etc." after thoroughly reading the information below. With this consent, your child will be admitted to a nursery school, etc.

A copy of this agreement will be sent to the nursery school for their records. Failure to uphold the stipulated terms may result in revocation of admission.

(1) Handling of contagious diseases / infections at nursery schools

Nursery schools are group-nursing facilities that differ from the at-home nursing environment. As the symptoms of an infection can vary between children, what presents as a slight fever or a small rash in one child could result in serious symptoms if it were to spread to another. Please be aware that a nursery school may refuse to allow your child to attend during times when they are ill. We request your understanding and cooperation in this matter.

(2) Emergency contacts and punctuality at nursery schools

Nursery schools provide extended hours of childcare when necessary, only within the time periods set as either ‘Standard Hours’ or ‘Short Hours’. Applications for extended childcare hours are considered based on the hours that childcare support is deemed necessary, determined after assessing each parent/guardian’s total sum of working and commuting hours.

Therefore, we ask for your cooperation in adhering to the necessary childcare hours, and in particular, we ask that you pick up your child strictly by the time that was declared in the application documents, based on the concept that "no childcare will be provided at nursery schools after the time you have applied for".

We also ask for your cooperation in establishing an emergency contact system so that we can contact you promptly in case of an emergency.

※ The back of this sheet is a consent form. Please read carefully and check each item if you agree, then fill in the name of the child applying, his/her date of birth, and the name of the parent/guardian.

Agreement Regarding Admission to Nursery Schools, etc.

I hereby acknowledge that I have read and understood the terms stipulated below for the admission of my child to the nursery school.

【Agreement re. the handling of contagious diseases/infections at nursery schools】

- ☐ In the case that my child is diagnosed with an infection, I will report it to the nursery school promptly.
- ☐ In the case that a family member of my child is diagnosed with an infection, I will report it to the nursery school promptly.
- ☐ In the case that a family member who lives in the same household as my child is diagnosed with an infection, I will make every effort to take care of my child at home.
- ☐ In the case that a sibling of my child is diagnosed with an infection, I will make every effort to take care of the children at home.
- ☐ A family member of my child who is diagnosed with an infection will refrain from dropping them off /picking them up at the nursery school.
- ☐ I will consider home-nursing my child if an infection is prevalent at the nursery school, even if they are in good health.
- ☐ In the case that my child has just recovered from an infection, I will take them to the doctor to receive a certificate to attend nursery school (after the minimum period of time as dictated by the guidelines).
- ☐ In the case that there is an outbreak of an infectious disease at the nursery school or in the community, or if the public health center announces an alert for an infectious disease for which my child has not been immunized (regular vaccination), he/she will refrain from attending.

【Agreement re. emergency contacts and punctuality at nursery schools】

- ☐ Upon my child's admittance to nursery school, I will provide my contact number and details regarding my location during childcare hours.
- ☐ In the case that I am in a different location than the one stated in the original paperwork (for a business trip, etc.), I will advise the nursery school beforehand as to where I will be and how they can contact me.
- ☐ I will provide details of a second and third contact person, so as to ensure that someone is able to pick up my child(ren) if I cannot be contacted.
- ☐ I will pick up my child(ren) within the time period declared in the application documents.

Year_____ Month_____ Day_____

Name of the Child

Date of Birth

Name of the Parent/Guardian

※Please check the boxes ☒ after reading and agreeing to the terms above.
※If you are applying for two or more children at the same time, please write their names and birthdates together.

Documents to Submit When Applying for Simultaneous Enrollment of Siblings in Nursery School

When applying to nursery schools and other childcare facilities, a separate application must be submitted for each child you wish to enroll. Please review the table below and prepare the necessary documents when applying for siblings at the same time.

	Younger sibling	Older sibling
(1) Documents proving your need for childcare	One copy each from the father and mother (Each document must be certified/issued within six months prior to the month in which you wish to enroll your child)	
(2) Application for Certification of Education and Childcare” for Facility-type / Community-type Childcare Services <Form 1>	Required for each child	Required for each child
(3) Family Background Report <Form 2>	Required for each child	Required for each child
(4) Child’s Health Report <Form 3>	Required for each child	Required for each child
(5) Terms and Agreement for Admission to Nursery School, Small-scale childcare services, and Centers for Early Childhood Education and Care <Form 4>	Submit one copy for all siblings	
(6) Agreement Regarding Admission to Nursery Schools, etc. <Form 5>	Submit one copy for all siblings ※Please list all children’s information in the “Name” & “Date of Birth” section	
(7) Document to confirm My Number	A set of “Document to prove My Number” for the parents and all children applying, as well as proof of identification for the applicant (either the father or mother)	
(8) Further documentation required depending on individual circumstances	A set of other documentation for all siblings	

※ When applying for multiple siblings at the same time, first prepare a complete set of documents for the younger sibling, then add and submit the necessary documentation for the older sibling.

※ If you are applying through the MyNa Portal, please refer to the table above for each child and submit a separate application for each child. If you are omitting any documents because you are only required to submit one set for all children, include a note such as “Already submitted with a separate simultaneous application for siblings” when applying for the older sibling.