

Terms of Agreement for Admission to/Transfer of Nursery Schools

< Format 4:様式4 >

Check the box on the right after reading and agreeing to the terms stipulated below, and put your signature at the bottom .

Terms of application for nursery school admission		<input checked="" type="checkbox"/>
1	You must submit all required documentation by the designated due date, otherwise the application may not be examined for admission.	<input type="checkbox"/>
2	The admissions office is to be informed immediately of any changes to the details provided in the admissions application. Admissions approval may be revoked if the information provided in the application differs from the current situation.	<input type="checkbox"/>
3	Admissions approval may be revoked if the information provided in the application is found to be untrue.	<input type="checkbox"/>
4	Requesting support for childcare on the grounds of pregnancy is effective limited to the period of 2 months before and after the expected month of birth (a maximum of 5 months). A separate applications procedure is required to apply for nursery school admissions after this period, even in the case that childcare support is continually required.	<input type="checkbox"/>
5	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 the Certificate of Reinstatement promptly after going back to work. If you retire without returning to work after taking parental leave or if you change your work style from before the parental leave, your case will not be considered as reinstatement. In those cases, your child may be withdrawn from the nursery school or your admissions approval may be revoked.	<input type="checkbox"/>
Terms to note after nursery school admission		<input checked="" type="checkbox"/>
1	You must submit the Notice Of Change document if there has been any changes to the information provided in the initial application documents. In the case that the grounds for childcare support have changed or the hours that childcare is required are altered, submission of a Notification of Grant Approval Change is required.	<input type="checkbox"/>
2	Your child will be withdrawn from the nursery school if there are no longer any grounds for receiving childcare support.	<input type="checkbox"/>
3	Temporary leave from a childcare facility is allowed for up to 2 months from the first day of absence. In principle, the nursery school fees will be charged even during this time of leave.	<input type="checkbox"/>
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 the rules are not observed.	<input type="checkbox"/>
5	Childcare hours are determined based upon the caregivers' situation, e.g. to align with their working hours. It is expected that the designated caregiver pick up and drop off the child(ren) during the granted childcare hours.	<input type="checkbox"/>
6	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 when the caregiver receives an informal job offer, etc., and necessary documents to support are confirmed. If those documents are not submitted by the end of the second month of the job-seeking period, grounds for childcare support will be lost and the child will need to withdraw from the nursery school.	<input type="checkbox"/>
7	Childcare fees are calculated according to the tax paid by the child's household. In the case that the parents are divorced but living in the same household, or live seperately but still maintain rights to custody, the tax amounts of both parents will be combined when calculating childcare fees. In the case that the parents are exempt from taxation, childcare fees may be calculated according to the sum of the tax paid by the child's grandparents.	<input type="checkbox"/>
8	In principle, childcare fees are not charged retroactively beyond the fiscal year in principle. However, a change of 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.	<input type="checkbox"/>
9	Late charges may be incurred if the payment of childcare fees is delayed. Regardless of the amount of money owed, if no payment is received even after the issuance of a Letter Of Reminder and a Letter Of Demand, your child will be withdrawn from the nursery school and your property may be seized to settle the outstanding payment. Please note that fee payment information is shared between the city and the nursery school.	<input type="checkbox"/>
10	Your child is not allowed to return to the original nursery school once a previsionsal decision for a transfer is given. If the transfer is no longer necessary, please cancel the application.	<input type="checkbox"/>
11	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).	<input type="checkbox"/>
Terms regarding your child's health (after applying for/admission to a nursery school)		<input checked="" type="checkbox"/>
1	You must notify the admission office when there is significant change in your child's health. The offer of admission may be revoked if your child's health condition is deemed unsuitable for the group nursing environment.	<input type="checkbox"/>
2	Each nursery school has policies regarding health and the prevention of illness in the group nursing environment. In the case that a caregiver does not observe these policies, the nursery school may decline their child's admission.	<input type="checkbox"/>
3	In the case that a particular infection is prevalent at the nursery school or in the community, and when your child has not been vaccinated against that infection, the nursery school may refuse attendance.	<input type="checkbox"/>

I hereby acknowledge that I have read and understood the above-stated terms regarding nursery school admissions and use.

Year _____ Month _____ Day _____ Parent's Name (Father) _____ Parent's Name (Mother) _____

ATT: Parents/guardians who are considering applying for nursery school admission

Agreement re. the 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. For this reason, Matsudo City requires all parents/guardians to read and sign the following agreement. Please be aware that a nursery school may refuse attendance to your child during times of ill health. We request your understanding and cooperation in this matter.

A copy of this agreement will be forwarded to the nursery school for their records, and the failure to uphold the stipulated terms may be cause for revoking admission.

Agreement

I hereby acknowledge that I have read and understood the terms stipulated below (as they pertain to my child who is to be enrolled in the nursery school) -

- 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 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 endeavor to take care of my child at home.
- In the case that a sibling of my child is diagnosed with an infection, I will do the best 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).

※ 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 (but make it clear which name corresponds with which birthdate).

Year Month Day

Name of the Child

Name of the Parent/Guardian

Signature / (印)

ATT: Parents/guardians who are considering applying for nursery school admissions

Agreement re. 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.

You are expected to pick up your child(ren) strictly by the time that was declared in the application documents. The nursery school is not responsible to provide childcare after that set time.

A copy of this agreement will be forwarded to the nursery school for their records, and the failure to uphold the stipulated terms may be cause for revoking admission.

Agreement

I hereby acknowledge that I have read and understood the terms stipulated below (as they pertain to my child who is to be enrolled in the nursery school) -

- 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 to 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

Name of the Parent/Guardian

Signature / (印)

※ 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 (but make it clear which name corresponds with which birthdate).