

To the Mayor of Shiki
To the Head of the Shiki City Welfare Office

① Essential Info Check Sheet (Front)

※ Fully understand each item before checking the boxes.

※ Please read thoroughly as this is crucial information. As a confirmation, check each box with a "✓", and then sign below.
In the case of any falsehood in the application, any offer or decision of enrolment may be revoked.

For everyone applying (please read carefully before checking the boxes)		Confirmed
1	The allocation (selection) process will be conducted based on the documents submitted by the due date. Please submit all necessary documents by the due date. Double check for any errors or items left unfilled. In the case of submission by mail, the city will not be responsible for any documents not arriving in time due to posting errors or postal incidents.	☐
2	If there are any discrepancies or changes from the information on your application, the relevant enrolment or offer of enrolment will be cancelled. All information on the documents and certificates, such as workplace, days and hours of work, content of check sheet, your address, etc., will be considered to be submitted as true up to the time of enrolment. If there is any change, please contact the city immediately and submit additional documents as needed.	☐
3	If your application states any guardian's status is "job offer received", a relevant Certificate of Employment needs to be submitted in the month of enrolment. If employment details are different from the Job Offer Certificate submitted at the application, the enrolment or offer of enrolment will be cancelled. If the nominal days and hours are vastly different from the actual record, we may contact the workplace for confirmation. If you are newly employed and there is no work record in the submitted Certificate of Employment, submit an additional document that proves the work record.	☐
4	If you are applying as planning to move to Shiki City, you need to complete both the move-in procedure and re-application in the Shiki City format by the end of the month prior to the planned enrolment (same if approval is not given). If you apply as planning to move but we cannot confirm you have moved and re-applied by the end of the month prior to enrolment, the application will be processed from the following month on with the "no plan to move in" condition.	For families moving in ☐
5	Please check the minimum age in months that your preferred facilities accept. For applicants younger than one, your application will not be considered for the facilities where your baby's age in months on the first day of the starting month does not satisfy their minimum age policy. The facilities' policies can be varied. Some facilities may only offer classes for 1 year olds and up. Others may not offer classes for children older than 2. Please check if your child's class exists in your preferred facilities.	☐
6	Childcare facilities vary in many aspects such as the building, equipment and management criteria, capacity and methods to accommodate specific allergy needs, and the existence, time and cost of extended childcare hours. Childcare hours (available drop-off and pick-up times) also vary depending on the facility and the child's age. If you have any requirements, be sure to ask the facilities before applying.	☐
7	If the child graduates from a facility with a 2 year old class cap (e.g. a Small-Scale Daycare) and you wish to use another childcare facility for 3 year old classes and beyond, you will need to make a new application. Thus, depending on the results of the new application, there is a chance you are not able to enrol your child to another facility.	☐
8	There is no limitation in the number of facilities you put as your preference, but please choose facilities you can regularly travel to in order of preference. For Shiki City applications, the order of preference and number of facilities submitted do not affect the priority of your application (you can put only one facility, but that will not mean a better chance of being allocated to that facility). Please list the facilities in order of preference regardless of the vacancy at the time of application, since sudden vacancies may come up to be allocated. You can change your preferences by submitting a form by the due date of the application.	☐
9	In principle, your child will go through a few days of an "ease-in" period after enrolment, with shorter childcare hours so that the child can become used to the environment (the number of days depends on the facility). The ease-in period cannot take place before the month of enrolment.	☐
10	If you wish to have Short-Time Childcare Certificate, please ask the Childcare Group, Childcare Division of Shiki City. (If the child under Short-Time Childcare Certificate receives childcare service outside the facility's allotted short-time childcare hours, you will be charged an extended childcare fee.)	☐
11	If you acquire an offer of enrolment and decline it, you will have a reduction of 10 points from your Childcare Facility Allocation Index for the fiscal year which your preferred month of enrolment is in.	☐
12	If you acquire an offer of enrolment, an interview and health check needs to be conducted in the month previous to the enrolment. If it is not possible to participate in either, or if it is concluded from the health check that the child cannot participate in group activities, the enrolment offer will be revoked.	☐
13	After enrolment, it is possible that your child will not be able to stay enrolled in the facility until graduation due to closure of the facility etc.	☐
14	You agree that you are applying for an enrolment to a childcare facility having understood the Childcare Facility Use Guide.	☐

The signer understands and agrees with all items above and on the back.

Reiwa year month day

Guardian signature: _____

(※ Read and fill out the back side too.)

② Essential Info Check Sheet (Back)

※ Read carefully, put a "✓" in each relevant box, and sign as needed.

Any falsehood in application will lead to any relevant enrolment or offer of enrolment revoked.

1 What would you do if you aren't offered enrolment for the preferred date and decide to join the waitlist?		
①	Leave the child at a facility not in the Shiki city allocation scheme (including if you currently leave the child in such a place and will continue to do so). ※Name of facility : Address : From : Reiwa year month How many days per week: days Fee : (Not necessary to fill where undecided.)	☐
②	Take the child to work, and there is no childcare facility available at work.	☐
③	A guardian will care for the child until enrolment (extend childcare leave / postpone the start of employment)	☐
④	Other ()	☐

2 If you are applying for more than one child, read the following and tick your preferences.	
①	☐ Can enrol children in separate facilities 【can be separate】 ⇒to ② / ☐ enrol only if all children can go to the same facility 【same facility only】 ⇒to ③
②	☐ Prioritise the children being in the same facility even if the facility is lower in your preference list ⇒to ③ / ☐ Prioritise enrolling in facilities higher in your preference list even if the children will be in separate facilities ⇒to ③
③	☐ enrol only if all children can enrol at the same time 【same time only】 / ☐ enrol even if only one child can enrol 【can be different times】 ⇒to ④ (Name of child to prioritise: _____)
④	If only some of your applied children enrol, the rest of the applied children will be left at: (_____) ※If only some of your applied children enrol, the rest of the applied children who are not enrolled and are 1 year old or above need to be left to a non-authorised childcare facility etc., and the guardians need to start work or study (you cannot leave those children to your relations such as their grandparents for free). ※If you wish to change your preferred facility list for the children that could not enrol, submit a change of preference form by the month's due date.

! Attention !

If you choose "same time only", we cannot offer enrolment to only some of your children. Therefore, you may be less likely to be offered enrolment compared to if you choose "can be different times".

3 For single parent families	
We will share the information you submitted within the city office in order to verify the single parent status and for reference.	
Agreement	I agree to allow the city to view information related to my status as a single parent. Reiwa year month day Guardian name: _____

4 For guardians during (or planning to receive) childcare leave			
Applying for a childcare facility during childcare leave means that in the month of enrolment, you will start working again at the workplace you receive childcare leave from. By the end of the month of enrolment, submit proof of employment (with the statement of a childcare leave taken) to the Childcare Group, Childcare Division of the city office. If you cannot resume work in the same condition as stated in the childcare application documents within the same month as enrolment, the enrolment or offer of enrolment will be revoked. 【Example reasons for cancellation】 Not resuming work at the original workplace in time, changing jobs or quitting, resumed work having fewer days or hours than stated in the childcare application forms (except for the case of receiving reduced hour work due to childcare)			
Agreement	I will accept the cancellation of enrolment if the necessary documents cannot be prepared. Reiwa year month day Guardian name: _____		