

Nursery School Admission Application Checklist 保育施設入所申し込みチェックシート

Please read all the information carefully, check the box and sign the signature space.

下記、確認事項をご覧いただき、全て確認（確認欄に✓）のうえ、保護者署名欄にご署名してください。

★Regarding application 申込みに関すること		Confirmation section
1	This application form is valid until the end of the school year of the month in which you wish to enroll your child at the school (until March). (If your child is accepted into the nursery school, or if you withdraw or decline the offer, your application will no longer be valid.) You don't need to sign up every month. A separate application is required for enrollment from April of the following year. Please check the application deadline yourself.	<input type="checkbox"/>
2	Please list the nurseries you would like to use within your commuting area in order of priority. Even when nursery school vacancies are not available at the time of application, you can apply (Vacancies may become available before users are able to adjust). If your child is accepted to multiple nursery schools during the screening process, your child will be accepted to the facility with the highest preference.	<input type="checkbox"/>
3	The childcare hours will be decided after consultation with the selected nursery school regarding the child's age, health condition, and guardianship situation. Opening hours vary depending on the nursery school, so please check in advance before applying.	<input type="checkbox"/>
4	If you no longer wish to enroll after applying, please go to the reception desk and complete the necessary procedures as soon as possible. (We conduct reviews after the 15th of each month. (If the 15th falls on a weekend or public holiday, the previous business day will apply.))	<input type="checkbox"/>
5	Submitted documents will not be returned. If you need a copy, please make one yourself.	<input type="checkbox"/>
★Regarding application documents and user adjustment 申込書類や利用調整に関すること		Confirmation section
6	When applying, please present the identification of the person visiting the office. If the person visiting the office is different from the parent or guardian listed on the application form, a letter of attorney is required.	<input type="checkbox"/>
7	If you have entered your My Number on the application form, you will need a document that can verify the My Number of the guardian listed on the application form.	<input type="checkbox"/>
8	If you do not submit the required documents, you may not receive points or your points may be deducted.	<input type="checkbox"/>
9	We may call you at work or at home to confirm your application.	<input type="checkbox"/>
10	If the contents of the application are not true, we may cancel your child's offer to attend nursery school or withdraw your child from the school. <u>If there is any change in the parents' or guardian's work, family status, or other application information after application, please be sure to contact us in advance. (If you change jobs, you may be required to submit documentation proving that there are no gaps in your employment history.) If the actual situation is different from the content of the application, such as the work situation, the preliminary offer or the acceptance of enrollment may be canceled.</u>	<input type="checkbox"/>
11	We may provide information about your application to the nursery school to which you plan to enroll or transfer.	<input type="checkbox"/>
12	If you are an employees, part-time employees or temporary employees, etc., <u>Please be sure to submit an employment certificate completed by the person in charge at the business.</u> If document forgery is discovered, we will consider this to be a false application. Please make sure to check for any omissions or errors before submitting, and if there are any corrections, please submit the form with your company's correction seal. The certificate will be invalid if correction fluid, correction tape, or erasable ballpoint pen is used.	<input type="checkbox"/>
13	<u>After submitting the application for transferring to a different nursery school and being provisionally accepted, the applicant child cannot return to the current nursery school. If you decline this offer, your child will be withdrawn from the school.</u> If you no longer need to transfer, please be sure to withdraw your application by the application deadline.	<input type="checkbox"/>
14	Adjustment for the facility use shall be done assuming the work situation at the time of application will continue after enrollment. Therefore, if there is any discrepancy between the content of the work certificate submitted after the enrollment (number of working days hours, etc.) and the actual status, the child may be asked to leave the nursery school. If there are any changes, please contact the person in charge of enrollment and make the necessary notifications immediately.	<input type="checkbox"/>
15	Please note that you may incur higher fees (Childcare fees, food expenses, etc.) if you have not declared Resident Tax or therefore did not submit the required documents.	<input type="checkbox"/>
16	If any documents are missing, please submit them to the relevant department by the application deadline. Documents submitted after the deadline will be eligible for selection in the next round. The City is not responsible for any delay, non-delivery, or loss of submitted documents due to communication environment or postal accidents. It cannot be submitted to facilities other than city hall, such as childcare facilities or Akishima-ensis.	<input type="checkbox"/>

★Regarding results announcement 結果通知に関すること		Confirmation section
17	The usage adjustment results for the first month after application will be sent to you by mail, regardless of whether your application is approved or deferred. (If enrollment is after May, we will also call you.) However, if you live outside Akishima City, your local government will contact you.	<input type="checkbox"/>
18	We will contact you by phone regarding the results of your usage adjustment from one month after your application, however, we will only contact you if your child has been accepted.	<input type="checkbox"/>
19	If you would like to be notified of the results(Certificate of Waitlist for Nursery School) of your usage adjustment one month after applying, If necessary after receiving the Usage Adjustment Result Notification (Certificate of Waitlist for Nursery School), please apply at the relevant department or on the city's website.	<input type="checkbox"/>
★Regarding after acceptance or enrollment 内定後や入所後に關すること		Confirmation section
20	If your application is successful, please participate in an interview and health examination at the childcare facility where admission has been decided. Depending on the results of your child's health examination, you may be asked to see a doctor. The provisional enrollment may be cancelled if your child is unable to take part in the interview and health examination or if your child is judged to be incapable of participating in group daycare as a result of the health examination.	<input type="checkbox"/>
21	Even after your child has been accepted for admission, you may not be able to enroll if a serious illness that was not listed on the application documents is discovered.	<input type="checkbox"/>
22	If your child transfers school, your child will leave their current facility at the end of the month prior to the month of enrollment, and he/she will enroll in another facility from the first day of the enrollment month.	<input type="checkbox"/>
23	If you are applying due to moving to Akishima City, please move by the first day of your child's enrollment month, and you will need to submit your residence certificate to Akishima City. If you do not move by the first day of the month your child is accepted, we will cancel your child's acceptance.	<input type="checkbox"/>
24	After admission, children will be provided with short-time childcare for a while to help them get used to the facility. The period varies depending on the facility. The same procedure will be followed in the case of transfers.	<input type="checkbox"/>
25	If a parent resigns or their employment status changes significantly from what was stated on the application form within one month of their child's enrollment, the child may be asked to withdraw from the school.	<input type="checkbox"/>
26	In principle, if the child has not attended a childcare facility for more one months and the need for daycare is not recognized, he/she will also be withdrawn from nursery school.	<input type="checkbox"/>

※Please check the box following items only if they apply to you. 以下の項目は該当する方のみチェックしてください。

I Applicants for April enrollment 4月入所に申込される方	
<input type="checkbox"/>	If your child is under 6 months old as of April 1, you cannot apply for the Small-scale childcare centers and At home day-care services. The reason is that it does not provide care for infants under six months of age.
<input type="checkbox"/>	We will send out the results of the first selection on January 19th (scheduled) and the results of the second selection on February 24th (scheduled).But, if you are placed on the waiting list for both the first and second screenings, we will not inform you of the results of the second screening.
<input type="checkbox"/>	If you wish to apply even if you are pregnant, please come to the relevant department when submitting your birth notification. If you give birth by February 3rd (in leap years, February 4th), we will send you the results of the screening as soon as we receive your contact information. If you give birth after February 4th (in leap years, February 5th), your application will be cancelled. Therefore, please take the necessary steps to withdraw your application.
II Applicants on childcare leave 育児休業中に申込みされる方	
<input type="checkbox"/>	If the applicant's child is enrolled in a nursery school, the applicant shall return to work by the 1st of the following month. And after returning to work, the parent must immediately submit the "Return to Work Certificate" prepared by the employer. <u>If you are unable to return to work, change the days or hours you work (excluding short-time work after childcare leave), or do not submit a "Return to Work Certificate," your child may be asked to leave the nursery school.</u>
<input type="checkbox"/>	If the expected return to work date stated on the employment certificate is after the 2nd of the month following the month in which your child enrolls, please apply only after reaching an agreement with your employer that you will be able to return to work before the end of your childcare leave period.
<input type="checkbox"/>	Even if the childcare leave adjustment index is applied, your child may still be admitted. If your child is admitted to a nursery school, we will not issue any certificates such as a "Waiting Child Certificate." And, the city will not be held responsible for any disadvantages you may incur regarding the Childcare Leave Adjustment Index.
III Applicants who have received a job offer 就労予定で申込みされる方	
<input type="checkbox"/>	Please begin work by the last day of the month your child will be enrolled, as indicated on the application. And, please submit the employment certificate again as soon as you start working. <u>If you are unable to work or provide the necessary documentation, your child will be expelled from school.</u> ※If an applicant who has received a job offer is placed on a waiting list, you will need to submit a certificate of employment again after you are hired. If you don't do that, utilization adjustments are based on employment offer scores.

IV Applicants currently seeking employment 求職中で申込みされる方	
<input type="checkbox"/>	<u>Please submit a certificate certifying that you have started working within three months of your child's enrollment. If this is not provided, your child will be expelled.</u> ※While you are looking for work, you may be asked to submit a job search declaration.
V Applicants who apply with "pregnancy and childbirth" conditions 妊娠・出産のために申込みされる方	
<input type="checkbox"/>	The period during which a child can attend nursery school, due to the mother undergoing childbirth is within a total of five months, including the month during which the baby is due and two months before and after. And your child will no longer be able to attend the school after this period. If you wish to continue childcare beyond the month following your planned withdrawal, please apply again. In that case, we will re-examine your application. ※In the case of multiple pregnancies, the certification period is seven months in total, including the month of birth and the three months before and after.
<input type="checkbox"/>	If you are looking for work after giving birth or if you have already received a job offer, you can continue to use the nursery even after your pregnancy/childbirth certification period has ended. When applying, please submit both a copy of your maternal and child health handbook and a certificate of employment.
VI Applicants who have siblings who belong to the same household but live separately 申込みするお子さんに生計をともにしているが別居しているきょうだいがいる方	
<input type="checkbox"/>	If your child has siblings who live far away, such as those who go to school far away from home (except when the residence certificate is the same), please submit your family register and Residence certificate of a sibling who lives separately, after your child enters nursery school.

<Signature space 保護者署名欄> I confirm and agree to the above items. 上記の項目を確認し、同意します。

YYYY/MM/DD

年/ 月/ 日

Name of parent/guardian (signature)