

Check Sheet for Licensed Daycare Facility Admission/Transfer

Parent/guardian signature

I agree to all the items listed below, and hereby apply to have my child use a daycare facility.

Date: _____ (YYYY/MM/DD) Name of parent/guardian: _____

For admission in the 2026 school year

We will accept your application for admission on the assumption that you agree to the contents of the Check Sheet on pages 35 to 36 of the *2026 Handbook for Daycare Facilities*.

For admission in the 2027 school year

If you apply while on childcare leave or maternity leave (including planned leave)	
①	If you apply while on childcare leave, or if you will still be on childcare leave on the scheduled admission date, you must return to work by the first day of the month following the month of admission. This also applies if you apply while on maternity leave and return to work by the day before the scheduled admission date. Within two weeks of returning to work, please submit the Application/Notification Form for Changes in Education/Childcare Benefit Certification and a Certificate of Return to Work. If you are unable to return to work, change your number of workdays, working hours, etc., or fail to submit a Certificate of Return to Work, your child will have to withdraw from the facility.
If the employment period (or planned employment period) on your certificate of employment is for a fixed term and your contract will end before the scheduled admission date	
②	If your employment period (or planned employment period) is for a fixed term and your contract will end before the scheduled admission date, and if your answer for contract renewal is "No," you cannot apply based on the employment requirement. If you checked "Undecided" for contract renewal, you must continue working as your contract stipulates without interruption even after it expires, and you must submit the Application/Notification Form for Changes in Education/Childcare Benefit Certification and new certificate of employment issued after your contract is renewed. Note: If the city cannot verify that you are working continuously as per your contract without interruption, your admission offer will either be canceled or your child will have to withdraw from the facility.
If you plan to start work or change your employment status after applying	
③	You must begin working according to the certificate of employment you submitted when you applied by the end of the month in which your child is admitted. You must also submit the Application/Notification Form for Changes in Education/Childcare Benefit Certification and new certificate of employment within two weeks of beginning work. If you are unable to start working or fail to submit the certificate of employment, your child will have to withdraw from the facility.
If you plan to start an independent business after applying	
④	You must begin working according to the certificate of employment you submitted when you applied by the end of the month in which your child is admitted. You must also submit the Application/Notification Form for Changes in Education/Childcare Benefit Certification, new certificate of employment, documents to verify the independent business, and documents to certify business income within two weeks of starting your business. If you are unable to start your business or fail to secure income within the month of admission, your child will have to withdraw from the facility.
If you are searching for a job (or preparing to start an independent business) when applying	
⑤	If you are unable to start working by the first day of the month following the month in which ninety days have elapsed from the date of admission, your child will have to withdraw from the facility. (For April admissions, you must start working by July 1.) You must submit the Application/Notification Form for Changes in Education/Childcare Benefit Certification and a new certificate of employment within two weeks of beginning work.
If you plan to switch jobs, or if your employment status will change after you apply	
⑥	If there are changes to the number of workdays, work hours, and other information listed on the certificate of employment you submitted, and the new index score is lower than when you applied, your admission offer will be canceled or your child will have to withdraw from the facility. If you quit your job or change jobs after applying, you must start working by the end of the month of admission while maintaining the index score earned at the time of application. If not, your child will have to withdraw from the facility.
If you are applying due to pregnancy/childbirth	
⑦	The enrollment period is five months in total (the month of delivery and the two months before and after the month of delivery). The enrollment period will not be extended even if you will be working after the period ends. If you wish to continue to using the childcare facility after the final month, you must submit a separate application. The city will then coordinate childcare placement. Note: For a multiple pregnancy, the enrollment period is seven months (the month of delivery plus four months before and two months after the month of delivery).

Other matters related to your application	
⑧	Applications are valid until admission offers are made. Your application will be nullified if you decline the admission offer. If no admission offer is made, however, your application will be valid from the desired month of admission until January admission.
⑨	If you wish to enroll your child in the following school year or use a licensed childcare facility after declining an admission offer, you must submit a new application.
⑩	If you move out of Musashino City, city officials will invalidate your application.
⑪	Childcare hours will be determined after consultation with the facility based on your child's health, parent/guardian's work conditions, and the like. Business hours vary by facility, so please check the specifics before you apply.
⑫	Some community childcare facilities only offer short-term services (up to eight hours). Any hours exceeding that will fall under extended childcare. (Home-visit childcare services do not provide extended services.)
⑬	Licensed nursery schools and child centers (<i>kodomoen</i>) accommodate food allergies to the extent possible. The availability of allergen-free meals for family-type childcare services, small-scale childcare services, and in-company childcare services varies depending on the facility.
⑭	In general, licensed nursery schools and child centers (<i>kodomoen</i>) do not administer medicine on behalf of parents/guardians. However, this varies depending on the disease, symptoms, etc., so please contact the facility you wish to use. Family-type childcare services, small-scale childcare services, and in-company childcare services will not administer medicine.
⑮	Documents you submit will not be returned to you. If you need a copy, please photocopy the document in advance.
⑯	The city will send the certificates stating the need for childcare within thirty days of application. The certificates will be sent by the end of March for April admission, however, since there are a large number of applications submitted, and the screening process will take some time. A new certificate will be sent even to those who have already received one (excluding applicants for transfers).

Matters related to application documents and placement coordination	
⑰	If your application documents are incomplete or contain errors, you may be excluded from or put at a disadvantage in the city's coordination process.
⑱	The city may contact your employer or family members to verify the information on your application.
⑲	We conduct placement coordination based on the assumption that the index score (number of workdays, work hours, etc.) derived from your application documents will remain unchanged after admission or a return to work. If there are any changes in your family situation after application or admission, please contact the city and complete the necessary procedures. If the information listed on your application documents does not match your actual situation because of a change in jobs, number of workdays, work hours or other information, you may be excluded from placement coordination, your admission offer will be canceled or your child will have to withdraw from the facility.
⑳	Application documents and health status information (including your child's health checkup information) will be provided to the facility of admission (or transfer). For transfers, the old facility will provide the necessary childcare information to the new one.
㉑	If you are an employee of a company, your certificate of employment must be prepared by the representative of that company . If any documents are found to be falsified, your application will be deemed fraudulent and invalidated. Be sure to check that the information you provide is accurate. If corrections are necessary, the representative of the business location must make the corrections and affix either a correction seal or sign it.
㉒	If your employers allow you to take time to care for your baby during working hours or your working hours are decreased due to childcare, up to two hours per day will be considered as working hours. Any time exceeding two hours will be deducted from the working hours stipulated in your employment contract in your index score calculation.
㉓	Any missing documents must be submitted to the Childcare Support Section by 5 p.m. on the day of the application deadline. Documents submitted after the deadline will be taken into account from the next placement coordination.
㉔	The city will not be responsible for missing documents due to postal accidents. The city will also not respond to inquiries asking for confirmation of delivery. If you wish to track your mail, please use registered mail, Letter Pack or other similar method.
㉕	If your preferred facilities include a facility that cannot accept your child (for example, seeking to enroll a child between 57 days old and under three years old at the time of admission, after maternity leave, in a facility that does not accept children of that age, or a three-year-old child in a community daycare service, or in a child care center authorized by the Tokyo Metropolitan Government [<i>ninsho hoikusho</i>] or unlicensed daycare facility), city officials will exclude that facility.
㉖	If you have not declared your individual resident tax or have not submitted tax documents, our placement coordination will be based on the highest tax bracket.

②7	All application documents you submit are subject to disclosure requests.
Matters related to the results of placement coordination	
②8	We will send the results of placement coordination for April admissions in writing. For admissions in May or later, you will receive a phone call with the admission offer. You will then have to respond immediately to accept or decline the offer. You will receive a notification if your application is put on hold in the first-round coordination. You will only be notified of the results of placement coordination for the second round and beyond if you will be receiving an admission offer.
②9	If you have applied for transfer for April admission and received an offer of transfer in the first or second round of placement coordination, your child may not return to the original facility even if you decline the offer.
③0	If you decline an offer in the first round of placement coordination for April admission, you cannot apply for the second round.
③1	To decline an admission offer, please submit a Childcare Facility Application (Declination/Withdrawal Form). Please note that, when you decline an offer, your application will be nullified and the priority index score for “～5” will apply to any application you submit during that school year. If you wish to use a licensed childcare facility after declining, you need to prepare the application documents again and apply by the deadline.
③2	A childcare concierge may contact you to provide information after the city sends a notification of the placement coordination results (first round, second round, mediation) for April admission.
Matters related to post-offer/post-admission	
③3	After you accept an offer, your child needs to undergo a health checkup by the facility’s contracted physician and an interview at the facility before the admission date. Depending on the results of the health checkup, your child may be asked to visit a specialist. If the health checkup and interview do not occur, or if it is determined that the facility cannot accept your child due to the results of the health checkup and interview, the admission offer may be rescinded.
③4	After admission (or transfer), there will be a transition period so that your child can get used to the new environment. During this period, the facility will only accept him/her for shorter hours. The length of this period and hours vary depending on the facility.
③5	In general, if your child does not use the facility for a long period of time or takes a leave for more than two months, you will have to withdraw him/her from the facility.
③6	If your child is currently enrolled in a different facility, you must withdraw him/her from the facility by the end of the month before the month of admission. He/she must start attending the licensed childcare facility that made the offer on the first business day of the month of admission. (If your child is transferring from a different licensed childcare facility within Musashino City, no withdrawal procedure is required.)