

Confirmations and understandings

《For all categories》

I understand that the admission process and its screening system (standard criteria for admission etc.)	<input type="checkbox"/>
Wrote down the name of desired nurseries in the sequence of preference that is convenient to commute. Within 10 facilities of authorized day nurseries, integrated facilities of kindergarten and nursery, and small-sized childcare facilities / within 5 facilities for public day nursery rooms and home-visit childcare facilities)	<input type="checkbox"/>
The application with missing and/or incorrect information is not accepted. The selection is made by the documents submitted by the deadline. Any document(s) submitted after the deadline will be used for the next selection meeting.	<input type="checkbox"/>
If my employment status/condition at nursery entry is different from that at the time of application, there would be a possibility of me being asked to withdraw from the nursery or cancel my acceptance. (i.e. changing workplace, lower rating points after childcare leave, etc.)	<input type="checkbox"/>
When there are any changes to my employment status, family status, etc., I must notify Day Nursery Division in Shibuya City Office with necessary documents as soon as possible. I may be asked to withdraw from the nursery or cancel my acceptance if I fail to submit those additional documents.	<input type="checkbox"/>
False statements on your application leads to refusal of admission.	<input type="checkbox"/>
The submitted document cannot be returned. Copies of tax withholding statement and final return form should be submitted instead of originals. I will make a copy of my application forms etc. in advance, if I wish to keep the record.	<input type="checkbox"/>
If you check ① of [the applicants during prenatal and postnatal leave / childcare leave] on the back of the application, the adjustment index number 22 will be applied. If you want to change the application to ②, you need to submit [childcare change notification] by the application deadline.	<input type="checkbox"/>
When the timing of my application falls into the followings: ◆ During childcare leave: The condition is that you must return to your previous workplace which is described in the application form by the end of the month of your nursery admission. If you are employed and your nursery admission month falls in the following 5 months- 2 months before the scheduled delivery month + the month of childbirth + following 2 months; it is on the condition that you return to your previous workplace which is described in the application form immediately after your maternity leave. ※ A change of job is not included ※ There are two conditions for reinstatement. One must go back to work on the same month as the nursery admission month (annual paid holidays are not included). Working days and working hours after your reinstatement shall not fall below the numbers you described in the application form by a large margin. If your number of working days were reduced (number of working days per week reduced from 5days to 4days), or working hours per day decreased (e.g. taking more than 2 hours of child care leave per day) you will be asked to withdraw from a nursery. ◆ During job hunting: The duration of enrolment is 3 months. If the condition of your work that is required to meet the minimum requirements was not confirmed after two months of child/ren entering the nursery/ies, you will be asked to withdraw from a nursery. In the case of an informal employment decision, it is with the condition that you start working at the workplace described in the application form. ◆ Childbirth (without employment): The duration of enrolment and application for the "childbirth" category is 5 months in maximum (2 months before the expected delivery month + the month of childbirth + following 2 months). I will withdraw when the duration is over.	<input type="checkbox"/>
Even if the parents are working, but make an application only for a 5-month nursery (two month in advance, the month of the birth, and two month after the birth) without returning to your workplace after the maternity leave but take a childcare leave instead, you will be considered as an "applicant for childbirth". However, when entering with childbirth requirements, we will apply the special case of the continuing nursery attendance for the child (employment certificate required). The child who entered the nursery can stay the time until the end of the fiscal year of the second birthday. If you cannot return to your workplace by the end of the fiscal year, your child will be asked to withdraw from the nursery.	<input type="checkbox"/>
If I work at my current workplace less than 6-month but have a previous employment, I must submit a document which certifies the employment and retirement date of a previous job. Without the document, it cannot be counted as "working more than a year." If there are more than 2 months gap between the retirement and new employment dates, it is not considered as "over a year".	<input type="checkbox"/>
If one of the parents is a nursery teacher or kindergarten teacher and works (or will work) at a licensed nursery school, a certified childcare center, a certified nursery school, a community-based childcare business facility (small-scale childcare, home-based childcare, home-visit childcare, childcare in the office), company-led childcare facility or an unlicensed childcare facility set up by the local government as a measure against waiting-list children, you can request the application of usage adjustment standards that gives priority to childcare workers (application of priority at the time of same index). If you wish for the above, you will need to submit a copy of your childcare worker's certificate or kindergarten teacher's license, and a petition.	<input type="checkbox"/>
If I live with my parent(s), I need to submit a document of proof that he/she cannot take care of my child(ren). Without a document, it may act as a disadvantage or a negative point.	<input type="checkbox"/>
Households that have been registered in Shibuya City for a long time at the time of the desired admission day may have advantage on the usage adjustment. However, if the household has moved in or out within five years before the desired admission date, the total period of the resident registration for the past five years will be included.	<input type="checkbox"/>
Applying for a transfer of nursery may be a disadvantage over applying for a new application. • If the rate index is the same, new applicants have higher priority. • Even if you are paying the nursery fees for a child who is nursed in an authorized day nursery, the child will not receive any points on "Adjustment condition 8"	<input type="checkbox"/>
Service hours for your child should be within the operating hour of each facility and also within the range of the minimum necessary nursery hours on the Benefit Authorization. However, the days when either one of the parents is able to take care of the child (ex.a day-off on weekday), child will be nursed by at home or stay in the nursery from 9:00 to 16:00.	<input type="checkbox"/>
In case of delinquency in nursery fee payments (including public day nursery rooms) for children and siblings, you may have disadvantage on a screening system.	<input type="checkbox"/>
As for the children with disability, disease, underdevelopment or other, depending on the environment of the nursery you chose, there may be some adjustments/changes in the nursery selection or/and the admission date. Failure to notify these child's conditions at the application may result in the cancellation of admission.	<input type="checkbox"/>
If you make an application for siblings at the same time and accepted at once, it is not allowed to decline only one of the acceptances (but apply them all.)	<input type="checkbox"/>
The child selected in the first selection will not be eligible for the second selection. However, children selected to public day nursery room at the first selection may have a possibility to be selected to the Authorized daycare facilities on the second selection.	<input type="checkbox"/>
In case of moving out of Shibuya city after the enrollment, attending period will be subjected to change.	<input type="checkbox"/>
【 In case you wish to use extended-hour nursery service 】 Please note when there is no vacancy, you cannot use the service. Where to apply : ◆ Shibuya municipal nurseries – admission counselor through the prospective nursery ◆ Others – consult directly with the prospective nursery	<input type="checkbox"/>
A benefit authorization for the April entry will be issued in mid January, 2021.	<input type="checkbox"/>
This application is effective during the fiscal year 2021. I need to submit a new application form for an admission of the new FY.	<input type="checkbox"/>

* Please look on the reverse side *

Memorandum of Understanding(2023)

Please check all the confirmation below 04

《 Small-sized facility 》		
As this facility is for children up to age of 2, specify your preferred affiliated facility after your child leaves the nursery when applying.		<input type="checkbox"/>
If your child is not accepted by the affiliated facility that you want, your child would not be selected neither by Blea Day Nursery ・ Uehara nor Nukumorinoouchi Nursery ・ Jingu-en.		<input type="checkbox"/>
The affiliated facility of Ciel Small Size Day Nursery Ebisu is Poppins Nursery School Ebisu Minami.		<input type="checkbox"/>
In case you move out of Shibuya City, you can use the facility until the end of the month your moving-out date belongs to.		<input type="checkbox"/>
《 Common conditions for home visit childcare service ・ public day nursery room 》		
Selection adjustment is to be made for those who are on a waiting list after a selection adjustment conference of authorized Day Nursery. If the number of applications exceeds the capacity, the adjustment is made based on the selection adjustment criteria of authorized Day Nursery.		<input type="checkbox"/>
Public day nursery rooms and home visit childcare service are for those on a waiting list, therefore, children receiving the above service, remain eligible for the selection adjustment of the authorized Day Nursery.		<input type="checkbox"/>
When you apply for authorized Day Nursery and selection adjustment of entry is conducted, addition of rating is applicable same as for children attending unauthorized childcare facilities. (except while you are taking childcare leave.)		<input type="checkbox"/>
If an applicant is offered a place of an authorized Day Nursery, the service will be terminated.		<input type="checkbox"/>
In case you move out of Shibuya City, you can use the facility until the end of the month to which your moving-out date belong.		<input type="checkbox"/>
Please notify us if your situation has changed and you no longer need to apply for public day nursery room nor home visit childcare service.		<input type="checkbox"/>
《 Public day nursery room 》		
Limited to the case that a child has been enrolled for the reason of guardians' work, he/she can continue to attend until the last day of his/her attendance period (until the end of fiscal year at the longest) if a younger sibling is delivered (born) during his/her attendance period and guardians take childcare leave following maternity leave. ※ If you apply your children for an authorized Day Nursery in the next fiscal year and they are put on the waiting list, the elder one who has already been at nursery room can continue to attend in the next FY year subject to the condition that guardians should return to work regardless of the younger one's circumstance.		<input type="checkbox"/>
If your child is offered a place in an authorized Day Nursery while you are on childcare leave, you need to return to work until the last day of the month of enrollment.		<input type="checkbox"/>
《 Home visit child care service 》		
As it takes approximately one month from selection of entrance until service initiation, the deadline of application in each month is, in principle, is one month prior to 「your preferred month of entry for authorized Day Nursery 」 for 「your preferred month of service initiation of home visit childcare service」.		<input type="checkbox"/>
The fee for regular childcare hours is same as the one at authorized Day Nursery, and you are to pay it to the service provider directly. In addition, you are required to pay JPY 1,100 per day for the round transportation expense of childcare staff. (The household categories A ・ B of childcare fee are exempt for this expense.)		<input type="checkbox"/>
If the public transportation is unavailable and the staff needs to use taxi, you are required to pay its actual taxi fare.		<input type="checkbox"/>
In case of urgent childcare ・ extended-hours childcare, you are required to pay extra fee specified by the service provider.		<input type="checkbox"/>
You pay the usage fee, fee for extended-hours childcare and the round trip transportation expenses to the service provider on a monthly basis.		<input type="checkbox"/>
Although meal is not provided by the service provider, service fee is unchanged and there is no discount for meal charge portion.		<input type="checkbox"/>
Service hours are as follows: -Monday through Saturday (except national holidays , year-end and New Year holidays) -Regular working hours plus commuting time within regular childcare hours in accordance with category of childcare volume described in Benefit Authorization Certificate and status of each service provider.		<input type="checkbox"/>
Service hour will end at the time when either of the parent returns home.		<input type="checkbox"/>
Childcare staffs are either certified child-minders who have completed home visit childcare service training or those who are recognized by Mayor as such that have knowledge and experience (more than) equal to certified child-minders. Please leave childcare contents with the service provider and its staff. You cannot appoint a childcare staff.		<input type="checkbox"/>
If your home is obviously not big enough to have childcare service, you cannot use this service. Household chores are not provided.		<input type="checkbox"/>
Lunch (including baby food, frozen breast milk, powdery milk) and refreshments should be prepared by mothers/guardians. Child-minders would warm up the prepared meal with microwave oven but will not cook such as cutting the food, stir-frying or boiling .		<input type="checkbox"/>
If older siblings (elementary or junior high school children) of the registered child come home while a staff is nursing him/her, the staff will not look after the older siblings together with the child.		<input type="checkbox"/>
Home-visit childcare staff can be sent only to your home in Shibuya Ward.		<input type="checkbox"/>
Your availability of using this service will be suspended in those cases: any false report in your application; delinquency of the payment; violation act.		<input type="checkbox"/>
Home-visit childcare service is provided only when guardians or co-habitants are not at home (except for those who work at home /have illness or nursing the elderly). As for visiting days and time, consultation will be made with actual service providers.		<input type="checkbox"/>
If you give birth to a baby while you are using or after applying for the facility, you can use the service for two months before and after the due date. (for five months in total) Please discuss visiting date and time with the service provider. This service will end if you take childcare leave after the maternity leave.		<input type="checkbox"/>
Service providers give their staff good job training and service users will be briefed how they would like their child to spend at home or which room(s) the staff should not be entered. Should a staff accidentally break/damage items at the user's home, the service provider will compensate them. (Degraded pushchairs and toys cannot be compensated)		<input type="checkbox"/>
Poppins Corporation	Regular childcare hours are from 7:30 ~ 18:30. We accept 0~2 year-old children	<input type="checkbox"/>
	If service is provided beyond the regular hours (until 20:30 at the latest), it is treated as extended childcare and you are required to pay extra fees specified by the service provider. However, service hours will be within the range of minimum necessary nursery hours on the Benefit Authorization.	<input type="checkbox"/>
	Available service days are from Monday to Saturday (excluding holidays, year-end and New Year holidays); minimum days you require.	<input type="checkbox"/>
NPO Corporation Florence	Regular childcare service hours are up to 8 hours between 8:00 ~ 18:30. Extended-hour childcare is not available. We accept 0~2years old children.	<input type="checkbox"/>
	During the day time inter-exchange childcare will be provided at 「Minna No Mirai Wo Tsukuru Day Nursery Hatsudai」 located at 4-chome, Yoyogi, Shibuya-ku.	<input type="checkbox"/>
	The maximum available days are 5 days from Monday through Saturday (except national holidays, year-end and New Year holidays)	<input type="checkbox"/>

I agree all the above items, and hereby apply.

Date: / / /

Name of guardian _____