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*** Checklist of documents to be submitted and precautions ***

Please check the documents to be submitted and notes at the time of application, and submit the checklist together.

Submission destination: Children and Family Affairs Division of the ward where the first choice garden is located

1 Application documents, etc.(required for all)

* Education / childcare benefit certification application and facility (business) use application
 * Facility (business) use application supplementary form * Consent form regarding facility (business) use * My number (individual number) Declaration Form * My Number (Individual Number) A copy of the personal number confirmation documents and identity verification documents stated in the declaration form.

2 Documents certifying that childcare is required (for parents and all household members aged 18 to 65)

situation		Documents to be submitted (Please submit both (1) and (2))	Father	Mother	Grand father	Grand mother	Others living together
Working	Those who work for a company	Employment certificate (A shift table is attached for irregular work) * The expiration date of the employment certificate is 3 months from the date of certification.	X	X	X	X	X
	Those who have a job offer		X	X	X	X	X
	Those who return to work during childcare leave or after childbirth		X	X	X	X	X
	Self-employed / managers	(1) Employment certificate Copy of business permit, start-up notice, etc. or copy of tax return of previous year	X	X	X	X	X
Pregnancy / childbirth		Copy of mother-child notebook of the child who is planning to give birth (1) Cover (2) Page showing the expected date of delivery	/	X	/	X	X
disease		Medical certificate (disease name, treatment period, There is a statement that childcare is difficult)	X	X	X	X	X
hindrance		A copy of the disability certificate A page that shows the name, disability name, and disability grade	X	X	X	X	X
Relative care / nursing		(1) Medical certificate for those who receive long-term care / nursing (2) Long-term care / nursing schedule that shows the working hours (self-made)	X	X	X	X	X
Job hunting (including entrepreneurial preparation)		Written consent	X	X	X	X	X
Student / vocational training		A copy of your student ID card or student ID card Timetable (you can make your own)	X	X	X	X	X
Disaster recovery		Disaster certificate	X	X	X	X	X

3 Other documents that need to be submitted depending on the situation of the household

Household status	Documents Required (Please submit both 1&2)	Father	Mother	Household status	Documents (Please submit both (1) & (2))	Father	Mother
Children or people with the same livelihood have disabilities	(1) Ownership report of disability certificate, etc. related to reduction of childcare fees, etc (2) A copy of the disability certificate, etc.		X	If using unlicensed childcare facilities, etc.	Unlicensed childcare facilities, babysitters, etc. • A copy of the contract • A copy of the receipt One of them (The usage time per month can be confirmed)		X
When a guardian works (does) as a childcare worker at a facility in the city	(1) Pledge for employment of childcare workers (2) Copy of childcare worker qualifications, etc.	X	X	If you apply for a prenatal child	① Oath regarding application for use of nursery school before birth Contract and consent ② A copy of the Mother and Child Handbook (Cover and page showing the expected date of delivery)		X
If you are planning to move in from outside Chiba City	(1) Pledge regarding moving in (2) Documents that identify the new address		X	When applying Nursery centers other than Chiba City	Application time and documents differ depending on the municipality Therefore, please go to the Children and Family Affairs Division of your ward to confirm.		X
Single-parent household	Divorced and unmarried		X	If parents are working as city room instructors	Pledge paper regarding employment as an instructor such as a child room	X	X
	During divorce trial Those who are in divorce mediation	(1) A petition relating to the residence status of the parents (2) Certification of arbitration or in trial (eg, a copy of the mediation date call letter, a Case pending certificate, etc.		X	Parents are living overseas	A copy of your passport (page showing immigration) * To confirm the taxable address as of January 1st.	X
Application for children with disabilities, injuries or outpatients	(1) Statement of opinion (medical certificate) of the attending physician (2) Other documents that show the condition of the child		X	Those who moved to Chiba after January 1, 3rd year of Reiwa	Reiwa 3rd year • Resident tax (non-) taxation certificate • Municipal tax / prefectural tax income (taxable) certificate One of them	X	X
application for a child with allergies, please fill in the details on the separate table.	Documents showing the status of allergies If you do not have, describe details on a paper		X	If you agree to lower the selection ranking because it was possible to extend childcare leave	Notification regarding selection order change due to extension of childcare leave		X
[Mihamama Ward only] If you like to enter the condominium resident priority school	Pledge to live in a large-scale condominium Copy of the contract with name		X				

4 Notice

- The selection result may be disadvantageous depending on the omission of the application form or the missing documents. Please check the documents before submitting.
- There are various differences depending on the kindergarten, such as available hours and whether or not childcare is provided on Saturdays. Please check when deciding your desired destination.
- Applications and required documents that have arrived at the Children's and Family Affairs Division by the deadline are valid. The city will not be held responsible for any omissions in the required documents or non-delivery due to a mailing accident.

_____ **Date**

_____ **Parental signature**

Child's Name

Birth Date

Year

Month

Date

[Please also check the back side]

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Precautions / confirmation items related to admission selection / admission to nursery schools / certified children's institutes (Be sure to check the "Documents to be submitted / Precautions checklist" on the front

No	Target person	item	explanation
1	All Household	Notification time of selection results for all households (admission in April)	Results will be notified for the first selection in late January and for the second selection in late February.
2	All Household	Notification date and time of selection results (admission from May to March)	Results will be notified at the end of the month before the selection target month (generally after 20th of the month).
3	All Household	Handling in case of disapproval	The selection will continue until the end of the fiscal year (admission in March). If you no longer need to be selected, please submit a "Notice of Withdrawal of Application for Use". In addition, the notice of disapproval will be sent only for the first selection. (If you need a notice of disapproval other than the first selection month, please contact the Children and Family Affairs Division.)
4	All Household	About the location of the residence certificate	If you have decided to enter the school as a result of "application for admission as a citizen of Chiba" or "application for admission on the premise of moving to Chiba City", the offer will be canceled if the resident card is not in Chiba City at the end of the month before the fixed month of admission. ...
5	All Household	About childcare fees	Childcare fees for children under 3 will be notified after admission is decided. (Early April for admission in April, late previous month for admission from May to March)
6	All Household	About supplementary food expenses	Childcare fees for children over 3 years old are free, but supplementary meals will be charged separately. Since the cost of supplementary food varies depending on the school, please contact each school for details. * Exemption :depending on the household's municipal tax income percent. Households eligible for exemption will be notified after the decision to enter the park.
7	All Household	Procedures after admission	Procedures are required if the following items are changed in the household after entering the park Please contact the Children's and Family Affairs Division of the ward as there may be cases. ① Change of household member's name, address, living together / separated, etc. ② Change of employment, unemployment, job change, working hours, etc. ③ If you become pregnant
8	All Household	Procedures for leaving	If you leave the school before graduation, please contact the Children's Family Division or the facility you are using by the day you leave the school. Please submit "Notice of Cancellation of Facility (Business) Use".
9	Application during childcare leave	About the return date when the application is made during childcare leave	You will need to return to work in the month of admission. If the end date of childcare leave stated on the employment certificate received at the time of application is other than "the month of admission or the end of the month before admission", the work certificate (reflecting the latest end date of childcare leave) by the end of the month before the month of admission. Please resubmit.
10	Application during childcare leave	About "Notification of the order of admission due to the extension of childcare leave	If you submit this notification, the ranking will be lower than those who did not submit it. It will be possible to select. However, depending on the availability of the garden, a job offer may be offered. Please note that it may appear.
11	Application during job hunting	Period of use during job hunting	One (or both) of the parents applied while looking for a job, and a job offer for a childcare facility was issued. If so, you can use it for 3 months. To continue using is working that can be seen as "working for 64 hours or more per month" during the period. You need to have your certificate ready and go to the Children's and Family Affairs Division.
12	Certified child school application	About expenses and closed days of certified child school	At the certified children's school, there are expenses unique to the school such as "uniform fee" and "Obon(summer) holiday" and closed days. It may be set. Please check with each school for details.
13	Certified child school application	About changes of Education / childcare benefit certification category after admission	To change the education / childcare benefit certification category (No. 1 ⇔ No. 2) after entering the school. It is required to complete the procedure at the Children's and Family Affairs Division of the Ward after obtaining the consent of the school in advance.

[Please also check the front side]