

Documents attached to the application form for attending private kindergartens

(1) Reasons why you need the childcare

Reasons for needing childcare are the same requirements as for using a nursery. In order to receive Certification Type 2 or 3, both parents/guardians need to fall under one of the following conditions. In addition, the validity period of Certification is set for each reason for the necessity of childcare.

Reasons for needing childcare	Validity period of Certification
Working (48 hours or more per month)	Working period (maximum period up to preschool)
Pregnancy and delivery	A total of five months, two months before and after the expected month of delivery
Job seeking (including preparing to start a business)	Three months
Parental/Guardian's illness/disability, hospitalization	Time required for treatment (maximum period up to preschool)
Care and nursing of relatives living with the Applicant (excluding applicant's preschool children)	Time required for the care (maximum period up to preschool)
Schooling (including vocational training)	Schooling period (maximum period up to preschool)
Restoration of fire and other disasters	Period during which each case occurs
Fears of abuse or domestic violence	Necessary period of childcare
Using a kindergarten already at the time of taking parental leave	Necessary period of childcare
Other cases where it is deemed impossible to provide childcare	Necessary period of childcare

(2) Documents required for certification of necessity for childcare (Certification Type 2 or 3)

Parents'/Guardians' reasons		Necessary documents
at work (more than 48 hours per month)	Working	Certificate of Employment *Needed for both parents concerned. Forms are available on the Itabashi City website. If you are self-employed, you will also need to provide evidence of your self-employment such as a business license or a certificate of opening a business.
	Job being offered	Certificate of Employment *Needed for both parents concerned.
	On parental leave	Certificate of Employment (Maternity and postnatal leave periods and parental leave periods need to be indicated)
Giving birth	Birth expected	Photocopies of the Maternal and Child Health Handbook (front cover and page showing expected delivery date)
Injuries and diseases	Injured or with illness	Medical certificates and other documents (certifying the name and condition of the disease/injury and the circumstances under which the child cannot be cared for)
With disabilities	Persons with mental or physical disabilities	Photocopies of the Certificates of Physically Disabled, Intellectually Disabled, or Mentally Disabled, etc. relevant certificates

With care and nursing	Bed rest persons	A photocopy of the medical certificate or a copy of the Long-Term Care insurer's certificate for those requiring Long-Term Care Level 2 or higher graded (Home Care only)
	Persons with severe physical or mental disabilities	A photocopy of either the Severe Physical and Mental Disability Allowance Beneficiary Certificate, Level 1 or 2 for Physical Disability Certificate, Level 1, 2 or 3 for Mental Disability Certificate, or Level 1, 2 or 3 for Intellectual Disability Certificate "Ai-no-techo".
	Accompanying persons for those going to medical institutions, outpatients, or inpatients	A photocopy of either relevant receipts, proof of attendance documents to medical institutions, or hospitalization plan, etc.
Students	Attending schools	A photocopy of student ID (or certificate of enrollment)
Job-seeking	Jobseekers	Application for Job-hunting activities *form is available on the website of Itabashi City
Others		Necessary documents
Father/mother is a foreign national		A photocopy of both sides of the Residence Card

(3) Documents necessary for those who fall under single-parent households, etc.

①	Persons in need of social welfare	Certificate of welfare recipient
②	Those without a spouse who are currently supporting a child	Either of a photocopy of the Family Register or the Child Support Allowance Certificate, or Certificate for Medical Expense Subsidy for Single-parent households If within one year of divorce, a document proving the date of divorce (a photocopy of Family Register or Certificate of Acceptance of Divorce); if undergoing divorce mediation, a photocopy of the Notice of the Date of Mediation
③	Those who have been issued a Physical Disability Certificate	A photocopy of the Physical Disability Certificate
④	Those who have been issued Certificate of Intellectual Disability	A photocopy of the Intellectual Disability
⑤	Those who have been issued Mental Disability Certificate	A photocopy of the Mental Disability Certificate
⑥	Those children who have been the recipients of the Child support Allowance Certificate	A photocopy of the Child Support Allowance Certificate
⑦	Disability Basic Pensioner of the National Pension System	A photocopy of the National Pension System
⑧	Those who have been certified as recipient of Long-Term Care	A photocopy of the Long-Term Care certificate
⑨	Other persons specially approved by the Mayor of Itabashi	Please consult with the City Office on an individual basis.

(4) Other documents required depending on each household's situation

①	If any member of the household does not have resident registration in Itabashi (e.g., live/work away from one's home in Itabashi)	Exemption Certificate for Municipal Resident Tax (FY2024 and FY2025)
②	Those whose address was outside of Japan as of January 1, 2024	Income certificate issued by the employer/s for the year 2023 (from January 1 to December 31, 2023), showing total income for the year including both in Japan and abroad.
③	Those whose address was outside of Japan as of January 1, 2025	Income certificate issued by the employer/s for the year 2024 (from January 1 to December 31, 2024), showing total income for the year including both in Japan and abroad.

Other notes

Any changes to the application details have to be notified immediately to Kindergartens Subsection of Educational Affairs Section, City Office. Depending on the nature of the change, the applicant will be informed of the documents required according to the circumstances concerned. (Examples of changes that need to be notified: change of employment status (resignation, job change, change of working days, etc.), change of household members (marriage, divorce, etc.), change of bank account for bank transfers).

Information related to kindergartens is also available on the City website.

Kindergartens Subsection, Educational Affairs Section, Board of Education Office

Itabashi City Office

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