**Entry Sheet（To check important matters）**

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| **※Please read the following, which is very important. Please check the appropriate box after reading the corresponding information (「□」「✓」).** | | ☑ |
| Application for Admission | Please submit the necessary documents for admission adjustment (selection) by the indicated deadline. Documents received after the deadline are not reflected in the indexes. Since submitted documents are not to be returned, please make photocopies of Family Registers and Resident Tax Certificate before submitting.  Original documents once submitted are not to be returned. | □ |
| Please confirm the age in month required for applicant’s preferred center. If applicant applies for a class of  children less than 1 year old and does not fulfill the age requirements on the first day of the application, the  Applicant is not accepted for the admission adjustment (selection).  (In case the child comes to an age of month within the effective period, the applicant is accepted for the  Admission adjustment (selection)). | □ |
| If you are applying as a Community Childcare Center graduate, please make a careful check about the capacity of your preferred facility. The center with no difference in accepting number between the two-year-old and three-year-old classes may not be able to receive new applicants. | □ |
| If there is a change in circumstances at time of admission, the tentative admission might be revoked, or the child of the applicant might have to leave the center. If there are any changes, please contact us at the applicant’s earliest convenience and submit the necessary documents as soon as possible. (For Example: The applicant applied while he/she had a job but left the job or transferred before the child is admitted.) | □ |
| Home Welfare Staff and Baby Rooms which have small number of day-care staff look after infants. In consideration of the infants’ safety, we are unable to accept infants with some health problems. Please understand that, depending on the interview with a center supervisor, the application might not be accepted even after issuing tentative admission. | □ |
| Once it is decided that the applicant changes the center, he/she is not able to return to the former center for whatever reason. The Childcare Services Section is not supposed to inquire of the reason behind the applicant’s desire to change centers. If the applicant no longer would like to change centers, please submit the appropriate notice as soon as possible. | □ |
| In case applied with incorrect information regarding the contents of Certificate of Employment including prospective one and health report on child and others, the tentative admission might be cancelled, or the child of the applicant might have to leave the center. | □ |
| In the event of Admission approval | If you apply while on childcare leave, the offer of admission may be canceled, or your child may be discharged from the facility if you are not able to return to work at the company where you took the leave by the first day of the month following the month you enter the program. | □ |
| If you apply for the program during the time of "seeking employment”, you are required to commence working by the 1st day of the 4th month from the month of your child’s admission and submit a "Certificate of Employment" after starting work. If the applicant fails to start working by the deadline, your child may be discharged from the facility. | □ |
| If you apply for the program based on a "job offer," you must start working during the month of admission to the facility. The city office will request you to submit a "Certificate of Employment" after you start working to confirm your employment. If it is found that the applicant has not started working by the due date, your child may be discharged from the center. | □ |
| Childcare　Fee | The childcare fee is a fixed and monthly amount and not calculated on per diem even if the child cannot attend full month. | □ |
| There is a "reduction system" for Childcare fees. Please refer to "Guide to Kindergartens and Nurseries (see p. 40, 41)" and submit the "Application for Reduction of Childcare Fee " and necessary documents if the conditions apply. As a result of the application, the reduction may not be applied if there is no change in the childcare fee tier. The application for reduction will be applied from the month following the date of application and it cannot be done retroactively. (\*Application may be made from September depending on the details.) | □ |
| ♦　 To those applying from outside of Itabashi City (including those who intend to move to Itabashi City) | | |
| There is a fixed limit on applications for children. For those who do not move to Itabashi by the first day of the month of admission, please inquire it first. Even if you plan to move in, in case you do not attach documents that confirm your moving into Itabashi City such as photocopy of rental agreement, purchase agreement, etc. by the first day of the month you wish to use the service, you may not be selected for admission on the same basis as Itabashi City residents. | | □ |
| Please check the application deadline in advance. Required to contact the local municipality in which you are registered and apply there or Itabashi City making sure to meet the deadline. | | □ |
| Those who apply prior to moving to the Itabashi City, need to apply again once they complete their move. Even if he/she completes the resident registration with the City office, tentative admission will be revoked if one fails to reapply by the first day of admission.  Please complete the necessary procedures. Postal service accepted. | | □ |
| It is not possible to use the nursing facility admitted before moving into Itabashi and the one in Itabashi City at the  same time during the same month. | | □ |

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| ♦　For information other than the childcare facilities of your choice (Check if it applies) | |
| After application, if there are other facilities available in addition to the requested facilities, I, the applicant, wish to  receive further information from Consultation for Admission Subsection, Childcare Support Section, Itabashi City  Office. | □ |

**All parents/guardians have reviewed and agree to the above.**

**Month 　 　Day , Year 20 　　　　　Signature of Guardian**