

Daycare Enrollment Guide (for the year of Reiwa 7; 2025) □

This guide describes the matters and procedures required to apply for childcare facilities of Tochigi City. If you are going to enroll your child, please be sure to read this information. Please complete all the forms and submit them by the deadline.

栃木市の保育施設の申込みに必要な事項や手続きについて説明しています。お子様の入園をご検討されている方は、必ずこちらの内容をご確認ください。書類に関しては、すべてのフォームに必要な事項を記入し、期限までに提出してください。

1. Certification of the Necessity of Childcare

Certification of the necessity of childcare (Benefit Certification) must be obtained before your child starts attending kindergarten/daycare. There are two types of Certifications of Necessity of Childcare (Benefit Certification): 1. An Education and Benefit Certification and 2. A Facilities Use Certification.

幼児教育・保育施設等の利用に先立ち、保育の必要性の認定(給付認定)を受ける必要があります。保育の必要性の認定(給付認定)には、1. 教育給付認定と2. 施設利用認定の2種類があります。

《Type of Certification》

Type of Certification	Applicable ages	Applicable Facilities
Certification Type 1	Kindergarten age (3 years old or above)	Certified childcare centers (Kindergarten section)
Certification Type 2	Children aged 3 to 5 (From one day before turning 3 to one day before starting school)	Daycare centers Certified childcare centers (Nursery section)
Certification Type 3	Children aged 0 to 3(until 2days before turning 3)	Daycare centers Certified childcare centers (Nursery section), Small-scale childcare facilities

・ It is possible to enroll your child in Certified childcare center(Kindergarten section) even if your current work situation does not render the use of your need for childcare. Please contact to a childcare facility of your choice directly.

・現在の勤務状況により保育を必要としない場合でも、認定こども園(幼稚園部門)に入園することは可能です。保育施設へ直接お問い合わせください。

2. Circumstances Requiring Childcare

To register for childcare at a childcare facility, you must fulfill one of the "Reasons for requiring Childcare" criteria listed below.

保育施設に入所するには、以下の「保育を必要とする事情」のいずれかを満たしている必要があります。

Reasons for requiring Childcare	Approval Period	Childcare Hours	
		Standard time	Short time
Work (all types of work full time, part time, night shift, working from home, etc.)	Maximum until the child starts school	more than 120 hours of work per month	more than 64 hours of work per month
Before/after childbirth	From 6 weeks prior to the due date to the end of the month in which the 8th week from the delivery falls.	Applicable	

Illness/ disability	Period deemed necessary	Depending on the contents of the medical certificate	
Nursing/Caring for family member(s)	Period deemed necessary	more than 120 hours of caring per month	more than 64 hours of caring per month
Job-seeking	Up to 3 months from the day you start seeking a job hunting		Applicable
Disaster recovery	Period deemed necessary	Applicable	
Study	Until graduation	more than 120 hours of study per month	more than 64 hours of study per month
Risk of abuse or domestic violence	Period deemed necessary	Applicable	
Childcare Leave	Period deemed necessary		Applicable

3. Required Documents

Certain documents are required when applying for admission to a childcare facility. It may take time to have everything prepared. Please make sure you give yourself enough time.

1. Daycare Enrollment Application Form
2. Education/childcare benefit Certification Application Form
3. Family Situation Questionnaire
4. Consent Form and Written Pledge
5. Necessary documents for childcare applications

保育施設の申し込みには、いくつかの書類が必要です。中には準備に時間がかかるものもあるので、早めに準備しておきましょう。

1. 保育所入所申込書
2. 教育・保育給付認定申請書
3. 家族状況調査票
4. 同意書・誓約書
5. 保育申込に必要な書類

Reasons for Application	Required Documents	Notes
Work		
Out-of-Home Work	<ul style="list-style-type: none"> ・ Certification of Employment 《 Documents to be submitted as necessary 》 ・ Schedule(for a month) 	
Self-employed	<ul style="list-style-type: none"> ① Certification of Employment ② A photocopy of both page 1 and 2 of Tax return 《 Documents to be submitted as necessary 》 ・ A photocopy of Sole proprietorship registration with the tax office ・ A photocopy of Registration of wages for family employees of blue return taxpayer 	
Before/after childbirth	A photocopy of your Mother and Child Health	

	Handbook (Page showing parent's names and expected due date)	
Illness/disability	Medical Certificate from doctor OR A copy of Physical Disability Certificate or Rehabilitation Certificate	
Nursing/Caring for family member(s)	①Report on Nursing Care ②Medical Certificate (Nursing Care) ③A photocopy of Physical Disability Certificate, Rehabilitation Certificate or Nursing Insurance Certificate	You will need to provide both ①and②.
Job-seeking	Hello Work Registration Slip or Job-seeking Report	
Disaster recovery	Disaster Victim Certificate	
Study	①Certificate of Enrollment issued by school ②Curriculum	You will need to provide both ①and②.
Risk of abuse or domestic violence	Please consult with the Management Division of Child Institutions	
Childcare Leave	Certificate of Employment	

・It is necessary to complete 1 application per child.

・お子さま 1 人につき 1 枚の申込書が必要となります。

4. Application Deadlines (2024)

	Where to apply	Application Deadline	Decision on Enrollment
1st Application Period	If your first choice of facility is: ①A Daycare Center →Apply at the Childcare Division of	Mon, Sep 2, 2024～ Mon, Sep 30, 2024	Fri, Nov 29, 2024
2nd Application Period	Tochigi City Hall ②A Certified Childcare Center (Nursery section) or a small-scale childcare facility, →Apply the facilities directly	Mon, Dec 9, 2024～ Mon, Dec 23, 2024	Thu, Jan 30, 2025
3rd Application Period	Childcare division of Tochigi City Hall	Mon, Feb 3, 2025～ Mon, Feb 17, 2025	Late February, 2025
Applying mid-year	Childcare division of Tochigi City Hall	For one month before the month of enrollment	Every month from May 1, 2025

・Those who are currently seeking a job cannot apply in the 1st application period.

・現在就職活動中の方は第 1 次募集期間に応募できません。

5. Application Procedures for Childcare Facilities

Application

- Apply to Tochigi City Hall to use a childcare facility. If your first choice of childcare facility is a certified childcare facility, please submit the application to the facility directly.

・保育施設の利用許可を市役所に申請してください。認定こども園を第一希望の場合は、認定こども園に申請書を提出してください。

Facility Interviews

- We will conduct a face to face interview after application. Attend the interview at the designated venue (Local community center, your first choice of the childcare facility etc.) with your child.

・お申し込み後、対面での面接を実施します。指定の会場(地域の公民館、第一希望の保育施設等)にお子様と一緒にご来場ください。

Screening

- Based on municipal regulations, admission will be decided on a priority basis, taking into consideration the parent(s)/guardian(s)' circumstances and childcare needs.

・市町村の条例に基づき、保護者の状況に応じて保育の必要性に応じて優先的に入所が決定されます。

Screening Results

- We will send a notification of decision by post.

・決定の通知は郵送にて行います。

Notification of provisional enrollment decision

- For the 1st through 3rd application period, the city will send an initial decision letter on the scheduled date.

- If you apply in mid-year, the city will contact you before you start using the facility.

・一斉申し込みの場合は、予定された日に内定通知を市から発送します。

・年度途中の申込は、利用開始月の前月上旬に利用調整のため市から電話があります。

If you do not receive a provisional enrollment decision

- For the 1st through 3rd applications, the city will send a notice of pending enrollment on the scheduled notification date.

- For applications made in mid-year, the city will send out a notice of pending enrollment around the 15th of the month in which you have planned to start using the facility.

- We will continue to adjust admissions during the certification period within the fiscal year.

・一斉申し込みは、通知予定日に保留通知を市から発送します。決定の通知は郵送にて行います。

・年度途中の申込は、利用開始月の15日頃に入園保留の通知を市から発送します。年度内は継続して利用調整を行います。

Entrance information session and Health check

- We will notify you of the date and location of the entrance information session along with the notification of the screening results. The event will be held at a childcare facility where admission has been decided. (If the childcare facility you have been offered an offer at is a childcare center(Nursery section) or a Small childcare facility, you will be contacted by each facility.)

・選考結果通知と一緒に日程と場所をお知らせします。入園が内定した保育施設で実施します。(認定こども園、小規模保育施設は、各施設から連絡があります。)

Enrollment

- The childcare facility will inform you of the childcare fees and meal fees after enrollment.

・入園後に園から保育料と給食費をお知らせします。

Age Range for Each Class (The 7th Reiwa year)

Class Age (age as of April 1)	Born on/between
0 Years old	April 2, 2024～
1 Years old	April 2, 2023～April 1, 2024
2 Years old	April 2, 2022～April 1, 2023
3 Years old	April 2, 2021～April 1, 2022
4 Years old	April 2, 2020～April 1, 2021
5 Years old	April 2, 2019～April 1, 2020

- ・A child's "class age" is determined by their age on the 1st April of the current financial year.
- ・児童の「クラス年齢」は、当該年度の4月1日時点の年齢によって決定されます。

6. Fees for Childcare Facilities

1) Childcare fees for 3 to 5-year old classes are free(0 yen).

2) Childcare fees for 0 to 2-year-old classes

Category by municipal level	Amount of municipal tax	Childcare fees(Standard time) Childcare fees(Short time)
1	Households on benefit	0 0
2	Households exempted from municipal tax	0 0
3	Households exempted from per income levy of municipal tax	4,800 (4,800)
4	Less than 48,600 yen	8,700 (8,500)
5	48,600 — 77,200 yen	12,000 (11,700)
6	77,200 — 97,000 yen	18,600 (18,200)
7	97,000 — 133,000 yen	31,200 (30,600)
8	133,000 — 169,000 yen	36,000 (35,300)
9	169,000 — 235,000 yen	42,600 (41,800)
10	235,000 — 301,000 yen	48,000 (47,100)
11	301,000 — 397,000 yen	53,000 (52,100)
12	397,000 yen and more	57,000 (56,000)



- ・The calculation of the basic childcare fee is based on the total amount of resident tax of both parents/guardians.
- ・Childcare fees are decided on a monthly basis.
- ・Even if your child misses attending daycare due to personal circumstances, you are still to pay fees.
- ・基本保育料の計算は、保護者の住民税所得割額に基づきます。
- ・保育料は月単位で決定します。
- ・ご事情によりお子様が保育に来られなかった場合も、保育料はご負担いただきます。

- ・Fees for class groups of ages 3-5 are free.
- ・If there are two or more children under the age of 18 (※) living in the same household as their guardian(s), children between the ages of 0 and 2 who are certified for childcare and attend childcare are exempt from childcare fees from September Reiwa 6 (2024).

・3～5 歳児クラスは無料です。

・保護者と同一の世帯に 18 歳未満の児童(※)が 2 人以上いる場合、0 歳から 2 歳児の保育認定を受けて保育園等を利用する児童は、令和 6 年 9 月から保育料が無償となります。

・If both parents are municipal tax-exempted, we will consider the highest municipal tax payer (lineal blood relatives such as grandparent(s)) in your household.

- ・Note that residence tax amount of either married parents living apart or unmarried parents living together will also be considered.

・両親ともに市税非課税の場合は、直系血族(祖父母など)である同居者の最も高い市税所得割額を考慮します。

・別居中の夫婦、または同居中の未婚の夫婦の住民税額も考慮します。

3) Daycare Meal Fees

Based on the policy to make pre-school education and childcare services free, childcare services for children from 3-year-old to 5-years-old classes are free of charge. You will, however, be charged for school meal fees.

School meal fees are collected by each facility. However, for public daycare facilities, the city collects the fees.

For children in the 0-2 year old class, the cost of school meals is included in the childcare fee,

幼児教育・保育の無償化により、3 歳児から 5 歳児までの保育料は無料となります。ただし、給食費は実費となります。

給食費は、各施設が徴収します。ただし、公立園については市が徴収します。

0～2歳児クラスの児童は、保育料に給食費が含まれますので、原則給食費の支払は不要です。

7. Others

If you live outside of Tochigi City but wish to enroll your child in a childcare facility within the city,

Please apply to your municipality. Please contact them in advance because conditions and requirements may differ.

Application documents will be sent to Tochigi city through your municipality and Tochigi city will screen applicants.

Please apply at least one week before the application deadline to ensure that the documents will arrive before the deadline.

※Those who live outside the city cannot apply in the first application period.

市外にお住まいで栃木市の保育施設に入園を希望する場合

お住まいの市町村に申請してください。取り扱いが異なる場合がありますので、事前にお問い合わせください。

申請書類はお住まいの市町村を通じて、栃木市に送付され、栃木市で審査が行われます。

申請期限までに確実に届くよう、申請期限の 1 週間前までに申請してください。

※市外在住者は、一次申し込みでは申込できません。