

# 2022 (Starting April 1st) Guide to Using Nurseries, etc. ~For residents of Nishi Ward~

Information for those who wish to use licensed nursery facilities, certified combined nursery and kindergarten facilities, family-style daycare services, small-scale childcare facilities, company childcare facilities (regional) starting April 1st, 2022. Please note that people currently in the application process for 2020 who wish to use a facility from April 1st, 2022 will need to apply.

## 1 Application Procedure

**Please apply by mail** with all required documents. (For details⇒see **3**.)

If it is not possible to apply by post, please drop your application off at the ward office mailbox. (For details⇒see **4**.)

※ There is no priority given in the selection process based on application method or order of receipt.

If either of the following applies, **please submit the application in person at the ward office window**. (For details⇒see **5**.)

(1) Parents or guardians of children with disabilities or special needs who wish to use a nursery facility

(2) Parents or guardians who wish to use nursery facilities outside the city

## 2 Documents Required for Application

Please see pages 16 to 19 of Reiway onendoYokohama-shih oiku jotouriyouannai 「令和4年度横浜市保育所等利用案内」.

In addition to the required documents, please submit the following documents.

• Teishutsusushorukaikakinhyou 提出書類確認票 (Checklist of Required Documents)

• Self-addressed envelope (write your name and address and attach a 94 yen stamp)

※ Documents submitted cannot be returned. (It is recommended that you make copies before submitting.)

※ Since it may take some time to issue certificates of employment and other documents, it is recommended that you request them as soon as possible.

※ If you are applying for siblings at the same time, please include the original documents, such as certificates of employment, with the youngest child's application and copies with the older children's applications.

## 3 Application by Mail (Initial Application)

(1) Application Period (for application to the Approval/Placement Coordination Center)

**Tuesday, October 12th, 2021 to Tuesday, November 9th, 2021 [with valid postmark]**

※ Applications postmarked after the deadline cannot be processed at the Coordination Center. So, between Monday, November 15th and Tuesday November 16th, please drop your application off at the ward office mailbox. (For details⇒see **4**.)

(2) Where to apply

〒 231-8350 (You do not need to enter an address.)

Yokohama City Children and Youth Bureau, Approval/Placement Coordination Center

## 4 Applying through the Ward Office Mailbox (If initial application period has passed)

### (1) Application Period

**From Monday, November 15th, 2021 at 8:45 a.m. until 5:00 p.m. on Tuesday, November 16th, 2021**

※ Excluding Saturdays and Sundays. Applications cannot be accepted on Saturdays even when the office is open.

### (2) Where to Apply

Please drop your application off at the designated mailbox at Window #25 on the 2nd floor of Nishi Ward Office.

※ If you have any questions, please call the designated number. Do not ask at the ward office.

## 5 Applying In Person at the Ward Office (If you need individual consultation or wish to use a facility outside the city)

The following people cannot apply by mail. Please come to Nishi Ward Office (2nd Floor, Window #25).

### (1) People who wish to use nurseries, etc. for a child with a disability or a child with special needs

Please consult with a caseworker at the Children and Families Support Division by Tuesday, October 26th (by appointment only: 045-320-8467) before applying.

### (2) People who live in Yokohama and wish to use nurseries, etc. located outside of Yokohama.

Please check in advance the application deadline, requirements, required documents, name and department of the person in charge, and age of admission for the nurseries in the municipality you wish to use and then come see us. You will use the application form for Yokohama City but, depending on the municipality you wish to use, you may be required to submit additional documents. Please submit your application two weeks or so before the deadline for the municipality you wish to use.

## 6 Deadline for Submission of Missing Additional Documents

If you are unable to submit some of the required documents by the application deadline, please submit the additional missing documents separately.

**Deadline for submission: Tuesday, November 30<sup>th</sup>, 2021 [with valid postmark]**

※ Documents submitted after the deadline for missing documents cannot be included in the first round of placement coordination. If there are vacancies at your desired nurseries after the first round of coordination, the submitted documents will be used in the second round of coordination.

## 7 Results of Placement Coordination

**Results of Placement Coordination will be sent on or after Thursday, January 27<sup>th</sup>, 2022 (estimate)**

※ Before the results of placement coordination are sent out, the "Educational and Childcare Benefit Approval Certificate" (教育・保育給付認定決定通知書) will be sent out. (It will not be sent to those who have already been approved for benefits.)

## 8 Secondary Application

If capacity has not been reached after the first round of coordination, a second round of applications will be accepted.

### (1) Secondary Application Period:

**Tuesday, January 4th, 2022 to Thursday, February 10th, 2022 [Must arrive by this date]**

### (2) Where to apply:

〒220-0051 1-5-10 Chuo, Nishi Ward, Yokohama

Nishi Ward Office Children and Families Support Division

Attn: Personnel in charge of 2021 secondary applications

※ There will be a reception window. (Excluding Saturdays, Sundays, and holidays. There will be no reception or consultations on Saturdays even when the office is open.)

### (3) Results of Secondary Placement Coordination will be sent around Thursday, March 10th, 2022 (estimate)

## 9 Contact Information

### ●How to fill out the application form, application period, etc.

Dedicated Line TEL : 045-664-2607

Period : Up to Wednesday, January 26th, 2022 (including weekends and holidays)

※ Excluding Wednesday, December 29th, 2021 to Monday, January 3rd, 2022.

Hours : 8:00 a.m. to 8:00 p.m.

### ●Individual Consultation

Nishi Ward Office, Children and Families Support Division, Nursery Personnel

〒220-0051 1-5-10 Chuo, Nishi Ward, Yokohama Window #25

TEL : 045-320-8472 FAX : 045-322-9875

Hours : 8:45 a.m. to 5:00 p.m.

※ Excluding Saturdays, Sundays, and holidays. Applications cannot be accepted on Saturdays even when the office is open.

## Additional Points of Note

### ○ If you are expecting a baby on or before Thursday, February 3rd, 2022 and wish to use a nursery facility from April 1st, 2022

The application process is the same as for new applications, but since it is a provisional application, a separate official application must be made after the birth (and received by Thursday, February 10th, 2022). If you do not submit an official application by Thursday, February 10th, 2022, your provisional application will be invalidated.

※ For the provisional application, leave the child's name blank on both the 「<sup>Kyuufuninteishinseisho</sup>給付認定申請書」 (Application for Benefit Approval) and the 「<sup>Riyoushinseisho</sup>利用申請書」 (Nursery Application), and enter the expected date of birth for date of birth. Please also be sure to submit a copy of the 「<sup>Boshikenkou</sup>母子健康手帳」 (Maternal and Child Health Handbook) (the cover page and the page showing the expected date of birth).

※ Even if your baby's due date is on or after February 4th, and your baby is born on or before February 3rd, you are eligible to use a nursery facility from April 1st. If the actual birth occurs on or after February 4th, you will not be eligible to use a nursery facility from April 1st.

※ If your child is born after February 3rd, your provisional application will not be valid. If you wish to use a facility from May, please submit a complete set of application documents again.

### ○ If you are on childcare leave

Childcare is possible at home during childcare leave so, in principle, applications are not allowed. But, if you wish to use a facility at the end of your childcare leave, it is possible from the first day of the month in which your childcare leave ends.

Example: If your childcare leave will end on April 30th (you return to work on May 1st) you can use a facility from April 1st.

After you return to work, please submit a certificate of return to work (「<sup>Fukushokushoumeisho</sup>復職証明書) or a certificate of (planned) employment (「<sup>Shuurou yotei shoumeisho</sup>就労(予定)証明書」) within two weeks.

### ○ Other

Declining a placement after placements have been decided is troublesome for other applicants. Please confirm facilities' policies and visit facilities beforehand, then apply for the facilities you will be sure to use.

If possible, please make a visit to see the nursery facilities before applying.

**April 2022 Nursery Facility Expected Availability of Acceptance** (as of October 12th, 2021)

- ※ Numbers are based on information available at present. Actual numbers at time of placement coordination may vary.
- ※ For expected availability of acceptance at nursery facilities in neighboring wards, please check the the City of Yokohama website.
- ※ ☆ means new nursery schools that will open in April 2022”

■ **Licensed Nursery Facilities**

Name	0-year-olds	1-year-olds	2-year-olds	3-year-olds	4-year-olds	5-year-olds	Currently Enrolled & Expected to Continue
Yokohama-shi Minami-Sengen Hoikuen	10	5	2	4	2	0	86
Tokiwa Hoikuen	6	6	1	0	0	0	50
Rishouji Hoikuen	/	/	17	5	4	0	53
Sengen Youikuen	/	12	3	5	3	0	64
Mutsumi Aijien	/	/	8	10	3	1	28
Tsukushi Aijien	/	/	6	10	12	12	0
Hiranuma Hoikuen	6	6	0	0	0	0	55
Asobinomori Hoikuen	6	5	4	/	/	/	14
☆ Asobinomori Hoikuen Bunen(Tentative Name)	/	/	/	7	8	7	22
Yokohama Minatomirai Hoikuen	20	2	1	0	1	1	110
Nijiuro Hoikuen Minatomirai	12	3	0	0	6	5	67
Poppins Nursery School Minatomirai	6	2	1	0	0	0	43
Moomin Hoikuen	7	2	1	2	0	0	52
Hoppel Land Yokohama Okano	/	12	0	1	1	0	49
Greenport Sakuragi-cho Hoikuen	8	5	1	2	3	1	65
Poppins Nursery School Yokohama	6	2	2	2	3	0	45
Rosetto Hoikuen	9	3	3	3	1	0	72
Momonoki Hoikuen	6	4	0	2	0	1	49
Kids Pocket Konoha Hoikuen	7	3	0	2	0	0	51
My Heart Momijigaoka Hoikuen	3	3	0	2	0	0	31
Kids Partner Minatomirai	2	5	3	9	3	4	34
Kids Pocket Hoikuen	6	6	0	/	/	/	18
Yokohama Okano Skip Hoikuen	6	4	0	2	1	2	49
Ohayou Hoikuen Hanasaki-cho	3	6	1	2	0	1	45
Minatomirai Kubagasa Hoikuen	9	3	1	2	1	2	62
WithBook Hoikuen Tobe	6	4	0	2	0	0	50
Yokohama Sorairo Hoikuen	3	6	3	0	0	0	49
Sakuraminamisaiwai Hoikuen	6	2	2	2	7	1	40
Ami Hoikuen Takashima-en	5	2	0	0	2	1	30
Keikyu Kids Land Shin-Takashima Hoikuen	6	2	2	2	0	1	47
☆ Poppins Nursery School Hiranumabashi (Tentative Name)	/	8	9	11	11	11	0
☆ Nijiuro Hoikuen Hiranuma(Tentative Name)	/	11	14	15	15	15	0

■ **Small-Scale Childcare Facilities**

Name	0-year-olds	1-year-olds	2-year-olds	Currently Enrolled & Expected to Continue
Nishi-ku Chuo Moegi Hoikushitsu	3	1	0	7
Orange House Nishi-Tobe Hoikuen	2	2	1	6
Kids Partner Hiranuma-bashi	6	0	1	12
Kids Partner Yokohama Kusunoki-cho	3	5	0	11
Garry Hoikuen Sakuragi-cho	3	5	0	11
Kids Partner Minatomirai Dai 2	3	5	0	11
Sugiyama Katei Hoikushitsu	0	2	0	3
Maple Nursery WEST	3	1	1	7