

Guide to Using Day Care Centers

(For Guardians Living in Minami Ward)



Volunteer interpreters are available at the Minami Ward Administration Office

	English	Chinese
Days	Mondays Fridays	Monday to Friday
Times	9 a.m. – noon 1 p.m. – 5 p.m.	1 p.m. – 5 p.m.
Where to apply	Public Relations Section, Minami Ward Administration Office (1 st Floor Counter 1, Minami Ward Administration Office)	
Tel.	045-341-1212	

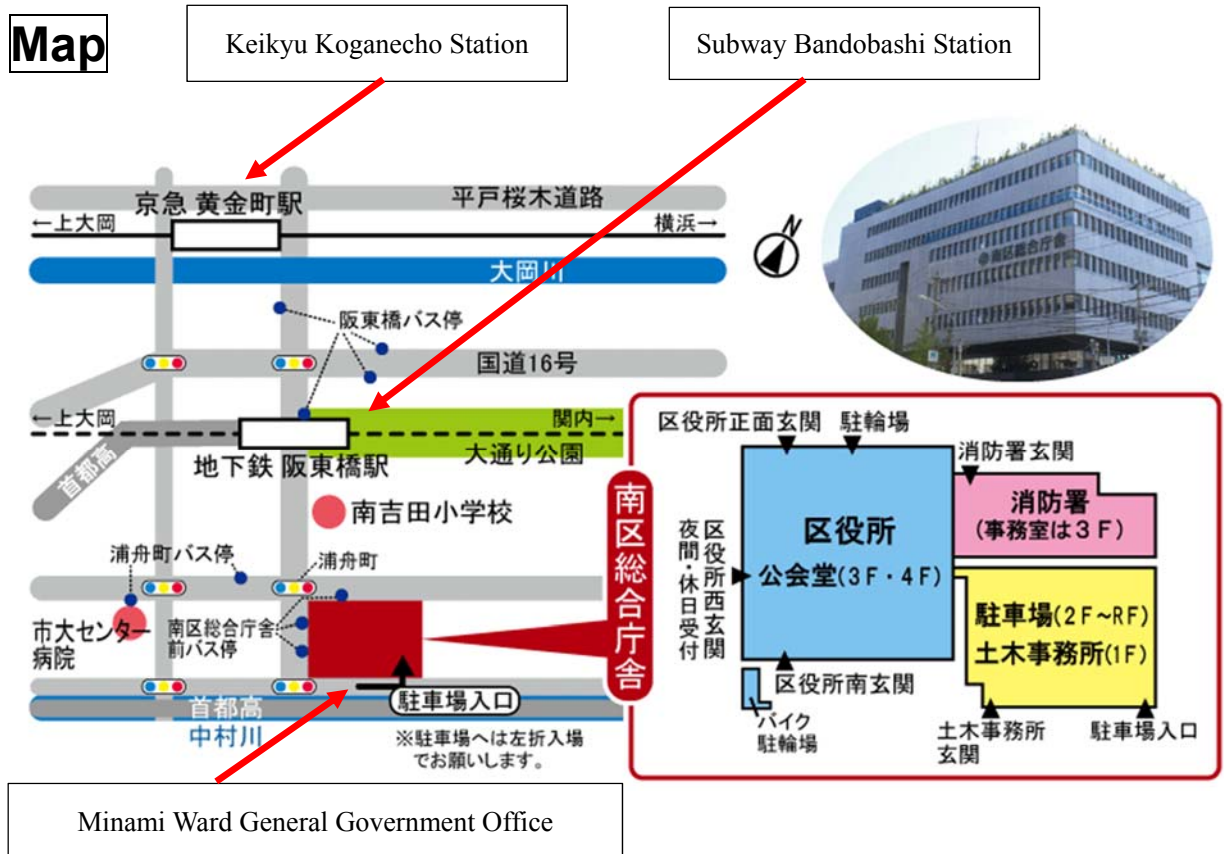
*Requests for interpreting services are accepted up until 15 min. before the end of the service times above.

*Interpreting services are provided free of charge.

Where to apply for day care centers

2nd Floor Counter 25, Children and Families Support Division, Minami Ward Administration Office

(You can also apply for day care centers located outside Minami Ward.)



When to apply for day care centers

Monday to Friday, 8:45 a.m. – 5 p.m.

Who can apply for day care centers

The children's guardians



If you do not speak Japanese well, please come to the counter with one of Minami Ward Administration Office's volunteer interpreters.

1. I would like to use day care services

There are a variety of day care facilities and services available to meet the needs of different families and children. Please consult the Ward Administration Office first to find out more.

You need to have a valid reason for using registered day care centers, certified centers for early childhood education and care, small-scale day care services, and home day care services. Reasons can include work, childbirth, illness, job hunting, attendance of an educational facility, and more.

Please note that applications for kindergartens, non-registered day care facilities and Yokohama nursery rooms should be made directly to the facilities in question and NOT at the Ward Administration Office.

Where to apply	Type of Facility	Eligible age range*
Ward Administration Office → You can obtain an application form at the Ward Administration Office.	Registered day care centers	0-5 years
	Certified centers for early childhood education and care	0-5 years
	Small-scale day care services/Home day care services	0-2 years
Directly to the Facility → Please inquire directly to the respective facilities for details on how to apply.	Non-registered day care facilities	0-5 years
	Yokohama nursery rooms	0-2 years
	Kindergartens	3-5 years

*Please note that the age at which facilities can start accepting children varies by facility.

*The age ranges for classes for fiscal year 2019 (April 2019-March 2020) are as follows:

- 0 years old: From April 2, 2018
- 1 year old: April 2, 2017-April 1, 2018
- 2 years old: April 2, 2016-April 1, 2017
- 3 years old: April 2, 2015-April 1, 2016
- 4 years old: April 2, 2014-April 1, 2015
- 5 years old: April 2, 2013-April 1, 2014

Q. Small-scale day care services and home day care services only have classes for children up until the age of two years. Where can I get child care when my child turns three?

A. For children three years old and beyond, small-scale day care services and home day care services partner up with specific registered day care centers, certified centers for early childhood education and care, or kindergartens. Therefore, your child can either progress directly to one of these partner facilities*, or you will need to apply to a different facility at the time of graduation.

* Please note that in some cases, your child may not be able to progress to your preferred facility.



2. Application Period

If you want your child to start from April*1, you need to apply between the beginning of October and the beginning of November the year before intended entry.*2

Please apply by the deadline of the previous month if you wish your child to enter partway through the fiscal year.

*1 April is the month with the most available spots for entry.

*2 A detailed schedule is published around August every year on our homepage

Reference: The application period for fiscal year 2019 (April 2019-March 2020) is as follows. Once you apply, your application will be valid for that entire fiscal year.

Starting Month for Daycare Use	Date Applications Commence	Deadline for Applications
★Primary applications April 2019	October 12, 2018 (Fri.)	November 9, 2018 (Fri.) (deadline for Minami Ward)
★Secondary applications April 2019	January 4, 2019 (Fri.)	February 8, 2019 (Fri.) (deadline for Minami Ward)
May 2019	March 11, 2019 (Mon.)	April 10, 2019 (Wed.)
June 2019	April 11, 2019 (Thurs.)	May 10, 2019 (Fri.)
July 2019	May 13, 2019 (Mon.)	June 10, 2019 (Mon.)
August 2019	June 11, 2019 (Tues.)	July 10, 2019 (Wed.)
September 2019	July 11, 2019 (Thurs.)	August 9, 2019 (Fri.)
October 2019	August 13, 2019 (Tues.)	September 10, 2019 (Tues.)
November 2019	September 11, 2019 (Wed.)	October 10, 2019 (Thurs.)
December 2019	October 11, 2019 (Fri.)	November 8, 2019 (Fri.)
January 2020	November 11, 2019 (Mon.)	December 10, 2019 (Tues.)
February 2020	December 11, 2019 (Wed.)	January 10, 2020 (Fri.)
March 2020	January 14, 2020 (Tues.)	February 10, 2020 (Mon.)

3. Number of vacancies for day care centers

The number of vacancies for April entry to day care centers (primary applications) will be announced on the date applications commence (around the beginning of October in the year before intended entry), so please inquire at the Ward Administration Office. For vacancies other than April entry, the number of vacancies will be announced at the start of the month prior to the month when entry begins.

Please note that you can make an application even if there are no current vacancies.

4. Day Care Fees

The fees for registered day care centers, certified centers for early childhood education and care, small-scale day care services, and home day care services are determined based on the amount of municipal residence tax paid by the guardian and his or her spouse. For more details on specific amounts, please see the List*¹ of Usage Fees (Day Care Fees) under the New System of Support for Children and Day Care in the City of Yokohama. (Please ask at the Ward Administration Office if you do not understand this list.)

*1 横浜市子ども・子育て支援新制度利用料（保育料）

Please note that guardians who do not have information on taxes in Japan because they are living (or had been living) overseas are required to submit documents proving their amount of income overseas. In such cases, failure to submit documents certifying your income will result in you having to pay the maximum amount for day care fees.

★New rules making preschool education and day care free of charge★

From October 2019, new rules making preschool education free of charge will come into effect.

[Inquiries] Free Preschool Education Hotline (Japanese only)

045-840-6064

(Hours: From 8 a.m. to 8 p.m. (including weekends and national holidays))

[Key points regarding free preschool education]

- 1. Kindergartens, certified centers for early childhood education and care, registered day care centers, etc.**
 - Free for all children in 3-5-year-old classes
 - Free for children in 0-2-year-old classes from households that do not pay municipal residence tax
- 2. Out of hours day care services at kindergartens (only in cases where there is an authorized need for care)**
 - Free for children in 3-5-year-old classes up to 11,300 yen per month
- 3. Non-registered day care facilities (only in cases where there is an authorized need for care)**
 - Free up to an amount of 37,000 yen per month for children in 3-5-year-old classes in the event that the child is not using a registered day care center, etc.
 - Free up to an amount of 42,000 yen per month for children in 0-2-year-old classes from households which do not pay municipal residence tax
- 4. Facilities for children with disabilities, etc.**
 - Free for children in 3-5-year-old classes
- 5. Yokohama nursery rooms**
 - Free for children in 0-2-year-old classes from households that do not pay municipal residence tax
 - Free for children in 3-5-year-old classes with the same restrictions as non-registered day care facilities
- 6. Day care services limited to certain fiscal years**
 - Free for children in 1 and 2-year-old classes from households that do not pay municipal residence tax
- 7. Company-run day care facilities**
 - Standard fee is free for children in children in 3-5-year-old classes and for children in 0-2-year-old classes from households that do not pay municipal residence tax

5. Selection criteria for day care centers

The order of priority for accepting a child into a day care centers varies according the family and child's circumstances. There is a document that contains the details of the criteria by which this order of priority is determined.

This guide is only available in Japanese, so if you have trouble reading it, please visit the Ward Administration Office to receive an explanation of the selection criteria.

Please note that you may lose your place at a day care center if you are found to have made false statements on your application or you have failed to notify changes in circumstances from the time of application (for instance, a reduction in working hours, etc.). Furthermore, you may be ordered by the City of Yokohama to pay back the fees for day care in full or in part.

6. Temporary Day Care

The following temporary day care services are available to preschool children who do not attend a day care center (fees apply).

If you wish to make use of such services, please check the List*¹, of Temporary Day Care Service Providers and apply directly to the relevant day care centers.

Please note that use may be subject to certain restrictions depending on the user's situation.

*1 一時保育実施施設一覧

Type	Description	Usage limit
Irregular day care (非定型的保育)	Irregular day care services take care of children when guardians cannot look after their children at home due to work, training, studies and other reasons.	3 days a week or up to 120 hours a month
Emergency day care (緊急保育)	Emergency day care services take care of children who require temporary emergency care due to unavoidable reasons such as guardians falling ill, being admitted to hospital, or having to attend ceremonies such as weddings or funerals.	Up to 14 consecutive days on a single occasion
Respite-type day care (リフレッシュ保育)	Respite-type day care services take care of children temporarily to give guardians a physical and mental break from the pressures of child care.	Up to 1 day per single application

7. Make sure to notify us in the following cases!

If the circumstances of your family change, such as when you change jobs, move house, or gain new members in your family, you need to submit an application form notifying us of these changes. The various application forms can be found at the Ward Administration Office's counters.

Any changes will apply from the month after you have submitted your application form.

Usage situation	Where to submit forms
Those who are currently using a day care center	Children and Families Support Division of the <u>Ward Administration Office in the ward where your day care center is located</u>
Those who are currently applying to use a day care center	Children and Families Support Division of the <u>Ward Administration Office in the ward in which you live</u>

If any of the following apply to you, please make sure to submit your application by the month before the month in which the changes need to be made. Please inquire at the Children and Families Support Division of the Ward Administration Office in person for specific details of how to apply.

Cases in which applications need to be made
You will move outside the City of Yokohama (you will move overseas)
You have moved within the City of Yokohama
You have gotten married, divorced, or there has been a change in the number of cohabitants, etc.
You have quit your job (you are searching for a job)
You wish to change your standard day care hours/use day care for a shorter time because you have changed jobs, the content of your work has changed, your working hours have changed, etc.
You are due to enter maternity leave before and after childbirth
You have finished your child care leave and are due to return to work
You have obtained child care leave and would like a child who is already using a day care center to continue using it
You lived outside the City of Yokohama and there was a change to the amount of municipal residence tax you were levied by that municipality
A sibling will use (or will quit) a facility or service intended to relieve the burden of having many children other than a registered day care center, etc.
You no longer need to apply for use of a day care center
You will quit use of a day care center
You no longer need an allowance approval
You wish to transfer your child to a different facility
There is some other kind of change to your family situation

8. Frequently asked questions



Q. Please tell me about the procedures I need to undertake if my child requires special assistance of some form.

A. Please make sure to consult with the Children and Families Support Division, Minami Ward Administration Office prior to applying for entry to a day care center if any of the following apply to your child:

- Your child has any disabilities or serious food allergies
- You are concerned or worried in any way about your child's mental or physical state or development
- A doctor pointed out any issues regarding your child during a health checkup or other examination at a medical facility
- Your child requires any other kinds of special assistance



Q. Can I apply for entry in April prior to my child being born?

A. You can make a provisional application prior to your child being born for the primary applications in April, but you still need to make a proper application once your child has been born. Please inquire at the Ward Administration Office for details on the deadline for the proper application.



Q. Can I use day care centers on Saturdays too? Do day care centers close temporarily for vacations?

A. You can use day care centers on Saturdays only if both parents are at work. Also, there is no system for vacations or temporary closures at day care centers.

