

# Information on Enrollment in Childcare Facilities for 2023-2024 (英語版)



## Application schedule for mid-year enrollment

Vacancies will be posted on the Yokosuka City website on the first of each month. (Japanese only. The website has an auto-translate function, however, the translation may be very different from the original Japanese.)

### ○ Application deadline for each month:

Deadline to enroll in Oct., 2023: Tuesday, Sept. 12, 2023    Deadline to enroll in Nov., 2023: Thursday, Oct. 12, 2023

Deadline to enroll in Dec., 2023: Monday, Nov. 13, 2023    Deadline to enroll in Jan., 2024: Tuesday, Dec. 12, 2023

Deadline to enroll in Feb., 2024: Friday, Jan. 12, 2024    Deadline to enroll in Mar., 2024: Tuesday, Feb. 13, 2024

*Please note that applications received after the deadline will be treated as applications for the following month.*

### ○ Childcare classes are separated by age

The class your child can be enrolled in is determined by their age as of April 1, 2023.

*Specify the age of your child as of April 1, 2023, when applying. Please note the starting age for enrollment differs for each facility.*

### ○ How to apply

Go to any childcare facility to ask for an application and submit your completed application **in-person to your first choice facility.**

Application Documents:

- 1) Application for Using Childcare Facilities (white A3 size paper)
- 2) Application for Childcare Benefits (pink A3 size paper)
- 3) Proof you have Circumstances Necessitating Childcare (see backside of this form for eligibility criteria)
- 4) Additional documents if necessary

If your first choice is an in-home childcare center (not including Shirakaba Childcare Center), please submit your application in-person to the Childcare Support Division of City Hall (see "contact" below for address).

### ○ Please note

- The application forms are the same for all facilities. (Sample English versions are available).
- If you can, please visit the facility before you apply in order to confirm important information such as how to get there and back, and whether or not it will be appropriate for your child. You can still apply for a certain facility even if you cannot visit beforehand. Please visit after submitting your application.
- If your child is currently enrolled at a facility in Yokosuka and you wish to enroll them in a new facility (transfer) starting in April 2024, you will need to submit a withdrawal notice for the facility from which you wish to withdraw your child (deadline: end of March, 2024). Your new enrollment application will not be processed if you do not submit a withdrawal notice.

## Criteria for admission

**If there are more applications than available slots, priority will be given to households in order of greatest need.**

### ○ Main criteria for determining the level of need for childcare services:

- Guardians' monthly working hours, degree of illness or disability, etc.
- Various circumstances such as single-parent households, applying for multiple children at once, amount of income, etc.

*Admissions are NOT offered on a first-come, first-served basis nor is there a lottery.*

**Contact:** Childcare Support Division, Yokosuka City Hall, 16 Ogawa-cho, Hagukumikan 5F, counter 1  
TEL: 046-822-9728 (Japanese only)  
Email: cw-hw@city.yokosuka.kanagawa.jp (English inquiries OK, but applications must be submitted in person)

## Eligible Circumstances Necessitating Childcare

Circumstances	Submit with your application
Employed	If you are employed by a business/organization: a Proof of Employment If you are self-employed or own your own business: a Proof of Employment If you work from home: a copy of a Notification of Opening a Business ( <i>Kaigyo Todoke</i> ) income tax return, etc.
Pregnancy/Childbirth	A copy of the Maternal and Child Health Handbook (cover page showing the mother's name and page showing expected date of delivery)
Disease/Disability	A medical certificate (stating the impact on childcare and the duration of treatment) or copy of Certificate of Disability.
Long-Term Care/Nursing	A Declaration of Long-Term Care/Nursing Circumstances ( <i>Kaigo Kango Jyokyo Shinkokusho</i> ) AND document(s) that show the need for Long-Term Care/Nursing: a Long-term Care Insurance Holder Certificate ( <i>Kaigo Hoken Hihokenshasho</i> ), copy of Certificate of Disability, and/or medical certificate.
Searching for a New Job	If you are job searching: a copy of your Hello Work registration card or a written statement explaining your job searching activities such as job interviews, etc. If you are preparing to start a business: a business plan, etc.
Student	A copy of a student ID (or Certificate of Enrollment) AND class schedule, etc., showing enrollment.

## Childcare fees

- **3-5 year olds:** • Under the Childcare and Child Education Subsidy, childcare is free (0 yen). There is a fee for lunch.
- **0-2 year olds:** • Fees are determined according to the guardians' taxable income for municipal resident tax. If the total amount of taxable income for municipal residential tax is less than 115,000 yen (less than 135,600 yen for single-parent households, etc.), there are no fees for childcare (0 yen).
  - If your child has siblings, there is a reduction in childcare fees for households whose finances are split among multiple children.
  - If you are not registered as a resident of Yokosuka and are working at a U.S. armed forces base, fees will be based on your W-2 Form.

## For those who live outside of Yokosuka and wish to apply to a childcare facility in Yokosuka

Please apply at the local division in charge of admission to childcare facilities of the municipality where you have your Certificate of Residence.

- When you apply, make sure that your local division will send the application documents required by Yokosuka to the Childcare Support Division of Yokosuka City Hall before Yokosuka's deadline.
- If you can, please visit the facility where you wish to enroll your child to make sure it will meet your child's needs.

### ○ Required documents for application

Required documents	Notes
Application for Using Childcare Facilities	Your local municipality's Application for using Childcare Facilities
Application for Childcare Benefits	Your local municipality's Application for Childcare Benefits
Proof of Circumstances Necessitating Childcare	Certificate of Employment, medical certificate, copy of Maternal and Child Health Handbook, etc.
Certificate of Municipal Resident Tax	2023 Certificate of Municipal Resident Tax from the municipality associated with your Certificate of Residence as of January 1, 2023.
Documentation of New Address (Only necessary if you are planning to move to Yokosuka)	<b>If you intend to move to Yokosuka, submit both ① and ② below:</b> ① Declaration on Account of Moving ( <i>Tennyu ni Kan Suru Moshitatesho</i> ) ② Documents certifying the new address <ul style="list-style-type: none"> <li>• Copy of the housing contract, showing the address, move-in date, and contracting parties.</li> <li>• Declaration of Co-habitation (the bottom part of the Declaration on Account of Moving)</li> </ul>

## For Yokosuka residents who wish to apply to a childcare facility outside of Yokosuka

### ○ Confirm the application period, etc.

Please contact the division in charge of admission to childcare facilities in the municipality where the facility of your choice is located and confirm the application period, required documents, eligibility criteria, etc.

### ○ How to apply

- Please submit the application documents in-person to the Childcare Support Division of Yokosuka City Hall (16 Ogawa-cho, Hagukumikan 5F, counter 1) AT LEAST one week before the other municipality's (the one to which you intend to apply) deadline. Documents MUST arrive no later than one week before the other municipality's deadline.
- Please make sure to apply well in advance.
- If you wish to enroll your child in a childcare facility in Yokosuka as well, you must apply separately for both.