

**Terms and Agreement for Admission to Nursery Schools, Small-scale Childcare Services,  
and Centers for Early Childhood Education and Care** <FORM 4: 様式4>

I hereby acknowledge that I have read and understood the terms listed below. (Check each box on the right)

<b>1 Admission to/Transfer of Nursery Schools (1) Terms of application for nursery school admission</b>		<input checked="" type="checkbox"/>
1	Please check with the desired facility beforehand to understand the contents of their childcare, what expenses they directly collect and which methods of drop-off/pick-up (i.e. car, bicycle, on foot) are allowed, etc. at that facility.	<input type="checkbox"/>
2	You must submit all required documentation by the designated due date, otherwise the application may not be reviewed for admission. Applications must be submitted every fiscal year.	<input type="checkbox"/>
3	The admissions office is to be informed immediately of any changes to the details (e.g. your reasons for requiring childcare, address, family/employment situation, and health condition, etc.) provided in the admissions application. Admissions approval, and the Certificate of Approved Classification for Education and Childcare, may be revoked if the information provided in the application is found to differ from your actual circumstances. In particular, if your reasons for requiring childcare have changed since the time of application (e.g. if you quit your job or if your certificate of residence has been transferred) your application will be re-examined.	<input type="checkbox"/>
4	Requesting support for childcare on the grounds of pregnancy is limited to the period of 2 months before and after the expected month of birth (a maximum of 5 months). A separate application procedure is required to apply for nursery school admissions after this period, even in the case that childcare support is still required.	<input type="checkbox"/>
5	When applying for a nursery school while on parental leave, please note that you are required to return to your previous workplace by the first business day of the month following your child's admission. You must submit a Certificate of Reinstatement promptly after going back to work. If you retire without returning to work after taking parental leave or if your post-leave work style differs from your pre-leave work style, your case will not be considered for reinstatement. In those cases, your child may be withdrawn from the nursery school or your admissions approval may	<input type="checkbox"/>
6	Your application will continue to be examined each month during the same fiscal year.	<input type="checkbox"/>
7	Your child is not allowed to return to the original nursery school once a provisional decision for a transfer is given. If the transfer is no longer necessary, please be sure to cancel the application.	<input type="checkbox"/>
8	Be sure to inform us of your child's health conditions (speech/behavioral development, allergy, and illness under treatment, etc.), of whether or not you possess a Certificate of Physical Disability, etc., and of any medical care necessities, etc., truthfully when submitting the application. Inform the childcare facility as well when visiting for a facility tour.	<input type="checkbox"/>

<b>1 Admission to/Transfer of Nursery Schools (2) Terms to note after nursery school admission</b>		
1	You must submit a Notice of Change document if there have been any changes to the information provided in the initial application documents. If your reasons for childcare support or the hours for which you require childcare have changed, submission of a Notification of Education and Childcare Grant Approval Change is required. Information on the application documents, including the household situation and health conditions are to be shared between the city and the facility.	<input type="checkbox"/>
2	Your child will be withdrawn from the nursery school if there are no longer any substantial grounds for receiving childcare support.	<input type="checkbox"/>
3	Temporary leave from a childcare facility is allowed for up to 2 months from the first day of absence. In principle, nursery school fees will be charged even during this time of leave.	<input type="checkbox"/>
4	You must follow the guidelines that each facility has established, and submit all necessary documentation by the set due date. Your child may be asked to leave the facility if any rules are not observed.	<input type="checkbox"/>
5	If your reason for requesting childcare services at a nursery school is "currently seeking employment," your child will be withdrawn from the nursery school at the end of the third month. Your child can continue to use the nursery school only if there is a legitimate reason for requiring childcare, such as if the caregiver receives an informal job offer, etc., and necessary documents to support this claim can be confirmed. If those documents are not submitted by the end of the second month of the job-seeking period, your childcare services eligibility will be lost.	<input type="checkbox"/>
6	Your child may be forced to leave the nursery school if unreasonable demands are continuously made (of which are deemed to interfere with school management).	<input type="checkbox"/>

<b>1 Admission to/Transfer of Nursery School (3) Terms regarding childcare fees after nursery school admission</b>		
1	Childcare fees, etc. are calculated according to the taxes paid by the child's household. In the case that the parents are divorced but living in the same household, or live separately but still maintain rights to custody, the tax amounts of both parents will be combined when calculating childcare fees. In the case that the parents are exempt from taxation, childcare fees may be calculated according to the sum of the tax paid by the child's grandparents.	<input type="checkbox"/>
2	In principle, childcare fees are not charged retroactively beyond the fiscal year. However, changes in your household taxes, employment condition, or household situation, etc. within a fiscal year will require an adjustment of childcare fees, so please notify us immediately of any such changes.	<input type="checkbox"/>
3	Late charges may be incurred if childcare fee payments are delayed. Regardless of the amount of money owed, if no payment is received even after the issuance of a Letter of Reminder and a Letter of Demand, your property may be seized to settle the outstanding payment. Please note that fee payment information is shared with the relevant organizations and department.	<input type="checkbox"/>

<b>2 Terms Regarding Your Child's Health (1) After applying for/admission to a nursery school</b>		
1	Depending on the child's health condition, a review meeting may be held to determine whether or not the child can be admitted. Please note that the city may request you submit a medical certificate, etc. (the applicant will be responsible for any fees incurred) issued by your child's home-doctor stating it is possible for the child to be cared for in group childcare.	<input type="checkbox"/>
2	Your application will not be accepted if there are inconsistencies between the child's health information provided at the point of application and the doctor's medical statement (including instructions for the medical care).	<input type="checkbox"/>
3	You must notify the admission office when there are significant changes in your child's health. An offer of admission may be revoked if your child's health condition is deemed unsuitable for the group nursing environment. If it is determined that group childcare is difficult due to changes in the child's health after admission, the child may be withdrawn from the center and/or transferred to another facility.	<input type="checkbox"/>
4	Each nursery school, etc. has policies regarding health and the prevention of illness in the group nursing environment. In the case that a guardian does not observe these policies, the nursery school may decline their child's admission.	<input type="checkbox"/>

<b>2 Terms Regarding Your Child's Health (2) Sharing of information</b>		
1	There are cases where the city must contact a related medical institution (attending doctor) and/or a public health nurse, etc., if the city needs to learn more about the child's health conditions, such as for reviewing the conditions of a disease or contents of medical treatment, etc. for admission assessment and for childcare after admission.	<input type="checkbox"/>
2	If the child regularly visits a facility other than the nursery school, etc. such as a Child Development Center, etc., the city may contact said facility directly as needed to inquire how the child is doing there.	<input type="checkbox"/>
3	There may be cases where the child and the parent will be asked to hold an interview with the city official to discuss the child's health condition in-person before the admission assessment.	<input type="checkbox"/>
4	After making a request for a facility transfer, the city may contact your child's former childcare facility to share his/her health history and childcare situations, etc. with the new facility.	<input type="checkbox"/>

I hereby request the matters below. (Check each box on the right)

<b>3 Agreement and Application for Regarding Non-payment of Childcare Fees (Allocating the Child Allowance received from the Mayor of Matsudo for non-payment of childcare fees)</b>		
1	In the event that the childcare fee, extended childcare fee, school lunch fee and other actual expenses are unpaid or have been paid overdue, I request to pay for these expenses on the provision date of Child Allowance, with the full amount of the Child Allowance received from the Mayor of Matsudo City, based on this application form, until full payment is made. (Pursuant to the provisions of Article 21 paragraph 1 and 2 of the	<input type="checkbox"/>
2	In accordance with the above request, I agree to use the Child Allowance to be received from the Mayor of Matsudo City to pay for unpaid childcare fees, etc., in the following order: (1) school lunch fees, (2) actual expenses (i.e. event fees, etc.), (3) extended childcare fees, (4) childcare fees, and (5) various overdue charges. (Pursuant to Article 490 of the Civil Code)	<input type="checkbox"/>

Address \_\_\_\_\_

Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Parent's Name (Father) \_\_\_\_\_ Parent's Name (Mother) \_\_\_\_\_