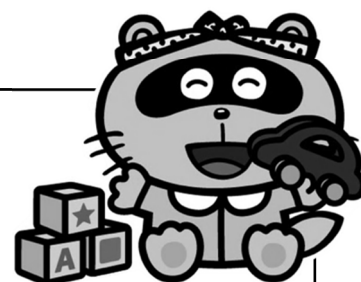


Childcare Facility Application Guide

～2026-27 Edition～



Application period for admission in April 2026

Tuesday November 4 to Friday November 28, 2025

- ※ If the application is sent by mail, it must arrive by the deadline.
- ※ Applications for transfers starting in April will be accepted during the same application period.
- ※ Notifications of results for April admissions are scheduled to be sent out in late January. (Details will be posted on the city website once finalized.)
- ※ If there are vacancies for April admission, a second round of applications will be conducted around February. (Details will be posted on the City website once finalized.)

●Application period for admission and transfer ●

Desired month	Application period		Validity period of employment certificate, etc.	Desired month	Application period		Validity period of employment certificate, etc.
Apr	4 Nov 2025	28 Nov 2025	On or after 1 Sep 2025	Oct	3 Aug 2026	20 Aug 2026	On or after 1 Jun 2026
May	2 Mar 2026	19 Mar 2026	On or after 1 Jan 2026	Nov	Sep 1 2026	18 Sep 2026	On or after 1 Jul 2026
Jun	1 Apr 2026	20 Apr 2026	On or after 1 Feb 2026	Dec	Oct 1 2026	20 Oct 2026	On or after 1 Aug 2026
Jul	1 May 2026	20 May 2026	On or after 1 Mar 2026	Jan	2 Nov 2026	20 Nov 2026	On or after 1 Sep 2026
Aug	1 Jun 2026	19 Jun 2026	On or after 1 Apr 2026	Feb	1 Dec 2026	21 Dec 2026	On or after 1 Sep 2026
Sep	1 Jul 2026	21 Jul 2026	On or after 1 May 2026	Mar	5 Jan 2027	20 Jan 2027	On or after 1 Sep 2026

※ Notification of admission results is scheduled to be sent around the 10th of the month preceding the admission month.
(For April admissions, notifications are scheduled to be sent around late January.)

1 Types of childcare facilities

1 What kinds of facilities are there? — Types of licensed childcare facilities —

In addition to kindergartens and nursery schools, there are also approved kodomo-en (certified centers combining the functions of both kindergarten and nursery school) and small-scale childcare facilities that care for small groups of children aged 0 to 2.

Type of facility	Usage type	Class age (the child's age as of April 1)	Where to apply to
Kindergarten	Kindergarten	Age 2[※2] to age 5 classes	Each facility
Nursery school	Nursery school	Age 0 to age 5 classes	City Office
Approved kodomo-en	Kindergarten	Age 2[※2] to age 5 classes	(Public) City Office (Private) Each facility
	Nursery school	Age 0 to age 5 classes	City Office
Small-scale childcare facility [※1]	Nursery school	Age 0 to age 2 classes	City Office

[※1] After graduating from the 2-year-old class at a small-scale childcare facility, children are given priority admission to an affiliated (linked) childcare facility.

[※2] The age 2 class (pre-preschool class) at a kindergarten is available only for children who are at least three years old.

※ What are unlicensed facilities?

These are facilities that provide childcare for infants and young children but are not officially licensed. They are, however, registered with the city in accordance with the Child Welfare Act.

Service details and childcare fees vary depending on the facility, and applications must be made directly at each facility.

Although certain conditions apply, these facilities may be eligible for free childcare subsidies. (For details, see page 17.)

2 How to enroll your child in a licensed childcare facility

To use a licensed childcare facility, you must obtain a 'Certificate of Eligibility for Education and Childcare Benefits'. (For type 2 and type 3 certifications, the category is determined automatically based on the child's age, so **no separate procedures are required.**)

Type of Certificate of Eligibility		Need for childcare	Child's age	Time classification
Kindergarten usage (Type 1 classification)		No	3 and above	Standard Education Hours (Approximately 4 hours in the morning to early afternoon)
Nursery school usage	(Type 2 classification)	Yes	3 and above	Standard Childcare Hours or Short Childcare Hours
	(Type 3 classification)		0-2	

In the case of **nursery school use (type 2 and type 3 certification)**, both parents (or guardians) must have a recognized '**reason for needing childcare**', such as employment, illness, or attending an educational facility.

Depending on the reason and each family's situation, there are two categories of childcare hours: standard and short.

Standard: Within the 11 hours set by the facility, childcare can be used as needed, in the range where home-based care is difficult.
Short: Within the 8 hours set by the facility, childcare can be used as needed, in the range where home-based care is difficult.

※ Opening hours are listed separately in the 'List of Childcare Facilities'.

※ Childcare services can **only be used during the hours when home-based care is difficult for your family**. As a general rule, please care for your child at home on days when you are off work or otherwise available.

※ What does 'Reason for Needing Childcare' mean?

There are **eight types** of reasons for needing childcare. (For details, see page 3.)

1	Employment (at least 64 hours per month)	5	Job-hunting
2	Pregnancy or postpartum period	6	Attending school or training (at least 64 hours per month)
3	Illness or disability	7	Disaster recovery work
4	Caregiving or nursing (at least 64 hours per month)	8	Other (domestic violence, stalking, or child abuse)

2 The process for applying to a childcare facility

1 Check the application period

Check the first page!

The application period differs depending on the month you wish your child to start attending (the same schedule applies if you are transferring).

※ Applications cannot be accepted if submitted after the deadline or if documents are incomplete. Please apply well in advance to allow sufficient time.

2 Choose the childcare facility you wish to enroll your child in

You can choose up to ten licensed childcare facilities after checking details such as the class age, the accepted age in months for infants (0-year-olds), and whether or not extended childcare is available.

Class age	Date of birth
Age 0 class	2 Apr 2025 ~
Age 1 class	2 Apr 2024 ~ 1 Apr 2025
Age 2 class	2 Apr 2023 ~ 1 Apr 2024
Age 3 class	2 Apr 2022 ~ 1 Apr 2023
Age 4 class	2 Apr 2021 ~ 1 Apr 2022
Age 5 class	2 Apr 2020 ~ 1 Apr 2021

3 Visit the facility

You can visit each facility after contacting them in advance.

To form a clear image of what it will be like after admission, please basically make a visit before applying.

Please check in advance not only the childcare style and policy, but also things you may be concerned about (such as costs other than childcare fees, the time required for pick-up and drop-off, and allergy accommodations).

★ Regarding applications for nursery school-type use of private approved kodomo-en

When applying to a private approved kodomo-en, you must agree to the details on the Important Information Explanation Form, and submit it in advance to each facility. It's smoother if you submit it when visiting for a tour.

The document can be obtained from each facility or downloaded from the City website.

4 Prepare the required documents and apply within the application period

▶How to apply (Choose one of the following three options)

① Online application

You can easily and conveniently submit applications using the Higashihiroshima City Electronic Application System. Applications can be made 24 hours a day, except during system maintenance periods.



← Apply online from this link

<https://www.city.higashihiroshima.lg.jp/soshiki/kodomomirai/2/7/37817.html>

② Application in person at the Child Care Division of the City Office or a Branch Office

When applying in person, you may have to wait a long time during busy periods (especially for April admissions).

③ Application by post

The application must arrive within the application period. If it arrives after the deadline, it cannot be accepted, so please be careful.

~~※If the required documents are incomplete or there are errors in the information provided, you may be asked to resubmit them, or it may put you at a disadvantage during the admission adjustment process.~~

3 Applying to use a childcare facility

1 Eligible users (for nursery school-type use (type 2 and type 3 certification))

You can apply only if all of the following conditions are met.

- ① **[Eligible Age for Childcare]** The child must meet the age requirements for admission. (Please check the 'List of Childcare Facilities'.)
- ② **[Residence Requirement]** The child and guardian(s) must live in Higashihiroshima City. (In principle, they must be registered residents of the city.)
- ③ **[Need for Childcare]** Both parents (or all guardians in the household) must fall under one of the following reasons (childcare requirements).

Childcare requirement	Situation	Required documents at time of application			Required documents after admission
Employment	Planning to work (or currently employed) ※ It is necessary to have working hours of at least 64 hours per month (excluding break time) and to receive a salary.	Employed persons	Currently employed	① Employment Certificate (to be filled out by the workplace)	
			Scheduled to start work (beginning work in the month of admission)	① Employment Certificate (to be filled out by the workplace)	Within 30 days after starting employment: Employment Certificate (to be completed by the workplace)
			Returning from childcare leave (returning in the month of admission)	① Employment Certificate (to be filled out by the workplace)	Within 30 days after returning to work: Return-to-Work Certificate (to be completed by the workplace)
			If the business representative or the person listed on the employment certificate is a relative of the child (such as in family-run work), the documents listed on the right will be required after admission.		Within 3 months after admission: Pay slip for the month of admission
		Self-employed	Within 1 year of starting a business	① Employment Certificate (to be filled out by the applicant themselves) ② Business Opening Notification or Corporate Registration Record	A copy of the income tax return or a copy of the municipal/ prefectural tax declaration.
			Over 1 year since starting a business	① Employment Certificate (to be filled out by the applicant themselves) ② A copy of the income tax return or a copy of the municipal/prefectural tax declaration	
Pregnancy or postpartum period	Pregnant or having given birth	① Copy of the Mother and Child Health Handbook (two pages: the cover and the page showing the expected delivery date)			
Illness or disability	Has an illness or disability	① A medical certificate from a doctor (stating that the person is unable to provide childcare), or a disability handbook (such as a Physical Disability Handbook, Mental Disability Health and Welfare Handbook, or Rehabilitation Handbook (copies are acceptable))			
Caregiving or nursing	Providing care or nursing for a family member living in the same household ※ Must be 64 hours or more per month	① Care/Nursing Status Declaration Form ② Schedule Declaration Form ③ Doctor’s Certificate (stating that care or nursing is necessary) or Disability Certificate (such as a Physical Disability Certificate, Mental Disability Health and Welfare Certificate, or Rehabilitation Certificate (copies are acceptable)) ④ (For caregiving) A copy of the Care Plan ‘Weekly Service Plan Sheet’			
Job-hunting	Currently engaged in job-hunting activities	① A copy of the Hello Work registration slip (If preparing to start a business, see below) ② Documents showing evidence of business preparation (such as a shop lease agreement or records showing purchase of equipment or supplies)			After starting employment: Employment Certificate After starting a business: Business Opening Notification or Corporate Registration Record
Attending an educational facility or training	Attending school (including vocational training schools; correspondence courses are not allowed) ※ Must be 64 hours or more per month.	① Certificate of Enrollment ② Class schedule or curriculum showing study hours (If unavailable, a Study Schedule Declaration Form may be submitted instead.)			
Disaster recovery work	Engaged in disaster recovery work	① Disaster Damage Certificate			
Other	Victime of domestic Violence (DV) / stalking / child abuse, etc.	① Please consult with the Child Care Division			

★Certificates of Employment

Certificates of Employment have a valid period. Please check the cover page for details on the specific duration.

Except for self-employed individuals, the certificate must be filled out by your employer; you must not complete it yourself.

If the document is forged or altered, it may constitute a criminal offense such as: Forgery of a private document with a seal, Alteration of a private document with a seal, unauthorized creation of a private electronic record. Also, please note that if any forgery or falsification is discovered, it may result in the cancellation of your child's nursery school admission or his/her expulsion from the facility.

★ When taking childcare leave

You may apply for new enrollment even while on childcare leave, as it is considered equivalent to being employed. However, during the childcare leave period, only short-time childcare is available. If your child is already using a facility and then you take childcare leave, your child may continue using the facility.

To continue, you must submit a change application. Please refer to page 8 for details.

★ When applying with plans to move into the city

You can apply even if you do not yet have a resident registration in Higashihiroshima City, as long as it is within the city's official application period. After your child's admission has been approved, you must complete your move (resident registration) to Higashihiroshima City by the first day of the month of admission.

However, if your child is currently attending a licensed childcare facility in another city or town, registering your move to Higashihiroshima too early may make your child ineligible to continue using that other facility. Please be careful about when you complete your moving-in procedures.

2 Period of use (validity period for type 2 and type 3 certification)

The valid period is determined according to the reason for needing childcare (childcare requirement). Use of the facility cannot continue beyond the valid period. If the childcare requirement differs between parents/guardians, the shorter certification period will apply.

Childcare requirement	Period of eligibility for use			Notes
Employment	Employed persons	Currently employed	During the employment period	For fixed-term employment contracts: If the contract is renewed, you must resubmit the Employment Certificate by the 15th of the month in which your certification period ends.
		Scheduled to start work	For 2 months from the date of admission	When changing to “employed” status by submitting an Employment Certificate: Submit the certificate within 30 days after starting work. (Failure to submit will result in your child’s expulsion from the nursery school.)
		Returning from childcare leave	For 2 months from the date of admission	When changing to “employed” status by submitting a Return-to-Work Certificate: Submit the certificate within 30 days after returning to work. (Failure to submit will result in your child’s expulsion from the nursery school.)
		Related by blood	For 3 months from the date of admission	When changing to “employed” status by submitting a payslip: Submit the payslip within three months after admission. (Failure to submit will result in your child’s expulsion from the nursery school.)
	Self-employed	Within 1 year of starting a business	Until the end of March in the year following business opening	
		Over 1 year since starting a business	During the employment period	
Pregnancy or postpartum period	Until the end of the month that includes the day following 8 weeks (or 14 weeks for multiple births) after the expected or actual date of birth.			After childbirth, it is necessary to complete the procedures for changing household composition. If you wish to continue enrollment after the certification period expires under another eligibility reason, additional procedures are required.
Illness or disability	Until the end of the month that includes the final day of the period specified in the medical certificate (if no period is specified, up to 6 months from the month of admission).			In the case of continuation, a new medical certificate or related documents must be submitted by the 15th of the month in which the certification period ends.
Caregiving or nursing	Until the end of the month that includes the final day of the certification period.			In the case of continuation, a new medical certificate or related documents must be submitted by the 15th of the month in which the certification period ends.
Job-hunting	For 3 months from the month of admission.			If you are unable to begin working at least 64 hours per month within three months after admission, your child will be expelled from the facility.
Attending an educational facility or training	Until the month in which the period of enrollment ends.			
Disaster recovery work	Until the end of the month that includes the expiration date of the certification period.			
Other	Until the end of the month that includes the expiration date of the certification period.			

3 Available Hours (Required Childcare Time)

The available childcare hours are determined based on the reason for needing childcare.

If either parent or guardian qualifies only under a 'short-hour childcare' reason, the family will be certified for 'short-hour childcare' use.

Childcare requirement	Hours available for usage		When necessary, use beyond the hours shown on the left is possible. ※ Additional extended childcare fees apply.
	Standard hours (up to 11 hours)	Short hours (up to 8 hours)	
More than 120 hours per month of ☐ Employment (including break time) ☐ Nursing and caregiving ☐ Attending an educational facility or training	○	○	
Between 64 and 120 hours per month of ☐ Employment ☐ Nursing and caregiving ☐ Attending an educational facility or training	×	○	
☐ Employment (currently on childcare leave) ☐ Job-hunting	×	○	
☐ Pregnancy or postpartum period ☐ Illness or disability ☐ Disaster recovery work	○	○	
☐ Other	Certification based on individual circumstances		

<Example of Childcare Hours>

※ Please note that the specific time schedule and the availability of extended childcare vary by facility. For details, please contact each facility directly.

	7:00	7:30		18:30	19:00
Standard hours	Childcare hours (up to 11 hours)				Extended
	7:00	8:30		16:30	19:00
Short hours	Childcare hours (up to 8 hours)		Extended		

★ Childcare hours are determined based on each family's situation

Even if your total working or activity time is less than 120 hours per month, if there are special circumstances (such as working irregular shifts or having a long commute) that make daily life or childcare difficult, the city will consider certifying your child for 'Standard Hours' based on your family's situation. If this applies to you, please fill out the relevant section on the back of the childcare application form.

★ Please cooperate in the proper use of childcare facilities

Childcare facilities are intended to care for children on behalf of parents or guardians who find it difficult to provide care at home due to work or other reasons. When you are able to care for your child at home, please cherish the time you spend together as a family. Through family conversations and physical closeness, children naturally develop basic communication skills and daily habits, which contribute to emotional stability and a healthy mind.

In addition, there is currently a shortage of childcare workers, and it is especially difficult to secure enough staff during early mornings, evenings, and on Saturdays. To ensure that safe and fulfilling childcare can be provided consistently, we kindly ask for your understanding and cooperation in using the facilities appropriately.

4 Application documents

The required application documents vary depending on individual reasons and situations.

Application forms can be downloaded from the City website or obtained at the Child Care Division or at the counters of each branch office.

1 Application documents required for all applicants

Please prepare the documents listed below (①–⑨). (For more details, please see page 7.)

For online applications, documents ①, ②, ③, ⑥, and ⑦ do not need to be prepared. Instead, please attach data (scanned or photographed images) for documents ④, ⑤, ⑧, and ⑨. If you are applying for siblings at the same time, one set of documents (②–⑨) is sufficient for all children. For applications to public certified kodomo-en (kindergarten-type use), documents ③ and ④ do not need to be prepared.

Required Application Documents	Notes	Online application
① Application for Certification of Eligibility for Education and Childcare Benefits / Application for Admission	One form per child (required for each sibling).	No need
② Child's Record Sheet		No need
③ Petition Regarding the Reason for Childcare Certification		No need
④ Documents Proving the Reason for Needing Childcare (as listed on page 3)	Required for all parents/guardians.	Necessary
⑤ Notification Form for Childcare Fees and Supplemental Meal Fees Related to Child Allowance	For online applications, original documents must be submitted after admission has been approved.	Necessary
⑥ Individual Number (My Number) Declaration Form		No need
⑦ Consent and Confirmation Form Regarding Application for Childcare Facility Use		No need
⑧ Documents to verify the applicant's My Number (one of the following): - My Number Card (back side) - Notification Card - Original copy of the Residence Certificate showing the My Number	When applying by mail, send copies of the My Number Card or Notification Card, and send the original Residence Certificate. Only Notification Cards whose address and name match exactly with those on the Residence Certificate will be accepted.	Necessary
⑨ Documents to verify the applicant's identity (with photo): My Number Card (front side), Driver's License, Residence Card, etc.	If submitting by mail, please send copies of the documents. If there is any information written on the reverse side (such as on a driver's license), a copy of the reverse side is also required.	Necessary

2 Application documents required depending on the situation

If any of the cases listed below apply to you, please prepare the required documents.

When using **online application**, attach the **data files (scanned or photographed copies)** of the documents.

Persons Who Need to Apply	Required Application Documents
Single-parent households (Excluding cases where living with an unrelated person of the opposite sex at the same address)	oA copy of the parent's family register (koseki tohon), or oA Single-Parent Household Medical Expense Recipient Certificate, or oA Child-Rearing Allowance Certificate — submit one of these (a copy is acceptable).
Those who are living separately and currently in divorce mediation or similar situations	oA document proving that divorce mediation is in progress (issued by a court or lawyer, etc.)
Households (including the enrolled child) with a member who possesses a disability certificate or equivalent	oSubmit one of the following (a copy is acceptable): Physical Disability Handbook, Rehabilitation Handbook, Mental Disability Health and Welfare Handbook, Special Child Rearing Allowance Notification, Basic Disability Pension Certificate
Those currently receiving assistance under the Public Assistance Act	oPublic Assistance Recipient Certificate (copy acceptable)
Children who have allergies	oChild's Health Check Sheet (fill in the allergy section)
Children with past illnesses, disabilities, or any health concerns	oChild's Health Check Sheet (fill in the health condition section)
Children of foreign nationality	oSurvey Form for Foreign Nationals
When someone other than the legal guardian (such as a grandparent) applies on their behalf at the counter	oLetter of Proxy (used when the legal guardian authorizes another person to handle the procedures at the counter)
For facility use starting between April and August: As of January 1, 2025...	Those who were living overseas oDocuments showing your income from January to December 2024 (e.g., pay slips, withholding tax certificates, etc. ※ If you have no income, submit an income declaration form.)
	Those who were living outside Higashihiroshima City and were exempt from municipal tax oTax certificate or non-tax certificate for the 2025 fiscal year
	Those who were living in Higashihiroshima City and had not filed a municipal tax return (were tax-exempt) ※ Please file your 2024 income tax declaration at the City Office Municipal Tax Division during the period of application for childcare. (There are no documents to submit.)
For facility use starting between September and March: As of January 1, 2026...	Those who were living overseas oDocuments showing your income from January to December 2025 (e.g., pay slips, withholding tax certificates, etc. ※ If you have no income, submit an income declaration form.)
	Those who were living outside Higashihiroshima City and were exempt from municipal tax oTax certificate or non-tax certificate for the 2026 fiscal year
	Those who were living in Higashihiroshima City and had not filed a municipal tax return (were tax-exempt) ※ Please file your 2025 income tax declaration at the City Office Municipal Tax Division during the period of application for childcare. (There are no documents to submit.)

★ For those whose child has allergies, a medical history, a disability handbook, or other conditions of concern regarding childcare

Depending on the situation, a specialist may conduct an interview at the counter when you submit your application.

If the specialist is not available at the time of your visit, or if you apply electronically, the interview will be conducted later by phone.

3 Application documents required after admission is confirmed (or after childcare begins)

If any of the following apply, please prepare the necessary documents.

Please note that some items cannot be submitted electronically and must be submitted on paper.

Paper documents should be submitted to the childcare facility you wish to use, or to the Child Care Division.

People who need to apply	Required documents for application	Online application
For all electronic applicants	- o Notification Form Regarding the Collection of Childcare Fees and Side Dish Fees Related to Child Allowance ※ Please submit the original document you filled out during the electronic application to the childcare facility you will use or to the Child Care Division.	×
(Those using Higashihiroshima City childcare facilities other than private approved kodomo-en)	- o Nursery School Childcare Fee and Side Dish Fee Direct Debit Request Form ※ This form will be distributed by the childcare facility after your admission is confirmed. Please submit it to a financial institution within Higashihiroshima City.	×
Those who applied because of planned employment, returning from childcare leave, employment (with a family connection), self-employment (within one year of starting the business), or job-seeking activities	- o Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Notification of Change) ※ Not required for electronic applications. - o See page 3 for the documents required after admission.	○
Those whose taxation status cannot be confirmed	- o Submit one of the following (a copy is acceptable): a municipal tax declaration form, a tax certificate, or a non-tax certificate ※ For details, please refer to the information below.	×

★ For those whose tax status cannot be confirmed (such as those who have not filed a municipal tax return)

If the taxation status cannot be confirmed with the documents or information at the time of application, the childcare fee will temporarily be calculated at the highest amount (the fee for side dishes will not be exempted), and a notice requesting document submission will be sent.

o Those who lived in Higashihiroshima City on the reference date [※1]:

File your tax declaration at the City Office Municipal Tax Division and submit a copy of the application form.

o Those who lived outside Higashihiroshima City on the reference date [※1]:

Submit a Tax Certificate or Non-Tax Certificate (a copy is acceptable).

[※1] For those starting facility use between April and August, the reference date is January 1, 2025.

For those starting between September and March, the reference date is January 1, 2026.

※ This applies in cases such as when municipal tax is non-taxable due to low (or no) income.

If either the father or mother's taxation status cannot be confirmed, the childcare fee will be calculated at the maximum rate (the supplementary meal fee will not be exempted).

After submitting the above documents, a retroactive recalculation will be made, but if the procedure is not done within the fiscal year, the maximum rate will remain, so please try to submit the necessary documents at the time of application.

Also, the taxation year for calculating childcare fees changes every September.

Those whose taxation status cannot be confirmed at the time of calculation must submit documents every year.

5 Application for enrollment in a childcare facility outside the city

It is possible to apply for the use of a childcare facility outside Higashihiroshima City even if you have your resident registration in Higashihiroshima City, due to reasons such as working outside the city or returning to your parents' home for childbirth.

● Screening municipality

The municipality where the childcare facility is located

● Where to apply to

Higashihiroshima City Child Care Division and branch offices (online applications are not available)

● Application acceptance period

About one week before the application deadline of each municipality

● Required documents

Refer to page 5 ('Application Documents')

Plus, any other documents required by the municipality where the desired nursery school or other facility is located

● Notes

- Please check the screening standards, deadlines, etc., of the municipality where the childcare facility is located.
 - If you submit the documents close to the deadline, the screening for the desired month of admission may not be in time.
 - The implementation period for childcare is up to the end of the fiscal year. If you wish to continue into the next fiscal year, a new screening by the municipality where the childcare facility is located will be required.
- Also, childcare related to returning to your parents' home for childbirth will follow the standards of both Higashihiroshima City and the municipality where the childcare facility is located.
- If your resident registration is outside Higashihiroshima City and you wish to use a childcare facility in Higashihiroshima City, please apply through the municipality where your resident registration is located.

6 Process from application to usage

1 Application

Prepare the required documents, and submit your application by one of the following methods: online application, in-person application (at the Child Care Division or any branch office), or postal mail.

★ Online application

You will need an email address, documents proving your reason for requiring childcare, the notification form concerning the collection of childcare and side dish fees related to child allowance, a My Number (Individual Number) verification document, a personal identification document. (If additional application documents are required depending on your situation, please prepare those as well.)

Apply online from this link →

<https://www.city.higashihiroshima.lg.jp/soshiki/kodomomirai/2/7/37817.html>



★ Application for nursery school-type use of private approved kodomo-en

(Applications will go more smoothly if you submit the documents during your facility visit.)

When applying for a private approved kodomo-en, you must agree to the Important Information Explanation Form and submit it in advance to each facility.

The statement can be obtained directly from each facility or downloaded from the City website. →



★ Application for kindergarten-type use of public approved kodomo-en

Misonou Kindergarten

At the time of application, an interview will be conducted at Misonou Kindergarten. Please contact the facility directly to arrange the interview schedule.

In addition to the documents listed above, an Application for Admission is required.

However, for April admissions only, applications will be accepted at the Higashihiroshima City Office Main Building on Wednesday, November 12 and Friday, November 14, 2025.

For all other periods, the application period is the same as that for nursery school-type use.

Kuba, Takeni and Toyosaka approved kodomo-en

Applications will be accepted at the City Office Child Care Division and each branch office.

The application period is the same as that for nursery school-type use.

2 Adjustment for facility admission

- Based on the application documents, the childcare eligibility will be reviewed, and placements will be decided in order of those who have the greatest need for childcare at home.
- If there are too many applicants, it may not be possible to enter the desired childcare facility, and the child may be placed on a waiting list.
- The **order of application** and the **length of time on the waiting list** do not affect the admission selection process.
- If you decline an admission offer during the same adjustment year (or during the previous fiscal year for April admissions), **points will be deducted from your adjustment score.**

3 Notification of Admission Decision and Certificate of Eligibility for Education and Childcare Benefits

The results of the admission adjustment will be sent by post around the 10th of the month prior to admission. You can expect to receive the notice around the 15th. Please note that inquiries by phone cannot be answered.

After the admission decision notice is issued, if it is confirmed that the information provided in the application differs from the actual facts and that the childcare eligibility requirements are not met, or if it is determined that safe childcare cannot be provided, the admission approval may be revoked.

If there are any changes in your address, household composition (such as divorce or childbirth), or eligibility status (such as resignation or job change), please promptly submit updated documents. Also, if your child's situation changes, please contact the Child Care Division as soon as possible.

★ If, as a result of the admission adjustment, your child cannot be admitted to a childcare facility and is placed on a waiting list:

The application remains valid within the same fiscal year, and screening will continue during that period.

For the next fiscal year, a new admission application will be required.

Example:

If you applied for April admission and are placed on the waiting list:

→ Screening will automatically continue from May through March of the following year, with results sent each month.

For April admissions of the next year and beyond, a new application (with all required documents re-prepared) will be necessary.

※ To change your childcare requirement, change your desired facility, or withdraw your application, a separate application is required. See page 8 for details.

※ Pregnancy / Childbirth

If admission to a childcare facility is not decided by the end of the month that includes the day following 8 weeks after childbirth (14 weeks in the case of multiple births), the application will be withdrawn, as there will no longer be valid childcare eligibility.

※ Illness / Disability

If admission is not decided within six months after application, the medical certificate's validity will expire, and the application will be withdrawn.

4 Admission Information from the Designated Facility

• You will receive information regarding the schedule and other details directly from the facility.

5 Notification of Childcare Fees

• Notification will be sent by post around the end of the month prior to admission.

6 Admission

• Admission will begin on the first day of the month of admission.

(Only in cases of returning from childcare leave, admission may begin from the actual return-to-work date.)

7 Procedures after application and while enrolled

★Online application

You can also use electronic applications for procedures that occur after applying or while enrolled, with some exceptions. <https://www.city.higashihiroshima.lg.jp/soshiki/kodomomirai/2/7/41094.html>

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1 Procedures that occur after application (submission method: online application)

Withdrawals, changes to your preferred facility, or modifications to your childcare requirements will be reflected in the month corresponding to the application acceptance period.

When this happens	How to apply
- You want to withdraw your application for admission (or transfer) to a childcare facility. - You want to change the sibling admission conditions. - You want to change your intention regarding admission to a childcare facility in connection with returning from childcare leave. - There has been a change in your address, name, or household members. - Your childcare requirement has changed (such as starting a new job, changing jobs, changing working hours, taking childcare leave, or pregnancy). ※ Please prepare the required supporting documents listed on page 3.	Online application only ※ Please apply using the QR code above. (If this is difficult, please consult the Child Care Division.)

2 Procedures that occur after admission (submission method: online application or at the Child Care Division)

If there are any changes to your address, name, or household members, the same procedure applies. Please submit an online application promptly once the change occurs.

When this happens	Required documents and notes	Online application
My child has been accepted into a nursery school, but I would like to withdraw (decline the offer).	○ Notice of Withdrawal from Admission ※ If you withdraw, points will be deducted from your adjustment score for both the current fiscal year and the following year's April applications. ※ Please visit the Child Care Division as soon as possible.	×
I applied under job-seeking status (short-hour childcare), but since I have secured employment of 120 hours or more per month, I would like to change to standard-hour childcare.	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) ※ Not required if applying online. ○ Certificate of Employment (to be completed by the company) ※ If submitted before starting work, your childcare requirement will be changed to 'planned employment'. After starting work, you must resubmit the Certificate of Employment within 30 days.	○

3 Procedures that occur while enrolled (submission method: online application, the Child Care Division, or the childcare facility being used)

- ※ If applicable, please complete the necessary procedures as soon as possible. Delays may result in the inability to continue enrollment.
- ※ When making any changes, be sure to inform the childcare facility you are using.
- ※ For online applications, the Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) does not need to be created.

When this happens	Required documents and notes	Online application
A change in childcare requirements (e.g., starting a new job, leaving a job, changing jobs, changing working hours, pregnancy, etc.)	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) ○ Required supporting documents listed on page 3	○
A change in childcare hours (between standard hours ↔ short hours) A change in address, name, or household members A change in childcare fee payer (responsible person for payment)	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification)	○
Taking childcare leave while wishing to have the child continue use of the facility	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) ○ Certificate of Employment (indicating the childcare leave period)	○
Returning from childcare leave	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) ○ Certificate of Returning to Work	○
Marriage, divorce, or similar changes	○ Application for Change to the Certificate of Eligibility for Education and Childcare Benefits (also serves as a Change Notification) ○ Parents' family register (complete record certificate) (A copy is acceptable)	○
Withdrawal from the facility	○ Notice of Withdrawal from Enrollment ※ In the case of withdrawal part-way through a month, the childcare fee for that month will be pro-rated by day.	×
The child being unable to attend the childcare facility for an extended period	※ If your child has not attended the childcare facility for two months or more, they will, in principle, be withdrawn from enrollment. (Childcare fees, etc., will continue to be charged until the withdrawal date.) ※ If there are special circumstances, such as illness, please consult the Child Care Division.	×
Reissuance of a notice received from the Childcare Division	○ Application Form for Reissuance (Please come to the Child Care Division office. ID verification documents are necessary.)	×

★ **Notification of Current Status** Even after admission, submission of documents is required every year (and as needed) to confirm your childcare eligibility. You will be notified separately when it is time to submit them.

★ **Documents required for a transfer application** (Transfer applications cannot be made while on childcare leave. The application period is the same as for new admissions.)

- ① Application for Admission ② Notification of Nursery School Change ③ Statement Regarding Childcare Eligibility Requirements ④ Documents Proving Childcare Requirements (for all guardians)

- ※ The documents in ④ must be the most recent ones. (Their validity period is the same as for admission applications.)
- ※ For online applications, documents ①, ②, and ③ do not need to be prepared.

You can access the online application here (same page as the admission application)

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8 Frequently Asked Questions and Points to Confirm

This section summarizes common questions and important notes related to applying for and using childcare facilities. Please read the following carefully. By submitting an application, you are considered to have read and agreed to these terms.

Applications

- When will I know the result of my application?
Results will be sent out around the 10th of each month after the application deadline. You can expect to receive them around the 15th.
Please note that results cannot be given over the phone. However, once the results have been mailed, you may check them in person at the counter.
- Is it necessary to visit a facility before applying?
It is not required, but we recommend visiting the facility beforehand. A visit can help reduce anxiety or confusion after enrollment.
- I can't prepare all the required documents by the deadline. Can I still apply?
Yes, you can still apply. However, your application cannot be officially reviewed until all required documents are submitted.
Please submit the missing documents as soon as they are ready.
- Can I submit copies of the required documents?
Yes, copies are acceptable.
- Where can I check the enrollment status of childcare facilities?
You can check the current enrollment status on the Higashihiroshima City website → 
- If the enrollment status of a childcare facility is marked with △, does that mean my child can be admitted?
And if it is marked with ×, does that mean my child cannot be admitted even if I apply?
The enrollment status is only an approximate guide.
Because the situation may change at the time of screening, please list all the facilities you wish to apply for, regardless of their current status.
- How many facilities can I list as my preferred choices?
You may list between 1 and 10 facilities. The number of facilities you list will not affect the screening results.
- I'm considering extending my childcare leave. Should I list only one preferred facility?
Please contact your employer or company for questions related to childcare leave.
The Child Care Division cannot respond to inquiries about such matters.
- I heard that scores are used in the screening process. Can I find out what my score is?
Scores from the screening process are not disclosed.
- I don't know my My Number (Individual Number). Can I still apply?
Yes, you can still apply.
- I live in Higashihiroshima City but want to apply for a childcare facility outside the city. What should I do?
Whether you can apply depends on your individual situation. Please contact the Child Care Division for details.
- Can I apply for both a public kindergarten and a childcare facility at the same time?
No, you cannot. However, you can apply for both a private kindergarten and a childcare facility at the same time.

After Applying

- I haven't been able to get my child into a nursery school, even though a long time has passed. Why is that?
There may be several reasons, such as the availability of spaces at facilities, the number of applicants, or sibling priority conditions.
Please consider increasing the number of facilities you apply for or adjusting your sibling condition preferences.
- Can you tell me how many children are on the waiting list for my preferred childcare facility?
The number of children on waiting lists is not made public.
However, you can check the number of applicants who are on hold for their first-choice facility on the Higashihiroshima City website. ⇒ ⇒ 
- How can I withdraw my application?
You can withdraw your application online during the application period for each month.
If you are unsure how to complete the process, please visit the Child Care Division office.
- Can I change my preferred facilities?
Yes, you can. Please complete the procedure online.
If you are not sure how to do this, visit the Child Care Division office for assistance.
- My family situation has changed since I applied. Do I need to complete any procedures?
Yes, you do. However, the required procedure depends on your specific situation. Please consult with the Child Care Division for guidance.

- I lost my notification postcard. Can you resend it?
We do not resend postcards, but you can request a reissue at the Child Care Division counter. Please bring a valid ID with you.
- Can I get back the documents I submitted?
No, submitted documents cannot be returned. Please make copies in advance for your records.
However, you may take photos of the documents at the Child Care Division counter. Please bring an ID when you visit.
- I was offered a place at a childcare facility, but I would like to decline. What should I do?
Please visit the Child Care Division and submit the form titled “Notification of Withdrawal from Nursery School Admission.”
- Can I cancel my withdrawal after submitting it?
No, once you have withdrawn, the cancellation cannot be reversed.

After Starting to Use the Facility

- I applied under the condition that I would return to work (or start employment). By when must I return to work?
Please return to work by the end of the month of admission.
Also, please submit the Certificate of Returning to Work or Employment Certificate to the facility of admission within 30 days after returning to work. If you do not return to work or start employment by the deadline, the decision for use will be cancelled, and it will result in withdrawal.
- What is ‘narashi hoiku’ (a gradual adaptation period)?
After entering a childcare facility, it refers to a few days of short-time use so that your child can become accustomed to the facility.
The implementation and length differ depending on the facility. Please confirm this when visiting for observation, etc.
- My working hours have changed. What should I do?
Please promptly submit the Application for Change of Certification for Education and Childcare Benefits (also serving as a Notice of Change) and the Employment Certificate to the facility you are using.
- I am going to resign from my current workplace. What should I do?
Please promptly submit the Application for Change of Certification for Education and Childcare Benefits (also serving as a Notice of Change) and either the Hello Work registration slip or the Employment Certificate of your next workplace to the facility you are using.
- I am going to take childcare leave. What should I do?
Please promptly submit the Application for Change of Certification for Education and Childcare Benefits (also serving as a Notice of Change) and the Employment Certificate (which states the period of childcare leave) to the facility you are using.
※ Even for minor changes, there may be cases where you need to submit the Application for Change of Certification for Education and Childcare Benefits (also serving as a Notice of Change) and required supporting documents.
Please make sure to contact the childcare facility you are using or the Child Care Division.
- I plan to have my child be absent from the childcare facility for a long period. Will this result in withdrawal?
If the child is absent for two or more consecutive months, this will result in withdrawal.

About Childcare Fees

- How much do childcare fees cost?
The amount varies depending on the household’s (parents’) municipal tax amount. Please refer to page 14.
Note: The municipal tax amount is based on the pre-deduction income-based tax amount (before deductions such as housing loans or hometown tax donations).
- I heard that childcare fees are free, but is that true?
Free childcare applies only to children in classes for ages 3 and above. For children aged 0–2, childcare fees are required.
Even for classes for ages 3 and above, side dish fees (meal supplement costs) and other facility-related costs must still be paid.
- When do childcare fees change?
Fees change in September, as the tax year used for calculation changes.
Until August, the amount is based on the income from two years prior; from September onward, it is based on the income from one year prior.
Please note that this may differ from your income at the time of facility use.
- What happens if my child enters or leaves the facility mid-month?
Fees are calculated on a daily basis.
- If my household situation changes, when will the fee be updated?
The new fee will apply from the month following your application.

Other

- How can I extend childcare leave benefits?
Please contact your employer or the Hello Work (public employment office). You may need a copy of your childcare facility application receipt when applying.

HigashiHiroshima City.



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