

**Admissions Information for  
FUNKY MOMO / FUNKY MOMO SAKURA**



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# About Funky Momo



## What is Multi-Age Childcare?

This is also called Mixed-Age Groupings and the classroom consists of children in different ages and skill sets. Considering that the average family size is decreasing, children have lost opportunities to communicate with other children affecting their development in their oral and play culture.

With that being said, some research has shown that multi-age grouping activities at childcare facilities cultivate the educational potential.



## Developing a Better Understanding of Others

Spending time together with friends in different age groups maximizes children's potential to establish good personal relationships, also, not only improving their ability to interact with others, but also their independence and open-mindedness toward difference in nature and diversity.



## Nurturing a Spirit of Helping One Another

Younger children often look up to older ones and also see them as role models during play. On the other hand, older children become confident by taking care of young ones. We believe multi-age grouping in childcare has a positive effect on children and their ability to be patient and make great efforts to achieve their goals.

## Funky Momo Participating Businesses

- ◆Benefit One Inc.
- ◆JTB Benefit Service, Inc. Members
- ◆Relo Club, Ltd.
- ◆Ministry of Defense Mutual Aid Association Iwakuni Branch designated stores
- ◆EWEL Inc. WELBOX Members
- ◆Fukuri Kosei Club Members (formerly known as Relo Club)

Depending on a guardian's employment, they may be able to receive subsidized childcare as employment benefits. Please consult with your employer.

As a part of low birth countermeasures and importance of early child development, which plays an important role in shaping the foundation of a child's personality, part of child-care fees are now waived. For more details, please see 14-21 pages.

## Facility



Funky Momo



1st Floor Kids Room



Playground



1st Nursery Room



2nd Floor Usagi-Zō Classrooms



Roof Top: Play Area

## Daily Routine at Funky Momo

7:00	Arriving at school (Weekdays)
	Free Time (Playing with toy blocks・Playing at the playground)
10:00	Morning Assembly
	Greeting (Taking attendance), Singing・Snack (Hiyoko Class)
	Talent Cultivation Programs
11:30	Lunch Time
	(Hiyoko and Usagi Classes have lunch after 11:00.)
	Tidy up, Free Time
13:00	Nap Time
15:00	Snack Time
	Flashcard learning, Free Time
16:00	Afternoon Assembly
	Leaving school Starting 16:00
	※Till 18:00

## Class Schedule

### Hiyoko Class ( Age 0-1 )

Monday	English
The Third Friday of Each Month	Gymnastics (August: Water Play)
Tuesday & Thursday	Baby Massage
Thursday	Eurythmic ( twice a month )
Monday through Friday	Flashcard learning

### Usagi Class ( Age 1-2 )

Monday	English
The Third Friday of Each Month	Gymnastics (August: Water Play)
Wednesday	Painting ( twice a month )
Thursday	Eurythmic ( twice a month )
Monday through Friday	Flashcard learning

### Zō Class ( Age 3-5 )

Monday	English
The Third Friday of Each Month	Gymnastics (August: Water Play)
Wednesday	Painting ( twice a month )
Thursday	Eurythmic ( twice a month )
Monday through Friday	Flashcard learning

Around noon, children have lunch, take a nap and have a snack in each class. Full-time childcare ends at 16:00.

No English speaking staff member is available after 18:00.



## Funky Momo Childcare Fee Information

Please fill out all the information needed on an admission application. Please refer the latter part of this page.

Full-time Childcare ( Daytime / 9 hours per day )						
	Childcare Fees	Lunch・Snack Fees	Equipment Fee	School Supply Fee	Insurance Fee	Total
Age 0	46,000	※3,000	1,000	—	800	50,800
Age 1	43,000	4,000	1,000	—	800	48,800
Age 2	39,000	5,000	1,000	1,000	800	46,800
Age 3	35,000	5,000	1,000	1,000	800	42,800
Age 4 and above	30,000	5,000	1,000	1,000	800	37,800

※No lunch or snack fees apply to children until they are on solid food.

Hourly extension fee	500 yen per hour	Night-time childcare fee	3,000 yen will be added.	Sibling Discount	50% off on the older child's fee
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•Please pay childcare fee in advance ( month-end-closing ).

•Please be informed that childcare fee would not refunded in case of quitting the school in the middle of month.

Part-time Childcare ( Please reserve your spot a day prior at the latest. )			Lunch・Snack fees excluded	300 yen per meal
7:00~18:00	500 yen per hour ( Second child or more in the same family is 250 yen per child.)	For a full-time child at Funky Momo / 500 yen per extended hour		

[1 Day Course] We offer one-day daycare service for 3,500 yen including meals and it's up to 9 hours between 7:00 and 19:00.

[Tickets] A sheet of eleven tickets is 5,000 yen (500 yen per ticket). It's a great deal if you use part-time childcare service on a regular basis.

•You may use daycare service in case of ceremonial occasions or unexpected errands etc.

•Please let us know as soon as possible in case you'd like to extend childcare.

Other Childcare Services				
	Childcare fees	Equipment fee	Insurance Fee	Total
Half day ( 5 hours )	27,000	1,000	800	28,800
Three times a week ( 9 hours )				

※No lunch or snack fees apply to children before they are on solid food.

※In case children need lunch and snack, there will be additional charge of 3,000 yen.

After Hour Childcare	
16:00 - 18:00	18,800 yen/month
Dinner fee	300 yen per meal
Extension fee	500 yen

## Things required at the time of school enrollment

Item presented to the school at the time of school enrollment	Items provided to the school at the time of school enrollment	Things to keep at the school
Yellow Shot Record	<ul style="list-style-type: none"> <li>•Toilet paper 12 rolls</li> <li>•Box tissue 5 boxes</li> </ul>	<ul style="list-style-type: none"> <li>• formula(Infant only) 1 can</li> <li>• sheet/blanket one of each</li> </ul> ( Please bring them back home once every two weeks.)

※Please write child's name on every item clearly and large enough to read.

※Please select a bag that is easy access and close.

## Things to bring daily

Infant	2 years old and above
<ul style="list-style-type: none"> <li>•Change of clothes 2 pairs</li> <li>•Diapers 5</li> <li>•Plastic bags 2 to 3</li> <li>( Please use shopping bags and restock as needed.)</li> <li>•Hangable towel 1</li> <li>•Communication notebook( provided by school )</li> </ul>	<ul style="list-style-type: none"> <li>•Change of clothes 2 pairs</li> <li>•Lunch set ( set of chopsticks, spoon, fork, cup and napkin )</li> <li>•Hangable towel 1</li> <li>•Plastic bag 1 (Shopping bags are sufficient.)</li> <li>•Communication notebook (provided by the school)</li> <li>•School tool box (required to be purchased at school)</li> </ul>

※No credit card payment nor payment in dollars. JPY only.

※We are closed on Japanese public holidays and Sundays.



# About Funky Momo Sakura



## What is the small-scale licensed childcare?

As of 2015, as a part of a new comprehensive approach to childcare support, the Child and Child Care Support Law took effect. The small-scale childcare facilities are now government authorized businesses. To accommodate various childcare needs with quality, we operate small-group childcare totaling 6 to 19 children per class.



## What is Montessori Education?

Montessori Education can be simply explained as “a method of education that promotes children’s independence”. We respect their self-directed activity. It develops children’s abilities to their maximum potential by educating them under a prepared favorable environment.

The Montessori Method enables children to learn freedom with order and responsibility through activities closely related to daily life.



## Facility



Funky Momo Sakura Entrance



2nd Floor Tampopo・Tsukushi Class



5th Floor School Kitchen



Wall Art



3rd Floor Himawari Class



6th Floor Reception Room

## Daily Routine at Funky Momo Sakura

7:00	Arriving at school (Weekdays) Health Check-up・Play Time
9:00	Snack Time Formula・Snack Time
10:00	Morning Assembly Seasonal Songs, Greeting, Flashcard learning, Talent Development
11:00	Lunch Time
13:00	Nap Time Some classrooms start napping at 12:00
15:00	Wake up
15:30	Snack Time
16:00	Free Time Leaving school Starting 16:00
※Till 19:00	

## Class Schedule

### Tsukushi Class (Age 0-1)

Monday	English
Tuesday & Thursday	Baby Massage
Thursday	Eurythmic ( twice a month )
The Third Friday of Each Month	Gymnastics ( August: Water Play )
Monday through Friday	Flashcard Learning

### Tampopo Class (Age 1-2)

Monday	English
Thursday	Eurythmic ( twice a month )
The Third Friday of Each Month	Gymnastics ( August: Water Play )
Monday through Friday	Flashcard Learning

### Himawari Class (Age 2-3)

Monday	English
The Third Friday of Each Month	Gymnastics ( August: Water Play )
Wednesday	Painting ( once a month )
Thursday	Eurythmic ( twice a month )
Monday through Friday	Flashcard Learning





## Funky Momo Sakura Childcare Fees

You may also submit an enrollment application for Funky Momo Sakura to Iwakuni City Hall. We accept school tours at any time.

Please contact us via phone or email. Childcare fees vary based on the amount of income of guardians in previous year. Please contact the Child Support Division at City Hall in regards to childcare fees.



## Things required at the time of the school enrollment.

### Item presented to the school at the time of school enrollment

Yellow Shot Record

### Things to keep at the school

- Formula(Infant only) 1 can
- Feeding bottle or mug
- Sheet / Blanket one of each( Please bring them back home once every two weeks.)

## Things to bring daily

### Infant

- Change of clothes 2 pairs
- Bib 1
- Plastic bags 2 to 3  
( Please use shopping bags and restock as needed.)
- Hangable towel 1
- Communication notebook( provided by the school )
- Underwear 2 to 3
- Diapers 5
- Baby wipes 1 pack

### 2 years old and above

- Change of clothes 2 pairs
- Smock 1
- Hangable towel 1
- Diapers, Baby wipes  
(underwear for children done with potty training)
- Underwear 2 to 3
- Plastic bag 1 (Shopping bags are sufficient.)
- School tool box ( required to be purchased )
- Communication notebook (provided by the school)

※Please write child's name on every item clearly and large enough to read.

※Please select a bag that is easy access and close.

※No credit card payment nor payment in dollars. JPY only.

※We are open Monday through Saturday.

※We are closed on Japanese public holidays and Sundays.



## Funky Momo FAQ

### About Childcare

- Q** Can I visit the school?
- A** Yes, you can. Please contact us by phone or email if you wish to have a school tour.
- Q** When is the school closed?
- A** We are closed on Saturdays, Sundays and Japanese public holidays; however, please consult with us as we may be able to accommodate your needs.
- Q** Are you able to remove food allergens in case the child has food allergies?
- A** Our school lunch doesn't include eggs, milk and flour. Please consult us in case your child is allergic to other food allergens.
- Q** How much are the childcare fees?
- A** Please refer to "Childcare Fees" in School Admission Information.
- Q** How do I pay the childcare fees?
- A** Please submit the payment in JPY in a provided envelope. When your child starts the school on the 1st, please make the payment for the first month as soon as possible. Then, please submit the payment for the following month by the 25th.
- Q** Do you offer extended-childcare?
- A** Please refer "After-hour Childcare for kindergartners" and "After-hour Childcare for elementary schooler".
- Q** Do you have school uniforms?
- A** No. Please have your child wear comfortable clothes to move around in. However, children may wear school T-shirts and caps when they go outside the facility. We'll inform you further at the time of enrollment.

### About School Enrollment

- Q** Is it possible to enroll the school in the middle of school year?
- A** Yes. We encourage to visit the school first.
- Q** What is the age requirement to enroll in the school?
- A** As early as 2 month old and up to 6th grade.
- Q** How do I enroll my child to the school?
- A** Please contact us for further instructions.
- Q** What do I need to prepare prior to the school enrollment?
- A** Please refer to "Things required at the time of school enrollment" in the school admission Information.

### About Part-time Childcare

- Q** Do you offer part-time childcare service?
- A** Yes. Please refer "Childcare Fees" in School Admission Information for further information.
- Q** What is the age requirement to use part-time childcare?
- A** We offer temporary childcare to children who are 2 years old and older. We highly recommend to visit the school with your child to see the school atmosphere.
- Q** What do I need to bring in order for part-time daycare?
- A** When applying, mother and child health record handbook is required. Please ask for further information.

## Funky Momo Sakura FAQ

### About the School

- Q** Can I visit the school?
- A** Yes, you can. Please contact us by phone or email if you wish to have a school tour.
- Q** When is the school closed?
- A** We are closed on Sundays, Japanese public holidays and the New Years Holidays.
- Q** Are you able to remove the food allergens in case the child has food allergies?
- A** Our school lunch doesn't include eggs, milk and flour. Please consult us in case your child is allergic to other food allergens.
- Q** How much is childcare fees?
- A** Childcare fees differ depending on the income of guardians in previous year. Please contact Child Support Division at Iwakuni City Hall for further information. Also in addition to the monthly childcare fees determined by City Hall, talent cultivation and insurance fees will be added to the cost. Please make the payment in JPY in a provided envelope.
- Q** Do you offer extended-childcare service?
- A** Yes.

- Q** Do you have school uniforms?
- A** No. Please have your child wear comfortable clothes to move around in. However, children may wear school T-shirts and caps when they go outside the facility. We'll inform you further at the time of enrollment.

### About School Enrollment

- Q** Is it possible to enroll the school in the middle of school year?
- A** Yes, it is. The deadline is by the 10th of each month prior to the preferred month of enrollment.
- Q** What is the age requirement to enroll?
- A** Children can be enrolled from 4 months to 3 years old. Childcare eligibility ends on March 31st of the year the child turns 3.
- Q** How do I enroll my child in school?
- A** You can go through the enrollment procedures at Iwakuni City Hall. Please contact us for further information.
- Q** What do I need to prepare prior to the school enrollment?
- A** Please refer to "Things required at the time of school enrollment" in the school admission Information



# ► About Us ◀

## Our Thoughts



**Funky Momo**  
Principal  
Setsuko Yasumoto



Funky Momo celebrated its 30th anniversary and I'd like to put forth my deepest gratitude of thanks as we weren't able to do it without the warm support and cooperation from the local community.

We started as a 24-hour childcare facility and had three teachers to one child. To us, children's security and safety has, and will always come first. We do our best to take care of children wholeheartedly. All of our staff, including myself, would love to contribute to society.



**Funky Momo Sakura**  
Principal  
Masami Yasumoto



Starting on September 1st 2018, sections of Funky Momo became a licensed childcare facility. In order to meet this demand, Funky Momo Sakura opened its door in order to support more children and guardians in need of childcare.

The age time frame of 0 to 3 is an important time frame for rapid childhood development. We at Funky Momo Sakura take great pride in raising each individual child by fostering a home like environment in order to support each child's initiative.

Also, we incorporate educational aspects for younger children. They learn life skills such as greetings, potty training and table manners etc. in order for them to transit smoothly to next grade. All of our staff at Funky Momo Sakura thrive to achieve the childcare facility that provides a security and safe environment to all the children under our charge.



## Meet the Teachers



Eurythmic



English



Gymnastics



Baby Massage



Paintings



Storytelling





# Company Information



School Name : Kid's Square Funky Momo

Address : 1-18-21, Imazu-machi, Iwakuni-shi

TEL : 0827-24-3205

FAX : 0827-23-8311

Principal : Setsuko Yasumoto

Capacity : 45

School Name : Small-scale licensed childcare Funky Momo Sakura

Address : Square Bldg. 3, 1-18-21, Imazu-machi, Iwakuni-shi

TEL : 0120-23-1843

FAX : 0827-23-8311

Principal : Masami Yasumoto

Capacity : 17



株式会社 スクエア

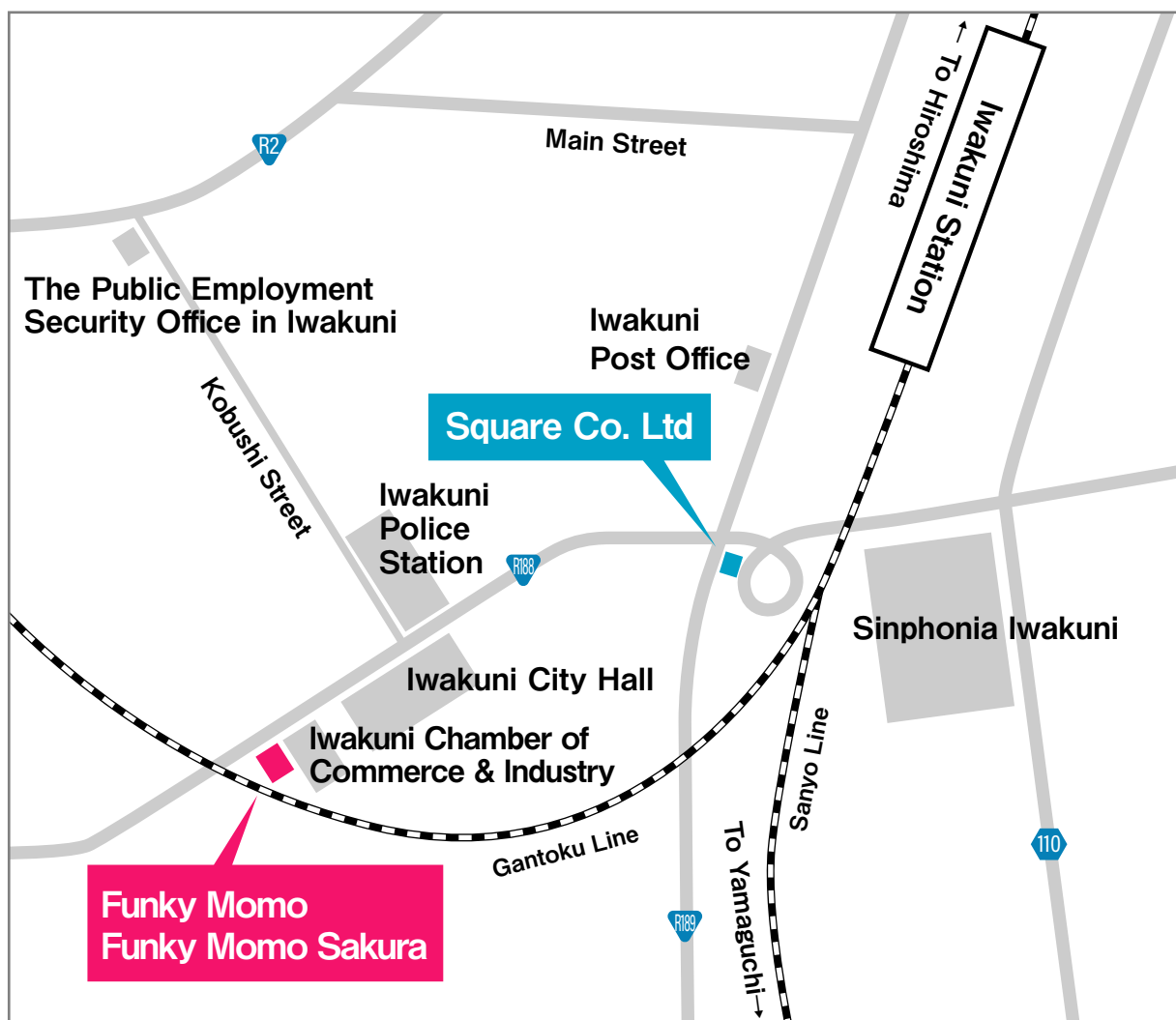
Name of Company: Square Co., Ltd (Headquarter)

Address: 1-2-25, Imazu-machi, Iwakuni-shi, Yamaguchi

TEL : 0827-23-5353

FAX : 0827-23-5366

President: Wataru Yasumoto





# How we count childcare hours

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Please note how we count hours for hourly care and regular monthly care.

\*Hourly care must be more than one hour minimum.

\*Hours will be counted in increment of 30 minutes however in case of early or late drop-off/pick up, hours will be either rounded up or rounded down.

## Drop off

If drop-off time is between 10:00 to 10:14 ⇒ care hour starts at 10:00

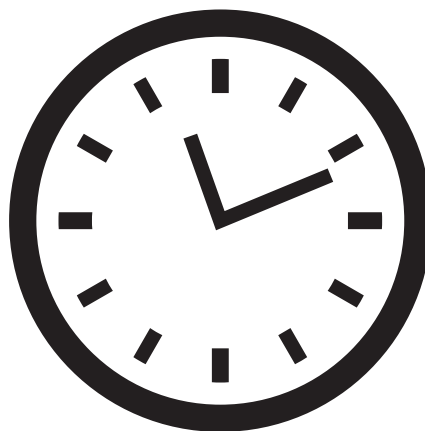
If drop-off time is between 10:15 to 10:30 ⇒ care hour starts at 10:30

## Pick up

If pick-up time is between 18:30 to 18:44 ⇒ pick-up time will be rounded off to 18:30

If pick-up time is between 18:45 to 19:00 ⇒ pick-up time will be rounded up to 19:00

(example) If you drop off your child at the time shown above (11:11), start time will be 11:00





# Application Form

①

Child's Name (nickname)

Date of Application :

	DOB:	M / F	BLOOD TYPE:
	DOB:	M / F	BLOOD TYPE:
	DOB:	M / F	BLOOD TYPE:

1st Parent/Guardian Name:	Relationship to Child:
1st Parent/Guardian's DOB:	DoD ID #

2nd Parent/Guardian Name:	Relationship to Child:
2nd Parent/Guardian's DOB:	

Residence Address: 〒
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Emergency Contact #1 Name:	Phone:
Emergency Contact #2 Name:	Phone:
1st Parent's Place of Employment and email:	
Office Phone Number:	
2nd Parent's Place of Employment and email:	
Office Phone Number:	
Other POC (Prefer Japanese speaker):	
Other POC Phone Number:	

ALL emergency POCs must live in Japan

State of household (Enter all live-in family members excluding the above child and including the members of separate household in the resident card)

	Furigana Name	RS	DoB (y-m-d)	Disabled Card etc.	Name of work place, school, day-care institution Enter the address of guardian if he is separated.	Phone number
Live-in family members of the subject child				Yes No		Home ( ) Father Mobile ( ) Mother Mobile ( ) Father Work ( ) Mother Work ( ) Other ( ) ( )
				Yes No		
				Yes No		
				Yes No		
				Yes No		
				Yes No		



# Application Form

OTHER IMPORTANT INFORMATION

Please provide a copy of Shot Record



# FUNKY MOMO PARENT'S STATEMENT OF UNDERSTANDING AND AGREEMENT

I understand and agree to the following for as long as my child(ren) is or are enrolled in Daycare at Funky Momo.

Name of Child(ren) \_\_\_\_\_

1. I promise to try to engage my children to abide by Funky Momo's policies.
2. I promise to pick my child(ren) prior to 7:00 PM (Funky Momo closing time)
  - a. I will pay the late pick up fees, if I need more time to pick my child up.
  - b. I will inform Funky Momo staff members, should I need:
    - i. To pick my child(ren) up later than scheduled
    - ii. Need to change the day care schedule
    - iii. When my child(ren) will be absent.
3. I agree that Funky Momo is not responsible for administering/dispensing any medication to my child(ren).
4. I understand that I will need to contact my emergency contacts to have my child(ren) when it will be impossible for myself to pick up my child.
5. I agree to pay the Daycare Monthly fee(s):
  - a. In Advance by the end of the previous month.
  - b. Failure to pay my result in the loss of the use of Funky Momo Daycare services.
6. Funky Momo Day Care Fees are not discountable and will not be refunded for absences, regardless of reasons to include: illness, holiday, weather, family vacations or scheduled Day Care closures.
7. I give permission for my child(ren) to use all play equipment and to participate in all activities (both indoors and outdoors)
8. I give permission for my child(ren) to be photographed for displays in the Funky Momo, and for Funky Momo's advertising purposes.
  - a. Optional **(Circle one)**      **Yes**      **No**
9. I give permission for Funky Momo Daycare to take any actions to provide my child(ren) with Emergency Medical Care if needed.

PRINTE NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





Baby Massage are being done on Tuesday and Thursday. It is all right?

Yes

No



Johnsons Massage Oil used. Will you permit us?

Yes

No



Massage is done on top of the underwear.  
(If required, using your oil is possible)



Baby Massage are being done on Tuesday and Thursday. It is all right?

Yes

No



Johnsons Massage Oil used. Will you permit us?

Yes

No



Massage is done on top of the underwear.  
(If required, using your oil is possible)





# **Fiscal 2021**

## **Certification of benefits for use of child-rearing facilities**

### **Application Guide**

### **For New Class No.2, No.3**

#### **【Application period】**

- ◎ If you wish the certification to be effective a/o 1 April, 2021- no later than **10 February (Wed), 2021**, in principle.
- ◎ If you wish the certification to be effective a/o the first day of every month after May- by **10<sup>th</sup> day** of the month prior to the desired month. (When 10<sup>th</sup> day is Saturday, Sunday or a Holiday, by a preceding weekday.)

A guardian of children enrolled in a Kindergarten or a certified children center's kindergarten course or a user of daycare center or non-registered daycare facility, who cannot be engaged in child rearing at home due to below listed reasons is eligible for certification of benefits for use of facilities. This certification allows the service fee for daycare center or non-registered daycare facility to be waived.

※ Recipients of certification of benefits for education/child-rearing (Class No.2,No.3) and with a child attending at a nursery school, certified children center's nursery school course or a small size child-rearing establishment are not eligible for this.

※ When it becomes possible to rear a child at home, the certification is cancelled in the middle of certified period.

- 1 Monthly working hours constantly exceed 64 hours.
- 2 Mother is pregnant or much time has not elapsed since delivery.
- 3 Being ill, injured or mentally or physical disordered.
- 4 Being forced to give care or nursing to family members on regular basis.
- 5 Being engaged in disaster relief and recovery operation.
- 6 Being in a continuous effort to seek an employment.
- 7 Being enrolled in academic school or vocational training school.
- 8 Having other justifiable reasons for not being able to provide childcare at home.

Childcare desk, Child Support Section, Health & Welfare Division

2<sup>nd</sup> floor, Iwakuni City Officer

〒740-8585 1-14-51      Tel:0827-29-5077



## 1 Facilities and businesses subject to free of charge

At the following facilities and businesses, the service will be given for free when the certification of benefits for use of facilities (new class No.2 and No.3) is granted.

- (1) Use of Kindergarten and daycare service of certified children center's kindergarten course
- (2) Use of non-registered daycare facility.
- (3) Use of daycare service, child care service for sick children and child-rearing support activity assistance service (family support center).

(Note)

- When recipients of certification of benefits for education and child-rearing (class No.1) with a child enrolled in a kindergarten/ certified children center's kindergarten course, are to use (2) or (3), concurrently, the use fee will be waived given that the daycare service is not provided by the kindergarten or certified children center's kindergarten course or when a daycare service provided is way below standard level (hours of daycare service during weekdays are less than 8 hours including hours for education or number of days open is less than 200 days). Otherwise, the cost for concurrent use of (2) or (3) will not be waived.
- When recipients of certification of benefits for education and child-rearing (class No.2 or No.3) with a child enrolled in a kindergarten, certified children center's nursing school course, or small size child-rearing establishment, are to use (2) or (3) concurrently, the cost for concurrent use will not be waived.
- **Cost for daily supplies, event participation fee or meals** will not be waived.

## 2 Certification of benefits for use of facilities

### ◎ Certification class and conditions for certification

Date of birth	Class	Condition
Children born before 1 April 2018	New Class No.2	Circumstantial conditions listed on the front page is met and child-rearing at home is deemed difficult.
Children born after 2 April 2018	New Class No.3	Circumstantial conditions listed on the front page is met and child-rearing at home is deemed difficult. In addition, the household is subject to exemption of residential tax.

- ※ When recipients of certification of benefits for education and child-rearing (class No.2 or No.3) with a child enrolled in a kindergarten, certified children center's nursing school course, or small size child-rearing establishment, are to use (2) or (3) concurrently, the cost for concurrent use will not be waived.



◎ **Term of validity of certification**

<b>Situation of guardian</b>	<b>Term of validity</b>
Being employed	Until the fiscal year subject child reaches the elementary school age of 6.
Pregnant/delivery	From 2 months before due date till the end of 3 <sup>rd</sup> month after Delivery.
Illness, Injury, Disability	Until the fiscal year subject child reaches the elementary school age of 6.
Nursing care/nursing	Until the fiscal year subject child reaches the elementary school age of 6.
Disaster recovery	Until the fiscal year subject child reaches the elementary school age of 6.
Seeking employment	Until 60 days in principle (max. 90 days) into the end of the month counting from the effective day.
Shooling / vocational training	Until the end of the month of graduation or course completion of the guardian.
Abuse / DV	Until the fiscal year subject child reaches the elementary school age of 6.
Continuous use while on maternity leave	For the period deemed necessary by the city in consideration of applicable circumstantial condition (up to the end of the 18 <sup>th</sup> month from the birthday of the subject child).
Certification by municipalities	For the period deemed necessary by the city in consideration of applicable circumstantial condition.

※ As for Certification of New class No.3, “Until the fiscal year subject child reaches the elementary school age of 6” shall be replaced with “**Until the first 31 March after the 3<sup>rd</sup> birthday** of the subject child”.



### 3 How to apply

#### ◎ Where to submit application.

- (1) When using a kindergarten or a daycare service at a certified children center (kindergarten course) in the city, . . . . . at the kindergarten or certified children center (including potential ones) to be used.
- (2) When using a no-registered child-rearing facility in the city, . . . . . at the non-registered child-rearing facility (including potential ones) to be used.
- (3) When using (1) or (2) in the city or using temporary custody service, child care service for sick children, child-rearing support activity assistance service (family support center),  
. . . . . Child-rearing desk, Child Support Section, Iwakuni City Hall or General (Branch) Office.

#### ◎ Required document for application.

The following document shall be submitted. Please note that they won't be returned.

1. Required document for all.
  - (1) Application form for certification/ change of benefits for use of child-rearing facilities (as per Article 30 paragraph 4-(2),(3))
  - (2) Document to prove that you are in need of childcare service.
    - ※ Required document may vary depending on the condition of each household. Please refer to the following chart for confirmation.
  - ◆ Document to prove that you are in need of childcare service.
    - ※ Submit the document relevant to the applicable condition of guardians.
    - ※ When no document is submitted, you will be processed just the same as those who are seeking employment.

Being /(to be) employed	Certificate of employment Shift chart or work schedule for those who work on shift. Document to prove that you are self-employed such as business license for self-employed workers.
Illness / Injury	Medical certificate (including name of illness, reason of difficulty to look after a child, and period necessary for child-rearing). A copy of Disability Certificate, Special Education Certificate or Health/Welfare for Mental Disability Certificate.
Nursing care / nursing	Medical certificate or a copy of certificate issued to those on nursing care insurance and statement of schedule.
Mother-to-be	A copy of mother-child Handbook. (front page and due date Page)
Disaster	Anything to prove that you are being engaged in disaster recovery effort.
Schooling	Certificate of enrollment and class schedule.

※ If you are a shift worker, practicing nursing care/ nursing or attending a school and cannot provide the time schedule, submit a statement of schedule separately.



## 2. Required documents for SOFA personnel only

The following documents are needed just to confirm the resident status and whether you fall under resident tax exempted household or not. ☉ A copy is good enough.

- (1) Copy of ID card stipulated in paragraph (3) and (4), Article 9 of SOFA. (When it is difficult to provide the copy of ID card, the head of facility can transcribe the circumstance on the open space of application form No.2/No.3 in lieu of a copy.)
- (2) Statement of resident status (written by the guardian with endorsement of head of facility and his/her Han seal or signature.)
- (3) In case of application for certification of new class No.3 with a start of use between April and August, 2021--- Form-W2 for 2019  
In case of application for certification of new class No.3 with a start of use after September, 2021--- Form-W2 for 2020.

※ Confirmation on My Number and Personal ID is needed for application for certification of benefits for use of facilities.

### Documents needed to be presented for confirmation of My Number and personal ID

☞ When an application is submitted by a guardian (an applicant). (A spouse of the guardian is considered to be a proxy)

#### 1 Documents needed for **confirmation of My Number**.

**One** of the following items.

- ☐ Notification card    ☐ Copy of resident card (w/ My number entered)
- ☐ Certificate of entries on residence card (w/ My number )
- ☐ \* My Number Card (Issued after applying for the card based on notification card)  
\* My Number Card can be used for confirmation of My number as well as personal I.D. Therefore, the documents listed in 2 below are not required to be produced.

#### 2 Documents needed for **personal Identification**


**One** of the following **picture** IDs.

- ☐ Driver's license    ☐ Certificate of Driving History (Date of issue needs to be any time after April 1, 2012)
- ☐ Passport    ☐ Physical Disability Certificate    ☐ Health & Welfare Certificate for Mentally disabled person
- ☐ Rehabilitation Certificate    ☐ Residence card    ☐ Certificate of Special Permanent Resident
- ☐ Licensed tax accountant Credential (the one in valid at the time of presentation)
- ☐ (Pictured) Student I.D., Identification Card, Employee I.D., Certificate of qualification (w/ name, date of birth or address entered and in valid at the time of presentation).    ☐ War Wounded/Disabled Certificate

◆ The above documents need to be produced in principle. However, **two** of the following items w/name, date of birth or address provided, can be produced instead if the presentation of above documents is impossible.



- ☐ Certificate of welfare recipient
- ☐ Certificate of beneficiary of medical insurance or nursing care insurance, Certificate of membership of mutual aid union of National or Prefectural Government Employees or Private School Teachers Mutual Aid Program (Front and back).
- ☐ Medical Care Certificate for the Elderly   ☐ Notebook for the Elderly   ☐ Certificate of Childcare Allowance
- ☐ Receipt of National Tax, Local Tax, Social Security Premium and Public Utilities.
- ☐ Student I.D., Identification Card, Employee I.D., Certificate of qualification (w/o picture)

 When an application is submitted by a **proxy** (to include a spouse of a guardian)

- Documents needed for confirmation of My Number in 1 shall be **the one for a guardian**.
- Documents needed for personal identification In 2 shall be **the one for the proxy** and it must be the original.

### ◎ **Required procedures after application and certification**

When any one of the following cases arises, immediate notification must be made to Child Support Section. You may be required to fill out an application for Change.

- ① When a child is to withdraw from the attending kindergarten, certified children center or non-registered daycare facility..
- ② When you retired from work. Change is to be made to the working hours/work place.
- ③ When you started working.
- ④ When your maternity leave commenced and ended.
- ⑤ When you changed the address.
- ⑥ When family makeup was changed.
- ⑦ When you no longer have reasons to need childcare service or there is a change of reason(s).

- After certification, you are required to submit “Present Status Report” in every June for confirmation on the need for child-rearing.



## 4 Waiver of payment (of facility use fee)

Certification (New class No.2・No.3) granted users of facilities or services that are subject to waiver of use fee, can receive the benefits (facility use fee) from the city by submitting bills for use. This means that you have to pay for bills for use of temporary custody service or non-registered daycare facility. (Users of facilities located outside the city may be exempted from this.)

The amount of facility use fee is calculated based on a standard formula and paid **within the ceiling amount for a month**.

(Maximum monthly amount)

・For use of temporary custody service at kindergarten, certified children center (kindergarten course)

New Class No.2 users	・ ・ ・ ・ ¥11,3000
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New Class No.3 users	・ ・ ・ ・ ¥16,300
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・For use of non-registered daycare facility, temporary custody service, child care service for sick children, or child-rearing support activity assistance service (family support center)

New Class No.2 users	・ ・ ・ ・ ¥37,000
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New Class No.3 users	・ ・ ・ ・ ¥42,000
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※ For SOFA personnel who do not have an account at banking facilities, the above procedure shall be disregarded. Instead, use fee or day-care fee to be paid to the facility shall be waived (within the ceiling). Therefore, bills shall not be submitted to the city.

### ◎ Submittal of bills for facility use

The following documents shall be submitted to the city to receive benefits for facility use. In principle, the documents shall be forwarded to the city from the facility. The subject guardian shall ask the facility to send the bills to the city when the payment day approaches.

When the facility located outside the city is being used, the city will send a mail to the guardian requesting the submittal of the bills.

(Required documents for receiving benefits)

(1) Bills for facility use (for reimbursement)

(2) Certificate/receipt of special children/child-rearing support service

※ (2) is issued by the facility in use.

※ When a child-rearing support activity assistance service (family support center) is used, “(3) Activity report” is required in lieu of (2).



© **Frequency of payment of facility use fee and time of submittal of bills**

Facility use fee will be paid once every three months on quarter basis as shown in below chart. Each time, the bills have to be submitted.

April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar
Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee	Use fee
1st Qtr			2 <sup>nd</sup> Qtr			3 <sup>rd</sup> Qtr			4 <sup>th</sup> Gtr		

Appropriate time to submit bills-

1<sup>st</sup> Qtr: June-July, 2<sup>nd</sup> Qtr: Sep.-Oct., 3<sup>rd</sup> Qtr: Dec.-Jan., 4<sup>th</sup> Qtr: Mar.-April

(This may vary depending on the facility in use.)



Date

Notification of change to certified benefits for use of facilities

To: Mayor of Iwakuni

Guardian's address:

Name:

Date of Birth:

Contact information:

I'd like to notify the change that will affect the content for certification of benefits for use of child-rearing facilities pursuant to Article 28, paragraph 12-1 of Child and Child Care Support Act as follows.

Present status of certification	Certification No.	① / ② / ③	
	Name of subject child	① / ② / ③	
	DoB of subject child	① ymd / ② ymd / ③ ymd	
	My Number of subject child		
	Relationship with guardian	① / ② / ③	
	Name of facility/establishment	② / ② / ③	
	Certification class	Article 30 paragraph 4 of Child and Child Care Support Act ① <input type="checkbox"/> Class No.1      ② <input type="checkbox"/> Class No.1      ③ <input type="checkbox"/> Class No.1 <input type="checkbox"/> Class No.2 <input type="checkbox"/> Class No.2 <input type="checkbox"/> Class No.2 <input type="checkbox"/> Class No.3 <input type="checkbox"/> Class No.3 <input type="checkbox"/> Class No.3	
	Reason for needing childcare	<input type="checkbox"/> N/A <input type="checkbox"/> Yes (reason: )	
Content of change		Before change	After change
	Name of guardian		
	DoB of guardian	ymd	ymd
	Address		
	My Number of guardian		
	Point of Contact		
	Name of subject child		
	Relationship with guardian		
	Reason for needing childcare (Only If reason exists)		
	When did it become to exist?	ymd	
	Reason for change		
	Other		



【Certification Form 2】

To applicant: This document shall be submitted to the facility, enclosed in an sealed envelope with your name on it.

Date:

**Application for certification/change of benefits for use of child-rearing facilities (Article 30-4(2)/(3))**

Mayor of Iwakuni

【Your consent needs to be given to the following.】

1 Pursuant to the provision of Article 16 of Child and Child Care Support Act as applied mutatis mutandis pursuant to Article 30 paragraph 3, Mayor may ask for tax or income statement of applicants or their live-in family members and other relevant documents from an authority to evaluate the application and confirm the applicant's eligibility for the benefits.

2 Content provided in the application and other forms that is considered essential as information regarding the approval of benefits or payment of cost for use of facilities, may be forwarded to the facility or its operator.

3 Pursuant to the provision of Article 30, paragraph 11-(3) of Child and Child Care Support Act, cost for use of facilities may be received by childcare assistance providers in lieu of applicants.

4 For the use of facilities starting from April of the new fiscal year, pursuant to Article 30, paragraph 5-(5) of Child and Child Care Support Act, notification of the result of evaluation may be put off as late as the day before the start day of use due to delay of processing time caused by heaviest load of evaluation work..

5 Discrepancies from the factual evidence is subject to cancellation of certification.

6 Current users of corporate initiative type child care service stipulated in Article 7 paragraph 10-(4)-(c) are not eligible for this application.

Having agreed to the above and due to work, illness and other reasons, I hereby submit the application for certification of benefits for use of facilities pursuant to the provision of Article 30 paragraph 5-(1), for I'd like to use a kindergarten, certified children center, special needs school (possibly a use of daycare service, too.(※1)), non-registered daycare facility, temporary custody service, child care service for sick children, Child-rearing support activity assistance service as in the following.

※1. Day care service includes non-registered daycare facilities that provide ① less than 8 hour childcare service with educational service on a weekday or that is open ② less than 200 days a year.

		Desired approval date (Start day of use)		ymd	
Guardian	Furigana		Relationship to child	Address	
	Name			Address after move-in if present address is outside Iwakuni	
	POC during daytime.(Tel No.) ※In order of reachability.			DoB	ymd
	①	Mobile ph: Father / Mother Work ph: Father / Mother Home Ph, Other ( )	②	Mobile ph: Father / Mother Work ph: Father / Mother Home Ph, Other ( )	My No.
Child	Furigana		Present address if different from Applicant's.	My Number	
	Name				
			DoB	ymd	
Certification class	<input type="checkbox"/> The first March 31 has gone by after the child's 3 <sup>rd</sup> birth day. (Class No.2) <input type="checkbox"/> The first March 31 has not gone by after the child's 3 <sup>rd</sup> birth day. (Class No.3)				Tick <input type="checkbox"/> for Class 2 and in case of City tax exempted household. <input type="checkbox"/> City Tax exempted
	Reason for need of childcare service	Tick <input type="checkbox"/> if applicable (Relationship to child) <input type="checkbox"/> Work <input type="checkbox"/> Pregnant <input type="checkbox"/> Illness <input type="checkbox"/> Nursing care <input type="checkbox"/> Disaster <input type="checkbox"/> ISO job <input type="checkbox"/> Schooling <input type="checkbox"/> Other ( ) Father, Mother, Other ( ) <input type="checkbox"/> Delivery <input type="checkbox"/> Disability <input type="checkbox"/> Nursing <input type="checkbox"/> Recovery			
(Relationship to child) <input type="checkbox"/> Work <input type="checkbox"/> Pregnant <input type="checkbox"/> Illness <input type="checkbox"/> Nursing care <input type="checkbox"/> Disaster <input type="checkbox"/> ISO job <input type="checkbox"/> Schooling <input type="checkbox"/> Other ( ) Father, Mother, Other ( ) <input type="checkbox"/> Delivery <input type="checkbox"/> Disability <input type="checkbox"/> Nursing <input type="checkbox"/> Recovery					

Fill out below if certification class is No.3.

Address a/o January 1 <sup>st</sup> of the year before desired approval date ※2	(Mother)	<input type="checkbox"/> same as present address	(Father)	<input type="checkbox"/> same as present address
Address a/o January 1 <sup>st</sup> of two years before desired approval date. ※3	(Mother)	<input type="checkbox"/> same as present address	(Father)	<input type="checkbox"/> same as present address

※2, 3. If the address is different from the present address, attach income tax statement of the last year or a year before last.

Enter all members in the same household. ※ Enter My Number in case of class No. 3 and enter the numbers of parents and main source of livelihood only.

Live-in family members of the subject child (Circle the number of main source of livelihood.)	Furigana Name	RS	DoB (y-m-d)	Name of work place, school, day-care facility. Enter the address in case of working away from home.	In-need-of nursing care or disability certificate
	1		My No. ymd		<input type="checkbox"/> Yes
	2		My No. ymd		<input type="checkbox"/> Yes
3			My No. ymd		<input type="checkbox"/> Yes
	4		My No. ymd		<input type="checkbox"/> Yes
5			My No. ymd		<input type="checkbox"/> Yes
	6		My No. ymd		<input type="checkbox"/> Yes
7			My No. ymd		<input type="checkbox"/> Yes



This field is for users (including potential users) of kindergarten, certified children center, or special needs school's kindergarten course.

Furigana			Address	Tel	
Name of facility			Start day of use (tentative)	ymd	

This field is for users (including potential users) of non-registered daycare facility, temporary custody service, child care service for sick children or child-rearing support activity assistance service

Furigana Name of facility	Type of services to be used	Address	Tel:	Start day of use ymd
	Non-registered / Temporary custody Sick children. / Child-rearing support activity	Address	Tel:	
	Non-registered / Temporary custody Sick children. / Child-rearing support activity	Address	Tel:	
	Non-registered / Temporary custody Sick children. / Child-rearing support activity	Address	Tel:	
	Non-registered / Temporary custody Sick children. / Child-rearing support activity	Address	Tel:	
	Non-registered / Temporary custody Sick children. / Child-rearing support activity	Address	Tel:	

Select the reason requiring the child-care service and fill in the applicable field.

		Mother's situation		Father's situation			
Work	Type	<input type="checkbox"/> Work outside one's residence <input type="checkbox"/> Self-employed ⇒ <input type="checkbox"/> At home <input type="checkbox"/> Main position <input type="checkbox"/> Outside one's home <input type="checkbox"/> Assistant position <input type="checkbox"/> Other ( ) <input type="checkbox"/> On the side		<input type="checkbox"/> Work outside one's residence <input type="checkbox"/> Self-employed ⇒ <input type="checkbox"/> At home <input type="checkbox"/> Main position <input type="checkbox"/> Outside one's home <input type="checkbox"/> Assistant position <input type="checkbox"/> Other ( ) <input type="checkbox"/> On the side			
	Commuting means and time	Mode of transportation	Walk • Bicycle • Bus • Car • Train • Other ( ) ※Circle more than one if necessary.		Mode of transportation	Walk • Bicycle • Bus • Car • Train • Other ( ) ※Circle more than one if necessary.	
		Time	min. (for round trip time)		Time	min. (for round trip time)	
	Career change after Jan. 1 <sup>st</sup> last year.	<input type="checkbox"/> N/A <input type="checkbox"/> Yes ⇒ ① Name of work place Period of work from: ② Name of work place Period of work from:			<input type="checkbox"/> N/A <input type="checkbox"/> Yes ⇒ ① Name of work place Period of work from: ② Name of work place Period of work from:		
Pregnant/ Delivery (at the time of application)	<input type="checkbox"/> N/A <input type="checkbox"/> Yes ⇒ (Due date) ymd						
Illness / Disability	(Name of illness, disability) (Issuance of disability certificate) <input type="checkbox"/> Yes <input type="checkbox"/> N/A			(Name of illness, disability) (Issuance of disability certificate) <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Nursing care	Care recipient	(Relationship to subject child)		(Relationship to subject child)			
	Specific medical issue						
	Medical treatment	<input type="checkbox"/> Inpatient Outpatient (medical appointment: times/week • month <input type="checkbox"/> Day care ( /week) Name of facility: ( )		<input type="checkbox"/> Inpatient Outpatient (medical appointment: times/week • month <input type="checkbox"/> Day care ( /week) Name of facility: ( )			
Recovery from disaster	Scope of disaster:		Scope of disaster				
Job hunting	Development		Development				
Schooling	Means and time of Schooling	Means	Walk • Bicycle • Bus • Car • Train • Other ( ) ※ Circle more than one if necessary.		Means	Walk • Bicycle • Bus • Car • Train • Other ( ) ※ Circle more than one if necessary.	
		Time	min. (Round-trip time)			min. (Round-trip time)	
	Purpose of schooling	<input type="checkbox"/> To seek employment after graduation <input type="checkbox"/> Other ( )		<input type="checkbox"/> To seek employment after graduation <input type="checkbox"/> Other ( )			
	Period	Through ymd		Through ymd			
Plan after graduation	<input type="checkbox"/> Week (Working hours/days) <input type="checkbox"/> Month days, hours/day		<input type="checkbox"/> Week (Working hours/days) <input type="checkbox"/> Month days, hours/day				
Other	Why is it considered difficult to rear a child?		Why is it considered difficult to rear a child?				

Document to be attached (Whatever applicable document must be attached)

1 If being employed outside one's residence (including those to be employed) If self-employed (including self-employment (outside one's own residence or a business run by a relative)	Certificate of employment. (or certificate to be employed) Statement of working condition, a copy of document to prove that one is self-employed (Income Tax Statement, Business License, Report of Starting Business, etc.)
2 Those who is pregnant or have a delivery (8 weeks before or after delivery only)	A copy of Mother-Child Recordbook (just the page that shows the name and DoB of the baby.
3 If guardians are attending school.	Certificate of School Attendance (or a notification of acceptance for a to-be student)
4 If guardians are sick.	Medical Certificate
5 If guardians are physically disabled.	If one is issued a certificate for disabled . . . Recordbook for physically disabled, Special Education Recordbook or Health/Welfare Recordbook of mentally disabled If one is not issued any certificate . . . medical certificate
6 If guardians are providing nursing care	Statement and supporting document (medical certificate, Nursing Care Insurance Certificate, etc.)
7 If guardians are seeking employment	Document to certify that the one is seeking employment (A designated for may be used in the future)
8 Those who wish to use non-registered childcare facilities	Statement regarding the reason to not to apply for childcare facility. ( Certified Relevant Form No.9)