

Check List for Application

Below is a list of important points to check for your application. Please be sure to read them and tick the boxes.

Number	Important points to check	Check box
1	Have you read and understood "Daycare Center Enrollment Guide"?	<input type="checkbox"/>
2	Is all information you provided accurate? Have you also filled out important information (working conditions, family structure, expected delivery date, problems relating to health and growth of your child, etc.) in the application form? N.B. If any of the information you provided is found to be false or you do not declare certain items, the enrollment to a daycare center may be subject to cancellation.	<input type="checkbox"/>
3	Have you written names of childcare facilities which are located within the distance where you can pick up and drop off your child? You are required to pick up and drop off your child within the time set by the facility.	<input type="checkbox"/>
4	If your child is living with or has the same address as his/her grandparents who are over 18 years old and under 65 years old, please submit their documentations to prove that they cannot take care of him/her at home during the daytime. Failure to submit the documents will result in a deduction of points for application screening.	<input type="checkbox"/>
5	Screening will be conducted based on documents submitted by the application deadline. Documents submitted after the deadline will be considered for the next screening and onwards. Please make a copy of the documents before submitting if necessary, because the documents will not be returned once submitted.	<input type="checkbox"/>
6	The screening process will continue until the end of the school year unless you cancel your application. If you wish to cancel your application, please submit Cancellation Form for Daycare Center Application to the Childcare Institutions Management Division at Tsukuba City Hall by the application deadline.	<input type="checkbox"/>
7	Application for changing daycare centers: If you applied for changing daycare centers, you cannot turn down the offer from a new daycare center. Even if you turn down the offer, your child cannot go back to his/her previous daycare center and he/she must leave the daycare center, because another child has enrolled.	<input type="checkbox"/>
8	When you get an offer from a daycare center, you need to complete the procedures such as a medical checkup and interview at the daycare center. Please inquire the daycare center for details.	<input type="checkbox"/>
9	Even if you are offered a place, there may be cases where the daycare center determines your child is not capable of group childcare based on the interview and medical checkup, and does not approve the enrollment of your child. Also, depending on the severity of the illness or disability, there may be cases where you are asked to wait until the daycare center is ready to accept your child.	<input type="checkbox"/>
10	At a daycare center, your child will go through a "gradual transition" for the first 5 days so that he/she can smoothly adjust to a new environment (this also applies to children changing daycare centers). Depending on how your child is doing at the daycare center, this period may be subject to extension.	<input type="checkbox"/>
11	If your child is accepted at a daycare center so that you can look for a job, you are expected to start a job and submit a Job Certificate within 3 months from the day of your child's enrollment. If you fail to submit within 3 months, your child will have to leave the daycare center. Please note that the enrollment day is the first day of a month.	<input type="checkbox"/>
12	If you are pregnant and the starting date of a daycare center falls within 6 weeks prior to the expected delivery date, your child will be approved to go to a daycare center for a reason of "pregnancy/childbirth".	<input type="checkbox"/>
13	If your child started a daycare center because your maternity/parental leave is going to end, you must return to work within the same month of your child's enrollment to the daycare center and submit a Job Certificate within a month since the day you return to work (Please do not forget to fill out the date of returning to work in No.15 of a Job Certificate). If you fail to submit in time, your child must leave the daycare center.	<input type="checkbox"/>
14	If any changes occur in your working conditions (e.g. taking maternity/parental leave, changing jobs) and/or family situation (e.g. childbirth, marriage, divorce), please notify the Childcare Institutions Management Division as soon as possible.	<input type="checkbox"/>
15	The requirements to remain in the same daycare center are the same as those required at enrollment. When your conditions no longer fulfill the requirements (e.g. resigned from job, recovered from illness), your child must leave the daycare center.	<input type="checkbox"/>
16	If your child missed more than 2 months of his/her daycare center, because you are going back to your parents' house for childbirth or retuning to your home country for a while, your child must leave the daycare center. Please note that you will be charged for childcare fees during the time your child misses his/her daycare center, because your child is considered as enrolled.	<input type="checkbox"/>
17	If you have not declared your income, you are required to report your income to the Tax Collection Division at City Hall, or the service fee will be maximum amount for 0-2-years-old childcare fees. Please also note that meals other than staple food will not be free of charge for 3-5-years-old, if you have not declared your income.	<input type="checkbox"/>

I have read and accepted all items written above.

Date (yyyy/mm/dd):

Signature of Parent/Guardian: