

2027 (Reiwa 9) Fiscal Year

Childcare Facility User Guide

【Regarding Enrollment to Childcare Facilities】

Due to work responsibilities, illness, caregiving for a family member etc. or other circumstances which fall under the “Eligible Reasons for Requiring Childcare,” you may opt to enroll your child in a childcare facility.

※Reasons such as simply wanting your child to experience activities in a group environment do not apply.

If you wish to enroll your children in childcare, you must be granted **approval demonstrating your need for childcare.**

1. Regarding Education/Childcare Benefit Approvals

There are three types of benefit approvals based on a child’s age and whether or not there is a need for childcare. Based on the type of approval you receive, you may apply to enroll your child in a facility/program which best suits your needs.

(1) Types of Benefit Approvals

Approval Type	Eligible Children	Eligible Facilities/Programs	Approved Hours
Type 1※	●3 years and up (for those desiring education)	●Kindergartens ●Certified Center for Early Childhood Education and Care (ECEC; <i>nintei kodomoen</i>) (Education Component)	●Standard Education Hours
Type 2	●3 years and up <i>and</i> has eligible reason for requiring childcare (for those desiring daycare at e.g. a childcare facility)	●Nurseries ●Certified Center for Early Childhood Education and Care (ECEC; <i>nintei kodomoen</i>) (Daycare Component)	●Standard Childcare Hours ●Reduced Childcare Hours
Type 3	●Under 3 years <i>and</i> has eligible reason for requiring childcare (for those desiring daycare at e.g. a childcare facility)	●Nurseries ●Local Childcare Programs ●Certified Center for Early Childhood Education and Care (ECEC; <i>nintei kodomoen</i>) (Daycare Component)	●Standard Childcare Hours ●Reduced Childcare Hours

※If you are seeking a Type 1 approval, please apply directly to the facility of your choice.

2. Eligible Reasons for Requiring Childcare & Required Documents

In order to be approved for childcare benefits, your circumstances must match at least one of the below:

Eligible Reasons	Required Amounts of Childcare & Related Conditions	Required Documents to Submit with Application (※ Required for all parents/legal guardians, regardless of whether they live with the child or separately.)
① Employment	< Standard Childcare Hours: Up to 11 hours max per day > As a general rule, this is for parents/guardians who work 120 hours or more per month. < Reduced Childcare Hours: Up to 8 hours max per day > For parents/guardians who work 60 hours or more per month.	○Certificate of Employment (<i>shuro shomeisho</i>) • The certificate must be issued within 3 months of the submission date. • If you are currently on parental leave or you expect that you will be returning to work, fill in No. 8 to No. 11 on the Certificate of Employment. • For No.7, fill in your work history for the past three months (including paid leave) and/or your upcoming work projects.
② Pregnancy, Recent Childbirth	< Standard Childcare Hours > shall be the default. The eligible childcare period is generally recognized as 2 months prior to and following the month of the pregnancy's due date, for a total of about 5 months. ※Please consult with the Nikko Childcare Division for the period leading up to the birth.	○A copy of your Maternal and Child Health Handbook (<i>boshi kenko techo</i>) (the page on which you record the expected delivery date) ○Written Statement (required only in the event that there are circumstances prior to childbirth which require special consideration)
③ Illness, Injury, Disability (Mental or Physical)	The approval for the necessary amount of childcare will be determined upon review of the submitted documents detailing the parent/guardian's circumstances.	○Written Statement ○Copies of parent/guardian's medical report, Physical Disability Certificate, Intellectual Disability Certificate (Rehabilitation Certificate), Long-term Care Insurance Certificate, etc.
④ Caregiving for a Cohabiting Relative or Relative who is Hospitalized Long-term	The approval for the necessary amount of childcare will be determined upon review of the submitted documents detailing the parent/guardian's circumstances.	○Written Statement ○Copies of the care recipient's medical report, Physical Disability Certificate, Intellectual Disability Certificate (Rehabilitation Certificate), Long-term Care Insurance Certificate, etc. or other documents which can demonstrate the circumstances of caregiving

⑤ In Disaster Recovery (due to earthquakes, storm damage, fires, etc.)	< Standard Childcare Hours > shall be the default. (When e.g. repairs are being carried out on the home)	○Written Statement ○Disaster Victim Certificate (<i>risai shomeisho</i>), etc.
⑥ Currently Seeking Employment (Including those preparing to start a business)	< Reduced Childcare Hours > The approval period is to last for 3 months.	○ Childcare Facility Use Contract for those Currently Seeking Employment ・ During this period, submit a job search status report ・ After your job search has concluded and your new job has been decided, submit a Certificate of Employment (<i>shuro shomeisho</i>)
⑦ Pursuing Education (Including vocational training at e.g. a trade school)	For parents/guardians who are enrolled in school for 60 hours or more per month. The approval for the necessary amount of childcare will be determined upon review of the submitted documents detailing the parent/guardian's circumstances.	○Written Statement ○A copy of your certificate of enrollment (<i>zaigakushomeisho</i>), student ID, etc. ○A document to demonstrate your class schedule, such as a timetable
⑧ Risk of Child Abuse or Domestic Violence	< Standard Childcare Hours > shall be the default.	Please consult with the Nikko City Childcare Division.
⑨ Continuation of Childcare is Necessary for a Child who has Already Been Attending Childcare at the Time of Parental Leave	< Reduced Childcare Hours > The approval will be granted for the period that can be demonstrated by the employer (if self-employment, then by the self-employed individual).	○A Certificate of Employment which indicates the date you will return to work following parental leave (must be issued within 3 months of the submission date)
⑩ Other Circumstances Deemed Appropriate by the Mayor	The approval for the necessary amount of childcare will be determined upon review of the submitted documents detailing the parent/guardian's circumstances.	Please consult with the Nikko City Childcare Division.

◇Designations Regarding the Required Amounts of Childcare

Designations differ depending on the reason for requiring childcare (per the list above).

The specific times for “Standard Childcare Hours” and “Reduced Childcare Hours” differ depending on the childcare facility.

Required Amount of Childcare Designation	Parent/Guardian's Work Hours	Eligible Facility Use Hours
Standard Childcare Hours	120 hours or more per month	Up to 11 hours max per day
Reduced Childcare Hours	60 hours or more per month	Up to 8 hours max per day

3. Application Periods and Schedule

Applicant Categories	Desired Usage Month(s) (Begins the 1 st day of the month)	Application Periods	Notification of Results (Planned)
For those who require childcare for reasons that are <i>not</i> “Currently Seeking Employment” (e.g. current employment, returning to work after parental leave, starting a new set job soon, etc.) (You may apply for children who have not yet been born)	April 2027 ~ March 2028	【Application Cycle 1】 September 1, 2026 ~ October 31, 2026	【Application Cycle 1】 Mid-January 2027
		【Application Cycle 2】 November 2, 2026 ~ January 29, 2027	【Application Cycle 2】 End of February, 2027 ~ beginning of March, 2027
< For Applications during Cycle 2 and Onward > For those who require childcare for reasons that are <i>not</i> “Currently Seeking Employment” (e.g. current employment, returning to work after parental leave, starting a new set job soon, etc.) (You may apply for children who have not yet been born)	May 2027 ~ March 2028	【Rolling Basis】 Deadlines on the 15th of every month (if a weekend or holiday, then the prior business day)	【Rolling Basis】 The end of the month in which the application is reviewed
Currently Seeking Employment	April 2027	【Application Cycle 2】 November 2, 2026 ~ January 29, 2027	【Application Cycle 2】 End of February, 2027 ~ beginning of March, 2027
	May 2027 ~ March 2028	【Rolling Basis】 Deadlines on the 15th of the month prior to the desired start month (if a weekend or holiday, then the prior business day)	【Rolling Basis】 The end of the month prior to the desired start month

※There will be no application reviews with a deadline of March 2027 (Reiwa 9). If you wish to enroll your child in April 2027, please apply during Application Cycle 1 or Application Cycle 2.

4. About Facility Placement Coordination

For those who have applied for childcare, facility placements will be decided based on the documents and household circumstances at the time of application submission. An objective review of the documents will be conducted, and children designated with the highest level of need (*riyo shisu*, Usage Index) will be prioritized for enrollment into each childcare facility based on their available capacities.

Nikko City will prioritize the parent/guardian's first choice of childcare facility where possible.

※ Facility placements are not decided on a “first-come, first-served” basis. However, it is necessary that all documents are submitted within their given timeframes. Please give yourself plenty of time to submit your application.

※ Questions or concerns about the results of your facility placement are generally not accepted via phone until you have actually received your notification.

※ If your child is currently enrolled in a facility during a period of parental leave, you may not transfer to a different facility.

5. How to Apply

① Direct Submission

Application intake can be handled either at your first choice of childcare facility OR at the Nikko City Childcare Division window (Nikko City Hall, first floor, window #13).

Applications which are incomplete or missing documents cannot be accepted.

② Electronic Applications + Direct Submission

You may submit your application electronically via Pittari Service, which is accessible via the national “My Number Portal” (マイナポータル; *myna po-taru*).

For details, please look up “Pittari Service” on your computer or smartphone.

CAUTION: You must have a “My Number Card” in order to process applications electronically via Pittari Service. You will also need an IC card reader/writer OR a device capable of reading My Number Cards (such as a smartphone).

If you opt to send in an electronic application, you must still submit an application to the Nikko City Childcare Division within the designated timeframe, just like you would for an entirely in-person application.

6. From Application to Admission: Procedure Flow

Facility Tours	In general, tours of your desired facilities are required prior to the application deadline. Please contact each facility directly to make an appointment. Please attend the facility tours with the child that you intend to enroll.
↓	
Admission Application	Upon reviewing the application periods and necessary documents, give yourself plenty of time to work on and submit your application.
↓	
Facility Placement Coordination (Done by Nikko City)	After the application deadline, Nikko City will identify placement options from your preferred facilities list based on the capacity of each facility (including e.g. the number of childcare workers, etc.)
↓	
Offer, Decision	A notification regarding your offer or decision will be sent to you. (※See pg. 3 for the schedule) ※An “offer” is provided prior to actual enrollment, and refers to the preliminary decision to accept your child into a facility.
↓	
Determination of Childcare Fees	Following the calculation of childcare fees etc. in the month prior to enrollment, a notice will be sent regarding the amount of childcare fees you will be required to pay. A notice of exemption from food material costs for side dishes will be mailed directly to the address of the applicant (for eligible applicants only). The notice will be sent at the end of the month prior to the enrollment month. (Please notify us as soon as possible if your mailing address changes.) In the event that the enrollment has not been finalized <i>by the time of the application review</i> which takes place in the month prior to the desired start time, a Notice of Waitlist Status (<i>nyushohoryutsuchi</i>) can be issued. If you wish to receive this notice, please tell the staff on duty when you submit your application. Please note that if you receive an offer, you are not eligible to receive a Notice of Waitlist Status.

7. Documents for Childcare Requirement Approvals & Applications

※Forms ①～⑤ are distributed at each childcare facility as well as the Nikko City Childcare Division window (Nikko City Hall, first floor, window #13). (You may also download them from the Nikko City website.)

(★) ・ ・ A separate form is required for each child.

①Education/Childcare Approval Application Form (★)

②Childcare Facility Application Form (★)

③Family Situation Questionnaire (★)

④Documents to Demonstrate Your “Eligible Reason(s) For Requiring Childcare”

(See page 2)

⑤Important Item Check Sheet/Consent Form (★)

⑥A copy of a Certificate of Acceptance of Divorce Report (*shussho todoke juri shomei sho*), Child Support Allowance Certificate (*jido fuyo teate jukyushasho*), and any other documents to demonstrate single parent status

※⑥ is only necessary for single parents

⑦Documents which can verify the “My Number” (Individual Number) and identity of the child in question and the applicant

Please present either (A) or (B):

(A) My Number Card (Individual Number Card)

(B) ・ A notification card containing your “My Number” information (assuming no changes have been made), or a copy of your Certificate of Residence (*juminhyo*)

・ A photo ID, such as a driver’s license, passport, etc.

※If you submit your application directly to a childcare facility, please include a copy of your photo ID.

※If you do not have a photo ID, you must provide copies of two forms of identification, such as a health insurance card and pension handbook.

◇Points to Remember Regarding Applications

- Even if your place of work has already been decided, if you cannot produce a Certificate of Employment at the time of application, you cannot use “Employment” (1) as your reason for applying. In that case, please apply under the “Currently Seeking Employment” (6) reason instead.
- If you are applying for a child who has not been born yet, admission may be deferred and will depend on your child’s developmental status, etc. This applies even if you have already received an offer.
- If you are in the process of a divorce (even if living separately), both the father and mother must fall under the “Eligible Reasons for Receiving Childcare” and submit the corresponding documents. Furthermore, the calculation of childcare fees and the exemption from food material costs for side dishes are dependent

on the *combined* taxes of both the father and mother.

- For those who are living separately during divorce mediation procedures, you do not have to submit documents proving your “Eligible Reasons for Requiring Childcare” on behalf of the parent who is living with the child, but you must submit a “Certificate of Pending Case” (*jikenkeizokushoumeisho*) or a notification from the courts which demonstrate that you are in the midst of mediation procedures. Childcare fees and the eligibility for exemption from food material costs for side dishes are only based on the tax liability of the parent who resides with the child. However, if the divorce has not yet been finalized, your household will still be classified as a “general household” (*ippan setai*). If your situation changes, please contact the Nikko City Childcare Division.
- If you have submitted your Notification of Divorce (*rikon todoke*), you must update your status to be designated as a single-parent household, so you will need to submit documents proving the divorce, such as a Certificate of Acceptance of Divorce Report (*rikon todoke juri shomei sho*).
- If a divorce has already been finalized or if the child’s parents were never married, those who are residing together as a household may be designated as a “general household” (*ippan setai*).
- The income/tax liability of others residing in the same household may be taken into account when calculating childcare fees/eligibility for the exemption from food material costs for side dishes.

8. Regarding Childcare Fees (For Children in the 0- to 2-Year-Old Class)

- (1) Childcare fees are determined based on the “Childcare Fee Assessment Table”, a sliding scale which takes into account the family’s necessary amount of childcare and household circumstances. Fee tiers are determined by the sum of each parent/guardian’s municipal resident tax (*shikuchosonminzei*), specifically the income-based levy (*shotokuwaru*).
Additionally, the tax amount for others residing in the same household (grandparents, etc.) may also be added given the following circumstances:
 - The parent/guardian does not have sufficient income and is thus supported by the income of other family members.
 - Someone other than the parent/guardian claims the child as a dependent for income (*shotokuzai*) or residence tax (*juminzei*) exemption purposes.
 - Someone other than the parent/guardian is the primary earner for the household.
- (2) Childcare fees are on a monthly basis. Please note that childcare fees will not be prorated by the day.

- (3) Childcare fees will be waived for households which have an annual income under 3,600,000 yen AND for those who have a second or more children in childcare.
- (4) For children in the 0- to 2-year-old classes, the cost of meals (i.e., the costs of staple foods and side dishes) are included in the childcare fees.
- (5) Due to the education and childcare subsidy, no fees are due for children in the 3- to 5-year-old classes.
- (6) There may be out-of-pocket expenses other than the childcare fees.
- (7) As of January 1st, 2026 (Reiwa 8), those who are registered as residents outside of Nikko must have the following documents in order to calculate their childcare fees:

PARENT/GUARDIAN'S EMPLOYMENT STATUS, ETC.	DOCUMENTS TO SUBMIT
① Those whose municipal resident tax (<i>shikuchousonminzei</i>) is deducted from their pay	A copy of your “Notification of Municipal and Prefectural Tax Special Collection Tax Amount for Fiscal Year 2026 (Reiwa 8)” (<i>shikuchosonminzei kenminzei tokubetsu choshu zeigaku no ketteitsuchisho</i>)
② Those who have already received a municipal resident tax (<i>shikuchousonminzei</i>) payment notice	A copy of your “Municipal and Prefectural Residence Tax Notice for Fiscal Year 2026 (Reiwa 8) (The part where the municipal tax can be verified)
③ OTHERS (Those who cannot provide either document ① or ②)	“Certificate of Taxation (or Non-Taxable Status) for Municipal and Prefectural Residence Tax for Fiscal Year 2026 (Reiwa 8)” (<i>shikuchosonminzei kenminzei kazei hikazei shomeisho</i>) ※ Please request this from your municipality of residence on January 1 st , 2026.

< CAUTION > If you have not filed your municipal (*shikuchosonminzei*) or prefectural tax (*kenminzei*) returns for the fiscal year 2025 (Reiwa 7) (2024 [Reiwa 6] tax year), your childcare fees and eligibility for exemptions for the cost of side dishes cannot be calculated. If you have not filed your resident return(s), please do so urgently at the municipality where you were a resident as of January 1st, 2025.

◇ Regarding Taxes Used to Calculate Childcare Fees/Determine Eligibility for Exemptions for the Cost of Side Dishes ◇

The tax year for April 2027 (Reiwa 9) ～August 2027 (R.9)	Calculated based on the Fiscal Year 2025 (Reiwa 8) municipal resident tax (<i>shikuchousonminzei</i>) amount
The tax year for September 2027 (Reiwa 9)～March 2027 (R.10)	Calculated based on the Fiscal Year 2026 (Reiwa 9) municipal resident tax (<i>shikuchousonminzei</i>) amount

9. Regarding Costs for Side Dishes (Children in the 3- to 5-Year-Old Class)

Eligibility for exemptions for the cost of side dishes is determined based on the parent/guardians' municipal residence tax amount.

The cost of side dishes (i.e., the food material costs) must be paid to the childcare facility on a monthly basis. The exact amount and payment method differs based on the facility, so please contact the specific facility directly for details. Fees for side dishes will be waived for households which have an annual income under 3,600,000 yen; they will also be waived for households which have three or more children. Eligibility for the exemption requires a review of the parent/guardian's municipal resident tax (*shikuchousonminzei*), just like for the childcare fees.

※The handling of the cost of side dishes for those with two or more children in 2027 (Reiwa 9) has not yet been decided at this point in time. Once the details have been finalized, they will be posted on the Nikko City website.

※For children in the 3-to 5-year-old classes, the fees for staple foods must be paid to the childcare facility or Nikko City, regardless of whether or not your child is exempt from the side dish fee. The exact amount and payment method differs based on the facility, so please contact the specific facility directly for details.

10. Regarding Childcare Adjustment Periods (*narashi hoiku* or *nare hoiku*)

At childcare facilities, an adjustment period (*narashi hoiku* or *nare hoiku*) is set aside to allow children to get used to the rhythm of daycare. If children are put into daycare for the same number of hours as typical childcare right away at the beginning, the sudden and dramatic change in their daily environment can put a substantial burden on them. Therefore, the number of childcare hours will start small and gradually increase over the adjustment period. Adjustment periods are also necessary if transferring to a new facility, as transfers present another change in environment.

The length of an adjustment period differs child to child, so please be sure to consult with the childcare facility first. Enrollment is designed with the adjustment period in mind. Therefore, please keep in mind that the month in which you may

enroll your child may depend on the timing of the first day that you start work or return to work after taking parental leave. The below are provided only as examples, so if you cannot guarantee your child will be in attendance at least 10 days (weekdays) or more at the childcare facility, please consult with us.

《EXAMPLES》

If your work begins/end of parental leave is June 15th, admission is possible from June onward.

If your work begins/end of parental leave is June 14th, admission is possible from May onward.

11. Regarding Meals for Children with Food Allergies

Each childcare facility provides alternative meals or modified meal options for children with food allergies. Since young children are present in groups at childcare facilities, preventing accidental ingestion of allergens requires care at the individual level. At facility tours, informational meetings, or trial visits, **PLEASE CONSULT WITH THE FACILITY AHEAD OF TIME** about the nature of the allergies. (For example, the extent to which you limit exposure to the allergen, any medications your child takes, whether or not your child is prone to anaphylaxis, etc.) (If your child develops an allergy after you have already submitted your application, please contact the Nikko City Childcare Division immediately. If the allergy develops after you have received your offer, please contact the childcare facility immediately.)

※If your child has food allergies, you must submit a “Lifestyle Management Guidance Form for Allergies in Childcare Facilities” (*hoikusho ni okeru arerugishikkan seikatsukanri shidohyo*) written by your child’s primary physician in order to properly follow their diagnosis and instructions before the childcare facility can begin providing meals. Please note that even if you have already received an offer, if it is determined that the facility cannot adequately provide safe care for your child, your child may not be granted enrollment in your desired month. Alternatively, you may be asked to provide a packed lunch for your child.

12. Changes in Family Situation While Enrolled/Regarding Transferring or Withdrawing from a Childcare Facility

If your family circumstances change per the below while your child is enrolled in a childcare facility OR if you wish to transfer your child to a new facility or withdraw

from the current facility, please inform the facility that your child currently attends or the Nikko City Childcare Division. Furthermore, if you need to submit documents in accordance with the change, please do so promptly.

- ① Address change
- ② A change to the household (status, structure, etc.)
- ③ A change to your place of employment or employment status
- ④ A change to your reason(s) for requiring childcare
- ⑤ When you wish to change your childcare approval type
- ⑥ When there is a change in parents/guardians due to marriage, divorce, death, etc.
- ⑦ When your municipal resident tax (*shikuchosonminzei*) amount changes due to amendments, corrections, or refunds

※Any changes to your approval status or childcare fees will take effect from the following month after you submit notice of the given change

13. Regarding Inter-Municipality Admissions

★CAUTION ①If you do not apply to move into Nikko, your application will be given lower priority than current residents.

②Inter-municipal admission reviews occur once a fiscal year. We cannot guarantee your admission for future years.

(1) For residents of Nikko who wish to use childcare facilities *outside* of Nikko

PREPARATIONS/APPLICATIONS Please notify the division which handles childcare in your desired municipality if you intend to move, the month you intend to enroll your child, and your reason for doing so (for example, your workplace is in the municipality, the municipality is on your way to work or school, etc.). If your application meets the requirements, Be sure to check the application deadlines and forms, prepare your application, and submit it to the Nikko City Childcare Division.

INTER-MUNICIPALITY REVIEWS/NOTIFICATION OF RESULTS

Nikko City will send a review document to the division in charge of childcare in your desired municipality. After conducting the selection process, the other municipality will send the results to Nikko City, which will then share it with the parent/guardian. (The timing of the result's arrival varies depending on the schedule of the other municipality.)

※For other specific situations, please consult with the Nikko City Childcare Division.

(2) For residents *outside* of Nikko who wish to use childcare facilities *within* Nikko

PREPARATIONS/APPLICATIONS Please notify the Nikko City Childcare Division if you intend to move, the month you wish to enroll your child in childcare, and your reason for doing so (for example, your new place of work is in Nikko, etc.). Be sure to check the application deadlines and forms, prepare your application, and submit it to the division in charge of childcare facilities in your current municipality of residence.

INTER-MUNICIPALITY REVIEWS/NOTIFICATION OF RESULTS
Your municipality of residence will send a review document to Nikko City Hall. After conducting the selection process, we will send the results to the division in charge of childcare facilities in your current municipality. (The results will be sent towards the end of the month prior to your desired enrollment month.) Then, that division will contact the parent/guardian to share the results. Please bear in mind ahead of time that in principle, the Nikko City Childcare Division will not contact parents or guardians directly to share the results.

14. Offer Withdrawal/Enrollment Termination

Please note that even if an offer has been extended, if any of the conditions below apply, the offer may be withdrawn, or your child's enrollment may be terminated.

- ① Your application or documents contain false information
- ② Your child is deemed to be unfit for group childcare
- ③ There is a risk that due to illness, etc. your child may adversely affect other children
- ④ You no longer require childcare
- ⑤ (Other) If it is deemed that continuing childcare is no longer appropriate

《EXAMPLES》
• The child in question has moved out of Nikko
• You no longer meet the eligible reasons for requiring childcare

QUESTIONS/COMMENTS?

Nikko City Hall Childcare Division
1 Imaichihoncho, Nikko
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