

Sapporo City Entry Guide to Day Care Centers, Etc.

In this guide, authorized daycare centers refer to the following facilities.

- 1) Authorized daycare centers, 2) Centers for early childhood education and care (day care center functions),
- 3) home childcare programs, 4) small-scale childcare programs, 5) (authorized) employer-provided childcare services.

When wishing to use the facilities listed in (1) through (5) above, please read this guide carefully before completing the procedures.

1. Information on the use of day care centers, etc.

When using authorized daycare centers, parents are required to obtain a certificate of approved classification from the municipal government in their area. (see pg.8).

As shown in Table 1, certification of approved classification is divided into categories according to the age of the child and the reason for needing childcare services. In order to use an authorized daycare center, the child must be certified as either type 2 or 3.

(Table 1) Type 2 and 3 Certification

	Type 3 Certification	Type 2 Certification
Qualifying Age	Until two days before the third birthday of your child.	From a day before the third birthday of your child.
Certification period	This refers to the period during which parents can use day care centers, etc. depending on the reasons they have given for using such facilities. (Please refer to the Table 2 “Reasons why parents need childcare services”)	
Necessary childcare hours	Regular-time childcare (11 hours a day) or short-time childcare (8 hours a day) is available. *When wishing longer childcare than the specified hours, users have to pay extended childcare fees.	

(Table 2) Reasons why parents need childcare services

No.	Reasons	Certification period	Necessary childcare hours* ¹ · ²	
1	Employment	By the end of the final month of employment	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
2	Pregnancy/Childbirth	From 8 weeks before the due date to the end of the month 8 weeks after the delivery date	Regular-time	
3	Illness/Injury	Period necessary for recuperation	Regular-time	
4	Nursing care for those who live with parents	Period necessary for nursing care	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
5	Disaster recovery	Period necessary for disaster recovery	120 hours or more/month	Regular-time
			64 hrs. or more but less than 120 hrs./month	Short-time
6	Job searching (including preparation for starting a business)	Around 3 months (by the end of the month including the 90th day)	Short-time	
7	Learning/Job training	By the end of the month of learning/job training period	120 hours or more/month	Regular-time
			64 hrs or more but less than 120 hrs/month	Short-time
8	Possibility of abuse or domestic violence	Varies by the situation of each household	Regular-time	

9	(In the case of continuous attendance) Childcare leave	In principle, by the end of the month in which childcare leave ends *3	Short-time
10	Similar cases other than the above items	Varies by the reason given	Varies by the reason

*1 If one parent or guardian is falling under the category of short-time childcare service and the other parent or guardian is falling under the category of regular-time childcare service, the short-time childcare service will be applied.

*2 When falling under the category of regular-time childcare services, you can choose short-time childcare services at your request. When falling under the category of short-time childcare services, you may choose regular-time childcare services by applying for special arrangements. ("Application Form for Special Application of Regular Childcare Hours" needs to be submitted.)

【Special measures for the use of standard childcare hours】

- (1) Working hours are 7 hours or more per day for 3 days or more per week or 12 days or more per month.
- (2) At least 3 days a week or 12 days a month, either or both starting and finishing times of work, etc. fall under one of the following categories.

Short-time Childcare hours	Starting time of work, etc.	Finishing time of work, etc.
8 : 00~16 : 00	Before 8 : 30	After 15 : 30
8 : 30~16 : 30	Before 9 : 00	After 16 : 00
9 : 00~17 : 00	Before 9 : 30	After 16 : 30

- Please refer to the List of Sapporo City Authorized Day Care Centers and Similar Facilities for the short-time childcare hours.
- *3 Childcare leave certification shall be by the end of the month in which the last day on which parents wish to take childcare leave falls. However, if a child for whom parents take childcare leave cannot use authorized day care centers, you can extend childcare leave by six months upon application: When your child become 12 months old, you can take childcare leave until your child becomes 18 months old, and when your child become 18 months old, you can take childcare leave until your child becomes 24 months old.

2 Opening hours and eligible ages at day care centers, etc.

Opening hours and eligible ages vary by the childcare facility. For further details, see the List of Sapporo City Authorized Day Care Centers and Similar Facilities. The age of the child will be determined by the age of the child at the beginning of the fiscal year (April 1) in which the child wishes to enroll.

Some day care centers provide extended childcare services for children who need to be looked after longer than the specific hours due to their parents' working hours, commuting time or other circumstances. Some also provide night-time childcare services until 10:00 p.m. or 12:00 midnight (in Chuo-ku and Nishi-ku only*1). If you wish to use such services, please contact the Health & Children Affairs Section in your ward.

(If you require extended childcare services, you are required to separately apply for them after entering day care.)

*1 Night-time childcare can only be used if both parents or guardians are "employed" or "enrolled in school or vocational training" and the time required for these activities is at least three days a week until 7:00 p.m. or later. In some cases, night-time childcare may not be available due to the childcare system of the facility.

(Table 3) Admission for Year 2022 and Year 2023

Date of Birth	Year 2022	Year 2023
April 2, 2022~	under 1 year	under 1 year old
April 2, 2021 ~ April 1, 2022	old	1 year old
April 2, 2020 ~ April 1, 2021	1 year old	2 years old

April 2, 2019 ~ April 1, 2020	2 years old	3 years old
April 2, 2018 ~ April 1, 2019	3 years old	4 years old
April 2, 2017 ~ April 1, 2018	4 years old	5 years old
April 2, 2016 ~ April 1, 2017	5 years old	

3 Screening and entry date

Applications for childcare services are accepted at any time, and screening is conducted upon examining the contents of the applications. With the application deadline on Friday every week, applications two months ahead will be accepted and screened after the weekend. (Entry screening in the new fiscal year (April 1) will be conducted all together by setting an application period around November.)

Based on the screening standards, priority will be put to those who are in dire need of childcare services at the time of intended entry. Since applicants' situations are primarily taken into consideration in each screening, users are not decided on a first-come and first-served basis, nor is priority put to any of the choices applicants make (from the 1st choice to the 5th choice).

Whether an applicant is admitted to an authorized day care center is determined according to approved screening results. Based on the screening results, approved users conclude a usage agreement with childcare facilities, including centers for early childhood education and care (day care center functions), home childcare programs, small-scale childcare programs and (authorized) employer-provided childcare services.

The entry date shall be the date on which users wish to enter, in principle, but if there is no vacancy at the intended day care center, users have to wait until a place opens up.

For the flow from application to notification on screening results, see the next page information: Procedures from Use Application to Entry Decision.

4 Trial childcare

Many daycare centers and similar facilities provide trial childcare services where the childcare hours become gradually longer for children who have newly entered, so they can gradually adjust to the new routine.

Trial childcare periods vary by the child's condition, the family's situation, the intended day care center's policy and other factors. In the event parents have difficulty taking care of their children due to employment status or other reasons, they should discuss the issue with their childcare facility to find a solution.

When a parent starts a new job or childcare leave ends, children can receive trial childcare services at childcare facilities before parents begin working. For further details, please inquire with the Health & Children Affairs Section in your ward.

【When receiving trial childcare before starting work (school) or before returning to work after childcare leave】

(Example) In the case of admission on April 1, 2023 (start working by April 14)

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1 Day 1
2	3 Day 2	4 Day 3	5 Day 4	6 Day 5	7 Day 6	8 Day 7
9	10 Day 8	11 Day 9	12 Day 10	13 Day 11	14 Day 12	15

If the reason for needing childcare is work or school, parents or guardians must start work (school) or return to work by the 13th day counting from the day of admission to the authorized daycare center, etc. If parents or guardians are unable to start working, etc., the admission may be cancelled. For details on the actual trial childcare, please decide with the authorized daycare center, etc. where the child will be enrolled.

*In principle, authorized daycare centers are open Monday through Saturday, excluding national holidays.

If you wish to enroll your child in an authorized daycare center that is closed on Saturdays, you must start working by the 13th day of the month excluding Saturdays. If the 13th day falls on a holiday at your place of work (school), please start working (going to school) on the most recent work day (school day) after the 13th day.

5 Childcare fees

See the separate document How Childcare Fees are Determined.

6 Procedures from application to entry decision

Visit to authorized facilities

Please visit your desired facilities with your children after a prior inquiry. Childcare policies vary depending on the childcare facility. Please visit the desired facilities before applying for them.

Documents necessary to apply for childcare facilities

The staff at the Health & Children Affairs Section in your ward will ask about your family conditions and give you the necessary application forms. According to the reasons applicants have given for receiving childcare services, some documents need to be prepared in advance.

Example: an employment certificate drawn up by your company and a medical certificate by your hospital.



Application

In principle, please send the documents necessary to apply for admission to an authorized daycare center, etc. to the Health & Children Affairs Section in your ward by mail (you can also bring the documents in person.) The date of receipt at the Health & Children Affairs Section is the date of acceptance, so please make sure to submit the documents in advance of the deadline.

Declining to enroll your child after he/she has been accepted will cause a great deal of inconvenience to other applicants and daycare centers.

We ask for your cooperation in indicating on the application form only those daycare facilities to which you can take your child(ren).



Issuance of certification

After confirming the reasons why users need childcare services with certain childcare hours, the Health & Children Affairs Section in your ward issues certification.

Please note that certification proves applicants need childcare services, but does not admit their children to childcare facilities.



Notification of screening results*

The Health & Children Affairs Section of each ward will adjust the use of the daycare facilities you have requested based on the Screening and Coordination for Authorized Childcare Facilities. If you are accepted, you will receive a "Notification of screening result (Acceptance)". If you are not accepted, you will receive a "Notification of screening result (deferral)". In the case you are approved for childcare services during the current fiscal year, an official will inform you of it by phone. (if we are unable to reach you, we may give priority to the next applicant).

*Notes on entry deferral

The City of Sapporo will send "Notification of screening result (deferral)" only at the time of the first adjustment of the daycare center and when the child's admission is suspended on April 1. If you need to submit documents proving that you cannot enter a daycare center again for reasons such as submitting to your employer or Hello Work when extending your childcare leave, please contact The Health & Children Affairs Section of your ward.



After screening results

- Parents have to contact the facility their child will enter to arrange an orientation session before the entry date. (Since many parents and children are expected to enter on April 1, please wait for information on an orientation meeting held at each facility.)
- In case of deferral, the facility you are waiting to enter will try to find a place for your child in the future. In the event there are any changes to your family status or working conditions or you wish to change facility, please contact the Health & Children Affairs Section in your ward.

7 Documents necessary to apply for the use of childcare facilities

To apply for the use of childcare facilities, applicants are required to prepare Application for Certification for Approval (Type 2 ・ 3 certification) and the following three documents.

- ① Documents necessary to prove the reasons why parents need childcare services— Attached table 1
- ② Documents necessary to conduct a screening and determine childcare fees — Attached table 2
- ③ Documents to confirm your identity and personal number (My Number) —Attached table 3

① Documents necessary to prove the reasons why parents need childcare services

Either of the following documents is needed depending on the reason parents give for receiving childcare services. Please prepare the documents necessary to prove the reason why you need childcare services on the date when you wish to start using childcare services. Excluding part-time employment for childcare and temporary absence from work for childcare, if there are any changes to employment conditions (such as workplaces or working hours) after an informal entry decision, the informal decision may be cancelled.

(Attached table 1) List of documents necessary to prove the reasons why parents need childcare services

C a t e g o r y			Necessary documents	Reasons why parents need childcare services							
Father	Mother	Other		Work		Childbirth	Illness	Disability	Job searching	Learning	Nursing
				Employed	Self-employed						
			Employment certificate (*1)	●	●						
			Copy of Maternal and Child Health Handbook			●					
			Medical certificate (*1)				●				
			Copy of Physical/mental disability certificates					●			●
			Application and consent for job searching status (*1)						●		
			School certificate (*2)							●	
			Declaration of nursing/caring (*1)								●

Only if you are self-employed, attach a document showing that you are running a business (e.g., a copy of the business opening notice).

Cover page and the page on which the expected due date is written

A copy of a section that includes the name, grade, and the next judgement period on a physical/mental disability certificate, or medical care handbook

Documents that show the curriculum (e.g., schedule) (*3)

*1 When submitting the above documents, please use the forms designated by Sapporo City. Individual forms can be downloaded from the Sapporo City Application Form and Notices Download Service.

Sapporo City Application Form and Notices Download Service

URL ⇒ <http://www3.city.sapporo.jp/download/shinsei/>

*2 There is no designated form for a school certificate. Please ask your school to issue a form.

*3 If there is no curriculum such as a schedule for online correspondence, please attach a statement with the average amount of time devoted to study to a petition form.

*4 If you are unsure about any part of this procedure, such as if you are planning to get divorced with difficulty submitting documents that can confirm the reason for your spouse's need for childcare, please consult with the Health & Children Affairs Section of your ward.

② Documents necessary to conduct a screening and determine childcare fees

(In the event you wish to enter childcare facilities from September 2022 to August 2023)

(Attached table 2) List of documents necessary to conduct a screening and determine childcare fees

Person who has to submit documents			Categories	Necessary documents	
Father	Mother	Other			
To conduct a screening					
			Those who wish to use the childcare of authorized facilities after childcare leave ends	(*1)	
			Those who wish to start using childcare facilities before finishing the designated period of childcare leave	Declaration form (designated for shortening the period of childcare leave)	
			Those who have family members with physical/mental disability certificates	Copy of a section that includes the name, grade, and the next judgement period on a physical/ mental disability certificate, or medical care handbook	
To determine childcare fees					
			Those who have completed resident registration in Sapporo as of January 1, 2022	Nothing in principle (*2)	
			Those who have not completed resident registration in Sapporo as of January 1, 2022 (*3) (*Those who have registered their residency in government-designated major cities are required to submit the necessary document C).	Those who have municipal inhabitant tax deducted from their income	
				Those who pay municipal inhabitant tax by themselves	A) Notices of 2022 municipal and prefectural inhabitant special collection taxes
				Those who are exempt from municipal inhabitant tax	B) Notices of 2022 municipal and prefectural inhabitant taxes
				In case you cannot submit or have lost a tax notice or other cases	C) Certificates of 2022 municipal and prefectural inhabitant taxes *Certificates showing an income-based residents' tax, total income, breakdown of deductions and the number and details of sustainers are needed.
				Those who cannot produce a tax statement because they were living abroad	Certificate of workplace (pay slip, etc.) *Documents and translation to certify annual income from January to December in 2021
			Children whose brothers and sisters attend the support for children with disabilities.	Written notification on tax reduction for households with more than one child, attendance certificate, entry decision notice, etc.	

*1 In principle, points will be added after childcare leave if it can be confirmed that the applicant is "applying for an approved daycare center upon returning to work from childcare leave" based on No. 13 on the Employment Certificate. Therefore, no additional documents are required. However, please note that points will not be added without the submission of additional documents in the following cases.

(1) If you are not an employee (self-employed, etc.)

If it can be confirmed that you started your business before the birth of your child for whom you are applying for admission to an authorized daycare facility, etc., it will be considered as the end of your childcare leave.

- Necessary documents:** A copy of the business opening notice (with the seal of acceptance at the tax office prior to the date of birth of the child) or a copy of the tax return for the previous year.

(2) If you are an employee but cannot use the childcare leave system

If you resigned from your former employer after finding out that you were pregnant with the child for whom you are applying for admission to an authorized daycare facility etc. (you received the Maternal and Child Health Handbook), but are scheduled to work for the same employer (*), only those whose expected return to work day is before the child’s 1st birthday, it will be considered as the end of your childcare leave. (*This includes cases where you work at a different branch but the same company, or at a different office but the same company, etc.)

- Necessary documents: **Employment certificate** (Showing the following two things: that you were working before your baby was born, and that you will be working in the future. Please ask your employer to fill in the blanks for your previous employment history.)

*2 Those who does not declare municipal and prefectural inhabitant taxes, or those who have registered their residency in Sapporo but on whom taxes are imposed in other municipalities in FY 2022, may have to submit some additional documents if Sapporo City cannot confirm their income status.

*3 About the above written A~C certificates, if the following “**③ Documents to confirm your identity and personal number (My Number)**” written below are available, you can omit the above A~C documents. In this case, an inquiry on municipal tax will be made to the municipality where the resident was registered as of January 1, 2022, using personal number (My Number). This inquiry may take a certain amount of time.

Additional documents may be requested in cases where the municipal/provincial tax has not been declared or could not be confirmed by the inquiry.

③ Documents to confirm your identity and personal number (My Number)

Based on the regulations of the Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures and the enforcement regulations of the Children and Child Rearing Support Act, applicants have to enter their Social Security and Tax Number (personal number) in certification procedures. When you submit applications, please be sure to enter your personal number on the form for attaching My Number and bring the following documents necessary to confirm your identity and personal number.

In case applicants have difficulty entering their personal number because they do not know it, or they do not have the documents necessary enough to confirm their identity and personal number, they can submit documents without entering their personal number on the form for attaching My Number. (In this case, Sapporo City will confirm their personal number based on the information of the Basic Resident Register.)

(Attached table 3) Documents to confirm your personal number

	Documents required
	The Form for attaching My Number
	Documents to confirm your personal number (see the Attached table 4)
	Documents to confirm your identity (see the Attached table 4)

(Attached table 4) Details of documents to confirm your identity and personal number

	Personal number confirmation	Identity confirmation
Those who need to submit	Only those whose name should be written as the “guardian” in the Application for Certification for Approval (Type 2・3 certification)	
Example of documents	<input type="checkbox"/> Personal number card <input type="checkbox"/> Notification card (It is valid if the name and address match the most recent information) <input type="checkbox"/> Copy of residence certificate including personal numbers * Individual Number Notice cannot be used to confirm Personal number.	Either of the following must be produced <input type="checkbox"/> Personal number card <input type="checkbox"/> Driver’s license <input type="checkbox"/> Photo ID card (employee ID card etc.* Including your name and birth date) Two documents from the following must be produced <input type="checkbox"/> Insurance card (national health insurance, health insurance, care insurance etc.) <input type="checkbox"/> Receipt of utility charges <input type="checkbox"/> Certificates regarding tax (tax certificate or withholding certificate) <input type="checkbox"/> Copy of household registration appendix or copy of residence certificate <input type="checkbox"/> Medical care certificates issued by Sapporo City, ID card (employee card etc.)

**8 The handling of stamps on employment certificate (including certificates of childcare leave)**

The seal of the employer can be omitted. However, it may be a crime should a parent or guardian forge or alter the employment certificate, etc. (creates or alters without permission).

Please note that we may call the employer to confirm the contents of the certificate.

Consultation and inquiries about the entry of childcare facilities

Please contact **the Children and Family Welfare Division, Health & Children Affairs Section in your ward.** (Open from Monday to Friday except for the year-end and new year’s holidays(Dec.29 – Jan.3) and national holidays; 8:45 to 17:15)

Ward	Zip code	Address	Tel
Chuo Ward	060-8612	Chuo Ward Office 5F, Odori Nishi 2-chome 9, Chuo-ku	205-3354
Kita Ward	001-0025	Kita Health Center 2F, Kita 25-jo Nishi 6-chome, Kita-ku	757-2563
Higashi Ward	065-0010	Higashi Health Center 2F, Kita 10-jo Higashi 7-chome, Higashi-ku	711-3214
Shiroishi Ward	003-8612	Shiroishi Ward Office Ccomplex 4F, Nango-dori 1-chome Minami 8-1, Shiroishi-ku	861-0336
Atsubetsu Ward	004-8612	Atsubetsu Ward Office 3F, Atsubetsu Chuo 1-jo 5-chome 3-2, Atsubetsu-ku	895-2499
Toyohira Ward	062-8612	Toyohira Ward Office 3F, Hiragishi 6-jo 10-chome, Toyohira-ku	822-2473
Kiyota Ward	004-8613	Kiyota Ward Office Complex 2F, Hiraoka 1-jo 1-chome, Kiyota-ku	889-2051

Minami Ward	005-0014	Minami Health Center 3F, Saiwai-machi 1-chome 3-2, Makomanai, Minami-ku	522-5780
Nishi Ward	063-0812	Nishi Health Center 3F, Kotoni 2-jo 7-chome 1-20, Nishi-ku	621-4242
Teine Ward	006-8612	Teine Ward Office 2F, Maeda 1-jo 11-chome, Teine-ku	688-8597

◆ For those who wish to use the volunteer interpretation service (Sapporo Community Interpreters), please contact to Sapporo International Communication Plaza Foundation(SICPF), International Community Bureau.

For more details, please refer to the webpage below. (Consultations and applications are available on our website.)

HP: <https://www.sapporolife.info/en/article/?id=32#id17833a0b4e92f>

TEL: 011-211-2105 FAX: 011-232-3833